

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 Website: www.travcour.com
 Open Hours: (Mon – Sat) 9.00am to 7.00pm

SERVICES FOR ANGOLA TOURIST VISAS (PLEASE COMPLETE ALL SECTIONS IN **BLOCK CAPITALS**)

Please tick the service you are applying for. Should any charge differ once received, we will notify you

<input checked="" type="checkbox"/>	Angola Visas	Embassy Visa fee	Travcour service charge	Total to send excluding return postage
	Tourist 30 day single entry standard service	95.00	80.00	175.00

Please select the type of return you need us to use for your documents. Return fees are only payable per return address (maximum of 4 passports). 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
	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
	Travcour courier	POA	Subject to local area & availability. Please email info@travcour.com
	Personal collection	N/A	Please await our call to advise your documents are ready
	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.**

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Expiry:/..... 3 digit SCN

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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 NamesSurname.....

Address

.....Postcode

Telephone NumberEmail

If you require your documents by a certain time, please indicate the latest date you would like them returned to you:/...../.....

We will always do our best to try and return by your chosen 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.

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. 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.

DOCUMENT CHECKLIST

ANGOLA TOURIST VISAS

Your documents must be sent using a secure, trackable method and in secure packaging. Documents may also be hand delivered to our reception during open hours only. As we deal with sensitive information and documents, entry into our main office, completing your documents on site or using our computers or equipment is not allowed. For this reason, you must bring your documents completed for the handover on delivery. If you require advice on hand delivery, please call or email us to book an appointment to see a specialist before you arrive and ensure all documents are completed to the best of your ability beforehand. We will not provide assistance with documents in our reception without a prior appointment. Appointments are daily between 11am and 3pm. Please email info@travcour.com with your preferred time.

THE FOLLOWING SERVICES ARE AVAILABLE;

Standard service – 10 to 15 working days

Express service – N/A

Documents can be submitted on Mondays and Tuesdays only. This visa is valid for 2 months from the date it is issued with a maximum stay of 30 days.

Remember to allow time for your process – the embassy may request more information, have closures or delays & reserves the right to hold your documents once submitted for any length of time.

In order to apply for your visa, please ensure that you enclose the following documents in your delivery to us. Failure to do so will result in a delay in your application. (Please note that embassies reserve the right to request additional documents) You only need one order form if you are sending more than one passport.

- Order form fully completed and signed**
- Visa application**
 - **Must be typed, no handwritten application will be accepted**
 - **Page one and three to be completed only**
- 2 x passport photos - professional photos only on pale grey background**
- Hotel reservation**
- Bank statement showing equivalent to USD 200.00 for each day of stay in Angolan territory.**
Please note: proof of means of subsistence should also be shown at the border post. Online statements are not accepted.
- Passport valid for more than six (6) months, Copies of visas and stamps of previous travels must be included**
- Proof of Address - One of the following documents:**
 - **Water, Gas or Electricity Bill.**
 - **Council Tax Letter.**
 - **UK Driving Licence.**
 - **Bank Statement.**
 - **Child Tax Credit or Child Benefit Letter (for minor applicants).**
- For non British nationals: Proof of Legal Status in the United Kingdom – One of the following documents:**
 - **Passport of one of the European Union countries.**
 - **Permit of residence/stay in the United Kingdom.**
- Travel Itinerary (return journey) – Airline or travel agent pre-booking. Purchase of ticket is not necessary and does not automatically guarantee granting of visa.**
- Copy of International Certification of Vaccination**
- For minors under 18 years old: Full Birth Certificate of the minor applicant, Photocopy of the Parents/Legal Guardian Passports & Travel Authorisation Letter provided by both parents, with signature recognised by Public Notary. Angolan parents must sign in presence of the consular officer and the signature must be legalised by this Consulate General**

Travcour UK Ltd does not share data with any third party other than the governing office you are applying to. Copies of your application will not be stored by us and any card or bank information is destroyed once your order is completed.