

TRAVCOUR (UK) LTD ORDER FORM



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

Tel: 020 85431846 (8.30 to 7.00)

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

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

SERVICES FOR EQUATORIAL GUINEA 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

✓	Equatorial Guinea Visas	Dates of entry/exit	Embassy Visa fee	Travcour service charge	Total to send excluding return cost
	Business single entry visa - standard service	To	100.00	50.00	150.00
	Business single entry visa - express service	To	180.00	50.00	230.00

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.**

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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 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.

Registered Company No: 04651386

VAT No: 238 0357 68

DOCUMENT CHECKLIST

EQUATORIAL GUINEA BUSINESS 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 – 5 Working days

Express service – 2 Working 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.

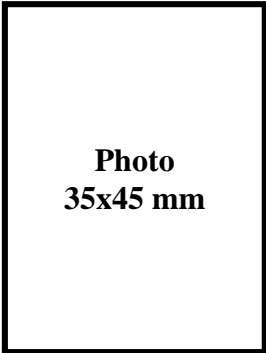
In order to apply for your visa, please ensure that you enclose the following documents in your delivery to us. Failure to do so will result in a delay in your application. (Please note that embassies reserve the right to request additional documents) You only need one order form if you are sending more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

- Order form fully completed and signed**
- Visa application fully completed and signed**
- 3 x passport photos - professional photos only on pale grey background**
- Police certificate, valid for 3 months. This can be applied for at https://www.acro.police.uk/police_certificates.aspx**
- Return flight confirmation**
- Invitation letter stamped by the Ministry of National Security**
- UK Company letter confirming purpose of visit and assurance of financial support during stay.**
- Passport**
- Non UK nationals must provide UK residency visa/card and a utility bill to confirm residency in the UK**

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.



Embassy of the Republic
of Equatorial Guinea
in London



Visa Application

1. Surname(s)		SPACE RESERVED FOR THE EMBASSY OR CONSULATE Fecha de solicitud: Tramitado por: Documentos presentados: Pasaporte Válido <input type="checkbox"/> Medios financieros <input type="checkbox"/> Invitación <input type="checkbox"/> Medio de transporte <input type="checkbox"/> Referencia válida <input type="checkbox"/> Residencia en G.E. <input type="checkbox"/> Residencia en:..... <input type="checkbox"/> Otros: <input type="checkbox"/> Visado: Denegado <input type="checkbox"/> Concedido <input type="checkbox"/> Características del visado: Alternativo <input type="checkbox"/> Cortesía <input type="checkbox"/> Diplomático <input type="checkbox"/> Estudiante <input type="checkbox"/> Limitado <input type="checkbox"/> Negocios <input type="checkbox"/> Permanente <input type="checkbox"/> Tránsito <input type="checkbox"/> Doble tránsito <input type="checkbox"/> Turismo <input type="checkbox"/> Otro:..... <input type="checkbox"/> Número de entradas: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> Múltiple <input type="checkbox"/> Válido de:..... Válido a:..... Válido para:.....
2. If applicable, maiden name		
3. Name(s)		
4. Date of Birth (dd-mm-yyyy)	5. Number of personal identification document	
6. Place and country of birth		
7. Current nationality/ies	8. Nationality by birth	
9. Sex Male Female	10. Marital status: Single Married Separated Divorced Widowed Other	
11. Father's name	12. Mother's name	
13. Type of passport: a. National passport b. Diplomatic passport c. Service passport d. Seaman's Passport e. Travel document (1951 Convention) f. Foreign national passport g. Other type of travel document (please specify)		
14. Passport number	15. Issued by	
16. Date of issue	17. Valid until	
18. If you reside in a country other than your country of origin, do you have permission to return to that country? No Yes (number and validity)		
* 19. Current occupation		
* 20. Employer and employer's address and telephone number. For students, name and address of school.		
21. Main destination	22. Type of Visa Airport transit Transit Short stay Long stay	23. Visa Individual Collective
24. Number of entries requested Single Two Three Four Five Six Multiple	25. Duration of stay 10 days 20 days 30 days 3 months 6 months 1 year 2 years	
26. Other visas (issued during the past two years) and their period of validity		
27. In the case of transit, do you have an entry permit for the final country of destination? No Yes, (valid until): Issuing authority:		
* 28. Previous stays in Equatorial Guinea:		

* The questions marked with an asterisk (*) do not have to be answered by family members of EG citizens (spouse, child or parents/grandparents). Family members of EG citizens have to present documents to prove this relationship.

29. Purpose of travel Tourism Business Visit to family or friends Cultural/Sports Official Medical reasons Other (please specify):		SPACE RESERVED FOR THE EMBASSY OR CONSULATE	
* 30. Date of arrival	* 31. Date of departure		
* 32. Border of first entry or transit route	* 33. Means of transport		
* 34. Name of host or company in Equatorial Guinea and contact person in host company. If not applicable, give name of hotel or temporary address in Equatorial Guinea.			
Name			Telephone and telefax
Full address			E-mail address
* 35. Who is paying for your cost of travelling and for your costs of living during your stay? Myself Host person/s Host Company State who and how and present corresponding documentation:			
* 36. Means of support during your stay Cash Accommodation Travellers' cheques Credit cards Other:.....			
37. Spouse's surname(s)	38. Spouse's maiden name, if applicable		
39. Spouse's first name	40. Spouse's date of birth		41. Spouse's place of birth
42. Children (Applications must be submitted separately for each passport) Surname(s) First name Date of birth 1. 2. 3.			
43. Personal information of the Equatoguinean citizen or legal resident you depend upon. This question should be answered by anyone being invited, or by those that have any family members in Equatorial Guinea.			
Surname(s)		First name	
Date of Birth	Nationality	Number of passport	
Family relationship:		Telephone number:	
44. I am aware of and consent to the following: any personal data concerning me which appear on this visa application form will be supplied to the relevant authorities in Equatorial Guinea and processed by those authorities, if necessary, for the purposes of a decision on my visa application. I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law of the Equatoguinean State which deals with the application. I undertake to leave the territory of Equatorial Guinea upon the expiry of the visa, if granted. I have been informed that possession of a visa is only one of the prerequisites for entry into the territory of Equatorial Guinea. The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of the laws of Equatorial Guinea. The prerequisites for entry will be checked again on entry into the territory of Equatorial Guinea.			
45. Applicant's home address		46. Telephone number	
47. Place and date		48. Signature (for minors, signature of custodian/guardian)	

* The questions marked with an asterisk (*) do not have to be answered by family members of EG citizens (spouse, child or parents/grandparents). Family members of EG citizens have to present documents to prove this relationship.