

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 GABON 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

✓	Gabon Visas	Dates of entry/exit	Embassy Visa fee	Travcour service charge	Total excluding return cost
	Tourist 3 month single entry standard service	To	80.00	50.00	130.00
	Tourist 3 month single entry express service	To	130.00	50.00	180.00
	Tourist 3 month multiple entry standard service	To	240.00	50.00	290.00
	Tourist 3 month multiple entry standard service	To	290.00	50.00	340.00

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"/>	<input type="text"/>	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 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

GABON 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 – 1 working day

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 & signed**
- 2 x passport photos - professional photos only on pale grey background**
- Passport plus one copy**
- Return flight & hotel confirmation. The hotel confirmation must be signed by the hotel manager.**
- UK employer letter – this must confirm that you are travelling for tourist purposes only. If a student, please supply enrolment letter. If retired, please send pension confirmation letter.**
- Recent bank statement**
- Copy of Yellow Fever certificate**
- Utility bill**
- For non UK nationals, resident card or UK residence visa**

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

(must be duly completed)

Order No:

1. IDENTITY OF THE APPLICANT

VisaF/amb/pg14

SURNAME: _____

MAIDEN NAME: (MARRIED WOMEN): _____

FIRST NAME: _____

Date of Birth: _____ Sex: M F

BIRTH AND PLACE OF BIRTH: _____

NATIONALITY OF ORIGIN: _____ CURRENT: _____

Marital Status: MARRIED SINGLE DIVORCED WIDOW SEPARATED

Number of children: _____

Permanent address (including telephone number): _____

Job Position: _____

1. TYPE AND DURATION OF THE VISA APPLIED FOR

Date of Arrival in Gabon: _____ Date of Departure: _____

TYPE OF VISA: DIPLOMATIC COURTESY TOURISM BUSINESS TRANSIT

OTHER:

TRANSIT (TRANSIT TO) _____

LENGTH OF STAY : _____ DAYS 1 MONTH 2 MONTHS 3 MONTHS

ADDRESS IN GABON : FAMILY HOTEL OTHERS :

3. PASSPORTS DETAILS

PASSPORT NUMBER: _____ ISSUED BY: _____

DATE OF ISSUE: _____ DATE OF EXPIRY: _____

4. ADDITIONNAL INFORMATION

DETAILED REASONS OF YOUR TRAVEL:

NUMBER OF ENTRIES REQUESTED

SINGLE ENTRY DOUBLE ENTRIES MULTIPLE ENTRIES

Have you already lived in GABON longer than three (3) months without interruption?

When? _____

Please indicate port of entry in GABON? _____

Please indicate your exact address in Gabon during your stay there:

For a Business trip:

Indicate precisely the name and address & length of stay of your business partner

Do you undertake during your stay in Gabon not to accept any employment, paid or unpaid, or try to settle there permanently and to leave Gabonese territory on the expiration of the visa granted to you?

My signature binds me and makes me liable to prosecution in case of false declaration and to refusal of my visa in the future.

Date and Place: _____

Signature:

[Empty rectangular box for signature]