



JOB FLOW

- Provide all consultancy & collect the documents and fees from the clients
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- Team of IVC will prepare the Documents and will submit the Documents to the respective Embassies or Consulates.
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- Team IVC will collect the documents back from the Embassies or Consulates and Other government agencies
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- IVC team deliver the documents once the job is completed.

IVC CORPORATE SERVICES

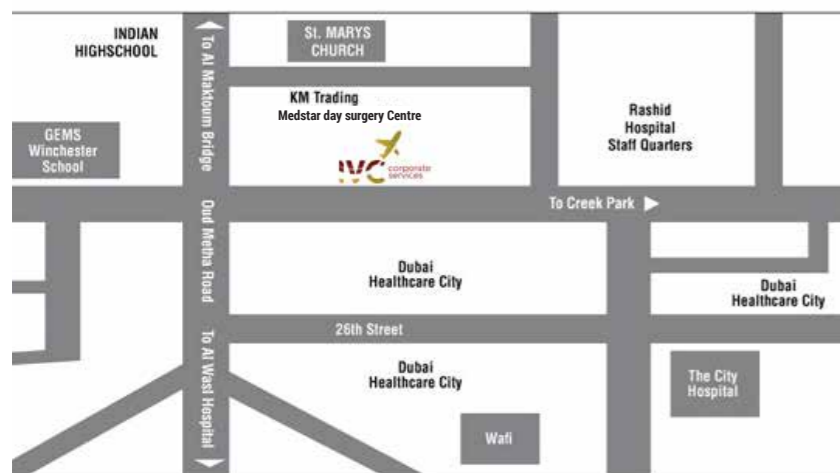
**MAKING IT
POSSIBLE**



**A SATISFIED CUSTOMER
IS THE BEST BUSINESS
STRATEGY OF ALL”**

Micheal LeBoeuf

**Corporate
Brochure**



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IVC Corporate services provides complete concierge services for all the international visa requirements & processing , for all other company related PRO services in the UAE. Our efficiency, pace & accuracy makes your experience convenient & problem free. Our Experienced & Dedicated visa experts with extensive knowledge of immigration rules & regulations, excellently deal with all types of Dubai Visas & Services.

WHO WE ARE.

Sit back and relax and let us do the work for you. We provide complete PRO services to corporates for all their public relation activities with respect to their company such as legalization of documents, Business and Tourist related visa services, dependent UAE visa services, House maid visa services, medical & emirates ID services etc.

WHAT WE DO.

We are Unique Documentation, Administration and Public Relations Company in Dubai, assisting our Clients in their requirements of International Visas with any Embassies & Consulates, Legalization of Documents & Documents Clearing Services with Government & other Agencies, Translation and attestation services. Our main services includes :



Documentation and concierge services

We prepare all documentations for obtaining any international visas.



Embassies and Consulate Services - Legalization

We represent our clients on their daily requirements with embassies & consulates.



PRO Services

Hassle free services related to all government agencies and other departments for our clients.



UAE Visa Services

Providing UAE tourist visa and multi-entry Visa to all kind of nationalities.

WHY CHOOSE US?



Our Mission

Being the top provider of visa and PRO services in UAE, we believe in providing the TOP Class Professional Guidance to our Customers in all their International Visas requirements, Translation Services, Documentations with Government and Other Agencies.

INTERNATIONAL VISA DOCUMENTATION SERVICES

We prepare all documentations for obtaining any International Visas – such as UK, USA, EUROPE, EASTERN EUROPE, CANADA, SWITZERLAND, NEWZEALAND, GULF, ASIA AND AFRICAN COUNTRIES for our clients.

HOW IT WORKS

PROFESSIONAL ADVICE:

We provide the correct requirements of each Embassies and Consulates to obtain their visas.

DOCUMENTATIONS:

Setting up appointments and personnel assistance at the facilitation centre.

SUBMISSION:

We submit the passports and all documents to the respective Embassies and Consulates.

CONCIERGE SERVICES:

We will collect the passports from respective Embassies and Consulate after the visa processing.

EMBASSIES AND CONSULATE SERVICES - LEGALIZATION

We represent our clients on their daily requirements with Embassies & Consulates for their Visas, Legalization and other documentation requirements.

HOW IT WORKS

Professional Advice:

We provide the correct requirements of each legalization with any Government and other Agencies to legalize their documents

Submission:

We submit the documents to the respective Embassies and Consulates.

Collections:

We will collect the documents from respective Embassies and consulate with due attestation from Ministry of Foreign Affairs

Delivery:

We will deliver back the documents to our clients once it is collected from the respective Agencies.

PRO SERVICES

PRO services with a business consultancy like us makes sense as we have a team of professionals who are dealing in the same field for a long time and well aware about relevant legal requirements. It also reduces manpower within the company, saves time, works transparency and cost reduction.

Professional Advice:

We provide the correct requirements of each typing jobs to be done for departments such as – Ministry of Labour, Ministry of Immigration, Ministry of Health and any other Government and other Agencies to complete the task.

Documentations:

We will submit ONLINE the whole documents – such as application forms and other required documents.

Submission:

We submit the documents to the respective Government and other Agencies.

Collections:

We will collect the documents from respective Government and other Agencies after the task is completed.

Delivery:

We will deliver back the documents to our clients once it is collected from the respective Government and other Agencies.