

# 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 ANGOLA WORK 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 Work Visas	Embassy fees	Travcour service charge	Total to send excluding return cost
	Work visa	350.00	100.00	450.00

Please select the type of return you need us to use for your documents. Postal & International 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 <a href="http://www.royalmail.com">www.royalmail.com</a>
	DHL International Ltd	40.00	For terms & conditions please visit <a href="http://www.dhl.co.uk">www.dhl.co.uk</a>
	Travcour courier hand delivery	POA	Subject to London area/airport & availability. We will contact you upon receipt of your order.
	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.

<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 will be in writing via email where possible. Please check your junk/spam mail in case your email filter rejects our mail. Please ensure consent is obtained if using someone else's contact information. 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 .....

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 .....(passport holder or legal guardian) 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 and consent to our data handling as set out in our privacy statement 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

# **DOCUMENT CHECKLIST**

## **ANGOLA WORK 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](mailto:info@travcour.com) with your preferred time.

### **THE FOLLOWING SERVICES ARE AVAILABLE;**

**Standard service – 60-120 working days**

**Express service – N/A**

**Documents can be submitted on Mondays and Tuesdays only.**

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**
- 3 x passport photos - professional photos only on pale grey background**
- Letter from the Contractor, addressed to the Consulate General of the Republic of Angola in the United Kingdom of Great Britain and Northern Ireland, with a copy to Serviço de Migração e Estrangeiros (SME) in Luanda, requesting the work visa and stating that they will be responsible for the stay and repatriation of the applicant.**
- Legalised Criminal Record Certificate.**
- Legalised CV**
- Legalised medical certificate**
- Legalised educational or professional qualifications.**
- Passport valid for more than six (6) months, Copies of visas and stamps of previous travels must be included**
- 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.**
- Contract of employment from Angolan company with signatures verified by a Notary.**
- Copy of International Certification of Vaccination**
- Endorsement issued by the Ministry of Public Administration, Employment and Social Security in Angola**

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.