

# TRAVCOUR (UK) LTD ORDER FORM



Falcon House, Suite 2, 19 Deer Park Road, Wimbledon, SW19 3UX  
 Tel: 020 85431846 (9.00 to 5.00)  
 e-mail: [info@travcour.com](mailto:info@travcour.com) Website: [www.travcour.com](http://www.travcour.com)  
 Open Hours: (Mon – Fri) 9.00am to 5.00pm

## SERVICES FOR BANGLADESH BUSINESS 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

✓	Bangladesh Visas	Dates of entry/exit	Embassy Visa fee	Travcour service charge	Total to send excluding return postage
	Business 2 month single entry	/ / To / /	105.00	50.00	155.00
	Business 3 month double entry	/ / To / /	105.00	50.00	155.00
	Business 6 month multiple entry	/ / To / /	105.00	50.00	155.00

Please select your return type. Return 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 only.

✓	Return type	Charge	Terms
	Royal Mail Special Delivery	9.00	Only applicable for UK residents. For terms & conditions please visit <a href="http://www.royalmail.com">www.royalmail.com</a>
	DHL International Ltd	40.00	For terms & conditions please visit <a href="http://www.dhl.co.uk">www.dhl.co.uk</a>
	Travcour courier	POA	Subject to local area & availability. Please email <a href="mailto:info@travcour.com">info@travcour.com</a>
	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 with you will be in writing via email where possible. Please check your junk/spam mail in case of your email filter rejects our mail. 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 .....

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 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: 4651386

VAT No: 238 0357 68

# **DOCUMENT CHECKLIST**

## **BANGLADESH 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](mailto:info@travcour.com) with your preferred time.

### **THE FOLLOWING SERVICES ARE AVAILABLE;**

**Standard service – 7-9 WORKING DAYS FROM APPOINTMENT**

**Express service – N/A**

Appointments for submitting documents are required at this embassy. We will make and attend the appointment for you. The process will not begin until the embassy have received your documents. Please note that the validity of the visa begins from the date the visa is issued by the embassy and not from your travel date on your application form.

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**

- **Must be completed at <https://bhclondon.org.uk/business-visa>  
Print & sign the application**

**2 x passport photos – recent, professional photos only on pale grey background**

**A letter of invitation from Bangladeshi organization mentioning the applicant's name, passport number, the purpose of visit and duration for which visa is required. It should be addressed to the Bangladesh High Commission, London.**

**A letter from employing business organization in the UK introducing the applicant, his employment status in the organization and the purpose of visit to Bangladesh.**

**Passport valid for more than six (6) months, Copies of visas and stamps of previous travels must be included**

**UK visa/residence permit that is valid for at least 3 months beyond the requested Azerbaijan visa expiry date for Non UK nationals. For EU nationals, please provide a utility bill to confirm UK residency.**

**A Business visa may be issued for maximum one (01) year with single, double or multiple entries. Duration of stays in this category of visa is maximum sixty (60) days in each visit.**

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.