



## Policies and Guidelines for Business Visa to Bahrain

We process only Business Visa for which we require the following conditions:

- **We require Local company letter to guarantee the guest stay till his exit from Bahrain and in case of violation of the any local laws or overstay in Bahrain the Company will be responsible.**
- Or with the approval of the Director of Business Development /Member of the Executive Committee incase if they want us to go head with his signature and responsibility
- Guest must be outside Bahrain. (eVisas cannot be applied for by those travelers already in the Kingdom)
- Guest must have a passport (not any another type of travel document) and it should be valid for 6 months from arrival in Bahrain.
- Guest must have a valid guaranteed hotel booking at Gulf Hotel Bahrain, in case of cancellation or amendment of the booking the visa will be charged and the visa will be cancelled ,
- In case of cancellation of visa we should send a list to immigration to cancel
- Guest must be capable of supporting himself (and dependents if traveling with him) during the visit.
- Guest must use a Visit eVisa within 30 days of its approval. (After this time the Visa will expire and you will have to apply again and pay another fee).
- Guest visa should expired, before you can apply for another visa. (It is not possible to have more than one visa issued for a passport at a time).

### Validity of the visa

The Visa will be valid for one month from the date of issue. This means that the person needs to enter Bahrain within 30 days from the date stated on his/her Visa. Once entered, the person is allowed staying for 7 days using the same Visa. The Visa is renewable for intervals of 7 days. You will need to provide your original passport to hotel reception for information on renewing the Visa.

### Cost of the visa

The Visa will cost BD 20 inclusive of tax for the first 7 days of stay, visa charges are non refundable once applied



### **Visa should be applied in advance**

It is recommended that you apply at least seven-ten days in advance to ensure that the Visa will be available before arriving.

#### **Documentation you need to apply for eVisa**

- a. You need a clear passport copy preferably scanned copy of the person(s) requiring Visa.
- b. You need to fill up an application form for each person/passport applying for Visa.
- c. Credit card copies front and back and a letter of authorization is required
- d. Corporate or existing Local company letter



### GULF HOTEL VISA PAYMENT FORM

Please complete this form in detail and return it by fax or email to our Reservation Department on (+973)17712 088 or our email address ghres@batelco.com.bh, together with the **clear Front & Back Copy of the Credit Card**.

I authorized the Gulf Hotel – Bahrain to debit my credit for the following services :

Full Name:		Nationality
Passport No:	Date Of Issue:	Date Expiry :
Place Of Issue:	Place Of Birth:	Occupation:
Date Of Birth :	Arrival Date:	Departure Date:
Reason Of Visit:		

Please tick the appropriate box:

<input type="checkbox"/>	<b>7 Days Visa</b>	<b>BD 20.000</b>
<input type="checkbox"/>	<b>Extension of Visa [Additional 7 Days]</b>	<b>BD 45.000</b>

#### CREDIT CARD TYPE

- American Express     Visa     Diners  
 Mastercard     JCB

Credit Card Holder Full Name :	
Credit Card Number :	
Expiration Date : (mm/yy)	
Email :	
Telephone	
Fax :	

Please note that after the guest has checked out, we will send you by fax a copy of the bill as well as a copy of your credit card receipt.

Fax where to send the receipt : No : .....

<b>Credit Card Holder Signature :</b>	
<b>Date of Authorization :</b>	

**Note :** Please note that the billing will be done in Bahraini Dinars and that the Gulf Hotel cannot guaranteed the bank exchange rate.

Please sign and acknowledge the receipt of the above