
PAYMENTS PROCESS

- ❖ We work under a Contract and all payments are made to the company's account.
 - ❖ The payment for visa processing is divided into payments for TmK Immigration services, state duties to the Home Office, the TLS visa application center fee and IHS fee (Immigration Health Surcharge).
 - ❖ When a client pays for our services, the money is credited to the account of our company TMK Immigration services.
 - ❖ All our other services are paid according to the invoice issued. The invoice is compiled by our accounting department according to all the rules of the Financial Conduct Authority (FCA) of the UK.
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1. First, you need to book a consultation with us.
 2. We provide a consultation. Conference with you to discuss your current situation, answer all your questions, decide the best strategy for your immigration application.
 3. Then, if you decide to proceed further and use our services, we sign a Service Agreement with you, under which you make a payment. 100% payment is charged for visa processing services for all types of visas. If we apply for a Global Talent Visa, the prepayment is 50%.
 4. After we receive a 100% payment for TMK Immigration Services, we officially start our working process
 5. We draft our Client Care Letter, detailing out our work that we will do on your matter (any risks involved, deadlines, our fees and other fees concerning the application if applicable). Sending it to you for your approval and signature.
 6. After you have read/ approved and signed our Client Care Letter which you then email back to us.
 7. We provide you with a tailored detailed list of required documents that you will need to prepare for your immigration application, we also provide you with sample letters and required forms.
 8. After you provide us with the required documents and send them to us we carefully review them, comment on them and/ or request further documents if required.
 9. We fill in an immigration application form on your behalf based on the documents and information provided to us by you; we then send you questions from the application form for you to answer.
 10. Then, you send us the remaining required documents and provide answers to our questions.
 11. We send you a draft application form for you to check and approve.
 12. You check/ comment/ amend and approve the application form.
 13. We finalize your application form and documents. We assist you with making required payments to the Home Office if applicable and book a visit for you to submit your biometrics if required.
 14. We draft our Covering Letter setting out relevant legislation, precedents, legal arguments and submit it to the Home Office.
 15. We upload and submit all supporting documents to the Home Office.

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16. We communicate with you throughout the process and keep you updated on your application, informing you of any updates/ developments in your matter and the decision received relating to your application.
 17. The Home Office commission (fees/charges) is paid by the client directly to the Home Office. **The client does not pay us any commission of the Home Office.**
 18. Our company is interested in bringing the client to a successful result. So, when our advocate issues a visa application form, we warn the client when it will be necessary to pay visa fees to the Home Office.
 19. We call the client and send him a link by which the client should pay all the necessary commissions of Home Office, such as:
 - Visa fee, or
 - IHS or “Immigration Health Surcharge” fee – if the visa is more than 6 months.
 20. Further, when we schedule a visit to the TLS visa application center, we also send a link to the client, according to which the client pays a certain amount of £55-60, depending on the requirements of the TLS center. All Home Office payments are paid at the time of filling out the questionnaire and completing the application form.

If you have any questions, you can write to us via WhatsApp or book an appointment.