

United Kingdom : Business Visa.

Checklist of documents required (updated as on 01st July 2026):

Sr. No.	Documents	Checklist
*	Documents from Employer (Company)	
1	Covering letter by the Company on their letterhead addressed – To, “The British Deputy High Commission, New Delhi.” giving all the details about the Business Trip. Letter to be stamped & signed by authorized signatory.	
2	Company Business proof documents in English and A4 size only like – GST certificate, Certificate of Incorporation, Shop Act Licence in English, Partnership Deed copy.	
*	Applicants documents	
3	Current valid and old passport, Current passport should have minimum six months validity from the date of return travel with at least 1 blank page on both sides.	
4	Dully filled VISA application form which we have attached in the email (we will review and then fill up the online visa form on your behalf).	
5	Below 12 age applicant - Two passport size photographs as per these specifications: Size 35X45mm, white background, face should comprise 80% of the photo, wearing dark clothes, without eyewear and both ears should be clearly visible and no teeth to be shown (All other applicant Photo will be taken at the VFS).	
6	Aadhaar Card and Pan Card.	
7	Latest 6 months updated personal bank statements with bank stamp & signature on each page.	
8	Additional Investments like FD's, Mutual Funds, Shares, PPF, PF, MIS, NSC, Postal saving statement, etc.	
9	Personal ITR copy for last 3 years.	
10	Latest 3 months salary slips with company stamp & signature.	
11	Invitation letter from the overseas Inviter Company on their letterhead addressed – To, “The British Deputy High Commission, New Delhi.” Letter to be stamped & signed by authorized signatory.	
12	Return Flight Tickets.	
13	Confirmed hotel bookings with applicant name mentioned in the reservation.	
14	Property Documents like Electricity bill, PMC House Tax Receipt, Possession letter, Rent Agreement, etc in English.	

Important Information:

The UK High Commission has introduced the Biometric system (Finger prints & Digital Photo) to apply for all the UK Visas & all applicants have to visit respective facilitation centre of the Embassy/Consulate for the same.

Ensure your fingertips are free from any forms of decoration, cuts, abrasions or any other markings as these may affect your ability to provide acceptable finger scans.

If you are applying for a visa on behalf of a child under 5 years old, they must also attend an appointment, but don't have to provide their finger print information.

Submission @ Pune VFS –

Travel Agents are not allowed to submit documents at the VFS, hence applicant will have to go personally to submit their application and for Biometric finger print at the Pune VFS.

Following applicants are exempted from biometrics:

- Children under 5 years of age.
- Applicants for whom the collection of finger prints is physically impossible.

Processing Time:

United Kingdom Business Visa takes 15-20 working days on Normal basis.

Visa Pricing*:

Sr. No	Particular	Charges
1	VISA fees for 6 months	₹ 18,200.00
	2 years	69,000.00
	5 years	1,22,000.00
	10 years	1,52,000.00
2	VFS charges (Document Scanning + UKVI Account Creation)	₹ 3,600.00
3	Odyssey Service Charges (Inclusive GST)	₹ 4,130.00

**The visa fees for all countries is subject to change due to rate of exchange charges. Please check for the updated fee at the time of applying.

**Only UKVI Account Creation service charges - INR 1,180/- (including 18% GST) per applicant.

**If we are making dummy hotel bookings for visa purpose, it will be chargeable of INR 1,180/- (including 18% GST) per booking.

Fast Track / Priority Visa Service:

The UK Border Agency will expedite the processing of your visa application and return of your documents. Customers may request this service if they are applying for a visitor visa (excluding student visas) and have travelled without difficulty in the last five years to one of the following countries: UK, US, Australia, New Zealand, Canada or a Schengen country.

After Issuance of UK E-VISA:

For UK travel, stamped visas are no longer issued on passports. Indian passport holders must now obtain an E-Visa. To do so, they are required to register and create a UKVI account on the following website: <https://www.gov.uk/evisa/set-up-ukvi-account>. Registration must be completed via a mobile phone, where applicants will upload their passport and personal details such as email ID and mobile number. The passport number and date of birth will serve as login credentials for future access.

The website will prompt applicants to download the UKVI app, where they must capture a valid passport photo and a live face photo for verification. Once these steps are completed, applicants will receive an Immigration Status document and a Share Code, both of which must be carried when traveling to the UK.

If you previously obtained a stamped UK visa, it remains valid until its expiry date. However, even with a valid stamped visa, travellers must still register and create a UKVI account to complete the E-Visa process.

Please note: If you have been refused a visa for any one of these countries or overstayed your visa to the UK or have been removed or otherwise been required to leave the UK, the processing of your application is likely to take longer than the processing time set out below and is unsuitable for the Fast Track process.

Processing time:

Fast track basis 5 to 8 working days.

The approximate cost for Priority Visa service (Fast Track service) is Rs. 67,500/- in addition to the above mentioned charges.

Note:- Further, any change in fees, additional document or personal presence of the applicant might be required which is on the discretion of the Embassy or Consulate.

Note:- Using the Fast Track service does not guarantee that your visa application will be successful. All the applicants must meet the requirements of the UK's Immigration Rules. The Fast Track fee will not be refunded if the visa is refused or in exceptional circumstances takes longer than the processing time set out above.

Important Note:

- 1) Granting or refusing the visa is at sole discretion of the respective Embassy/Consulate/High Commissions. Odyssey Tours & Travels only assists in the visa application process & does not give any guarantees or assurances about the approval of the VISA or the time frame for processing the visa application.
- 2) Documents may vary on case to case basis and Embassy/VFS may ask for some additional documents from the applicant as well as call the applicant for a personal interview.
- 3) The duration of the visa and whether its for Single / Multiple entry is at the sole discretion of the Consulate.

Other services offered by Odyssey Tours and Travels:-

Odyssey has been in the business for the past 34 years and we have an experienced team with collective experience of more than 200 years, excellent strategic relationship with the airlines and the best travel technology tools which helps us in crafting memorable experiences for our clients.

Apart from visas, we offer the entire gamut of travel services including flights, hotels, sightseeing tours, cruise vacations, customized conference and incentive programs, car rentals, travel insurance and passport assistance.