



TERM'S & CONDITION'S

FOR SAUDI WORK VISA's

Britannia Consular Services Ltd.
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INTRODUCTION:

These terms and conditions govern the provision of all and any services provided by Britannia Consular Services Ltd (hereinafter referred to as **BCS**) in respect of, but not limited to, the obtaining of a Saudi **WORK VISA**. All orders placed by **BCS's** clients wishing to obtain a Saudi **WORK VISA** are subject to the terms hereinafter.

By instructing, giving, or posting your documents to **BCS**, you agree to the terms below and you instruct **BCS** to act as your agent for the provision of a Saudi **WORK VISA**.

BCS provides assistance with travel visas according to the Saudi Embassy's requirements and within the time limits set by the Embassy.

BCS's trading hours are: Monday–Friday, 10am–5pm.

In order to obtain a **WORK VISA**, applicants must apply **in-person, as a medical examination must be completed**.

All **WORK VISA** applicants should submit their application documents to **BCS's** office before **4pm**. The processing time starts the next working day, provided all completed and accurate documents have been received.

All visas are issued at the Embassy's discretion and BCS bears no responsibility for the rejection of any application.

APPLICANT'S RESPONSIBILITY:

BCS will, at all times, endeavour to process applications according to the client's request. However, it is the responsibility of the client to check the validity of the passport, visa or document issued to ensure that it is valid for the purpose of the trip. **BCS** does not bear any responsibility for mistakes and misprints made by the Saudi Embassy; however, **BCS** is always ready to provide help and support in difficult situations should the client notify **BCS** about any mistakes or misprints in the visa upon collecting the passport. **BCS DOES NOT** refund costs of additional expenses (tickets, accommodation, etc.) caused by the abovementioned mistakes and misprints.

BCS advises against purchasing any type of airline tickets, particularly restricted or inflexible tickets, prior to visa issuance.

Passports and other valuable documents can either be collected in-person or will be returned by Special Delivery (within the UK) to ensure their safety.

LIABILITY (Loss or Damage):

BCS understands that your passport is your most important document and it is natural to be concerned about it. **BCS** will, at all times, endeavour to ensure safekeeping of all documents. However, **BCS** does not accept responsibility for **loss, delays or non-issuance** of any application **whatsoever or howsoever** caused by the Saudi Embassy or delivery companies. Nor does **BCS** accept liability for **loss, delays or non-issuance** of any application arising from, or in connection with, incorrectly or falsely completed application forms, inaccurate or incomplete supporting documentation, acts of God, weather conditions, public enemies, war, strikes, or acts or omissions by public authorities.

In the unlikely event of **loss or damage** to any passport received, **BCS's liability will be limited** to the actual value of the passport and up to a maximum of **£100** per applicant, and only if blame lies with **BCS**. **BCS** accepts no liability for consequential loss. Any claims filed to **BCS** must be filed within 60 calendar days from the date of invoice.

FEES AND PAYMENTS:

BCS follows a strict payment policy and requires full upfront payment for a service prior to beginning the process of an application.

Payment is necessary before **BCS** can process an application. All application fees must be paid either in **CASH** or through a **BACS** transfer to the following account prior to the start of processing an application:

HSBC Bank
BRITANNIA CONSULAR SERVICES LTD
Account number: 80059919
Sort Code: 400126

Cheques will be accepted. If paying by personal cheque, it is the client's responsibility to ensure sufficiency of the funds in the client's bank account. **Documents will not be returned until the cheque has cleared**. Please make cheques payable to **'BRITANNIA CONSULAR SERVICES LTD'**.

Requirements and fees associated with the **WORK VISA** application and related services are outside the control of **BCS** and subject to change without prior notice. These could include, but are not limited to, consulate fees, additional documentation, legalisation fees for supporting documents, and processing times. **BCS** does not accept responsibility for any changes in requirements or fees, and reserves the right to pass on any increased charges. **BCS** reserves the right to increase or change its service charges at any time, with or without prior notice.

BCS reserves the right to retain a client's documents and passports after the documents have been returned from the Embassy until full payment has been received by **BCS**.

REFUNDS AND CANCELLATIONS:

Refunds and cancellations are available only in certain scenarios, as detailed below.

1- If the cancellation was requested by the client due to personal reasons:

A. Before completion of the medical examination:

In the event of the medical examination not being completed, the applicant has the right to withdraw an application without incurring any cancellation fees.

B. After completion of the medical examination:

At this stage, a **£300** cancellation fee will be payable by the applicant. This will cover the cost of the medical examination and medical report, medical report legalisation, FCO courier fees, and **BCS** processing and handling fees. **BCS** will give the applicant the full, legalised medical report which can be used in future applications. This will speed up any future application that may be submitted by the applicant, but will not affect the price of any future visa application, as this is set at an all-inclusive fixed price.

C. After the passport has been submitted to the Embassy/after the visa has been obtained:

At this stage, the entire fee will be **NON-REFUNDABLE** since the full process has been completed.

2. If the cancellation was declared by the Saudi Arabian Embassy:

A. Due to the certificates not being fit for the job description:

It is the sole responsibility of the applicant/recruiter to check that the academic certificates are suitable for the job offered to the applicant in Saudi Arabia. Although **BCS** will usually check, it is not the responsibility of **BCS** to ensure that the academic certificates meet the job requirements. In the event of the application being rejected by the Saudi Arabian Embassy due to the certificates NOT meeting the job requirement, the fee is **NON-REFUNDABLE**; the applicant may be reimbursed by the employer/recruiter.

B. Due to age restrictions:

An age restriction may apply, requiring the applicant to be a minimum of 23 years old. In the case of the application being rejected due to age restrictions, the fee is **NON-REFUNDABLE** as it is the applicant's responsibility to make sure they meet the age requirements. **BCS** will process the application solely at the applicant's discretion.

C. Due to the personal status of the applicant in Saudi Arabia:

All applicants should acknowledge from the beginning of the visa application process **that the Saudi Arabian Embassy (like all other embassies) retains the right to reject any application without providing a detailed explanation**. In this situation, the fee will be **NON-REFUNDABLE**.

3- If the cancellation was announced by the employer:

A. Due to visa number issues:

In a typical situation, **BCS** does NOT accept any passports and does not initiate the processing of any visa application until they have received the correct visa documents. However, in the unlikely event of a cancellation being requested by the employer due to visa number issues (**after the applicant has completed the medical**), a fee of **£400** will apply. This fee will be payable by the employer and should be reimbursed to the applicant by the employer. This will cover the cost of the medical examination and medical report, medical report legalisation, UKSACB academic verification, FCO courier fees, and **BCS** processing/handling fees.

B. Due to delays caused by the applicant (e.g. delay in sending certificate, delay in commencing employment after attaining visa):

The Saudi Arabian employer retains the right to cancel the application in the event of a delay caused by the applicant. In this situation, a **£400** cancellation fee will apply and will be payable by the applicant if the medical examination was completed but the application was NOT submitted to the Saudi Arabian Embassy. If the application was submitted to the Saudi Arabian Embassy, then the full fee will be **NON-REFUNDABLE**.

C. Due to the position no longer being available:

In this situation, it depends on the stage of the application process at the time of cancellation. If the applicant has NOT completed the medical examination, then no cancellation fees will apply. However, if the applicant has already completed the medical examination, a **£400** cancellation fee will apply. The applicant may be reimbursed by the employer.

4- If the cancellation was due to a medical issue with the applicant:

In the unfortunate case of the applicant not being physically fit for the job, a **£300** cancellation fee will apply and will be payable by the applicant.

5- If the cancellation was due to a delay caused by BCS:

BCS is one of the most efficient visa agencies and rarely, if ever, experience or cause delays in the application process, as long as all the application papers are complete and correct. In the case of the application being cancelled due to a delay from **BCS**, the entire fee will be refundable to the applicant. However, if the delay was not a result of actions by **BCS**, then the relevant cancellation term will apply.

6- If the cancellation was due to previous convictions, warnings appearing on your ACRO POLICE CERTIFICATE:

If an applicant's ACRO Police Certificate details previous convictions, cautions or reprimands, they could face having their visa application rejected and could be completely denied a work visa. In the event of this happening, the fee will be **NON-REFUNDABLE**. **BCS** strongly advises against applying for a work visa if the applicant knows of past convictions that may appear on an ACRO Certificate. **BCS** will process the application solely at the applicant's discretion.

These Terms and Conditions shall be governed by and construed in accordance with the laws of England.