



# **SALES SHEET**

## **BUSINESS TRAVEL MANAGEMENT**

## **VISA AND IMMIGRATION**



P.O Box 71150, Nigeria



Email: [info@btmlimited.net](mailto:info@btmlimited.net)



45 Oduduwa Way, GRA Ikeja,  
Lagos Nigeria.





## VISA AND IMMIGRATION SERVICES

BTM has an extensive range of products and services, which may be specifically tailored to suit each individual clients' requirements.

Included in our bouquet of services is the BTM Nigeria Protocol

BTM Nigeria has a team who are trained to offer efficient visa and immigration services to our clients.

BTM Nigeria's Visa and Immigration department is wholly owned and operated by BTM.

*As part of our mantra, BTM personnel follow the principle of '...PROVIDING CORPORATE TRAVEL SERVICES THAT ARE PERCEIVED AND RECEIVED AS EXCELLENT'.*



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# VISA PROCESSING (ONLINE)

# E-Visa

| S/N | Actors                  | Process Steps     | Medium/ Documents/    | Time scales           | Risk Mitigation       |
|-----|-------------------------|-------------------|-----------------------|-----------------------|-----------------------|
|     | could also be via phone | email request and | from the organisation | have been verified by | processing, at both   |
|     |                         |                   |                       |                       | processing of request |
|     |                         |                   | individuals as case   |                       | timeline is from when |
|     |                         |                   |                       |                       | cases where embassy   |

has contracted out to an agent (VFC) they also have their own charges.

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## VISA PROCESSING (ONLINE)

|                        |                            |                             |
|------------------------|----------------------------|-----------------------------|
|                        |                            |                             |
|                        |                            |                             |
| be available)          | inclusive of utility bills | stake                       |
|                        |                            |                             |
| asked as to when it is | embassy requirement        | year's school fee – student |
|                        |                            |                             |

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# VISA PROCESSING (ONLINE)

|                             |                           |                              |  |
|-----------------------------|---------------------------|------------------------------|--|
|                             |                           |                              |  |
| Time scales                 |                           |                              |  |
| after visa processing time. | health(where applicable – | and                          |  |
|                             |                           | passport number/date of webs |  |
| the visa has been granted   | correspond with intended  | acquired or denied           |  |
|                             |                           |                              |  |



## VISA PROCESSING (ONLINE)

|                                                                                     |                           |
|-------------------------------------------------------------------------------------|---------------------------|
|                                                                                     |                           |
| medium/ Documents/                                                                  |                           |
| assigned visa expert and                                                            | travel dates as stated on |
| Tracking code should be collected on purpose; the exc client agrees that the assign |                           |
| applicable – please refer to                                                        |                           |
| – please refer to embassy                                                           |                           |

requirement) Telephone  
Call, SMS or Email Visa and  
Immigration checklist.

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# VISA PROCESSING (ONLINE)

| S/N | Actors | Process Steps | Approvals | Comments/Remarks                                                                                 |
|-----|--------|---------------|-----------|--------------------------------------------------------------------------------------------------|
|     |        |               |           | Country's reserve and right requirements for the (4, transaction is posted into the transactio   |
|     |        |               |           | d immigration check s till the process ng still remain g part of the checkis s                   |
|     |        |               |           | completed upon collection of issued visa or forwarding of passport to client in case of refusal. |

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## VISA PROCESSING (ONLINE)

Limited or comes into

for processing request

letter from the

officers, the visa can then

request t

after

all relevant documents

Visa and immigration

(not less than 6 months)

incorporation and tax

passport of invitees

inclusive of utility bills

(where applicable)

(VFC) they also have their

own charges.

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## VISA PROCESSING (ONLINE)

# E-Visa

complete, the affected

applicable – please refer to

officers, the visa can then

request  
after  
all relevant documents

embassies.

passport of invitees

inclusive of utility bills  
(where applicable)

(VFC) they also have their  
own charges.

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## VISA PROCESSING (ONLINE)



TRAVEL

track  
depending on the issues  
that  
e  
e  
the visa on the passpo  
ad  
i  
is  
immediately the exact cost  
of transaction is  
ascertained.

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## VISA PROCESSING (ONLINE)

expert.

corrected and sent back,

reservations which should

not to be issued nor cau

Center to take place.

certificate of marriage to

prove legitimacy.

release by the embas

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## VISA PROCESSING (ONLINE)

expert.

application form, tracking

applicable – please refer to

acquired or denied

the VFS centre for

An email will be created on

Visa and immigration

checklist is completed  
and signed off by the  
assigned visa expert and  
the Operation Manager.

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confidential and safe.

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## VISA PROCESSING (ONLINE)

to review the visa

completing the Visa and

ongoing. The remaining  
part of the checklist is  
completed upon collection  
of issued visa or  
forwarding of passport to  
client in case of denial of  
the visa application

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## STANDARD FEE SCHEDULE

The transaction fee is benchmarked against US dollar, this fee calculation will be reviewed at the prevailing Business Day exchange rate.

|                         |                             | STANDARD/ SME                                        | LEISURE                                            | ONLINE RETAIL                                      | Group/ Family Discounts | REMARKS    |
|-------------------------|-----------------------------|------------------------------------------------------|----------------------------------------------------|----------------------------------------------------|-------------------------|------------|
| TRAVEL SERVICE (S)      | TRAVEL SERVICES FEATURES    | TRANSACTION FEE (USD)                                | TRANSACTION FEE (USD)                              | BTM Adventures/ App/ TBS (excludin JE)             |                         |            |
| TRAVEL HEALTH INSURANCE |                             |                                                      |                                                    |                                                    |                         |            |
| S/N                     | ALL TYPES                   | ALL TYPES                                            | 15 USD or 10% total invoice (whichever is greater) | 10 USD or 10% total invoice (whichever is greater) | 10 USD                  | N/A        |
| VISA PROCESSING         |                             |                                                      |                                                    |                                                    |                         |            |
|                         | Visa requirements only      | documentation per country                            | N/A for now                                        | N/A for now                                        | 5                       | Per Report |
|                         | Visa Documentation Checking | Securing appointment date for Visa/ Document vetting | 15                                                 | 10                                                 | N/A                     | N/A        |



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|            |                                           |                                 | STANDARD/ SME         | LEISURE               | ONLINE RETAIL                          | Group/ Family Discounts | REMARKS                                       |
|------------|-------------------------------------------|---------------------------------|-----------------------|-----------------------|----------------------------------------|-------------------------|-----------------------------------------------|
|            | TRAVEL SERVICE (S)                        | TRAVEL SERVICES FEATURES        | TRANSACTION FEE (USD) | TRANSACTION FEE (USD) | BTM Adventures/ App/ TBS (excludin JE) |                         |                                               |
| <b>S/N</b> | DUBAI VISA                                | Full processing                 | 190                   | 150                   | 90                                     |                         | PDF document available for download from site |
|            | DUBAI VISA & INSURANCE                    | Bundle                          | 205                   | 155                   | 129                                    |                         | PDF document available for download from site |
|            | E-Visa                                    | Kenya, Uganda and Tanzania only | 28                    | 10                    | 10                                     |                         | A = B                                         |
|            | Expatriate Re- Entry Visa Country Service | Single Entry                    | 100                   | N/A                   | N/A                                    |                         | N/A                                           |
|            |                                           | Multiply by Number of Entry     | 150                   | N/A                   | N/A                                    |                         |                                               |

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## STANDARD FEE SCHEDULE

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|     | TRAVEL SERVICE (S)              | TRAVEL SERVICES FEATURES | STANDARD/ SME<br>TRANSACTION FEE (USD) | LEISURE<br>TRANSACTION FEE (USD) | ONLINE RETAIL<br>BTM Adventures/<br>App/ TBS (excludin JE) | Group/ Family Discounts                                               | REMARKS |
|-----|---------------------------------|--------------------------|----------------------------------------|----------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------|---------|
| S/N | Passport Processing/<br>Renewal | Per Passport             | 25                                     | 25                               | 25                                                         | 25% discount per<br>group/ family of 4 (not<br>applicable for online) | N/A     |

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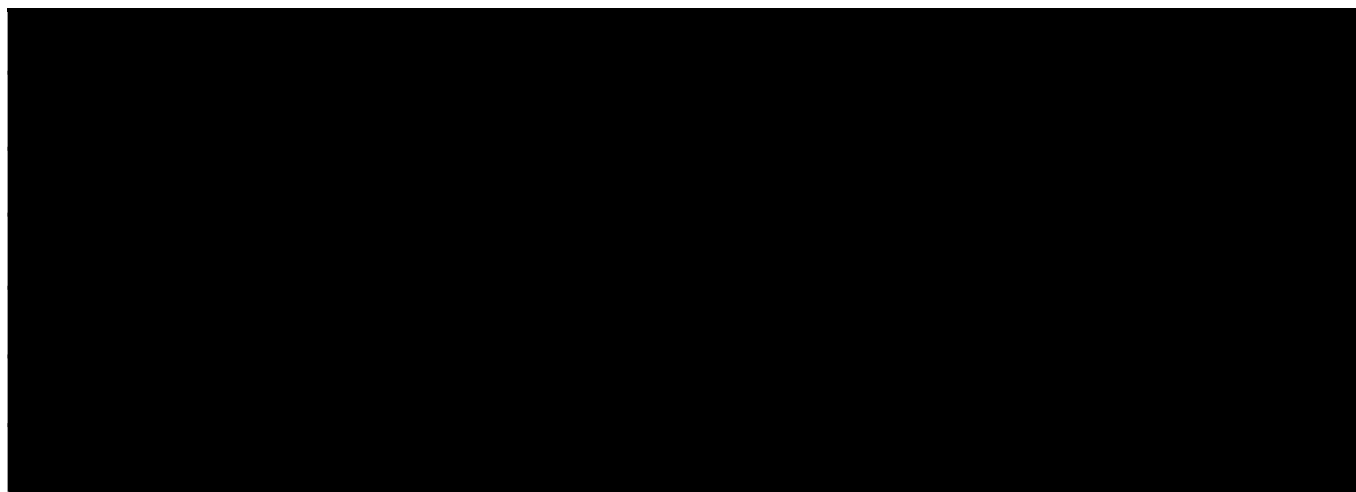
Email: [info@btmlimited.net](mailto:info@btmlimited.net)





## Standard Pricing Template:

**Note: all fees are payable in Naira or USD.**





BTM Nigeria is committed to providing exceptionally high standard of services combined with stringent quality control.

The company's dedicated and enthusiastic staff members are experienced, friendly and fully trained professionals offering a consistently high standard of performance and productivity combined with a friendly and professional service.

BTM brings a new way of seeing, new ways of working and new ways of delivering superior corporate services to companies across the world.

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