TRAVCOUR (UK) LTD ORDER FORM

Wimbledon Business centre, The Old Town Hall, 4 Queens Road, Wimbledon, SW19 8YB
Tel: 020 85431846
e-mail: info@travcour.com Website: www.travcour.com
Open Hours: (Mon – Sat) 9.00am to 7.00pm

TRAVCOUR VISA ORDER FORM (PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS)

TRANSINDUS

CLEAR FORM

Essential India - India's Golden Triangle

TITLE: MR. ☐ MRS. ☐ MISS. ☐ DR. ☐

FIRST NAME: _____ **SURNAME:** _____

RETURN ADDRESS: _____

ADDRESS LINE 2: _____

ADRESS LINE 3: _____

POST/ZIP CODE: _____ **COUNTRY:** _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

STEP 2: PLEASE CONFIRM RETURN DELIVERY TYPE. ***Return fees are payable per return address (maximum of 4 passports). Carriers own terms & conditions apply. We do not accept responsibility for the delivery of documents when using third party carriers party and by selecting this option, you agree to the carriers terms only.***

✓	RETURN TYPE	CHARGE	TERMS
☐	Royal Mail Special Delivery	9.00	Only applicable for UK residents. For terms & conditions please visit www.royalmail.com
☐	DHL International LTD	40.00	For terms & conditions please visit www.dhl.co.uk
☐	Courier	P.O.A	Subject to local area & availability. Please email info@travcour.com
☐	Own Prepaid Envelope	FREE	For security, please only send prepaid secure mail & note your tracking number
☐	Personal Collection	FREE	Please await our call to advise your documents are ready
☐	Email	FREE	Applicable for E-visa applications **only**

INDICATE THE LATEST DATE YOUR PASSPORT CAN BE RETURNED TO YOU: ☐☐☐☐☐☐☐☐

We will always do our best to return your documents to you before your chosen date however, it cannot be guaranteed. Should there be any delays, we will attempt to contact you.

STEP 3: PLEASE CONFIRM PAYMENT DETAILS. ***Payment in full must be enclosed in your delivery to us unless paying by Bank Transfer, in which case an invoice will be provided to you upon receipt of your documents. The processing of your application will commence upon receipt of all fees. For a full breakdown of applicable fees, please see our Requirements Information and Checklist sheet.***

☐ **CHEQUE/POSTAL ORDER** *(Payable to Travcour (UK) LTD)* ☐ **BANK TRANSFER** *(An invoice will be emailed to you upon receipt)*

☐ **DEBIT CARD** *(Please complete the following section)* **WE DO NOT ACCEPT CREDIT CARDS, AMERICAN EXPRESS OR DINERS**

16-DIGIT CARD NUMBER ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

CARD EXPIRES ☐☐☐☐

3-DIGIT SCN ☐☐☐

WHAT HAPPENS NOW?:

Once completed, this form must be signed & dated below and sent to our Wimbledon office address along with the attached Requirements Information and Checklist sheet & all required documentation for your visa by your preferred method of secure post. Documents can be hand delivered to our reception during open hours only. If you require assistance during your visit, please contact us before you arrive to book an appointment with one of our specialists and ensure all documentation is completed beforehand. We will not provide assistance without a prior booked appointment. You will receive an email to confirm receipt of your documents when they arrive at our office and your details entered onto our system. Payment will be taken upon receipt of your documents and your application will be processed accordingly. For full information regarding embassy processing times, fees and documentation required for particular applications, please see our Requirements Information and Checklist sheet.

SIGNATURE: _____ **DATE:** ☐☐☐☐☐☐☐☐

DISCLAIMER: Whilst every effort is made to issue your requirements, the embassy/consulate reserve the right to refuse your application & therefore no guarantees can be provided. Governing regulations apply at all times. By placing an order with Travcour (UK) Ltd you confirm that you agree to our Terms and Conditions as detailed at www.travcour.com . Travcour (UK) Ltd will not & cannot be held liable nor responsible for the actions, losses or delays of any nature incurred by embassies, passport office, government offices, third party courier carrier, subcontracted couriers or Royal Mail. Our service is for the sole action of applying for your visa and does not include any booked travel before or after the service is completed.

Registered Company No: 04651386 **VAT No: 238 0357 68**

REQUIREMENTS INFORMATION & CHECKLIST

Wimbledon Business centre, The Old Town Hall, 4 Queens Road, Wimbledon, SW19 8YB

Tel: 020 85431846

e-mail: info@travcour.com Website: www.travcour.com

Open Hours: (Mon – Sat) 9.00am to 7.00pm

CLEAR FORM

PLEASE ENCLOSE THIS FORM WITH YOUR APPLICATION DOCUMENTS

COUNTRY:	INDIA	**SERVICE:**	TOURIST

SURNAME: _____

PLEASE SELECT YOUR VISA TYPE:

☐ **12 MONTH TOURIST VISA (MULTIPLE ENTRIES)**

DATE OF ENTRY: ☐☐☐☐☐☐☐☐ **DATE OF EXIT:** ☐☐☐☐☐☐☐☐

DOCUMENTATION REQUIRED TO SEND

(Please tick each document you have enclosed to us to ensure you are sending all required documentation)

Order Form & Checklist ☐

Application Form Attached ☐

2x 5cm x 5cm Visa Photographs ☐

Your Physical Passport ☐

Declaration Form attached ☐

Authorisation Form attached ☐

Additional documentation is required by the following:
a) applicants not applying on a British passport
b) applicants under the age of 16
c) applicants of the below listed occupations
Please read the advisories section below for more information.

EMBASSY PROCESSING TIME *(Please note these time scales are approximate and cannot be guaranteed)*

This embassy operates an appointment system. Standard service applications can only be submitted to the embassy once we have obtained an available appointment slot for your application. Please allow up to 14 calendar days for your appointment date when sending us your documents.

Standard service: **4 Business days (from appointment date)** **Express service:** **N/A**

FEES & CHARGES (INC. VAT) PER VISA TYPE *(Excluding return postage)*

	Embassy Visa Fee	Travcour Service Charge	Total to Send per Person
Tourist - Standard	**£124.57**	**£45.00**	**£179.57**

ADVISORIES & IMPORTANT INFORMATION* *(Please read this section carefully)*

• Submission of all applications for an Indian visa are subject to an available appointment with the VFS Application Centre which Travcour will book and attend on your behalf once your documents are received at our office **in FULL**. Appointments are usually available within one week of receipt but during busier seasons can sometimes not be available for up to **2-3 weeks**. Please keep this in mind when sending your documents if travelling imminently as your passport will be unavailable to you during this process.

• Applicants travelling to a restricted area must obtain a Restricted Area Permit (RAP) upon arrival at Port Blair.

Additional documentation:

• All applicants applying with a Non-British passport (including Irish) **MUST** supply two matching utility bills to prove UK residency. One bill must pertain to the current month at the time of application and the second must be between 24-30 months old. Acceptable utilities are as follows:
Landline telephone, Gas, Water, Council Tax, Tenancy Agreements.

If the bills display your spouse's name and not your own, you must also provide a photocopy of your marriage certificate. Nationals that require a visa/residence permit to reside in the UK must also provide a photocopy of this.

• Applicants under the age of 16 **MUST** supply the following:
Photocopy of both parent's passport photo-page, Photocopy of the child's birth certificate, Signed letter giving consent to travel from both parents.
In the event of divorce, you must supply a copy of the child custody letter provided by the court. In the event of single parenthood, you must supply a solicitors letter along with a child benefit letter.

• Applicants listed under the following occupations **MUST** supply a letter from their employer addressed to the **High Commission of India, India House, Aldwych, WC2B 4NA** to confirm that you have booked leave & will not be undertaking any form of work/business during your stay in India:
Self employed Media proffessionals, Police, Armed Forces, Pilots/Crew members, Charity/Social Workers, Priests or other religious ministers.

DISCLAIMER: Please be aware that the information displayed on this document is not exhaustive and the provision of the listed requirements does not guarantee you a visa. The Embassy or Consulate you are applying to reserve the right to ask for additional documents or fees if they deem it neccessary. The information provided is per the official guidelines from the Immigration body you are applying to and any updates to these guidelines are added to this document as soon as we have been made aware of them.

MANUAL INDIAN VISA APPLICATION

CLEAR FORM

(THIS FORM CAN BE TYPED OR HAND-WRITTEN)

*AS PART OF THE VISA APPLICATION PROCESS, ALL APPLICANTS MUST HAVE A REGISTERED ONLINE APPLICATION WITH IMMIGRATION WHICH TRAVCOUR (UK) LTD WILL COMPLETE FOR YOU. IN ORDER TO DO THIS, WE REQUIRE YOU TO PROVIDE US WITH THE INFORMATION BELOW **IN FULL**. **ANY QUESTIONS LEFT BLANK WILL RESULT IN A DELAY IN THE COMPLETION OF YOUR APPLICATION FORM WHILST THE INFORMATION IS SOUGHT FROM YOU.** IF YOU HAVE ANY QUESTIONS ON HOW TO ANSWER THE BELOW, PLEASE CONTACT A MEMBER OF OUR OPERATIONS TEAM ON 020 8543 1846 OR EMAIL INFO@TRAVCOUR.COM. PLEASE NOTE SUBMISSION OF ALL APPLICATIONS IS SUBJECT TO AN AVAILABLE APPOINTMENT WITH THE VISA APPLICATION CENTRE WHICH TRAVCOUR (UK) LTD WILL BOOK AND ATTEND FOR YOU.*

APPLICANT'S PERSONAL INFORMATION (DETAILS MUST MATCH PASSPORT):

SURNAME:		**FIRST & MIDDLE NAMES:**	
SEX:	MALE: ☐ FEMALE: ☐ TRANS-GENDER: ☐	**DATE OF BIRTH:**	D D M M Y Y
TOWN OF BIRTH:		**COUNTRY OF BIRTH:**	
RELIGION:		**EDUCATION:** (Tick One)	SCHOOL/COLLEGE: ☐ UNIVERSITY/ FURTHER EDUCATION: ☐
NATIONALITY:		**PREVIOUS NATIONALITY:** (If applicable)	
NATIONALITY ACQUIRED BY BIRTH OR NATURALIZATION?:		BY BIRTH: ☐	NATURALIZATION: ☐

APPLICANT'S PASSPORT INFORMATION: (ALL DETAILS CAN BE FOUND ON THE I.D/PHOTO PAGE OF YOUR PASSPORT)

PASSPORT NUMBER:		**ISSUING AUTHORITY:**	
DATE OF ISSUE	D D M M Y Y	**DATE OF EXPIRY:**	D D M M Y Y

(DUAL NATIONALITY) IF YOU HOLD ANY OTHER VALID PASSPORT OR IDENTIFACTION CERTIFICATE, PLEASE PROVIDE DETAILS BELOW:

DOCUMENT NUMBER:		**DATE OF ISSUE:**	D D M M Y Y
2ND NATIONALITY:		**PLACE OF ISSUE:**	

APPLICANT'S RESIDENTIAL ADDRESS AND CONTACT INFORMATION:

ADDRESS LINE 1:			
ADDRESS LINE 2:			
ADDRESS LINE 3:			
POSTAL/ZIP CODE:		**COUNTRY:**	
PHONE NUMBER:			

APPLICANT'S GRANDPARENT, PARENT AND SPOUSE INFORMATION: (BE AS ACCURATE AS POSSIBLE.)

FATHER'S NAME:		**NATIONALITY:**	
COUNTRY OF BIRTH:		**TOWN OF BIRTH:**	
MOTHER'S NAME		**NATIONALITY:**	
COUNTRY OF BIRTH:		**TOWN OF BIRTH:**	

PLEASE PROVIDE YOUR MARITAL STATUS (PLEASE ONLY PROVIDE SPOUSE'S DETAILS BELOW IF **MARRIED**)

UNMARRIED:		**DIVORCED:**		**WIDOWED:**		**MARRIED:**	

SPOUSE'S NAME:		**SPOUSE'S NATIONALITY:**	
SPOUSES COUNTRY OF BIRTH:		**SPOUSE'S TOWN OF BIRTH:**	

HAVE EITHER OF YOUR GRANDPARENTS (PATERNAL/MATERNAL) EVER HELD A PAKISTANI PASSPORT OR BELONGED TO A PAKISTAN HELD AREA? IF YES, PLEASE GIVE DETAILS BELOW:

NEITHER OF MY GRANDPARENTS HAVE HELD A PAKISTANI PASSPORT OR BELONGED TO A PAKISTAN HELD AREA:		**ONE/BOTH OF MY GRANDPARENTS HAVE HELD/HOLD A PAKISTANI PASSPORT (PLEASE PROVIIDE DETAILS BELOW):**	

APPLICANT'S OCCUPATIONAL INFORMATION (IF SELF-EMPLOYED, PLEASE USE YOUR OWN PERSONAL DETAILS):

OCCUPATION: (TICK ONE)	**EMPLOYEE:**		**BUSINESS PERSON/SELF-EMPLOYED:**		**UNEMPLOYED:**	**RETIRED:**	

COMPANY NAME:		**JOB TITLE:**	
WORK ADDRESS			

IF YOU WERE/ARE IN ANY MILITARY/SEMI-MILITARY/POLICE/SECURITY ORGANIZATION, PLEASE PROVIDE DETAILS:

ORGANISATION:		**RANK:**	
DESIGNATION:		**PLACE OF POSTING:**	

VISA DETAILS (IF YOU ARE ENTERING INDIA MORE THAN ONCE, PLEASE USE DETAILS OF FIRST ENTRY):

TYPE OF VISA:	**TOURIST:**		**BUSINESS:**		**DO YOU INTEND ON ENTERING INDIA MORE THAN ONCE DURING YOUR TRIP?:**	**YES:**	**NO:**

DATE OF ENTRY:	D	D	M	M	Y	Y	**PORT OF ARRIVAL:**

TRAVCOUR (UK)

*DETAILS OF YOUR **MOST RECENT** PREVIOUS VISIT TO INDIA **(IF APPLICABLE)** AND GENERAL TRAVEL HISTORY **:***

PREVIOUS PORT OF ARRIVAL:		**PREVIOUS VISA NUMBER:** *(LEAVE BLANK IF UNKNOWN)*	
DATE OF ISSUE ON PREVIOUS VISA *(IF YOU DO NOT HAVE THE EXACT DATE, PLEASE PROVIDE AN APPROXIMATE DATE)* **:**	D D M M Y Y Y Y		
WHERE WAS YOUR PREVIOUS INDIAN VISA ISSUED?: *(COUNTRY)*			

LIST ALL COUNTRIES YOU HAVE VISITED IN THE LAST 10 YEARS. PLEASE PRIORITISE COUNTRIES YOU HAVE VISAS FOR IN YOUR CURRENT PASSPORT:

DETAILS OF WHERE YOU/WHO CAN BE CONTACTED IN EVENT OF EMERGENCY DURING YOUR STAY IN INDIA (PLEASE PROVIDE FULL ADDRESS AND CONTACT DETAILS. IF YOU DO NOT HAVE DETAILS OF YOUR SPONSOR IN INDIA, YOU WILL NEED TO OBTAIN THIS VIA YOUR TOUR COMPANY OR TRAVEL AGENT):

NAME OF HOTEL/SPONSOR IN INDIA:	
ADDRESS LINE 1:	
ADDRESS LINE 2:	
TELEPHONE NUMBER:	

NAME OF EMERGENCY CONTACT IN THE UK:	
ADDRESS LINE 1:	
ADDRESS LINE 2:	
TELEPHONE NUMBER:	

I CAN CONFIRM THAT I HAVE ANSWERED ALL OF THE ABOVE CORRECTLY AND TRUTHFULLY.
I UNDERSTAND THAT ANY INFORMATION LEFT BLANK WILL RESULT IN A DELAY IN MY APPLICATION.
I UNDERSTAND THE SUBMISSION OF MY APPLICATION IS SUBJECT TO AN AVAILABLE APPOINTMENT WITH THE APPLICATION CENTRE WHICH TRAVCOUR (UK) LTD WILL BOOK AND ATTEND ON MY BEHALF.

SIGNED:	

Letter of Authorisation

Date: _____

Dear Sir/Madam,

This letter is to confirm that I, _____

(Full Name of Applicant)

Date of birth _____/_____/_____, Passport number_____

give permission to the TRAVCOUR UK LTD agency to submit and collect my processed passport for Indian Visa from **India Visa Application Centres** operated by VFS.

Yours faithfully,

_____ (*Applicant's Signature*)

_____ (*Applicant's Name*)

DECLARATION

I _____hereby undertake that I shall utilise my visit only for the purpose of which, Visa has been applied, and shall not on arrival in India try to extend my stay for any other purpose. I also declare that I am present in the UK on the date of making this application and that all the information given by me here is true, accurate and complete.

I understand that my visa application is being handled through VF Services (UK) Limited (VFS), service providers in the United Kingdom appointed by High Commission of India, London. I am aware that the grant or refusal of visa is at the sole discretion of the High Commission of India and VFS is not responsible for the same or for any delay in the receipt of the visa. The processing of your application including processing time is subject to the procedures and timescales of the Indian High Commission over which VFS has no control I hereby agree to the VF Services (UK)Terms and Conditions including Disclaimer and VFS Data Protection Policy current at the date of my application (downloadable from http://in.vfsglobal.co.uk). I accept that application fees are not refundable, except as covered by VFS's refund policy, and are payable even if a visa is not granted. I accept that VFS limits its liability for replacement of lost passports or other travel documents, to refund of my application fee, and reimbursement of government fees in accordance with the VFS refund policy. I am responsible for the accuracy of my application form, and I accept that if VFS checks my application form, it does not guarantee that it will find any errors, and does not verify information I have provided. I accept that VFS excludes all other liability in relation to my application and advice or information given to me, including for breach of contract or negligence.

I acknowledge and agree that my application and associated data will be processed in a accordance with the VFS Data Protection Policy (downloadable from http://in.vfsglobal.co.uk), and that my data may be processed by an affiliated company which may be a part of the VFS group of companies or a sub-contractor for VFS, and that such processing may take place in India but subject to the same standards as apply in the United Kingdom.

Important Note: Suppression of facts or furnishing misleading/false information will result in denial of visa without assigning any reason. Visa fee once tendered is non-refundable and subject to change without notice. After receipt of visa ensure name, spellings, passport number, type and validity visa is given correctly. Visa is valid from date of issue. It is advisable to make travel arrangements after obtaining appropriate visa.

I agree and acknowledge that VFS will not be able to assist me in tracking or escalating any misplaced Royal Mail self-addressed envelope which I have provided with my application, I agree and take responsibility of the Royal Mail envelope, its Tracking number and payment receipt, I further confirm that in an event of lost/damaged/delayed/misplaced or untraceable self-addressed Royal Mail envelope, I will be solely responsible in tracking and taking up the matter with Royal Mail without any assistance from VFS.

PLACE & DATE London_____Signature of the Applicant_____