

Important Information: Please read this section carefully before making the transaction **(NO REFUND ONCE YOU MADE THE TRANSACTION)**

1. Visit our website for detailed fee charges to make sure you pay the correct amount.
2. Any additional administration fees charged by the banks should be paid by the applicant.
3. Payment must be in pounds sterling (£) only.
4. Use “applicant’s name-application type” for transfer reference. For example, XXX-Visa or XXX-authentication. If there is limited space for the required information, please input the applicant’s name only.
5. **MUST complete the payment before posting your application; and MUST email consular.gbr@mofa.gov.tw after completing the transaction with following information.**
6. **Email subject** must be, for example, Bank transfer from XXX-Visa or Bank transfer from XXX-authentication etc.

* Please state ONLY the following information in your email to us.:

Account Holder’s Name	
Applicant’s Name	
Application Type	
Total amount paid (£ only)	

If you do not email us above information or using the PDF to attached to us, your application will be deemed incomplete, and we will not be able to process your documents. We will not notify you again.

Bank transfer is for our London Office only, NOT for the Taipei Representative Office in the UK, Edinburgh Office.

** Do NOT alter the account name to avoid a failed transaction. If there is limited space, type to the end of the space, such as “Taipei Represen”.

**Due to the unique type of our bank account, there might be warning messages while transferring. When this occurs, continue to pay if you’ve checked the account details are typed correctly.

Account Name: Taipei Representative Office in the UK

Bank Name: First Commercial Bank

Beneficiary Address: 46 Grosvenor Gardens, Belgravia, London, SW1W 0EB, United Kingdom

Account Type: Business Account

Sort Code: 30-13-09

Account number: 31208558

Swift Code: FCBKGB2L

IBAN: GB24FCBK30130900208558