

# TRAVCOUR (UK) LTD ORDER FORM



Falcon House, Suite 2, 19 Deer Park Road, Wimbledon, SW19 3UX  
 Tel: 020 85431846 (9.00am to 5.00pm)  
 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 MONGOLIA BUSINESS VISAS - (PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS)

Please tick the service you are applying for.

| ✓ | Mongolia Visas                              | Dates of entry/exit | Embassy Visa fee | Travcour service charge | Total to send excluding return cost |
|---|---|---------------------|------------------|-------------------------|-------------------------------------|
|   | Business Single entry standard service      | / / To / /          | 40.00            | 60.00                   | 100.00                              |
|   | Business Single express service             | / / To / /          | 60.00            | 60.00                   | 120.00                              |
|   | Business 6 month multiple standard service  | / / To / /          | 70.00            | 60.00                   | 130.00                              |
|   | Business 6 month multiple express service   | / / To / /          | 90.00            | 60.00                   | 150.00                              |
|   | Business 12 month multiple standard service | / / To / /          | 70.00            | 60.00                   | 130.00                              |
|   | Business 12 month multiple express service  | / / To / /          | 90.00            | 60.00                   | 150.00                              |

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 <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 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"/> | <input type="text"/> | Expiry: ...../..... | 3 digit SCN | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------|-------------|----------------------|----------------------|----------------------|

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.

# **DOCUMENT CHECKLIST**

## **MONGOLIA 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 – ONE WEEK**

**Express service – 2 WORKING DAYS**

**The embassy is closed on Wednesdays and Fridays.**

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, completed, printed & signed.**
- 1 x passport photo - professional photos only on pale grey background, glued to the application**
- Flight and hotel confirmation**
- Travel insurance – please only provide the policy certificate covering worldwide travel or Mongolia individually**
- Letter of invitation from Mongolian organisation approved by the Ministry of Foreign Affairs or Immigration Authority of Mongolia.**
- Passport plus photocopy of ID page**

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.

**МОНГОЛ УЛСЫН ВИЗИЙН МЭДҮҮЛЭГ**  
VISA APPLICATION OF MONGOLIA

3.5x4.5 photo taken  
within the last six  
months

3.5x4.5 цээж зураг  
(сүүлийн 6 сард  
авахуулсан)

**Визийн мэдүүлгийг бөглөхийн өмнө сайтар уншиж танилцана уу.**  
**Please read carefully before you fill in.**

|  |  |   |  |   |  |
|--|--|---|--|---|--|
| 1. Овог / Surname (as in passport)   |  | 2. Өөрийн нэр / Given and Middle names (as in passport) |  | <p align="center"><b>Шийдвэрийн хуудас</b><br/><b>/For official use only/</b></p> <p>1. <u>Виз мэдүүлгийн дугаар / Application reference number</u></p> <p>2. <u>Виз мэдүүлсэн газар / Application lodged at</u></p> <p>3. <u>Визийн мэдүүлэг хүлээн авсан ажилтан / Visa application received by:</u></p> <p align="center">.....<br/>Нэр / Name</p> <p align="center">.....<br/>Гарын үсэг / Signature</p> <p>4. <u>Виз олгох эсэх / Visa decision</u></p> <p><input type="checkbox"/> Татгалзах / Refused<br/><input type="checkbox"/> Олгох / Approved</p> <p>5. <u>Зөвшөөрөл, хүвийн үрилгэйн дугаар (хэрэв байгаа бол) / Approval or invitation number if available</u></p> <p>6. <u>Олгосон визийн ангилал / Visa category</u></p> <p>7. <u>Байх хугацаа / Duration of stay</u></p> <p>8. <u>Визийн зориулалт / Visa type</u></p> <p><input type="checkbox"/> Орох / Entry<br/><input type="checkbox"/> Дамжин өнгөрөх / Transit<br/><input type="checkbox"/> Гарах-орох / Re-entry</p> <p>9. <u>Визийн төрөл / Number of entries</u></p> <p><input type="checkbox"/> 1 удаа / Single<br/><input type="checkbox"/> 2 удаа / Double<br/><input type="checkbox"/> Олон удаа 6 сар / Multiple entry valid for 6 months<br/><input type="checkbox"/> Олон удаа 1 жил / Multiple entry valid for 1 year</p> <p>10. <u>Олгосон визийн дугаар / Visa number</u></p> <p align="center">.....</p> <p>11. <u>Шийдвэр гаргасан албан тушаалтан / Visa officer:</u></p> <p align="center">.....<br/>Нэр/Name</p> <p align="center">.....<br/>Гарын үсэг / Signature</p> <p>12. <u>Шийдвэр гаргасан огноо / Date of visa decision</u></p> <p align="center">.....</p> |  |
| 3. Иргэний харьяалал / Current nationality(s)  |  |   |  |   |  |
| 4. Төрсөн он сар өдөр / Date of birth (year-month-day)   |  | 5. Төрсөн газар / Place and country of birth            |  |   |  |
| 6. Хүйс/ Sex   |  | 7. Гэрлэлтийн байдал / Marital status                   |  |   |  |
| 8. Ажил, сургуулийн хаяг / Employer and its address  |  | 9. Одоо эрхэлж буй ажил / Current occupation            |  |   |  |
| 10. Гэрийн хаяг, холбоо барих утас / Home address and contact information  |  |   |  |   |  |
| 11. Паспортын төрөл / Type of passport   |  |   |  |   |  |
| 12. Паспортын дугаар / Passport number   |  | 13. Дуусах хугацаа / Expiry date (year-month-day)       |  |   |  |
| 14. Танд Монгол Улсад гэр бүл, хамаатан, найз нөхөд, бизнесийн хамтрагч, эсвэл судалгааны ба эрдмийн ажлын харилцаатай хүн, хүлээн авах хувь хүн, аж ахуйн нэгж, байгууллага бий юу? / Do you have a family member, relative, friend, business partner, research or academically associated person, a host person or organization in Mongolia? |  |   |  |   |  |
| 15. Та Монголд өмнө нь зочилж байсан уу? / Have you visited Mongolia previously?   |  |   |  |   |  |
| 16. Монгол Улсад байх таны хаяг, утасны дугаар / Place of your intended stay in Mongolia   |  |   |  |   |  |
| 17. Аяллын зорилго / Purpose of travel   |  |   |  |   |  |
| 18. Хилээр нэвтрэх тоо / Number of entries requested   |  |   |  |   |  |
| 19. Үйлчилгээний төрөл / Service requested for visa processing   |  |   |  |   |  |

| 20. Хамт яваа 18 хүртэлх насны хүүхэд / Children under 18 years travelling with you<br>Паспорт тус бүрт визийн мэдүүлэг бөглөх шаардлагатай / Every passport holder must submit a separate application |   |                                    |  |                                       |  |
|--|---|------------------------------------|--|---------------------------------------|--|
|  | Иргэний харьяалал /<br>Current nationality(s) | Овог / Surname (as in<br>passport) | Өөрийн нэр / Given and<br>Middle names (as in<br>passport) | Төрсөн он сар өдөр<br>/ Date of birth | Тантай ямар хамааралтай<br>болх<br>/ Relationship to the applicant |
| 1.   |   |                                    |  |                                       |  |
| 2.   |   |                                    |  |                                       |  |
| 3.   |   |                                    |  |                                       |  |

21. Та дараах асуултанд хариулна уу.  
/ Please answer the following questions.

A. Танд урьд нь Монгол Улсын виз олгохоос татгалзаж байсан эсэх?  
Have you ever been refused a Mongolian visa?

Yes Хаана / Where  
 No

Он, сар, өдөр / Date

B. Та өөр нэрээр Монгол Улсын виз мэдүүлж байсан эсэх?  
/ Have you ever applied for a Mongolian visa with a different name?

Yes Хаана / Where Яагаад / Why  
 No

Он, сар, өдөр / Date

22. Энэхүү мэдүүлгийг виз мэдүүлэгчийн өмнөөс бөглөж байгаа бол тухайн иргэн энэ хэсгийг бөглөнө үү.  
/ Please complete this section if you are filling this form on behalf of the applicant/

A. Энэхүү мэдүүлгийг бөглөсөн хүний овог нэр  
/ Name of a person completing the form.....

B. Виз мэдүүлэгчтэй ямар хамааралтай.....  
/ Relationship to the applicant

C. Хаяг, утасны дугаар.....  
/ Address and phone number

D. Гарын үсэг.....  
/ Signature

#### БАТАЛГАА / DECLARATION

I agree to that my personal data on this application form are given to the appropriate authorities of Mongolia for visa related matters.

I declare that to the best of my knowledge, the given details above are correct and complete. I am aware that any false statements will lead to my application being denied or to the cancellation of a visa already granted and may also render me liable to prosecution under the relevant laws and regulations of Mongolia.

I am obligated to leave the territory of Mongolia no later than the expiration date of the visa, if granted.

I do acknowledge that the possession of a visa is only a prerequisite for entry into the territory of Mongolia.

I am aware that the visa fee is not refunded if the visa is refused.

I must get registered with the Mongolian Immigration Authority **within 7 days** of my arrival in Mongolia to obtain/extend an appropriate type of visa, **if my duration of stay is longer than 30 days**.

**Миний бие дээр мэдүүлсэн мэдээллийн үнэн, зөв болохыг баталж байна. Буруу, ташаа мэдээлэл өгсөн нь Монгол Улсад нэвтрүүлэхээс татгалзах болон виз олгохгүй байх үндэслэл болно гэдгийг ойлгож байна.**

**I, hereby, declare that the statement given above is true and correct. I understand that any false or misleading statement may result in the refusal of a visa or a denial of entry into Mongolia.**

Виз мэдүүлэгчийн гарын үсэг: .....  
/ Applicant's signature

Он сар өдөр: .....  
Date (year-month-day)