



i2visa Order Form

Copyright©2013-2020 i2visa UK Ltd
 Company number: SC464380
 VAT number: GB274655376
 Mob: 07546905394
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1. Checklist of Authenticating 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 page only (no original passport)	<input type="checkbox"/>
UK Document(s)*	UK <u>original</u> and <u>photocopy</u> of the document(s) required individually	<input type="checkbox"/>
Application Form* & i2visa Order Form*	To complete part 1, 4 & 8 electronically. Part 4: Copies means how many documents to be authenticated (1 or 2 or 3 etc.) But i2visa order form can be completed by hand.	<input type="checkbox"/>
Full Service: Regular Service up to TEN working days	1) Notarisation Service; 2) Legalisation Service by FCO (Apostille Cert); 3) Legalisation (Authentication) Service by Chinese General Consulate of Edinburgh - Notice: All fees include VAT.	One Document (£203) <input type="checkbox"/> Two Documents (£318) <input type="checkbox"/> Three Documents (£423) <input type="checkbox"/>
Part Service: Regular Service up to FIVE working days	Legalisation (Authentication) Service is required to be approved by Chinese General Consulate of Edinburgh. (Requirement: The UK document(s) of yours has/have been legalised by FCO (An Apostille Certificate attached) - Notice: Part Service's total fees include VAT.	One Document (£103) <input type="checkbox"/> Two Documents (£178) <input type="checkbox"/> Three Documents (£243) <input type="checkbox"/>
Commercial Documents only	The extra charge based on the above appropriate fee for personal documents	One Document (Extra £20) <input type="checkbox"/> Two Documents (Extra £35) <input type="checkbox"/>
Delivery Option	Courier Service (Fedex, DHL or UPS or others) to P.R.China or Royal Mail Special Delivery to UK delivery	To UK Delivery (£10) <input type="checkbox"/> To China (£40) <input type="checkbox"/> To rest of world (£45) <input type="checkbox"/>
Your Request	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 Certificate and/or TEFL/TESOL Certificate <input type="checkbox"/> Photocopy of Degree Certificate and/or TEFL/TESOL Certificate <input type="checkbox"/> 	
Payment Option 1:	Account Number: 20020445 Sort Code: 82-45-05 Reference: Your Full Name	Payment Date: _____ UK Bank Transfer <input type="checkbox"/> Int'l Bank Transfer <input type="checkbox"/>
Payment Option 2:	Enclosed Cash* <input type="checkbox"/> Enclosed Cheque* <input type="checkbox"/> Enclosed Postal Order* <input type="checkbox"/> --- Pay to 'i2visa UK Ltd'	
Post or Courier all required documents to i2visa's Edinburgh Office (Express or scanning 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 (based on regular service)	Extra £48 (1 doc) <input type="checkbox"/> £88 (2 docs) <input type="checkbox"/> £128 (3 docs) <input type="checkbox"/>
	Scanning Service (based on above service)	Extra £5 (1 doc) <input type="checkbox"/> £10 (2 docs) <input type="checkbox"/> £15 (3 docs) <input type="checkbox"/>
	Express Service Timescale: (Full Service: 7 working days; Part Service: 3 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/Mob Number

House/Flat Number/Company Name/Others Street/Road/Avenue/Others

City or Town Post/Zip Code Country

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

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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 UK document(s) for China authentication application until the receipt of full payment (except cash/cheque payment). (i2visa's PayPal registered account: i2visauk@gmail.com) If you make the payment but you withdraw your application afterwards we will take off the 30% of the amount as our admin fee and then refund you the remaining amount.

Signature: _____

Date: _____