

# Ross Consular

Services Limited

BEECH COURT 29 SUMMERS ROAD BURNHAM BUCKS. SL1 7EP  
TEL: 01628 666001  
EMAIL: docs@rossconsular.com WEB SITE: www.rossconsular.com

## **THIS IS NOT A VISA APPLICATION FORM**

RCS REF V:

TRAVELLERS FULL NAME \_\_\_\_\_

COMPANY NAME	YOUR CLIENT NAME / P.O. NO	
ADDRESS	COUNTRY	
	DATE OF TRAVEL	
	DATE REQUIRED BY	
TEL:		
EMAIL:		

RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

OFFICIAL USE:	DOCUMENTS SENT/RECEIVED:	
COLL/DEL/POST	PASSPORT NUMBER	
EMB VISIT	NATIONALITY	
F/O VISIT	DATE OF BIRTH	
N/P VISIT	PLACE OF BIRTH	
TRANS VISIT	FORMS	
COMP FORM/LTR	PHOTOS	
P/COPIES	COMPANY LETTER	
CREDIT/CO DEBIT CARD	INVITATION FROM COMPANY OR MIN OF FOREIGN AFFAIRS	
	TRAVEL TICKET/ITINERARY	
FEES:	BANK STATEMENT	
EMBASSY	BIRTH/MARRIAGE CERTIFICATE	
EMBASSY ADMIN	AIDS/MEDICAL CERTIFICATE	
TRANSLATORS	CONTRACT	
F/O	TYPE OF VISA	*BUSINESS / TOURIST / WORK
NOTARY	* DELETE AS APPLICABLE	
RUSSIAN INVITE	NO OF ENTRIES	* SINGLE / DOUBLE / MULTI
	* DELETE AS APPLICABLE	
----- <b>PAYMENTS BY CREDIT/DEBIT CARD:</b> <b>*VISA / MASTERCARD / AMEX</b> <b><u>WILL BE TAKEN OVER THE TELEPHONE ONLY</u></b>	METHOD OF RETURN:	
PLEASE ADVISE:	DATE	
CONTACT NAME:		
TEL NO:		
EMAIL ADDRESS:		

established 1973

Reg No. 1209002 London VAT Reg No. G.B. 209 3812 70

**To Be Printed on Company Letter Headed Paper**

Ross Consular Services Limited  
Beech Court  
29 Summers Road  
Burnham  
Bucks SL1 7EP

**Letter of Indemnity**  
**(Visa/Passport applications).**

I/We the undersigned hereby give permission for Ross Consular Services to act on my behalf win the procurement of my Visa / UK passport. I understand that Ross Consular Services will deal with some/all of the Entities below as required. Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller as per GDPR article 6 1 (e).

I/We understand that Ross Consular does not keep a copy of the documents supplied to the relevant Entities. The exception being applications for Saudi Arabia as we have been instructed by the Embassy that this information be retained for two years and is retained on a Memory Key which is encrypted and stored in a secure location. Ross Consular does however retain a copy of their order form which contains the applicants Passport number, Place and Date of Birth. This information is automatically deleted from our system after a 12 month period unless otherwise requested. Any excess documents are either returned or shredded at their premises upon completion of the process.

I/We understand that Ross Consular will not use a third party other than the entities listed below in any undertaking unless already requested or agreed with me beforehand.

I/We further understand that Ross Consular are not responsible for how any information supplied to the entities may be used by them.

Ross Consular will use appropriate technical and organisation measures to ensure the security of our documents.

Date:

Applicants Signature:

Name:

Company Stamp

**Entities:**

**Local / Arab Chamber of Commerce, Notary Public, Foreign Office , Translator, Embassy / Consulate, Passport Office**

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**Letter of Consent/ Indemnity – Individual**  
**Visa / Passport applications**

To Whom It May Concern.

I hereby give permission for Ross Consular Services Limited to act on my behalf for the issuing of my Visa / UK Passport. Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller as per GDPR article 6 1 (e).

I further understand Ross Consular are not responsible how any information supplied to the various Entities may be used by them.

Furthermore i understand that Ross consular will retain a copy of their order form for a period of one year unless I state otherwise. Any excess documents will either be returned to me or shredded on their premises on completion of the process. Ross Consular will use appropriate technical and organisation measures to ensure the security my documents.

Ross Consular will not use a third party other than the entities involved in the process unless already requested or agreed with me beforehand.

Sign.....

Dated.....

**Entities:**  
**Local / Arab Chamber of Commerce, Notary Public, Foreign Office, Translator, Embassy / Consulate**  
**Passport Office**