

Creative Industries trade mission to the Kingdom of Saudi Arabia (KSA)

Logistical information

Please find below some key logistical information to assist you in your preparations for the Creative Industries trade mission to the Kingdom of Saudi Arabia. If you have any queries, please don't hesitate to contact DITCreative@brayleino.co.uk.

Hotels

DIT have arranged **preferential rates** at the following hotels and **strongly recommend** that you stay at these during the mission, in order to take advantage of the in-country transport that DIT will be arranging (please note, this does not include flights).

Location	Nights	Hotel	Price	Contact
Jeddah	9 & 10 March	Citadines Al Salamah-Jeddah	SR450 B&B	To: enquiry.jeddah@the-ascott.com Cc: shahroze.nadeem@the-ascott.com
Riyadh	11 & 12 March	Ascott Rafal Riyadh	SR500 B&B	To: enquiry.riyadh@the-ascott.com Cc: shahroze.nadeem@the-ascott.com; mouaz.taleb@the-ascott.com; Shahroze Mobile/Whatsapp: +966 59 335 0311
Eastern Province	13 March	Hilton Garden Inn	SR300 B&B	hisham.samir@hilton.com

Rates offered are excluding 5% VAT and 5% municipality fee.

When making your booking, please state that you are part of the **British Embassy Group** in order to take advantage of these rates.

Please advise us when you have booked your accommodation at DITCreative@brayleino.co.uk.

Flights

Based on the draft programme, we recommend that you arrive in Jeddah ready to start the programme on Sunday morning 10 March 2019. There is a vast choice of flights departing Heathrow which will get you in to Jeddah, ready for the start. The programme will end at approx. 15:00 on Thursday 14 March.

We recommend you book the flights below (subject to availability), in order to benefit from the DIT transport.

Date	Time	From	To	Book with
11 March	19:00	Jeddah	Riyadh	Flynas, cost is £50 (as of 24/01/19)
13 March	20:20	Riyadh	Damman	Saudia, cost is £59 (as of 24/01/19)

The programme will **end at approximately 15:00 on Thursday 14 March**.

There is a flight from Damman, via Jeddah, to Heathrow, departing at 20:00, or a flight from Damman to Heathrow via Riyadh, departing at 22:10, both on Saudi Airlines.

There are also options to Bahrain return or via Dubai from the UK.

Visas

The process and criteria for arranging pre-approval for Trade Delegations to Saudi Arabia has recently changed. Invitation letters from DIT or the FCO are no longer considered acceptable by the Saudi authorities.

Under the new rules, requests for Trade Delegation visas, whether organised through DIT or an affiliate, or as part of a senior official's visit, must seek prior approval from the Council of Saudi Chambers (CSC).

The British Embassy Riyadh have been advised that the minimum period from the date of submission to the CSC to the authorisation of the pre-approvals is 30 days. Please note that this does not include the time required to submit and process the actual visa application at the Saudi Embassy.

The visa process

Step 1:

You will be directed to complete an online registration form to make payment of the management fee and submit the information required for the visa pre-approval process. This needs to be done by no later than **Monday 4 February 2019**.

When the pre-approval is received, you will be sent a reference number to use in your visa application.

Step 2: Applying for your visa

Applicants must submit:

1. A copy of the preapproval issued by CSC or a letter of invitation from the Saudi sponsor company.
2. An original letter of introduction addressed to the Consular Section from the British company at which the applicant is employed. This letter must be stamped by the British Chamber of Commerce. A template of an introduction letter is available [here](#).
3. British and European Union passport holders must provide proof of residence in the United Kingdom. Original copies of documents are required; permitted documents include bank statements.
4. Applicants not holding British or European passports must submit proof of their United Kingdom residence permit.

DIT recommends using a standard **Business Visa (yellow form)**. This requires the following steps.

1. Complete the Enjazit form to obtain the e-number (Note: a good visa agent will do this as part of their fee).
2. Complete the visa application form
3. Submit the visa application form to the embassy or your agent

The pre-approval issued by CSC will be for a standard 3-month single entry visa, if you do require a different type of visa then you will have to source it through a Saudi sponsor or alternatively our delivery partner AEI Saudi Arabia can do this for you for a fee. For further information, please visit <https://www.aeisaudi.com/support-services/visit-visas/>

Important Notes

1. Please note that a minimum of 24 hours is required to process a visa application. Visa agencies charging more for fast track applications do not receive a faster service from the Consular Section.
2. Individuals may lodge passports from 9am to 11am Monday to Friday.
3. Agents may lodge passports from 9am to 10:30am Monday to Friday.
4. Passports may be collected from 3pm to 4pm Monday to Thursday, and from 2pm to 3pm on Fridays.
5. Passports must be lodged at and collected from the Consular Section, 32 Charles Street, London, W1J 5DZ.
6. All visas are valid from the date of issue.
7. The period of stay of visas commences upon arrival in Saudi Arabia.
8. For all other enquiries please contact the Consular Section at ukemb@mofa.gov.sa.
9. Visitors are kindly requested to respect the Rules, Regulations and Customs of the Kingdom of Saudi Arabia.
10. The pre-approval authorisation from the CSC acts as the 'sponsorship/invite letter' when submitting your application.
11. Passport needs to be at least valid for 6 months and have two blank facing pages.

DIT strongly recommend using a visa company for your applications. The following visa companies have been used by DIT stakeholders in the past. Inclusion in this list does not imply DIT recommendation or endorsement of their services. There are numerous other visa companies that provide visa services.

Gulf Visa

17 Hanover Square, Mayfair, London, W1S 1HU

T: 020 337 11554

E: info@gulfvisa.com

W: www.gulfvisa.com

Contact: Soufyan

CIBT

<http://www.uk.cibt.com/>

CT Group Travel

www.ctgrouptravel.co.uk

Completing the Enjazit form to obtain the e-number

A good visa agent will do this as part of their fee.

- Complete the form on a non-networked computer (i.e. a home computer) - you will have to turn off your security settings, and most work computers will not allow this.
 - Use Explorer internet browser.
 - Click on the Enjazit, website "Apply for a visa to enter the Kingdom of Saudi embassy abroad by individuals". <https://enjazit.com.sa/>. Click "OK" to agree to the terms and conditions.
 - Chose the type of business (i.e. commercial, working visit, work etc depending on what is written on the visa letter)
 - Complete appropriate sections for your visa. If you miss a mandatory field you will get prompted when you try and upload your photo (NB: For a Saudi Businessman \ Woman, leave the sponsor ID section blank).
 - Photos: - Follow screen guidelines as to the size required, however, the current guidelines are:
 1. Passport photo in size i.e. photo width range 70px - 165px, photo height range 65px - 185px
 2. When saving electronically the photo extension must be .jpg or .jpeg
 3. Photo size range (3k) - (18K). (Smaller the better) Photos can be reduced by using Photoshop type of software.
 - If an error message appears click on it, and "OK".
 - A US\$10.50 e-number fee is payable, via credit card.
 - Once submitted, you will immediately receive the e-number which should then be included on the visa application form.
 - Once the form has been completed, with e-number, return to the main entry page and select
 - "Pay fee for a visa to enter the Kingdom by individuals". Follow the procedures
 - Submit visa application to the Embassy or Visa Company.
-



Department for
International Trade