



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 nom de famille First prénom Date de naissance du voyageur: mm jj aaaa

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: NO PO BOXES/Pas de boîte postale Ville: Province: Code Postal:

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: A:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Country 2: _____ Pays 2:	From: ____/____/____ To: ____/____/____ De: A:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Country 3: _____ Pays 3:	From: ____/____/____ To: ____/____/____ De: A:	<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: Indonesia

Purpose of Travel: Business

Nationality: Canada

Provided: Wednesday, January 25, 2012

The following is required for CIBT to process your request:

1. Passport / Passeport

Your signed passport (valid for at least eighteen (18) months and with at least one blank visa page) is required / Votre passeport signé (valide pendant au moins (18) mois) et avec au moins une (1) pages en blanc de visa est exigé

2. Application Forms / Formulaire de demande

1 (one) completed visa application form required ** 1 (un) formulaire de demande visa complété est exigé

3. Itinerary / Itinéraire

A copy of the flight itinerary for this destination is required / Une copie de l'itinéraire de vol pour cette destination est exigée

4. Photographs / Photographies

2 (two) front facing, passport sized, colour photographs are required (not scanned) // 2 (deux) photographies de passeport, de couleur, du revêtement sont exigés (non balayé)

5. 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.

6. Invitation Letter / Lettre d'invitation

A letter of invitation from the Ministry of Foreign Affairs in this destination is required if the stay will be greater than 60 days // Une lettre d'invitation du Ministère des Affaires Étrangères dans cette destination est exigée si le séjour sera plus grand que 60 jours.

7. *** 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.

8. Consular Fees / Honoraires consulaires

Single entry fee: \$55.00

Multiple entry fee: \$120.00

9. MINIMUM PROCESSING TIME: 3 business days / DURÉE DE LA TRANSFORMATION MINIMUM : 3 jours d'affaires



INDONESIAN MISSION IN CANADA

- 55 Parkdale Avenue, Ottawa, ON, K1Y 1E5, tel:613-724-1100, www.indonesia-ottawa.org
- 129 Jarvis Street, Toronto, ON, M5C 2H6, tel :416-360-4020, www.indonesiatoronto.org
- 1630 Alberni Street, Vancouver, BC, V6G 1A6, tel: 604-682-8855, www.indonesiavancouver.org

VISA APPLICATION FORM

OFFICE USE ONLY		Type of Visa Requested (choose one)		Staple or glue 40mmX60mm Photo Here
Tanggal Aplikasi	:	<input type="text"/>	<input type="radio"/> Transit	
Nomor Aplikasi	:	<input type="text"/>	<input type="radio"/> Single	
Nomor Otorisasi	:	<input type="text"/>	<input type="radio"/> Limited/Temporary Stay	
Tipe&Index Visa	:	<input type="text"/>	<input type="radio"/> Multiple	
PLEASE TYPE OR PRINT YOUR ANSWERS IN THE SPACE PROVIDED				
1. First Name (as in passport)		2. Middle Name (as in passport)		Sex <input type="radio"/> Male <input type="radio"/> Female
<input type="text"/>				
3. Family Name (as in passport)				
<input type="text"/>				
4. Place of Birth		5. Date of Birth		6. Nationality
<input type="text"/> <small>city & country</small>		<input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> Canada
7. Passport Number		8. Place of Issuance		9. Date of Issuance
<input type="text"/>		<input type="text"/> <small>city and country</small>		<input type="text"/> <input type="text"/> <input type="text"/>
10. Date of Expiry		11. Type of Passport (choose one)		12. Marital Status
<input type="text"/> <input type="text"/> <input type="text"/>		Ordinary Passport		<input type="text"/> Single
13. Address (Mandatory)			14. Occupation	
<input type="text"/> <small>street address</small>			<input type="text"/> <small>present employer</small>	
<input type="text"/> <small>city</small>			<input type="text"/> <small>present position</small>	
<input type="text"/> <small>province & post code</small>			<input type="text"/> <small>company/institution address</small>	
<input type="text"/> <small>country</small>			<input type="text"/> <small>city</small>	
<input type="text"/> <small>phone</small>			<input type="text"/> <small>province and postal code</small>	
<input type="text"/> <small>fax</small>			<input type="text"/> <small>country</small>	
<input type="text"/> <small>cellular/mobile</small>			<input type="text"/> <small>business/work phone</small>	
<input type="text"/> <small>email</small>			<input type="text"/> <small>fax</small>	
15. Purpose of visit to Indonesia : (Please choose one of the following according to the nature of your visit)				
<input type="radio"/> Tourism <input type="radio"/> Study <input type="radio"/> Conference/Seminar/Workshop <input type="radio"/> Arts <input type="radio"/> Family Visit		<input type="radio"/> Commercial/Business <input type="radio"/> Industrial/Mining <input type="radio"/> Sports <input type="radio"/> Press and Media <input type="radio"/> Others(please specify) : _____		

16. Intended Address in Indonesia _____ <i>Street Address</i> _____ <i>City and Province</i> _____ <i>Phone Number</i>	17. Intended length of stay in Indonesia 18. Flight/Vessel Information to and from Indonesia <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;"> <i>City and Port of Entry</i> </td> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;"> <i>City and Port of Entry</i> </td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;"> Date of Entry to Indonesia </td> <td style="border-bottom: 1px solid black; text-align: center;"> Date of Exit from Indonesia </td> </tr> <tr> <td style="text-align: center;"> <input type="text"/> <input type="text"/> <input type="text"/> </td> <td style="text-align: center;"> <input type="text"/> <input type="text"/> <input type="text"/> </td> </tr> <tr> <td style="text-align: center;"> <i>Fligh/Vessel Name and Number</i> </td> <td style="text-align: center;"> <i>Fligh/Vessel Name and Number</i> </td> </tr> </table>	<i>City and Port of Entry</i>	<i>City and Port of Entry</i>	Date of Entry to Indonesia	Date of Exit from Indonesia	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<i>Fligh/Vessel Name and Number</i>	<i>Fligh/Vessel Name and Number</i>
<i>City and Port of Entry</i>	<i>City and Port of Entry</i>								
Date of Entry to Indonesia	Date of Exit from Indonesia								
<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>								
<i>Fligh/Vessel Name and Number</i>	<i>Fligh/Vessel Name and Number</i>								
19. Do You Have an Invitation/Reference Letter? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If YES, please submit with this application</i>									

19. Contact Person/Sponsor in Indonesia

_____ *fullname*

_____ *sponsor's position/title*

_____ *sponsor's company*

_____ *sponsor's address*

_____ *city, province & post code*

_____ *phone* _____ *fax*

20. Is Any of the Following Applicable to You?

1. Have you ever been in Indonesia before? Yes No
 (if yes please specify when and length of stay) _____

2. Are you in possession of other country's legal and valid Visa Yes No
 (if yes, please specify the country of issuance) _____

3. Has your application for Indonesian Visa ever been denied? Yes No

4. Have you ever been ordered to leave Indonesia Yes No

5. Have you ever been arrested or convicted of a criminal act? Yes No

While a YES answer does not automatically signify ineligibility for a visa, therefore you may be required to personally appear before a consular officer.

I hereby declare that the statements given above are true and correct, and I realize that even though I possess a valid Visa to enter Indonesia, permission to entry remains at the discretion of the Immigration authorities in Indonesia. I understand that any false or misleading statement may result in the permanent refusal of a visa or denial of entry into the Republic of Indonesia. I am also aware that failing to comply with the above requirements, I will be liable to prosecution or expulsion.

APPLICANT'S SIGNATURE _____ **DATE** _____ *day/month/year*

Print Form

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.