

# 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 ZAMBIA VISAS** (PLEASE COMPLETE ALL SECTIONS IN **BLOCK CAPITALS**)

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

✓	<b>Visas for Zambia</b>	<b>Dates of entry/exit</b>	<b>Embassy Visa fee</b>	<b>Travcour service charge</b>	<b>Total to send excluding return postage</b>
	Zambia tourist single entry standard service	/ / To / /	<b>35.00</b>	<b>50.00</b>	<b>85.00</b>

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	<b>9.00</b>	Only applicable for UK residents. For terms & conditions please visit <a href="http://www.royalmail.com">www.royalmail.com</a>
	DHL International Ltd	<b>40.00</b>	For terms & conditions please visit <a href="http://www.dhl.co.uk">www.dhl.co.uk</a>
	Travcour courier hand delivery	<b>POA</b>	Subject to London area/airport & availability. We will contact you upon receipt of your order.
	Personal collection	<b>N/A</b>	Please await our call to advise your documents are ready
	Own prepaid envelope	<b>N/A</b>	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 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**

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 – 3-5 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.

#### **Express service – N/A**

**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.**

## **ZAMBIA VISAS**

- Order form fully completed and signed**
- Visa application fully completed & signed.**
- 2 x passport photos - professional photos only on pale grey background**
- Passport + one copy of the ID page**
- Return flight confirmation or day to day itinerary**

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.



**REPUBLIC OF ZAMBIA**  
**The Immigration and Deportation Act, 2010**  
**(Act No. 18 of 2010)**

**APPLICATION FOR A VISITING VISA**

*(Section 25(1) of the Immigration and Deportation Act, No. 18 of 2010)*

<b>Please complete in block letters</b>		Shaded fields for official use only		Visa		
				Date and Time		
<b>Information Required</b>		<b>Information Provided</b>				√
<b>PERSONAL DETAILS</b>						
1.	Surname					
	Other names					
2.	Sex (Tick (√) as applicable)	Male		Female		
3.	Date of birth (dd/mm/yyyy)					
4.	Place of birth	Town		Country		
5.	Nationality					
6.	Nationality of parents at the time of birth					
6.	Passport No.		Place of issue			
	Date of issue (dd/mm/yyyy)		Date of expiry (dd/mm/yyyy)			
7.	Address in country of permanent residence					
8.		Telephone Numbers	Email addresses			
9.	Proposed Date of entry into Zambia (dd/mm/yyyy)					
10.	Expected duration of stay					
11.	Purpose of Visit	Tourist	Business	Visitor	Other, specify:	
12.	Expected date of departure from Zambia					
13.	Type of Visa (Tick (√) as applicable)	Single	Double	Multiple		
14.	Full address in Zambia					
15.	(a) Have you ever applied for a permit under the Immigration and Deportation Act, 2010 or the Immigration and Deportation Act, Cap. 123? If yes, give details.					
	Permit applied for	Date of Application	Status of application (Pending, granted or rejected)			
	(b) If the application was rejected, state reasons for rejection: .....					
	.....					
	.....					

16.	Have you or your spouse ever been restricted from entering any country or deported or repatriated from any country? If yes, specify details?		
	Country in which entry restricted or from which deported or repatriated	Year of restriction, deportation or repatriation	Reasons
17.	Have you been convicted of an offence under any law within or outside Zambia? If yes, specify details. Nature of offence:..... Date of conviction: ..... Sentence: .....		
18.	<b>ATTACHMENTS</b>		
	Applicant's valid passport		
	Payment (No personal cheques)		
	Two recent passport size photos		
	Letter from the host and/or support letter		Certified photocopy of applicant's passport
	Return air ticket, bank guarantee or proof of sufficient funds to sustain oneself		
<p><b>DECLARATION</b></p> <p>I hereby declare that the information furnished by me in this application is true, correct and complete to the best of my knowledge. I understand that any incorrect, misleading or untrue information or the withholding of any relevant information may affect the issuance of the visiting visa or shall result in the revocation of the visa.</p> <p style="text-align: center;">             .....    .....    .....              Applicant    Signature    Date         </p>			
<p><b>NOTES TO APPLICANT</b></p> <p>(a) Visa means an endorsement on a valid passport of a foreigner which is confirmed by examination of an Immigration Officer at the port of entry granting that person the authority to enter Zambia.</p> <p>(b) The validity of the visa does not entail the period of stay of the entrant in Zambia but the period within which the applicant shall enter.</p> <p>(c) The period of stay in Zambia shall be determined by an Immigration Officer at the port of entry.</p>			
<b>FOR OFFICIAL USE ONLY</b>			
Received by: .....		.....	
Officer (Name and Signature)		Date	
Amount Received: .....		<div style="border: 1px solid black; width: 150px; height: 50px; margin: auto;"> <p style="text-align: center; margin: 0;">OFFICIAL STAMP</p> </div>	
Receipt No.: .....			
Visiting Visa No.: .....			
File Ref. No.: .....			
Remarks: .....			
..... .....			

**The Immigration and Deportation (General) Regulations, 2011**