

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 EGYPT 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

| ✓ | Egypt Visas | Dates of entry/exit | Embassy Visa fee per person | Travcour service charge per person | Total to send excluding return cost |
|---|-------------------------------|---------------------|-----------------------------|------------------------------------|-------------------------------------|
| | Egypt Tourist single entry | To | 20.00 | 50.00 | 70.00 |
| | Egypt Tourist multiple entry | To | 32.00 | 50.00 | 82.00 |
| | Egypt business single entry | To | 65.00 | 50.00 | 115.00 |
| | Egypt business multiple entry | To | 105.00 | 50.00 | 155.00 |

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.

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

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 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(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. 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

EGYPT 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 – 3 Working days

Express service – N/A

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 fully completed**
- 2 x passport photos - professional photos only on pale grey background**
- Passport.**
- For business visas – please include a letter from your employing company to confirm your employment and business visit. You must also take a copy of this letter to Egypt with you.**

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.

VISA APPLICATION FORM



الصق صورتان شمسينتان
هنا

Affix 2 photos here

(45mm X 35mm)

Visa Office opening times:

Monday -Friday

Applications: 9:30 am - 12:30 pm
Collections: 2.30 pm – 4.00 pm

القنصلية العامة لجمهورية مصر العربية

Consulate General of the
Arab Republic of Egypt
2 Lowndes St., London SW1X 9ET
Tel: 0207 235 9777
www.egyptianconsulate.co.uk
Email: info@egyptianconsulate.co.uk

| | | | | | |
|----------------------|---|--|----------------------------------|---|--------------------------------|
| Family name: | اللقب | First name: | الاسم الاول | Middle names: | اسم الوالد |
| Date of birth: | تاريخ الميلاد | Place of birth: | محل الميلاد | Gender: | النوع |
| Occupation: | | المهنة | | Marital status: | الحالة الاجتماعية |
| Present nationality: | الجنسية الحالية | Original nationality: | الجنسية الاصلية | | |
| Passport number: | | | | | رقم جواز السفر و نوعه |
| Date of Expiry: | تاريخ انتهاء الصلاحية | Date of Issue: | تاريخ الاصدار | Place of Issue: | محل الاصدار |
| Permanent address: | | | | | عنوان الإقامة الدائمة |
| Day time tel. no: | | | | | رقم الهاتف |
| Duration of stay: | مدة الإقامة بمصر | Number of entries: | Single entry Multiple entries | <input type="checkbox"/> مرة واحدة <input type="checkbox"/> عدة مرات | عدد السفرات |
| Purpose of visit: | Tourism <input type="checkbox"/> Business <input type="checkbox"/> | سياحة <input type="checkbox"/> عمل <input type="checkbox"/> | الغرض من الزيارة | Date of arrival in Egypt: | تاريخ الوصول |
| Port of entry: | | | | | منفذ الدخول لمصر |
| Address during stay: | | | | | العنوان في جمهورية مصر العربية |

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|--|--|
| أسماء الإقارب أو الأصدقاء في جمهورية مصر العربية Names of relatives or friends in Egypt | عنوان الإقارب أو الأصدقاء في جمهورية مصر العربية Addresses of relatives or friends in Egypt |
| | |
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|--|--|
| أسماء الأبناء المضافين الى نفس جواز السفر Names of children endorsed on same passport | تاريخ و محل ميلاد الأبناء المضافين الى نفس جواز السفر Date and place of birth of children endorsed on same passport |
| | |
| | |
| | |

| تاريخ السفرات السابقة لمصر Date of previous visit(s) | الغرض من السفرات السابقة لمصر Purpose of previous visit(s) | عنوان الإقامة في مصر خلال السفرات السابقة Address in Egypt during previous visit(s) |
|---|---|--|
| | | |
| | | |
| | | |

PASSPORT REQUIREMENT

1. Passport and UK visa must be valid for at least six months prior to travel.

VISA DURATION

2. Single entry visas allow a maximum stay of 60 days. Multiple entry visas allow a maximum stay of 90 days. Visas are valid for six months from the date of issue.

APPLICATIONS SUBMITTED AT CONSULATE – REQUIREMENTS

(Please allow 2 working days for collection of your passport).

1. Passport
2. Completed Application form
3. Two recent passport size photographs (colour - against white background). Please print name on back of both photographs.
4. Fee – **cash only** (cheques/postal orders not accepted).

POSTAL APPLICATION REQUIREMENTS

(Please allow 5 working days for the return of your passport).

1. Passport
2. Completed Application form
3. Two recent passport size photographs (colour - against white background). Please print name on back of both photographs.
4. Fee – **Postal Order only**. Please refer to the **Fee Table** on our website and submit the correct Postal Order amount, in order not to delay the return of passport.
5. Pre-paid and self-addressed Registered or Recorded Delivery envelope (to enable secure return of your passport).
6. Please make a note of the tracking number on the Registered or Recorded Delivery envelope **going to and from** the Consulate.

Fees and regulations for nationals other than UK/European vary, please refer to the Consulate website or contact the Consulate for further advice.

PREVIOUS CONVICTIONS

Applicants with previous convictions should declare their convictions below or on a separate sheet.

I hereby confirm that the purpose of my visit to Egypt is already identified in the application form and the information given is correct and complete.

Signature:

التوقيع:

Date:

التاريخ