

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 VIETNAM BUSINESS VISAS - (PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS)

Please insert dates of travel & tick the service you are applying for.

Vietnam Visas	Dates of entry/exit	Embassy fee standard	✓	Embassy fee 24 hour express	✓	Travcour service charge
1 month single entry	/ / To / /	80.00		90.00		50.00
1 month multiple entry	/ / To / /	115.00		125.00		50.00
3 month multiple entry	/ / To / /	165.00		175.00		50.00
3 month single entry	/ / To / /	115.00		125.00		50.00

Please select the type of return you need us to use for your documents. Post & 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

VIETNAM 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 – ONE WEEK

Express service – NEXT 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, printed & signed.**
- 1 x passport photo - professional photos only on pale grey background. Cannot be the same as one in passport**
- Letter of invitation from organisation in Vietnam**
- Flight confirmation**
- Passport**

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.



**MINISTRY OF FOREIGN AFFAIRS
SOCIALIST REPUBLIC OF VIET NAM**

VISA APPLICATION FORM

01 passport
photo
affixed here

**(To be submitted at
Embassy of Vietnam)**

1. Full name:
Tên đầy đủ

2. Date of birth:/...../.....
Ngày sinh (DD / MM / YYYY)

3. Place of birth:
Nơi sinh

4. Gender: **Male / Female**
Giới tính

5. Nationality:
Quốc tịch

6. Contact information:
Thông tin liên hệ

Address (Work/Home):.....

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Telephone:

Email:

7. Sponsor information (if any):
Thông tin cơ quan/ cá nhân mời đón

Name:

Telephone:

Checklist: Before submitting, make sure you have included:

- 1. Valid passport
- 2. Completed application form with photo
- 3. Visa fee
- 4. Postage fee and self-addressed envelope
(if returned by post)
- 5. Service :
- Next day
- At least 3 working days

8. Passport number:
Số hộ chiếu

Date of expiry:/...../.....
Ngày hết hạn hộ chiếu (DD / MM / YYYY)

9. Number of entries: **Single / Multiple**
Số lần nhập cảnh

10. Visa duration: **30 days / 90 days**
Thời hạn visa

11. Proposed date of entry:/...../.....
Ngày dự kiến nhập cảnh (DD / MM / YYYY)

12. Proposed date of exit:/...../.....
Ngày dự kiến xuất cảnh (DD / MM / YYYY)

13. Place of visa submission:
Nơi nộp hồ sơ

Viet Nam Embassy in the UK

14. Visa issuing authority:
Nơi nhận thị thực

Viet Nam Embassy in the UK

15. Purpose of entry: **Tourism / Business / Other**
Mục đích nhập cảnh

*The statements made in this application are the best of
my knowledge and duly liable by the laws.*

Tôi xin chịu trách nhiệm trước pháp luật những lời khai trên.

Date:/...../.....

Signature: