



i2visa Order Form

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 Company number: SC464380
 WhatsApp: 07546905394
 Tel: 01314607023

1. Checklist of authenticating personal or commercial UK documents for use in **P.R. China**

Please Cross 'x' in the Appropriate Box '☐' (Item with "*" must be provided)!		Confirmation		
Copy of Passport	TWO copies of your passport photo and observation page only	<input type="checkbox"/>		
UK Document(s)	UK <u>original</u> and <u>photocopy</u> of the document(s) required individually	<input type="checkbox"/>		
* Legalisation Form* & *i2visa Order Form*	To complete part 1, 3, & 5 electronically; Part 5: <u>Copies</u> means how many documents to be authenticated; Put 1 or 2 or 3 to the box relating to the part 3. Please sign and date the part 8 twice by hand .	<input type="checkbox"/> <input type="checkbox"/>		
Full Service: Regular Service up to 15-20 working days	1) Certified by our notary public; 2) Legalised by FCDO (an apostille Certificate attached); 3) Authenticated by Chinese General Consulate of Edinburgh; 4) Scanning Service upon request; 5) Shipment Service	One Document (£188)	<input type="checkbox"/>	
Part Service: Regular Service up to 10-15 working days	1) Authenticated by Chinese General Consulate of Edinburgh (Requirement: An apostilled certificate attached to the document.) 2) Scanning Service upon request; 3) Shipment Service	Two Documents (£348)	<input type="checkbox"/>	
Commercial Documents Only	The extra charge based on the above appropriate fee for personal documents (Ex. THREE commercial documents – extra £188 ☐)	Three Documents (£468)	<input type="checkbox"/>	
Delivery Options	Recorded Mail Delivery for UK/Ireland delivery; DHL Courier Service to the world: up to 5 working days;) Self-arranged Delivery (£0) ☐	One Document (Extra £68)	<input type="checkbox"/>	
Your Requests	Please tick the following box for us to notarise the <u>original</u> or <u>copied</u> UK document(s): <ul style="list-style-type: none"> • Original Degree/TEFL or TESOL Certificate/Background Check Certificate ☐ • Photocopy of Degree Certificate and/or TEFL/TESOL Certificate ☐ • Other Request: _____ 	Two Documents (Extra £128)	<input type="checkbox"/>	
Payment Option 1:	Account Number: 20020445 Sort Code: 82-45-05 Reference: Your Full Name	Payment Date: _____	1) UK Bank Transfer ☐ 2) PayPal Payment (oversea customers only) ☐ 3) Alipay Payment ☐	
Payment Option 2:	Enclosed Cash* ☐ Enclosed Cheque* ☐ Enclosed Postal Order* ☐ --- Pay to ' i2visa UK Ltd '			
Please post or courier all required documents to i2visa's Edinburgh Office. (Express or urgent service is optional.)	Please mail all the above required documents to: i2visa UK Ltd, Forth House, 28 Rutland Square, Edinburgh, EH1 2BW, UK			
	Express Service (+ regular service's fee)	Extra: £78 (1doc) ☐	£138(2docs) ☐	£198(3docs) ☐
	Urgent Service (plus regular service's fee)	Ext: £138 (1doc) ☐	£228 (2docs)☐	£328(3docs) ☐
	Timeframe: Express& Full Service: 15 working days; Urgent& Full Service: 10 working days			

2. Contact Details: Please brightly complete the following boxes in print. Please note that the legalised/authenticated/other document(s) will be delivered to the following address (all over the world):

Full name of Applicant and Contact person _____ Country Code (Ex: UK +44) Tel/Mobile Number _____

House/Flat Number & School Name _____ Street/Road/Avenue/Others _____

City or Town _____ Post/Zip Code _____ Country _____

How did you find us? Please tell us with huge thanks! _____ Email Address _____

3. Terms and Conditions:

I have read and agree to the terms and conditions of i2visa UK Ltd (www.i2visa.co.uk).

Important Notice:

We will **NOT** process your application of authentication until the receipt of full payment. If you make the payment but withdraw your application afterwards, we will take off the **30% of the total amount** as our admin charge according to our refund policy. (i2visa's PayPal registered account: i2visauk@gmail.com - used for **oversea customers only**) Please print on **SINGLE-SIDE of PAPER** for all forms. We also authenticate UK documents for Vietnam & Thailand & Middle East & Africa etc.

Signature: _____

Date: _____