

Russian Visa Application Service

Biometric Procedure - Important Information

Effective from 10th December 2014, all applicants who wish to apply for a Russian visa must do so in person at the Russian Visa Application Centres in London or Edinburgh. The Russian Embassy now requires fingerprint (biometric) information from all travellers; in the event of refusal to undertake the biometric procedure (fingerprints), the applicant will not be issued a visa.

The main objective of the new procedure is to improve the security of the visas issued in the context of preventing illegal migration, terrorism and other illegal activities

The only exceptions to this new rule are applicants under the age of 12 years and those applying for diplomatic or official visas.

IN LIGHT OF THE NEW REQUIREMENTS, THE TRAVEL VISA COMPANY LTD ARE PROVIDING THE FOLLOWING SERVICE –

- ✓ We will complete the Russian visa application form online from the draft copy enclosed.
- ✓ We will quality check the complete application and supporting documents, to minimise the risk of refusal at the application centre.
- ✓ We will arrange a personal 'meet and greet' in London with our Russian speaking specialist at the Visa Application Centre, at a convenient date and time (within the opening times of the application centre) for the client to sign the application form and assist with the fingerprinting process.
- ✓ We will make payment for the application to the Visa Application Centre on behalf of the client.
- ✓ We will collect the approved visa and passport from the Application Centre and return them, secured delivery, back to the client.

THE DOCUMENTS THAT WE REQUIRE FROM YOU –

- 1x Photocopy of the photo page of your British Citizen Passport (valid for at least 6 months after visa expiration date).
- A copy of all passport pages that have been stamped or have a visa attached.
- 1x Russian Visa Application Form per person (THIS IS A DRAFT COPY WHICH WE WILL THEN TRANSFER ONLINE).
- 1x Client Declaration Form (only one per travelling party required).

- 1x Pre-Paid Special Delivery Envelope (required for the secure return of your passport and visa).
- 1x The Travel Visa Company Service Fee – **£229.00** Per Person – (Payable by Cheque, Postal Order or Credit/Debit Card).

Cheques/postal orders payable to: The Travel Visa Company Limited

Post the completed application form and all other supporting documentation to:

**The Travel Visa Company Limited
The Quadrangle
Crewe Hall
Weston Road
Crewe
Cheshire
CW1 6UY**

If you have any queries regarding your application, please contact our office on 01270 250 590. Our office opening hours are Monday to Friday 9:00am – 5:30pm and Saturdays 10:00am – 5:00pm.

****Please note that the application form contained with this pack is a DRAFT COPY only. Once we have received your documents we will transfer your personal information to an online form and email or post you a final, printed copy to be signed.**

Russian visas are processed at the discretion of the Russian embassy. Additional information may be requested to support your application. We accept no responsibility for either rejection or any application failing to reach our office. We also recommend you obtain your visa before booking your flight.

Please allow 30 working days for processing (excluding postal days). Express services may be available at additional cost, please contact us for more information.

- It is important to carefully read through the requirements for visas and complete this application in block capital letters.
- Please note that payments made upon submission of application shall **NOT BE REFUNDED**.

Applicant Details

Nationality: (as in passport)

Surname: (as in passport)

First & Middle Names: (as in passport)

Date of birth: DD MM YYYY

Gender: Male Female

Passport type: Ordinary Official Diplomatic
 Service Special

Passport number:

Issuing authority:

Date of issue: DD MM YYYY

Date of expiry: DD MM YYYY

Travel Details

Purpose of visit: (business, tourism etc...)

Type of visa: (common business, common tourism etc...)

Number of entries: Single Double Multiple

Date of entry: DD MM YYYY

Date of exit: DD MM YYYY

Host organisation in Russia:

Organisation reference number in Russia:

Confirmation number:

Address:

 Post/Zip code:

Places visiting in Russia: (towns/cities...)

Applicant Details (Continued)

Permanent address:

 Post/Zip code:

Telephone:

Email:

Do you have a social network account? Yes No

If Yes Name: e.g. Facebook, Twitter...

Employer company name:

Type of job:

Position:

Company address:

 Post/Zip code:

Company telephone:

Company email:

Term of employment: DD MM YYYY

Have you visited Russia in the last 10 years? Yes No

If Yes

Entry one
 Date of entry: DD MM YYYY
 Date of exit: DD MM YYYY
 Purpose of visit:

Entry two
 Date of entry: DD MM YYYY
 Date of exit: DD MM YYYY
 Purpose of visit:

Entry three
 Date of entry: DD MM YYYY
 Date of exit: DD MM YYYY
 Purpose of visit:

Entry four
 Date of entry: DD MM YYYY
 Date of exit: DD MM YYYY
 Purpose of visit:

Travel Details (Continued)

Have you travelled abroad in the last 10 years? Yes No

If Yes

Country:

Date of entry: DD MM YYYY

Date of exit: DD MM YYYY

Purpose of visit:

Country:

Date of entry: DD MM YYYY

Date of exit: DD MM YYYY

Purpose of visit:

Country:

Date of entry: DD MM YYYY

Date of exit: DD MM YYYY

Purpose of visit:

Country:

Date of entry: DD MM YYYY

Date of exit: DD MM YYYY

Purpose of visit:

*If required, please continue on a separate piece of paper

Have you ever been issued a Temporary Residence Permit (TRP) in Russia? Yes No

If Yes

When: DD MM YYYY

Issuing authority:

Are you planning to apply for a Temporary Residence Permit (TRP) in Russia? Yes No

If Yes

When do you plan on applying for a TRP?
 DD MM YYYY

Where do you plan on applying for a TRP?

Reason why:

Who is paying for your trip:

Overall monthly income: £

Do you have any other sources of income? Yes No

Do you have any bank accounts, securities, stocks, other private property, including those in Russia? Yes No

If Yes

Please specify:

Total amount of money you intend to spend in Russia:
 £

Travel Details (Continued)

Total amount of money you intend to spend on food and accomodation in Russia: £

National Insurance Number:

Have you ever been issued a Mandatory Medical Insurance / Travel Insurance? Yes No

If Yes

Date of issue: DD MM YYYY

Insurance company:

Is it your first Passport? Yes No

If No

Previous passport number:

Issuing authority:

Date of issue: DD MM YYYY

Date of expiry: DD MM YYYY

Passport status: In my possession Lost Stolen
 Damaged Expired Full

Do you hold, or have you ever held any other nationality or nationalities? Yes No

If Yes

Nationality:

Passport number:

Issuing authority:

Date of issue: DD MM YYYY

Date of expiry: DD MM YYYY

Have you ever changed your surname or name? Yes No

If Yes

Previous surnames/names:

Date of change: DD MM YYYY

Reason for name change:

Other names/nicknames you have been using:

Country of birth:

Place of birth:

Have you emigrated from Russia or the USSR? Yes No

If Yes

Date of emigration:
 DD MM YYYY

Country emigrated to:

Applicant Details (Continued)

Marital status:

- Married Single Divorced Separated
 Widowed Civil partnership Dissolved civil partnership

If Married

Spouse / ex-spouse name:

If Divorced

Spouse / ex-spouse surname:

Gender: Male Female

Date of birth:

Place of birth:

Address:

Nationality:

If Widowed

Spouse date of death:

Spouse place of death:

Spouse name:

Spouse surname:

Gender: Male Female

Date of birth:

Place of birth:

Address:

Nationality:

Will you be travelling with your partner? Yes No

Have you ever worked for any of the following:

- Armed forces Government/Administration authorities
 Law Enforcement authorities Private Security companies

If Yes

Name of organisation:

Position:

Date from:

Date to:

Applicant Details (Continued)

Have you ever been involved in any armed conflicts, or been a victim of any military action? Yes No

If Yes

Name of conflict/military action:

Country:

Date from:

Date to:

Have you ever been arrested or had any criminal convictions?

- Yes No

If Yes

Conviction:

Sentence:

Place of conviction:

Date of conviction:

Have you ever been refused a Russian Visa or visa to any other country?

- Yes No

If Yes

Country:

Date:

Reason:

Have you ever been refused entry to Russia on arrival?

- Yes No

If Yes

Place:

Date:

Reason:

Have you ever been deported or removed from Russia or any other country?

- Yes No

If Yes

Country:

Date:

Reason:

Have you ever been suspected of any war crimes or crimes against humanity?

- Yes No

Have you ever been a member of an organisation recognised as a terrorist organisation?

- Yes No

Have you ever, by any means, publicly expressed views that justify or glorify terrorist or extremist activities?

- Yes No

Have you ever, by any means, publicly declared for the dismantling of the constitutional system or territorial integrity of the Russian Federation?

- Yes No

Applicant Details (Continued)

Have you ever been charged with a criminal or administrative offence (including traffic violation) in Russia or in any other country? Yes No

Have you ever broken migration laws and regulations of Russia or of any other country? Yes No

Have you ever been afflicted with a communicable disease of public health significance or a dangerous physical or mental disorder? Yes No

Have you ever been a drug abuser or addict? Yes No

Have you ever used drugs or been addicted to drugs? Yes No

Level of Russian language skills:

- Fluent Can have simple conversation None
 Can read and translate with a dictionary
 Can understand but not speak well

Do you have any children? Yes No

If Yes

Child 1

Name:
 Surname:
 Date of birth: DD MM YYYY
 Place of birth:
 Relationship to you:
 Passport number:
 Issuing authority:
 Date of issue: DD MM YYYY
 Date of expiry: DD MM YYYY
 Nationality:

Child 2

Name:
 Surname:
 Date of birth: DD MM YYYY
 Place of birth:
 Relationship to you:
 Passport number:
 Issuing authority:
 Date of issue: DD MM YYYY
 Date of expiry: DD MM YYYY
 Nationality:

Applicant Details (Continued)

Will your children be travelling with you? Yes No

Does your child reside at your current address? Yes No

If No

Address:

Will you accompany any children? Yes No

If Yes

Child 1

Name:
 Surname:
 Date of birth:
 Place of birth:
 Relationship to you:
 Relationship to parents of the child:
 Passport number:
 Issuing authority:
 Date of issue:
 Date of expiry:
 Nationality:

Child 2

Name:
 Surname:
 Date of birth:
 Place of birth:
 Relationship to you:
 Relationship to parents of the child:
 Passport number:
 Issuing authority:
 Date of issue:
 Date of expiry:
 Nationality:

Additional Questions

Do you currently have any relatives in Russia? Yes No

If Yes

Relationship to you:

Name:

Surname:

Date of birth:

Nationality:

Telephone number:

Address:

Where do you plan to stay in Russia:

Name of hotel or host:

Address:

Telephone number:

Have you completed this application form personally?

If No

Persons Full Name:

Yes No

Address:

Nationality:

Passport number:

Issuing authority:

Date of issue:

Date of expiry:

Telephone number:

Parents Details - Father

Name:

Surname:

Date of birth:

Place of birth:

Country of birth:

Nationality:

Is your Father deceased? Yes No

If Yes

Date of death:

Place of death:

Parents Details - Mother

Name:

Surname:

Date of birth:

Place of birth:

Country of birth:

Nationality:

Is your Mother deceased? Yes No

If Yes

Date of death:

Place of death:

Client Order Form

Name: _____

Telephone Number: _____

Email Address: _____

Postal Address: _____

Post Code _____

Date of travel to Visa required country: ____ / ____ / ____

Do you require your passport for
any reason before the above date? Yes No

If yes, please specify the date you need your passport returned by: ____ / ____ / ____

Full Name (Printed): _____

Applicant Signature: _____ Date: ____ / ____ / ____

I accept that I should read and fully understand the Terms & Conditions shown on the website www.thetravelvisacompany.co.uk of The Travel Visa Company Ltd (hereafter referred to as 'the Company'). Before signing this declaration I am aware that if I do not fully understand any of the Terms & Conditions, I can ask any member of staff of the Company [telephone 01270 250 590] or email enquiries@thetravelvisacompany.co.uk.

I am fully aware that the Company has no involvement in the visa assessment and decision-making process. Whether a visa is to be issued or not and what type of visa is issued, as well as its period of validity, number of entries and duration of stay shall be wholly up to the discretionary decision of the relevant Embassy, High Commission or Consulate General. I will fully accept any decision made by said Embassy, High Commission or Consulate General.

I agree to pay the application fee in full, which is non-refundable, to the Company, according to the price initially quoted to me by a registered company staff member, regardless of whether my visa is granted or not by the relevant Embassy, High Commission or Consulate General. If the Company have received and checked the documents, but have not yet submitted the application to the relevant Embassy, High Commission or Consulate General, upon cancellation the Company will debit an administration fee proportionate to the amount of work undertaken by staff members of the Company up to the point of cancellation. Also, I understand that if the Company is required to re-send any application documents, as a result of my own doing, I will be required to pay an additional fee per re-sent document.

I am fully aware that all time-frames quoted by staff members of the Company are predictions based upon experience and previous applications. Embassies can extend the processing time on individual applications at their discretion and the Company shall not be held responsible or liable for any delay experience during the application process. I am also aware that I might have to provide additional supporting documentation at the request of the relevant Embassy, High Commission or Consulate General.

I agree that I will carefully check all the information on the visa when I receive my passport/confirmation and I am aware that any queries I have about the visa should be addressed to a staff member of the Company immediately.

I understand that if I apply by post, or request return delivery by post of my processed application, the Company shall not be held responsible or liable for any delay, delivery to a wrong address, damage to or loss of the documents, as a result of the negligence of any mail service or company.

I agree that the Company shall not be responsible or liable for any consequences as shown below:

- a) The visa becoming invalid and cannot therefore be used as a result of my own fault or any act by a third party acting on my behalf; or,
- b) In the event that I am refused to board an aircraft or to enter my proposed destination due to my failure to check all the information printed on my visa; or,
- c) My visa cannot be used due to any other reasons of my own doing; or,

In the event that I am refused to board an aircraft or to enter my proposed destination due to reasonable denial made by the authority concerned or an immigration officer.

How did you hear about us? Search Engine: <input type="checkbox"/> Social Media: <input type="checkbox"/> Friend/Family Member: <input type="checkbox"/> TV/Radio: <input type="checkbox"/> Event: <input type="checkbox"/> Other: _____ Email Newsletter: <input type="checkbox"/>	Referred from... ABTA Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <i>(if applicable)</i> Name of Organisation: _____ Store Location: _____ <i>(if applicable)</i>
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CONSENT TO PROCESS YOUR PERSONAL DATA

To provide you with your chosen visa application services we, The Travel Visa Company Limited, need to collect certain information about you, which we do via this application process. We will also need to disclose the information that you give to us to the embassy and to any other relevant bodies who are required to receive the data as part of the visa application process.

Some of the information that we collect and need to give to the embassy or other relevant body can be considered 'special' due to its sensitive nature. This will be the case where you provide us with information relating to your health, race, religious or philosophical beliefs or relating to any trade union that you may be a member of.

We need to disclose your sensitive information to the embassy and other relevant bodies so that they can so that they can process that data to determine whether you can be granted a visa and, if so, to then grant the visa itself; however, we can and will only disclose your sensitive information if you are happy for us to do so.

To perform your application, we will need to:

- Disclose information relating to your health, race, religious or philosophical beliefs or any trade union membership to the embassy of the country you are travelling to.

We will always treat all of the information that we receive from you with the utmost care. You can read about our data protection practices more generally in our privacy policy www.thetravelvisacompany.co.uk/privacy.

You are not under any obligation to agree to us or the above third parties using your sensitive information in the manner described above. However, if you do not agree, you will not be able to proceed with your booking as, without your consent, we will not be able to provide the visa application services you have booked and the above third parties will not be able to process, assess and action your application.

If you are happy to consent to our use of your sensitive information, you will also be able to withdraw your consent at any time. However, as this will prevent us from providing the visa application services you have booked and the above third parties from processing, assessing and actioning your application, we will be required to treat any withdrawal of consent as a cancellation of your application. As we will have performed services for you, no refund will be payable in such circumstances.

Please let us know if you consent to us processing your sensitive information, below:

- I consent to The Travel Visa Company Limited processing my sensitive personal data, in accordance with the above statement, to provide me with my chosen visa application services.

PLEASE TICK TO CONFIRM AND AGREE TO THE FOLLOWING

- I have read, fully understood and agree to the Client Declaration and Terms & Conditions of The Travel Visa Company

Printed Name (BLOCK CAPITALS):

Date:

..... (DD/MM/YYYY)

We would like to keep in touch with you, from time to time, in order to provide you with updates about the services that we offer, any special offers and also in relation to any news that we feel may be of interest to you.

- I would like to receive updates via e-mail

We do not share your data with our third party partners for marketing purposes.

These terms and conditions, together with the Data Protection Policy, Privacy Policy, Website Terms of Use, Client Declaration Form and any other information brought to your attention before you submit your application, form the basis of your contract with The Travel Visa Company Limited, company number 07038677, whose registered address is Gloucester House, Church Walk, Burgess Hill, West Sussex RH15 9AS, hereafter "the Company", "we", "us", "our". Please read these carefully as they set out our respective rights and obligations, and all services offered and accepted are subject to these terms and conditions. References to "you" and "your" include all persons named on the visa application and for whom the visa application is to be made ("the User"). References to "Embassy" include embassies, consulates, High Commissions and Passport offices, as well as any third-party visa application agent. In these terms and conditions, unless the context otherwise requires, words in the singular shall include the plural and vice versa.

By instructing the Company to undertake services on your behalf, the User is deemed to have accepted these terms and conditions.

The services offered by the Company consists of but is not limited to the processing of visa applications and/or other documents for Users for the purposes of travel and tourism (including business use) ("Offered Service"). The Company is not an advisory service. 'Necessary Information' means the information required from a User to allow the Company to complete an online-application for a Visa, such information may include, but is not limited to, the Users name, address, holiday destination, and any other information which the Company considers necessary for the purposes of processing the User's visa application. The Service Charge per visa application is required to cover the cost of providing the Offered Service; payment of the Service Charge must be made by way of Cash, Cheque, Postal Order, Credit, Debit card or via the payment function provided on our Website, as approved by the Company. The Company will request payment of the Service Charge upon instruction by the User. Embassy fees and the availability of services are subject to change by the Embassy without prior notice to the Company and the Company cannot be held liable for this.

Upon submitting the Application form with the Necessary Information and making payment of the Service Charge, a contract will be formed between the User and the Company; such contract is subject to and governed by these Terms and Conditions. Because we begin preparing your visa application and performing the Offered Service upon receipt of your Application, once the contract has been created no refund is available, regardless of whether the visa application is successful or not.

The issue of visas is different from Country to Country. The processing of a visa is subject to the individual processing times set by each Embassy, the processing time quoted by the Company refers only to completion of the Offered Service. Embassies can also extend the processing time both generally and on individual applications at their discretion and with no prior notice to the Company. Fees and services may differ between the time the visa application order has been placed and the application has completed. The Company cannot be held liable for any delay experienced during the application process or increases in fees as a result, except for where such a delay and/or increase is a result of our negligence. The User is under an obligation to pay any increase in fees.

The Company reserves the right to select the most appropriate service available given the time constraints or other requirements specified by the User, the Company will not be held responsible for taking any steps which the Company considers as reasonable in fulfilling the instructions of the User (whether express or implied) and/or in the best interests of the User, and the User will be wholly responsible for any charges incurred for such services. The Company reserves the right to retain any and all visa application documents, including passports, until payment of all requested fees has been made in full by the User.

Liability and Limitations

By instructing the Company for the provision of the Offered Service, the User accepts all requirements, restrictions and limitations of liability set out in all documentation forming the contract between the parties. We do not accept any responsibility if you cannot travel, or incur any other loss because you have not complied with any passport, visa, immigration requirements or health formalities. You agree to reimburse us in relation to any fines or other losses which we incur as a result of your failure to comply with any passport, visa, immigration requirements or health formalities. The Company cannot be held liable for any decision made by an Embassy with regards to a User's visa application, and the User accepts that the Company has no involvement in or control over the decision making process of the Embassy. The Company cannot accept any responsibility or be held liable for the actions of any Embassy in delaying or not issuing visas or any other failure or error on the part of the Embassy for any reason whatsoever nor can the Company be held liable for any expenses or delays incurred as a result.

The Company cannot be held liable for any of the following: a) incomplete applications forms; b) incorrectly or falsely completed applications forms; c) inaccurate or incomplete supporting documentation d) damaged documentation, including but not limited to damaged passports, photographs or application forms. The User is under an obligation to provide correct and accurate information to the Company and the Company cannot be held liable for any failure by the User to do so.

You are responsible for making yourself aware of any official warnings in regard to the safety of the countries and areas in which you will be travelling and to make your decisions accordingly. Save where the Company is negligent, the company will not be held liable for any loss or damage to any documents, including applications and passports which are in the possession of the Company. Third party delivery companies will be subject to their own terms and conditions. The Company cannot be held liable for any delay or failure on behalf of a third party delivery company in delivering the completed application to the User, for whatsoever reason.

Should the Company accept liability for the failure to obtain a requested visa, or return a requested visa to the User in a timely manner, the user's sole and exclusive remedy against the Company for damages is the return of any Service Charge actually paid by the User to the Company, minus any Embassy fees or third party delivery charges. Any claims for damages must be made to the Company, in writing, within 30 days of the notice of the refused visa application or return of delayed visa. Please note, we cannot accept any liability for any damage, loss or expense or other sum(s) of any description which on the basis of the

information given to us by you concerning your visa application prior to our accepting it, we could not have foreseen you would suffer or incur if we breached our contract with you (consequential losses); or (b) any business losses. We will not accept responsibility for services or facilities which do not form part of our agreement with you. We do not exclude liability for any cause of action, loss or damage prohibited by English law.

Events Outside our Control

We will not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations under these terms that is caused by an Event Outside Our Control.

An Event Outside Our Control means any act or event beyond Our reasonable control, including without limitation strikes, lock-outs or other industrial action by third parties, civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, war (whether declared or not) or threat or preparation for war, fire, explosion, storm, flood, earthquake, subsidence, epidemic or other natural disaster, or failure of public or private telecommunications networks.

If an Event Outside Our Control takes place that affects the performance of Our obligations under these terms:

- (a) We will contact you as soon as reasonably possible to notify you; and
- (b) Our obligations under these terms will be suspended and the time for performance of our obligations will be extended for the duration of the Event Outside Our Control.

Website

The User's use of the Website and or the Offered Service is on the strict understanding that the Website and or the Offered Service is not engaged in rendering advice and should not be relied upon when making any related travel or other decision. The information contained within the Website and or the Offered Service is provided without warranties expressed or implied relating to the accuracy, fitness for purpose, compatibility or security of any components of the Website and or the Offered Service. The Company does not guarantee uninterrupted availability of the Website and or the Offered Service.

The Company endeavours to ensure that all the information and prices displayed on the Website are accurate, however occasionally changes and errors occur and the Company reserves the right to correct prices and other details in such circumstances. You must check the current price and all other details relating to the Offered Service that you wish to book before submitting your Application form.

Complaints

We will make all reasonable endeavours to ensure your visa application goes smoothly. However, in the rare event that you are not happy with the service you have received and wish to make a complaint, we request that you notify the Company of your complaint in writing as soon as possible, but in any event within 28 days of being notified of the outcome of your visa application. Please note, we are only able to deal with complaints received from the specific visa applicant. We will be unable to deal with any complaints received from individuals other than the visa applicant, except in cases where the applicant is a minor or is unable to pursue a complaint as a result of a disability.

Complaints should be marked for the attention of: Customer Service Manager at The Travel Visa Company Ltd, The Quadrangle, Crewe Hall, Weston Road, Crewe, Cheshire, CW1 6UY. We will endeavour to acknowledge receipt of your complaint within 14 days of receiving your written complaint and respond fully to your complaint within 28 days of receipt. Should we not be able to respond to you within these time periods, we will advise you accordingly. It is a condition of our acceptance of liability under these conditions that you notify any claim to the Company strictly in accordance with the complaints procedure set out in these conditions. It may affect your rights under this contract if you fail to do so.

Data Protection

We process your personal data in accordance with the practices set out in our Privacy Policy, a copy of which can be found at: <http://www.thetravelvisacompany.co.uk/privacy>

Severance

If any (singular or plural) provision of these Terms and Conditions is held to be invalid or unenforceable, such provision(s) shall be struck out and the remaining provisions shall remain in force. If any unlawful and/or unenforceable provision would be lawful or enforceable if part of it were deleted, that part will be deemed to be deleted, and the rest of the provision will continue in effect.

Law and Jurisdiction

These Terms and Conditions and any agreement to which they apply are governed in all respects by English law. We both agree that any dispute, claim or other matter which arises between us out of or in connection with your contract, the Visa Application or the Offered Services will be dealt with by the Courts of England and Wales only.