

Handling Over Visa Documents



Name of Agent _____ City _____

Date: - _____

Corporate/ Employee Code/ File #: - _____

Executive Name (in the capital) _____ Mob No. _____
(requesting for the Visa)

The following documents are being dispatched/ handed over to Adi Holidays today: -

Tick the applicable option: -

S.No. #	Passenger Name	Passport No	Visa Req. For (Country)	Visa Category	Types of Visa	POE Req. Yes / No.	Urgent/ Normal	Departure or Travel Date	Mode of Payment of visa Fee	Amount

Documents / Papers attached (photocopies only)

Covering Letter from the applicant <input type="checkbox"/>	Travel Insurance <input type="checkbox"/>	Bank Statements <input type="checkbox"/>
Invitations Letter <input type="checkbox"/>	Air Tickets <input type="checkbox"/>	Forex / Credit Card Copy <input type="checkbox"/>
Photographs <input type="checkbox"/>	Income Tax Papers <input type="checkbox"/>	Others <input type="checkbox"/>

Dispatch Details Required

Courier

Cargo

Others

(Required address where the packet needs to be dispatched)

Acknowledged By : - _____

Date :- _____