

To,
VFS Global Services Pvt Ltd,
Dubai Visa Processing Center,
(Address of the Nearest DVPC VAC)

Date: _____

SUB: LETTER OF GUARANTEE

Dear Sir / Madam,

We, <Name of Travel Agency> _____
wish to utilize the services of your organization for processing the Dubai visa for our privileged & known clients.

We expect a sizeable movement of our clients and anticipate to process _____ nos. of Visa during the year _____ (Please enter the current year). Therefore, request your office to process the visa on minimum documents as mentioned below: -

- 1) Application form duly filled up & signed by the passenger in original.
- 2) Clear & Colour Photo of size 4.3 cms x 5.5 cms, and front view.
- 3) Passport in Original + Xerox of first two & last two pages of the Passport as well as the address page, if the same is not mentioned in the last page, observation pages (if any). Photocopy of last entry & exit stamp in UAE, valid visa pages if any.
- 4) Individual Demand Draft for each applicant,
- 5) Confirmed Air Tickets (In-bound & Out-bound), detailed travel itinerary with fare calculation.
- 6) Covering letter from the TA signed by the authorized signatory with each application, giving the details of the passenger.

We hereby agree and confirm that the Receiving, collection, processing and transmission of the customer's data is done by us and we shall not hold VFS Global/DVPC liable under the data protection laws in respect of the personal data /customer's data provided by us. We hereby warrant that we have obtained the consent of the visa applicant(s) to process and transfer their personal data in order to facilitate a Dubai visa application, and that this consent was obtained and recorded in compliance with applicable data protection laws.

We hereby agree at all times to comply with applicable anti- bribery & corruption laws and not offer, promise or pay bribes or give any benefit, directly or indirectly, to any in order to obtain or retain business, or to receive an improper advantage or more favorable treatment of any type

We hereby confirm that we shall remain compliant to the laws in the country in which we are doing business and shall follow ethical standards and practices.

We hereby agree and confirm that we shall be liable to pay our respective taxes and other statutory payments in respect of their business that may be relevant to our business/or come into force from time to time and VFS Global shall not be called upon to discharge any such liability on our behalf.

We hereby agree and confirm that our Code of Conduct include a commitment to comply with Tax Laws. We further confirm that we have sufficient internal controls in place to avoid any tax evasion or facilitation of tax evasion

We hereby declare and undertake to you that we shall ensure that all our passengers strictly adhere to the Flight Schedule submitted at the time of submission of the Visa Application Form. We <Name of Travel Agency> _____, irrevocably indemnifies, keep indemnified, saved and harmless Dubai Visa Processing Center from & against all its officers, employees, agents against all cost, charges, claims, damages and the like that may arise or be attributable to any or all such passengers defaulting in their terms & conditions for grant of visa to visit the United Arab Emirates and whose applications are submitted through <Name of Travel Agency> _____,

We, <Name of Travel Agency>, take full responsibility of all the passengers, and ensure that the passengers depart Dubai within the validity of the visa period.

We hereby agree and confirm that we shall adhere to whatever stated above and shall not hold VFS Global liable or responsible and shall be responsible for breach or violation of the points mentioned above.

Specimen Signature of the person, who is authorized to sign the covering letter on behalf of <Name of Travel Agency>, is as given below.

Signature: _____

Name: _____

Designation: _____

Thanking you,

Yours truly,

For M/s. <Name of Travel Agency>
(SPECIFY Name of the Authorized Signatory)

Company Seal