

# TRAVCOUR (UK) LTD ORDER FORM



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

Tel: 020 85431846 (9.00am to 7.00pm)

e-mail: [info@travcour.com](mailto:info@travcour.com) Website: [www.travcour.com](http://www.travcour.com)

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

## SERVICES FOR NEW- ZEALAND BUSINESS VISA (PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS)

VISA TYPE:	Dates of entry/exit	Visa fee	Service charge	Total to send
NEW- ZEALAND BUSINESS VISA	/ To / /	70.00	100.00	170.00

If you are unable to receive your e-visa via email, please select the type of return you need us to use for your documents. Return fees are only payable per return address. Carriers own terms & conditions apply. We do not accept responsibility for the delivery of documents by any third party and by selecting this option, you agree to the carriers terms and accept full responsibility for your selection.

<input checked="" type="checkbox"/>	Return type	Charge	Terms
<input type="checkbox"/>	Royal Mail Special Delivery	9.00	Only applicable for UK residents. For terms & conditions please visit <a href="http://www.royalmail.com">www.royalmail.com</a>
<input type="checkbox"/>	DHL International Ltd	40.00	For terms & conditions please visit <a href="http://www.dhl.co.uk">www.dhl.co.uk</a>
<input type="checkbox"/>	Travcour courier	POA	Subject to local area & availability. Please email <a href="mailto:info@travcour.com">info@travcour.com</a>
<input type="checkbox"/>	Personal collection	N/A	Please await our call to advise your documents are ready
<input type="checkbox"/>	Own prepaid envelope	N/A	For security, please only send prepaid secure mail & note your tracking number

You must enclose full payment for us to process your order. For bank transfers, your order will be processed once the funds have cleared in our account only. As fees are paid on submission of your documents, we will not provide credit for your process to begin. Please include the fees for your service as listed above, the Travcour service charge & your selected return fee.

Cheque or postal order (Payable to Travcour (UK) Ltd)

Debit Card (please complete the following section) We do not accept American Express or Diners or credit cards.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Expiry: ...../...../..... 3 digit SCN

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Bank transfer; You must include the full name of the applicant as your reference. If you are sending more than one application, please select one of the applicant's names for the reference. Visa fees and Travcour service charges are per person but return fees are payable per return address.

Barclays Bank PLC, Account name Travcour UK Ltd

Account number; 60960055

Sort Code: 20-21-80

Please confirm the address you would like your documents to be returned to and the contact information for any further instruction or tracking purposes. Our contact with you will be in writing via email where possible. Please check your junk/spam mail in case of your email filter rejects our mail. Any change to your details during process must be made in writing by email. We will only correspond with the passport holder or the person designated on this form.

Title: Mr./Mrs./Miss: First Names .....Surname.....

Address .....

.....Postcode .....

Telephone Number .....Email .....

We will always do our best to try and return by your chosen travel date however, it cannot be guaranteed. Travel arrangements must not be made until you have secured and received your valid visa for entry. By placing this order, you agree to any delays incurred by any governing office or third party carrier. Please sign in wet ink or digitally.

Signature ..... Date ...../...../.....

DISCLAIMER: Whilst every effort is made to issue your requirements the embassy/consulate reserve the right to refuse or delay 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](http://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

July 2019

INZ 1189



# Tourist/Business Visitor Visa Application

for use by people outside New Zealand intending a short stay

## Apply for your visa online – it's faster & easier

The fastest and easiest way to apply for a visitor visa is online. Once you have your documents prepared, it should take less than 15 minutes to complete the online application form.

To apply online, go to [www.immigration.govt.nz/visit](http://www.immigration.govt.nz/visit)

## Who can use this form?

To use this form, you must be:

- outside New Zealand
- travelling to New Zealand for either tourism or business
- intending to spend less than six months in New Zealand
- financially supported by your own funds if you are travelling as a tourist, or by your employer if you are travelling for business.

If you do not meet these requirements, please use the form *Visitor Visa Application (INZ 1017)*.

You can use this form to apply for a visa for a single applicant or for a family. A family may include a principal applicant, partner, and dependent children under 20.

When filling in this form, write clearly in English using **CAPITAL LETTERS**.

## Section A Principal applicant's personal details

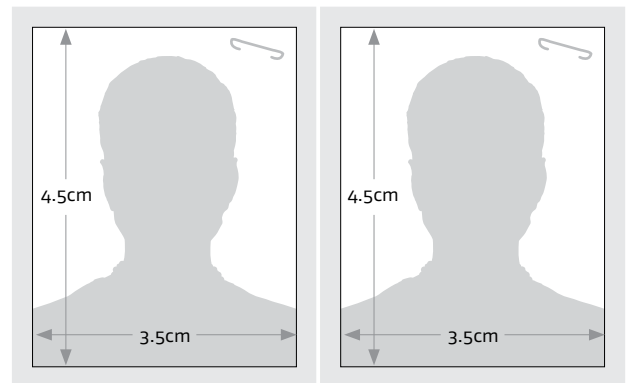
### All principal applicants must complete this section.

Attach **two** passport-size photographs of yourself here. The photographs must be less than six months old. Write your full name on the back of both photographs.

**A1** Name as shown in passport

Family/last name

Given/first name



**A2** Other names you are known by or have ever been known by (if any)

**A3** Gender  Male  Female

**A4** Date of birth  **A5** Preferred title Mr  Mrs  Ms  Miss  Dr  other (specify)

**A6** Town/city of birth  Country of birth

**A7** Passport details

Number  Expiry date  Country

**A8** Partnership status:  
 Married  Partner/De facto  Engaged  Never married  Separated/Divorced  Widowed

**A9** Do you have a national identity number, or other unique identifier that was issued to you by any government?  
 Yes *National identity number/unique identifier*

No

## Section B Contact details

**All principal applicants must complete this section.**

**i** We prefer to contact you using email. Please provide your email address if you have one.

**B1** Your residential address in the country you reside in.

Address

Province/region

Telephone (mobile)  Telephone (other)

Email

**B2** Name and address for communication about this application.

Same as address at **B1**, or  as below

Family  Given

Company name (if applicable) and address

New Zealand Business Number (for New Zealand businesses only)

*For help search: [www.nzbn.govt.nz](http://www.nzbn.govt.nz)*

Telephone (mobile)  Telephone (other)

Email

**B3** Do you authorise the person stated at **B2** to act on your behalf?  Yes  No

**B4** Have you received immigration advice on this application?

**i** You can find a definition of immigration advice at [www.immigration.govt.nz/advice](http://www.immigration.govt.nz/advice). Please note immigration advice does not include assisting the applicant by acting as a translator or by recording information on this form.

Yes *Please make sure that your immigration adviser completes Section I: Immigration adviser's details*

No

**B5** Names and addresses of any friends, relatives, or contacts you have in New Zealand (if applicable)

Name

Address

Relationship  Friend  Family member  Other *(please specify)*

Name

Address

Relationship  Friend  Family member  Other (please specify)

**B6** List your current and previous two employers, including periods of self-employment. Start with the current position.

Date from (DD/MM/YY)	Date to (DD/MM/YY)	Name of employer	Location (city and country)	Occupation/job title
/ /	Present			
/ /	/ /			
/ /	/ /			

New Zealand Business Number of current employer  For help search: [www.nzbn.govt.nz](http://www.nzbn.govt.nz)  
(for New Zealand businesses only)

## Section C Visa type

All principal applicants must complete this section.

**C1** Date you will arrive in New Zealand  Date you will depart New Zealand

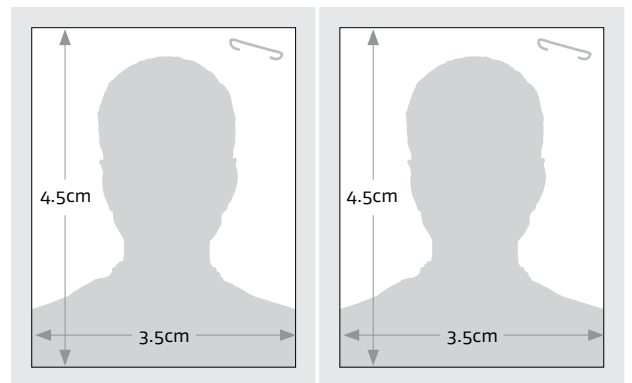
**C2** What is the purpose of your visit to New Zealand?  Tourism  Business\*  Visiting family/friends

\* If you are travelling for business, please enclose a letter from your employer and/or the relevant company in New Zealand to confirm the purpose of your visit

## Section D Partner's personal details

All principal applicants who have ticked 'Married', 'Partner' or 'Engaged' at **A8** must complete this section with their partner's personal details, whether or not the partner is included in this application. Attach two photographs of your partner only if they are included in this application.

If applicable, attach two passport-size photographs of your partner here. The photographs must be less than six months old. Write your partner's full name on the back of both photographs.



**D1** Partner's name as shown in passport

Family/last name

Given/first name

**D2** Other names your partner is known by or has ever been known by (if any)

**D3** Partner's gender  Male  Female

**D4** Partner's date of birth

**D5** Partner's preferred title Mr  Mrs  Ms  Miss  Dr  other (specify)

**D6** Town/city of birth  Country of birth

**D7** Partner's passport details  
Number  Expiry date  Country

**D8** Is your partner included in this application?  Yes  No

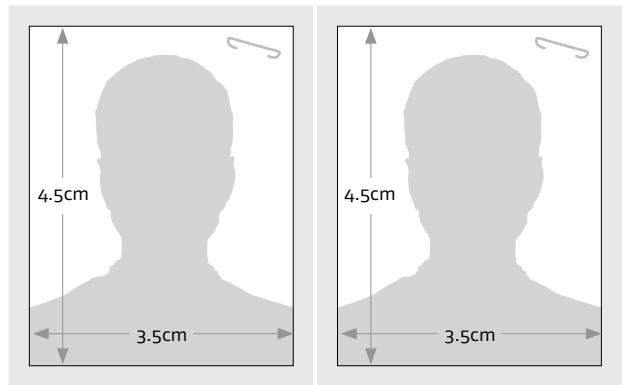
**D9** Does your partner have a national identity number, or other unique identifier that was issued by any government?  
 Yes *Partner's national identity number/unique identifier*   
 No

**Dependent children's personal details**

You must complete this section with the details of each dependent child included in this application. If you wish to include more than two children in your visa application, please print an extra copy of this page and attach it to the form.

**Dependent child one**

Attach two recent passport-size photographs of the child here. The photographs must be less than six months old. Write the child's full name on the back of both photographs.



**E1** Child's name as shown in passport  
Family/last name   
Given/first name

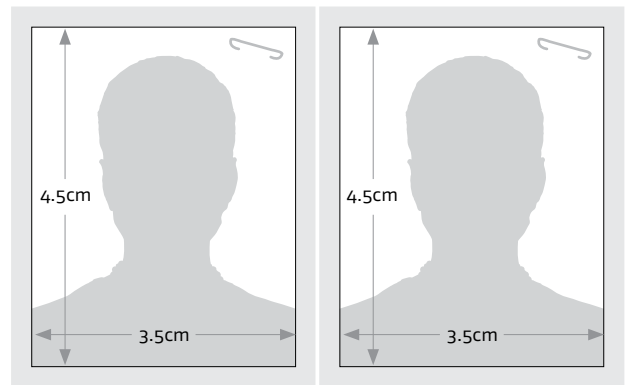
**E2** Child's gender  Male  Female **E3** Child's date of birth

**E4** Child's passport details  
Number  Expiry date   
Country

**E5** Town/city of child's birth   
Country of child's birth

**Dependent child two**

Attach two recent passport-size photographs of the child here. The photographs must be less than six months old. Write the child's full name on the back of both photographs.



**E6** Child's name as shown in passport  
Family/last name   
Given/first name

**E7** Child's gender  Male  Female **E8** Child's date of birth

**E9** Child's passport details

Number  Expiry date

Country

**E10** Town/city of child's birth

Country of child's birth

**Section F** Health

All principal applicants must complete this section.

**F1** Do you or any person included in this application have tuberculosis (TB)?  Yes  No

**F2** Do you or any person included in this application have any medical condition that requires, or may require, one of the following during your stay in New Zealand?

- Renal dialysis  Yes  No
- Hospital care  Yes  No
- Residential care  Yes  No

Residential care is defined as in-patient care for people with psychiatric, sensory or intellectual disabilities or live-in facilities for the aged.

**F3** Are you or any person included in this application pregnant?  Yes  No

**F4** If you have answered Yes to any of the questions in **F1** to **F3**, please provide details.

**Section G** Character

All applicants must complete this section.

**Note:** if your application is declined for character reasons, Immigration New Zealand may place a notation in your passport indicating that you applied for a visa for New Zealand.

**G1** Have you, or anyone included in this application, been convicted at any time of any offence, including any driving offence? *Please note that this includes any conviction(s) outside of New Zealand subsequently cleared or wiped by 'clean slate' legislation.*  
 Yes  No

**G2** Are you, or is anyone included in this application, currently:

- under investigation  Yes  No
- wanted for questioning  Yes  No
- facing charges  Yes  No

for any offence in any country?

**G3** Have you, or has anyone included in this application, ever been:

- excluded  Yes  No
- refused entry  Yes  No
- removed or deported  Yes  No

from any country, excluding New Zealand?

**G4** Have you, or has anyone included in this application, ever been refused a visa/permit to visit, work, study or reside in any country, excluding New Zealand?

Yes  No

**G5** Have you, or has anyone included in this application, ever been a member of, or adhered to, any terrorist organisation?

Yes  No

**G6** Have you, or has anyone included in this application, had (or currently have) an association with, membership of, or involvement with, any government, regime, group or agency that has advocated or committed war crimes, crimes against humanity and/or other gross human rights abuses?

Yes  No

If you have answered yes to any of the questions above give full details. This includes full details of any charges, convictions and the sentence or penalty imposed. Continue on a separate piece of paper if necessary.

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## Section H Declaration by applicant

**All of the people included in this application must complete this section.**

I have provided true and correct answers to the questions in this form.

I understand that if false or misleading information is submitted, my application may be declined without further warning.

I will inform Immigration New Zealand of any relevant fact or change of circumstances that may (i) affect the decision on my application for a visa, or (ii) affect the decision to grant entry permission based on the visa for which I am applying.

I agree to leave New Zealand before my visa expires. If I remain in New Zealand after my visa has expired, I may be deported by Immigration New Zealand.

I understand that I am not entitled to free health care in New Zealand, and I will pay for any health care or medical assistance I may require in New Zealand.

If my partner is included in this application, we declare we are living together in a genuine and stable partnership.

I understand that if I have received immigration advice from an immigration adviser and if that immigration adviser is not licensed under the Immigration Advisers Licensing Act 2007 when they should be, Immigration New Zealand will return my application.

If I undertake a course of study while in New Zealand, I authorise Immigration New Zealand to provide information about my immigration status to my education provider, including via the online VisaView system.

I authorise Immigration New Zealand to provide information about my health and my immigration status to any health service agency. I authorise any health service agency to provide information about my health to Immigration New Zealand.

I authorise Immigration New Zealand to make any necessary enquiries about information on this form and/or accompanying documentation, so that they can:

- make a decision on this application
- answer enquiries about my immigration status once my application has been decided.

I authorise any agency whether in New Zealand or overseas, including but not limited to border or immigration agencies, education providers, financial institutions, foreign embassies, government authorities, healthcare providers, police or other law enforcement agencies, that holds information (including personal information) related to information on this application form and/or accompanying documentation to disclose that information to Immigration New Zealand.

Signature of principal applicant	<input type="text"/>	Date	<input type="text"/>
Signature of partner	<input type="text"/>	Date	<input type="text"/>
Signature of dependent child	<input type="text"/>	Date	<input type="text"/>
Signature of dependent child	<input type="text"/>	Date	<input type="text"/>
Signature of parent or guardian if principal applicant is under 18 years of age	<input type="text"/>	Date	<input type="text"/>

## Section I Immigration adviser's details

**This section must be completed by the applicant's immigration adviser. If the applicant does not have an immigration adviser, this section does not have to be completed. If you have assisted the applicant solely by acting as a translator or by recording information on the form, you do not have to complete this section. Complete Section J: Declaration by person assisting the applicant instead.**

**I1** Tick the one option that applies to you.

- I am a licensed immigration adviser under the New Zealand Immigration Advisers Licensing Act 2007. Go to **I2**
- I am exempt from licensing under the New Zealand Immigration Advisers Licensing Act 2007. Go to **I3**

*If you are unlicensed when you should be licensed under the Immigration Advisers Licensing Act 2007, Immigration New Zealand will return your client's application. It is an offence to provide immigration advice without holding a licence, unless you are exempt.*

**I2 Licensed advisers.** Licence type  full  provisional  limited *List conditions specified in the register.*

Licence number  *Go to Section J: Declaration by person assisting the applicant.*

**I3 Exempt from licensing.** Tick one box below to show why you are exempt from licensing.

- I provided immigration advice in an informal or family context only, and I did not provide the advice systematically or for a fee.
- I am a New Zealand member of Parliament or member of their staff and I provided immigration advice as part of my employment agreement.
- I am a foreign diplomat or consular staff.
- I am an employee of the New Zealand public service and I provided immigration advice within the scope of my employment agreement.
- I am a lawyer and I hold a current practising certificate as a barrister or as a barrister and solicitor of the High Court of New Zealand.
- I am employed by, or I am working as a volunteer for, a New Zealand community law centre where at least one lawyer is on the employing body of the community law centre or is employed by or working as a volunteer for the community law centre in a supervisory capacity.
- I am employed by, or I am working as a volunteer for, a New Zealand citizens advice bureau.

*Go to Section J: Declaration by person assisting the applicant.*



**Section J** Declaration by person assisting the applicant

**This section must be completed and signed by any person who has assisted the applicant by providing immigration advice, explaining, translating, or recording information on the form for the applicant. If the applicant does not have an immigration adviser, and no one helped the applicant to fill in this form, this section does not have to be completed.**

*If you are unlicensed when you should be licensed under the Immigration Advisers Licensing Act 2007, Immigration New Zealand will return your client's application. It is an offence to provide immigration advice without holding a licence. For more information, go to the Immigration Advisers Authority website [www.iaa.govt.nz](http://www.iaa.govt.nz), or email [info@iaa.govt.nz](mailto:info@iaa.govt.nz) or write to them at PO Box 6222, Wellesley Street, Auckland 1141, New Zealand.*

Name and address of person assisting applicant

Same as address given at **B2**, or  as below.

Family/last name

Given/first name(s)

Company name (if applicable) and address

New Zealand Business Number (for New Zealand businesses only)

For help search: [www.nzbn.govt.nz](http://www.nzbn.govt.nz)

Telephone (daytime)

Telephone (evening)

Fax

Email

I understand that after the applicant has signed this form it is an offence for me to change or add further information, or change or add any documents attached to the form, without making a statement identifying what information or material has been changed, added or attached and by whom. If I make these changes or additions, I must state on the form what they were, who made them and the reason they were made.

I understand that the maximum penalty for this offence is a fine of up to NZ\$100,000 and/or a term of imprisonment of up to seven years.

I certify that the applicant asked me to help them complete this form and any additional forms. I certify that the applicant agreed that the information provided was correct before signing the declaration.

I have assisted the applicant as an interpreter/translator

I have assisted the applicant with recording information on the form

I have assisted the applicant in another way. Specify

I have provided immigration advice (as defined in the Immigration Advisers Licensing Act 2007) and my details in Section I: Immigration adviser's details are correct.

Signature of person assisting

Date

## Where to send your application

Go to [www.immigration.govt.nz/contactus](http://www.immigration.govt.nz/contactus) to check which Immigration branch will process your application.

## About the information you provide

Immigration New Zealand collects the information about you on this form to decide whether you are eligible for a visa. We may also use the information to contact you for research purposes or to advise you on immigration matters.

Collecting the information is authorised by the Immigration Act 2009 and the Immigration Regulations made under that Act. You do not have to provide the information, but if you do not we are likely to decline your application.

The information we collect may also be used to determine whether you are allowed to board a flight to New Zealand. We will not share your personal information with airline check-in agents; however, we will send a boarding message to the airline check-in agent based on the information you have provided in this form.

Immigration New Zealand may also share the information you have provided with other government agencies that are entitled to it by law, or with other agencies (as you have agreed in the declaration).

You are able to ask for the information we hold about you and have any of it corrected if you think it is necessary. The address of Immigration New Zealand is PO Box 1473, Wellington 6140, New Zealand. **This is not where your application should be sent.**

## Section K

## Paying your application fee and levies

To find out how much to pay, where to send your application, and how long a decision may take, see [www.immigration.govt.nz/fees](http://www.immigration.govt.nz/fees).

**Note:** some offshore offices do not accept credit cards. The office and fees finder contains information about alternative methods of payment.

## Your application fee and levies

Amount you are paying:

Amount

Currency

(e.g. NZD, USD, RMB)

Application number

(office use only)

## Preferred methods of payment

We recommend that you use one of the following methods of payment for better security and faster processing:

Bank cheque/bank draft

Credit card (choose one)

Mastercard  Visa

SWITCH card (UK only)  SWITCH card issue number

Name of cardholder

Card number

CVC/CVV number

**Note:** Your CVC/CVV number is the three-digit number found on the signature strip on the back of your credit card.

Expiry date

Signature of cardholder

Date

## Other methods of payment

Personal cheque. *Note that we will hold your application for 10 working days to allow the cheque to be cleared.*

**We do not accept money orders.**

## Application checklist

OFFICE USE ONLY	Information and documents you must supply	CHECK LIST
<input type="checkbox"/>	I have completed and signed the application form.	<input type="checkbox"/>
<input type="checkbox"/>	I have provided my application fee and levies.	<input type="checkbox"/>
<input type="checkbox"/>	I have attached my passport or travel document*.	<input type="checkbox"/>
<input type="checkbox"/>	I have attached two recent passport-size photographs.	<input type="checkbox"/>
<input type="checkbox"/>	I have attached my itinerary.	<input type="checkbox"/>
<input type="checkbox"/>	I have attached evidence of funds for support.	<input type="checkbox"/>
<input type="checkbox"/>	I have attached a letter from my employer regarding my purpose in New Zealand (if travelling for business)	<input type="checkbox"/>

\*While you can provide a certified copy of your passport with your application, we highly recommend you provide your original passport. This will enable us to process your application faster and it may be needed to complete your application. Please note during the processing of an application an immigration officer may request any document, including your original passport.



## Returning your documents

Please return documents to me by secure post at the address given at:

- B1
- B2



When filling in this form, please write clearly using CAPITAL LETTERS.

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New Zealand Government