



# ORDER FORM/Formulaire

Call us for assistance.

Contactez-nous si vous avez besoin d'assistance

Account Number/Numéro de compte: \_\_\_\_\_

Travel Agency Name: \_\_\_\_\_

Nom de l'agence de voyage

## IMPORTANT TRAVEL DATES/DATES IMPORTANT DE VOYAGE:

Date passport must be back in your possession\*\*: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date à laquelle votre passeport doit vous être retourné mm jj aaaa

Date of next international trip: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date de votre prochain voyage à l'étranger : mm jj aaaa

\*\*Rush/Emergency Fees: I understand that any visa request that is needed in seven business days or less, will be assessed a rush or emergency surcharge  
Je comprends que toute demande de visa qui doit être traitée en sept jours ouvrables ou moins sera assujettie à des frais supplémentaires pour le traitement accéléré.

## TRAVELER INFORMATION/INFORMATION SUR LE VOYAGEUR:

Traveler's Name: \_\_\_\_\_ Traveler's Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Nom du voyageur: Last First Date de naissance du voyageur: mm jj aaaa  
nom de famille prénom

Phone (daytime): \_\_\_\_\_ Phone (mobile): \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Téléphone (jour) Téléphone (cellulaire) Courriel

Name of Person Requesting This Order: \_\_\_\_\_ Phone: \_\_\_\_\_  
Nom de la personne qui remplit le présent formulaire : téléphone

## RETURN DOCUMENTS TO THIS ADDRESS/ADRESSE DE RETOUR:

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Nom: Compagnie:

Street: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Rue: Ville: Province: Code Postal:  
NO PO BOXES/Pas de boîte postale

Telephone Number: \_\_\_\_\_ The address listed above is: Residential:  Business:   
Numéro de téléphone L'adresse indiquée ci-dessus est: Résidentiel: Affaires:

## RETURN SHIPPING METHOD/MÉTHODE D'EXPÉDITION POUR LE RETOUR DE DOCUMENTS

Fed Ex Priority Overnight/ Service prioritaire le lendemain de Fed Ex  Same Day or Courier (Call for Rates)/ Le jour même ou par messenger (contactez nous pour les tarifs)

I Authorize Delivery Without Signature: Signature: \_\_\_\_\_  
J'autorise de livraison sans signature: Signature:

## SERVICES REQUESTED/SERVICES DEMANDÉS

Select the type of service you request by placing a check mark in the appropriate box for each service you are ordering. Please note that separate forms and requirements apply for each visa procedure.

Sélectionner le type de service que vous désirez en cochant la case appropriée pour chaque service demandé. Veuillez noter que vous devez remplir des formulaires distincts pour chaque pays pour lequel vous demandez un visa et répondre aux exigences de chacun d'entre eux.

### Visa Services:

Services de visa:	Entry/Exit Dates: Entrée/Sortie (Dates):	Tourist: Touriste:	Business: Affaires:	Transit: Transit:	Work: Travail:	Number of Entries: Nombre d'entrées:
Country 1: _____ Pays 1:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Country 2: _____ Pays 2:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Country 3: _____ Pays 3:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

## PAYMENT METHOD FOR APPLICABLE FEES/MODE DE PAIEMENT POUR LES FRAIS EXIGIBLES:

American Express:  Diners Club:  Master Card:  Visa:  Discover:  Money Order/Mandat:  Check/Chèque:

Name on Card: \_\_\_\_\_  
Nom qui apparaît sur la carte

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ Signature: \_\_\_\_\_  
Numéro de la carte Date d'expiration: mm aa Signature:

Department #/Billing Reference: \_\_\_\_\_  
Département / Référence pour la facturation:

## Visa Processing Procedures and Requirements

Destination: India  
Purpose of Travel: Business  
Nationality: Canada  
Provided: Tuesday, March 06, 2012

### The following is required for CIBT to process your request:

#### 1. ATTENTION: \*\*\*\*\* New Visa Processing Procedure

##### \*\*\* Important Information regarding new India online visa application process \*\*\*

- 1) All Canadians and foreign nationals need a visa to enter India.
- 2) Visas can only be issued on passports and NOT on Travel Documents.
- 3) All passports should be valid for a minimum period of 190 Days.
- 4) Visa application should be in the prescribed format (online application as indicated below) no paper applications will be accepted.
- 5) Every column of the application should be complete in all respects. Incomplete applications will not be accepted/processed. Any delay on this account will be the responsibility of the applicant.
- 6) Acceptance of visa application does not necessarily mean grant of visa. The High Commission/ Consulate General reserves the right to delay/refuse visa without assigning any reasons. Visas are issued subject to various checks and clearances. Persons, who earlier held Indian passports, while applying for visa must submit their Canadian passport with last Indian visa endorsement or their previous Indian passport (cancelled or otherwise) and Landing paper.
- 7) THE VALIDITY OF VISA STARTS FROM THE DATE OF ISSUE. Visas are processed on receipt of the application, irrespective of the date of travel. Applicants seeking short term visa up to six months are, therefore, advised to apply nearer the time of their travel so as to be able to complete their trip within the validity of the visa. Applicant may be required to appear for a personal interview at the High Commission/ Consulate General of India at his/her own expense.
- 8) No vaccination is necessary for those traveling to India from Canada. However, persons coming from or passing through Yellow Fever infected areas are required to be in possession of a valid certificate of vaccination against Yellow Fever before arriving in India. HIV test is required for persons aged 18 years to 70 years who stay in India for one year or more.
- 9) Long Term Visa holders desirous of staying for more than 180 days are required to register at their nearest Foreigners Regional Registration office or District Superintendents of Police in districts.

#### 2. Passport / Passeport

Your signed passport (**valid for at least 190 days** and with at least two blank visa pages) is required

Votre passeport signé (**valide pendant au moins 190 jours**) et avec au moins deux (2) pages en blanc de visa est exigé

#### 3. Application Forms / Formulaire de demande

All applicants that wish to apply for a visa to India can **ONLY** apply online.

Handwritten applications will not be accepted. Applicants are requested to verify all the details before printing the visa form.



**Applicants can fill in the online application by clicking here to start the visa application process.**

#### DO's

- Please ensure to note the **interim unique reference number** generated at the start (and seen on each page) of the online application form
- Please record/ note the **final reference number** that is generated upon completion of your application

- Provide an email address in your application so that information on your unique reference numbers can be sent
- Please submit a confirmed and detailed itinerary if applying for a double/triple entry visa. However, this does not guarantee the issuance of a visa and the decision would still remain subject to the discretion of the High Commission of India (Ottawa) and the Consulate General (Toronto and Vancouver).
- Applications **MUST** be signed by the applicant him/herself and not by any representative
- Before submitting your visa application, please check your passport(s) to ensure there is no valid visa for India
- **All fields on the Online Application Form must be completed in as much detail as possible. When entering address information, please ensure that you provide the Postal Code as well.**

#### 4. Additional Required Application Forms:

1 (one) Business Form Completed in addition to Application // 1 (une) forme d'affaires commerciale complétée en plus de l'application

1 (one) India visa checklist form completed in addition to Application // 1 (une) formulaire de liste complétée en plus de l'application

1 (one) CIBT authorization form completed in addition to application // 1 (une) forme autorisation CIBT complétée en plus de l'application

1 (one) India declaration form completed in addition to application // 1 (une) forme de déclaration complétée en plus de l'application

#### 5. Proof of Provincial Residency:

You must include a copy of a recent utility bill if your passport was issued outside of British Columbia to prove residency in British Columbia.

#### 6. Photographs / Photographies

**\*\* Photographs MUST meet the specification below. NO EXCEPTIONS**

- Two (2) colour passport sized photos (2 inches x 2 inches i.e. 51mm x51mm) **NO EXCEPTIONS**
- Photos should have a plain white background.
- Applicants should paste photo onto visa confirmation page (Please do not staple)

#### 7. Business Introduction Letter / Lettre d'introduction d'affaires

A letter of introduction from your Canada-based company on letterhead paper with a Canada address is required. The letter must have an original signature and a photocopy is not acceptable. Please include the number of entries being requested and the length of visa being requested.

Une lettre de l'introduction de votre compagnie basée au Canada sur le papier à en-tête avec une adresse du Canada est exigée. La lettre doit avoir une signature originale et une photocopie n'est pas acceptable. Veuillez inclure le nombre d'entrées étant demandées et de la longueur du visa étant demandé.

Sample Business Introduction Letter / Exemple d'une lettre d'introduction d'affaires

#### 8. Invitation Letter / Lettre d'invitation

A letter of invitation from your sponsor/organizer in this destination is required. **Letter must reflect the identical visa type requested in your Canadian introduction letter.**

Une lettre d'invitation de votre commanditaire/organisateur dans cette destination est exigée

9. \*\*\* Photocopies / photocopies

**IMPORTANT:**

- You **MUST** provide photocopies of all items that you submit to CIBT including a copy of your information page of your passport.
- **If you prefer that CIBT make photocopies for you, additional fees of \$10.00 will be applied to your order.**
- We recommend that you retain a copy of all items that you submit for your own records.

10. Consular Fees / Honoraires consulaires

- **Six month** multiple entry: \$144.56
- **One Year** multiple entry available **ONLY** with proof of previous entries \$204.56
- **Five Year** multiple entry: \$327.56 **\*\* This visa is issued at the discretion of the Consulate**

(Note: Consulate fees for India now include a \$19.25 + tax processing fee imposed by The High Commission of India)

- Entrée multiple de six mois: \$144.56
- Entrées multiples d'un an: \$204.56
- Entrée multiple de cinq ans: \$327.56

(Note : Les honoraires de consulat pour l'Inde incluent maintenant des \$19.25 + des honoraires de traitement d'impôts imposés par la Haute Commission de l'Inde)

11. MINIMUM PROCESSING TIME: 15 business days / DURÉE DE LA TRANSFORMATION MINIMUM : 15 Business Day



HCI Ottawa/ CGI Toronto/ CGI Vancouver

**BUSINESS INFORMATION SHEET**  
**(To be filled only by Business Visa applicants)**

1. Name of Company :
2. Address including  
Tel; Fax & E-mail :
3. Nature of Business :
4. Applicant's name, :  
designation, :  
telephone number :  
and email address : :
5. Purpose of visit to India :  
(please specify):  
Investments/Joint Venture/ :  
Technical collaboration/ :  
Buying/Selling/others :
6. Names and complete address(es)  
including phone, fax and email  
of Indian company(s) to be :  
met. :
7. Signature of the applicant : \_\_\_\_\_



## Document Checklist Visa

**For all types of visas, please ensure that**

1. Completed, printed and signed online visa form.
2. Declaration form printed and signed.
3. You have pasted one recent color photograph ( Photo specifications differ and must be checked on our website)
4. You have attached your Current Valid passport with a minimum validity of 190 days and 2 blank/unstamped pages. In case of Canadian Passport, ensure that you have signed page three of the Passport.
5. **When the applicant is a minor (less than 18 years of age)**
  - a. Both the parents should complete / sign the minor consent form and provide photocopies of their passports.
  - b. Both parents should sign the visa application form.

**Kindly attach following documents to your visa application**

<p><b>Tourist Visa</b></p> <ol style="list-style-type: none"> <li>1. In order to apply for Tourist visa with double entry, kindly enclosed double entry form(Toronto jurisdiction only) <input type="checkbox"/></li> <li>2. In the above scenario, it is mandatory to provide e-ticket or itinerary for double entry. <input type="checkbox"/></li> </ol>
<p><b>Visitor Visa (For Previous Indian or Indian origins only)</b></p> <ol style="list-style-type: none"> <li>1) Original + copy of Cancelled Indian passport for duration more than 1 to 5 years. <input type="checkbox"/></li> <li>2) If applicant applying on bases of parent’s Indian origins. Then, kindly provide additional documents: <input type="checkbox"/></li> <li>• Live Birth certificate (Long form) with both parents name and Original + copy of the parent Cancelled Indian passport is mandatory.</li> </ol>
<p><b>Transit Visa</b></p> <ol style="list-style-type: none"> <li>1. Confirmed tickets for the journey via India to the other country. <input type="checkbox"/></li> </ol>
<p><b>Student Visa</b></p> <ol style="list-style-type: none"> <li>1. A letter from a recognized educational institution in India confirming admission of the applicant &amp; duration of course. (If admission is not confirmed, provisional admission letter may also be produced). <input type="checkbox"/></li> <li>2. Evidence of financial arrangements made for maintenance in India. <input type="checkbox"/></li> </ol>
<p><b>Journalist visa</b></p> <ol style="list-style-type: none"> <li>1. For Journalist visa, a letter of accreditation from the media group in India. (For documentary filming in India, the media crew may seek prior approval before applying for Journalist visa). For requirements visit: <a href="http://www.mea.gov.in">www.mea.gov.in</a>. <input type="checkbox"/></li> </ol>
<p><b>Research Visa</b></p> <ol style="list-style-type: none"> <li>1. Originals letters from University or Institute in India and Canada stating the duration of the research, date and place(s). <input type="checkbox"/></li> </ol>

2. Research topic letter must confirm the subject, main theme, procedure and process of the research (For research in India, the applicant may seek prior approval before applying for Research visa).	<input type="checkbox"/>
<b>Conference Visa</b>	<input type="checkbox"/>
1. Letter of invitation from the organizer of the Conference confirming the places, dates, subject.	<input type="checkbox"/>
2. Event clearance from the Ministry of Home Affairs.	<input type="checkbox"/>
3. Administrative approval from Nodal Ministry.	<input type="checkbox"/>
4. Political clearance from the MEA(Ministry of External Affairs)	<input type="checkbox"/>
5. Clearance from the concerned State Government.	<input type="checkbox"/>
<b>Volunteer Visa</b>	<input type="checkbox"/>
1. Letter of invitation from the organizer of the volunteering institutes confirming the Government registration number, places, dates, subject.	<input type="checkbox"/>
2. Approval, if any, obtained by the organizers from the Government of India for holding the registration of the organization arranging voluntary work.	<input type="checkbox"/>
3. Profile/Background information relating the NGO.	<input type="checkbox"/>
4. Evidence of financial arrangements made for maintenance in India.	<input type="checkbox"/>
<b>Business Visa</b>	<input type="checkbox"/>
1. A letter from the applicant's company /organization in Canada.	<input type="checkbox"/>
2. An invitation letter from India indicating the nature of applicant's business, duration of stay, the places and firms to be visited in India.	<input type="checkbox"/>
3. Business information sheet.	<input type="checkbox"/>
<b>Employment Visa:</b>	<input type="checkbox"/>
1. Copy of the Employment Contract.	<input type="checkbox"/>
2. Proof of registration/incorporation of the company with the Government of India.	<input type="checkbox"/>
3. Letter on employer's Letterhead indicating nature of job, salary structure and duration of contract.	<input type="checkbox"/>
4. For Teaching jobs, Letter of appointment from the school and no-objection from the Ministry of Human Resources and Development, New Delhi.	<input type="checkbox"/>
5. For Pilots, letter of clearance from Directorate General of Civil Aviation.	<input type="checkbox"/>
<b>Transfer of Visa:</b>	<input type="checkbox"/>
1. Both your old passport containing visa and your new passport.	<input type="checkbox"/>

**Notes:**

- Additional documents may be requested by the Visa Officer. Additional documents could be asked at the time of submission or during the process of the application.
- Submitting false documents may entail legal action.

**Date:**

**VFS Official's signature:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_



*CIBT Canada, Inc.  
Global Visa and Passport Professionals™*

## CIBT CANADA VISA AUTHORIZATION LETTER

Date: \_\_\_\_\_  
Month/ Day / Year

Name: \_\_\_\_\_  
Last, First Middle

Date of Birth: \_\_\_\_\_  
Month/ Day / Year

Place of Birth: \_\_\_\_\_

**I Authorize CIBT Canada Inc. to submit my visa application to The Embassy/Consulate and to accept delivery of the passport on my behalf.**

I authorize the Embassy/Consulate to discuss any problems, which may arise with my visa/passport application with CIBT Canada.

I want the Embassy/Consulate to contact me directly should a problem arise with my application, which concerns matters other than the date on which the passport will be ready for pick-up.

Daytime phone number is: (     ) \_\_\_\_\_

Signature: \_\_\_\_\_



## DECLARATION

I.....hereby undertake that I shall utilize my visit only for the purpose of which, Visa has been applied, and shall not on arrival in India try to extend my stay for any other purpose. I also declare that I am present in Canada on the date of making this application and that all the information given by me here is true, accurate and complete.

I understand that my visa application is being handled through VF Services (Canada) Inc. (VFS), service providers in Canada appointed by High Commission of India, Ottawa. I am aware that the grant or refusal of visa is at the sole discretion of the High Commission of India and VFS is not responsible for the same or for any delay in the receipt of the visa. The processing of your application, including processing time, is subject to the procedures and timescales of the Indian High Commission over which VFS has no control I hereby agree to the VF Services (Canada) Terms and Conditions including Disclaimer and VFS Data Protection Policy current at the date of my application (downloadable from <http://in.vfsglobal.ca>). I accept that application fees are not refundable, except as covered by VFS's refund policy, and are payable even if a visa is not granted. I accept that VFS limits its liability for replacement of lost passports or other travel documents, to refund of my application fee, and reimbursement of government fees in accordance with the VFS refund policy. I am responsible for the accuracy of my application form, and I accept that if VFS checks my application form, it does not guarantee that it will find any errors, and does not verify information I have provided. I accept that VFS excludes all other liability in relation to my application and advice or information given to me, including for breach of contract or negligence.

I acknowledge and agree that my application and associated data will be processed in a accordance with the VFS Data Protection Policy (downloadable from <http://in.vfsglobal.ca>), and that my data may be processed by an affiliated company which may be a part of the VFS group of companies or a sub-contractor for VFS, and that such processing may take place in India but subject to the same standards as apply in Canada.

**Important Note:** Suppression of facts or furnishing misleading/false information will result in denial of visa without assigning any reason. Visa fee once tendered is non-refundable and subject to change without notice. After receipt of visa ensure name, spellings, passport number, type and validity visa is given correctly. Visa is valid from date of issue. It is advisable to make travel arrangements after obtaining appropriate visa.

PLACE & DATE \_\_\_\_\_

Signature of the Applicant \_\_\_\_\_

## FORMAT FOR COVER LETTERS

(Date)

Consulate General of (Country)

Dear Sirs/Madam:

On behalf of (Traveler's Full Name), we are submitting his/her valid passport and required documents for a (Length and # Of Entries) (Business/Tourist) visa. (Mr./Mrs./Ms Traveler's Name) has been a (Job Title/Position) with (Name of Company) since (Date of Hire) for (Length of Employment). (Applicant's Company's Name)'s contact number in Canada is (Canada Corporate Contact Number).

(Traveler's Name) is planning a (Business/Tourist) visit to (Country Name). (If Business Please Explain Activities Of The Organization). He/She will depart Canada on (Departure Date) and will arrive in (Arrival City) on (Arrival Date) and remain for approximately (# Of Days) and will return (# Of Times Traveler Is Expected To Return To This Country If Requesting A Multiple Entry Visa) over the next year.

We would greatly appreciate any assistance you can provide us in expediting this process. While there, he/she will be contacting (Local Contact Name and Company Name). His/Her address is (Exact Street Address). The phone number is (Number).

(Company Name) guarantees that (Traveler's Name) will have adequate funds in his/her possession, as well as confirmed living accommodations and return transportation. (Name Of Company) also guarantees that he/she will not become dependent upon the Government of (Country Name) in any way during the course of his/her visit.

Thank you for your kind assistance in this matter. Please feel free to contact me with any questions.

Sincerely,

(Authorized Signer Other Than the Traveler)  
(Signer's Title)

\*\*\* Important Instructions:

1. Write one letter for each country and for each applicant.
2. All letters must be on original company letterhead.
3. Replace all information in parentheses with the data for this trip.
4. A consulate address is not necessary.
5. The letter cannot be signed by the applicant.

## SERVICE FEE INFORMATION

**Estimated processing charges are based on the following fee structure:**

### 1. CIBT Service Fees:

*The following prices are for CIBT's professional services per visa/passport per person. Final cost is determined by the number of business days given for processing your request and the CIBT services utilized to complete your request.*

Service Fee:	\$82.00
Rush Fee:	\$52.00
Emergency Fee :	\$77.00

### 2. Consular Fees:

*Consular and processing fees are determined by the foreign government issuing the visa and are subject to change beyond the control of CIBT. CIBT assesses a 3.5% processing fee on government agency fees only. Consular fees vary by consulate, please refer to requirements*

### 3. Copy Fees:

*Please submit a photocopy of your information page of your passport along with all supporting documents, letters, flight itineraries that support your visa request to avoid the photo copy fee. You will be charged a photocopy fee if all documents are not copied and submitted with your original submission.*

### 4. Money Order Fees:

*All Consulate fees are paid by CIBT to Embassies, Consulates and Government Offices. Embassies, Consulates and Government Offices require payment be made by Money Orders. A money order fee of \$9.00 is applied for each money order purchased to your invoice. **Please DO NOT send Money Orders, CIBT is responsible for payment.***

### 5. Shipping Fees:

*CIBT will return your completed documents to you via overnight mail. Additional charges will apply for weekend, same-day, after-hours delivery and shipping to/from USA. You may also provide your own account number for shipping. We utilize Federal Express and Purolator. We do not utilize XpressPoste.*

**FedEx Priority Overnight - Canada**  
**\$42.00**

### 6. HST tax applies to all fees, except consular fees

\*\*\*Please Note\*\*\*

*Additional charges may apply for shipments to consulates that do not allow personal appearance or drop offs.*



CIBT Inc, your Global Visa and Passport Professionals, is the world's leading travel document specialist and expediting service. CIBT can assist you with Canada and US based passport or visa processing, international passport or visa application forms and instructions, and other related services.

### **CIBT TERMS OF SERVICE**

Feel free to contact our customer service team if you have questions about your request. Contact information for individual CIBT branch locations can be found on our website at <http://www.ca.cibt.com/contact.aspx>. You can now use our Online Status Check feature to automatically check the status of your documents, from the time we receive your documents to the time we ship them back to you. Simply go to our Website at <http://www.ca.cibt.com> and select Status Check from our menu to use this new feature.

### **Cancellation Fees:**

**Orders cancelled prior to submission to government office will be assessed standard processing fees. Orders cancelled after submission will be charged standard processing fees including consulate fees.**

### **Hours of Operation:**

**Monday to Friday 830am to 530pm local time**

**Our offices are located in: Toronto and Vancouver**

### **Where to send your documents:**

**Your CIBT Order form has the appropriate address for where to submit your documents.**

### **Legal Disclaimer**

CIBT makes every effort to provide you with accurate information and to obtain the passport or visa you require for your trip, for the dates requested, in a timely manner. However, please be aware that CIBT does not warrant any information that it provides, and you use and rely on CIBT at your own risk.

When CIBT returns your passport and documents, it is important that you verify that all the visas you require for your trip have been obtained, that the personal information on those visas and your passport are accurate, the visas for each country you intend to visit are valid for the dates of your visit, and that your passport is valid for at least six months beyond the completion of your trip. Please note that CIBT cannot guarantee or warrant that it will be able to obtain your requested visa or visas or obtain such visa(s) by the date you request. All requirements, processing times, and fees: (i) are estimated based upon CIBT's experience, (ii) may vary according to information you provide to CIBT, (iii) may vary according to the specific answers in your applications, and (iv) are subject to change without notice.

The issuance of a visa or passport is entirely at the discretion of the issuing authority, and each country's immigration officials make the final entry decision even when valid visas are held. CIBT makes no guarantees that any issuing authority will approve the application(s) and/or issue any document in a timely manner and CIBT service fees only are for taking reasonable actions to foster such issuance. Non-refundable tickets or reservations should not be purchased until all necessary visas and passports for your travel are secured. You are advised to check directly with the consulate or embassy of each applicable country regarding all necessary visa requirements. Under all circumstances, you (and not CIBT) are responsible for making sure that you have complied with all necessary visa requirements.

By sending applications to CIBT for processing, you accept all of the requirements, restrictions and limitations on liability set forth herein and specifically agree and confirm that neither CIBT nor your travel company shall be liable to you for any failure to comply with the necessary visa requirements for your travel, for the action or inaction of any government body and/or for the performance by any third party delivery company. At all times and under all circumstances, CIBT's total liability to you for any and all claims, causes of action, liabilities and damages of any kind whether based in contract, tort, strict liability or any other theory of law shall not, in any circumstance or for any reason, exceed the lesser of the fees actually paid by you to CIBT or \$500. In no event shall CIBT be liable to you for any indirect, special, consequential or incidental losses or damages, including, without limitation, lost profits, loss of business opportunity, or for punitive damages, and your sole and exclusive remedy against CIBT for damages in connection with the failure to obtain a requested visa or visas in a timely manner shall be the return of the CIBT service fees actually paid by you or \$500, whichever is less.