



Hot Facts

It is essential that the following details are completed and returned as soon as possible, so that we can assist you with documentation requirements for your overseas travel. We are not able to accept any responsibility for incorrect documentation or advice if this form is not completed correctly and returned to us (together with a copy of your passport if applicable). Please Note:- Some countries require vaccinations. Please check with your Doctor or Travel Medical Centre.

Your contact details

Preferred Name Address

E-Mail/Fax

Phone (Home) (Work) (Mobile)

Travellers details – AS PER PASSPORT (This is required as tickets must be issued in the traveller's name as it appears on their passport.)

Note: Many countries require a passport to be machine readable and valid for 6 months from the date of departure from that country

	Full Name as per Passport	Date of birth	Passport No	Nationality	Expiry date	Date & place of issue
1						
2						
3						
4						
5						
	Passenger Name	Frequent Flyer Airline/Membership No	PIN (optional)	Seat Preference	Special needs (e.g. meals)	
1						
2						
3						
4						
5						

Do you require us to advise/assist you with passport/visa requirements? YES/NO If YES please read and complete the following box:

Valid visas held (if travelling on anything other than a New Zealand or Australian passport a valid re-entry permit will be required. Visas may be required to visit certain countries and the rules for visas often change. Failure to meet the visa requirements may result in disruption of your travel plans.)

	Full Name as per Passport	Country	Visa Number	Type eg. Work/Visitors	Expiry Date
1					
2					

Previous Criminal/Traffic convictions and serious communicable diseases

If you or your travelling companions have ever had a criminal conviction, a serious traffic conviction (eg. D.I.C) or a serious communicable disease, you can be refused entry to many countries despite there being no requirement for you to have a visa. You must disclose to us all previous convictions (if any) and whether or not you have ever been arrested and charged each time you depart from New Zealand. In both cases this is regardless of type of offence, when it occurred and the penalties involved. Please note the Criminal Records (Clean Slate) Act, which allows the non-disclosure of criminal convictions in certain circumstances, does not apply to overseas countries. IF YOU DO HAVE ANY CRIMINAL CONVICTIONS THEN THE VISA PROCESSING TIME CAN BE UPWARDS OF 8 WEEKS THEREFORE IT IS IMPERATIVE THAT WE RECEIVE THIS FORM BACK WITHIN PLENTY OF TIME OF YOUR DEPARTURE. If you or your travelling companions had a previous criminal/traffic conviction or serious communicable disease please list:

	Offence/Disease	Date of Offence/Disease	Penalty	Other Comments
1				
2				

Many countries require passports to be machine readable. Please attach a photocopy of your passport so we can review this.

TRAVEL INSURANCE REQUIRED YES / NO

If YES do you have any pre-existing medical conditions YES / NO

"Pre-existing Medical Condition" means:

- a) An ongoing medical or dental condition of which you are aware, or related complication you have, or the symptoms of which you are aware;
- b) A medical or dental condition that is currently being, or has been investigated, or treated by a health professional (including dentist or chiropractor) at any time in the past, prior to policy purchase;
- c) Any condition for which you take prescribed medicine;
- d) Any condition for which you have had surgery;
- e) Any condition for which you see a medical specialist; or
- f) Pregnancy

The above definition applies to you, your Travelling Companion, a Relative or any other person.

If you have a pre-existing Medical Condition and:

- a) You do not apply for cover (or you apply for cover and we do not agree to provide cover). Or
- b) You do not pay the relevant additional premium

We will not pay any claims arising from or related to your pre-existing medical condition.

Please talk to your travel consultant about your pre-existing medical condition so we can gather all details required to assess your condition.

Pay or Stay: If a warrant for your arrest has been issued because of unpaid court fines or reparation then you maybe stopped from leaving the country. If you feel this may affect you please log onto www.payorstay.govt.nz or ring 0800 PAYORSTAY for more information.

Privacy Act: Due to the Privacy Act we are unable to give out details of your bookings to anyone unless we have received your prior authorisation. Please list details below of those to whom we can release information and include details of any accommodation arrangements not booked by us. Please also advise below a contact address, telephone number or email address or someone who you will be in regular contact with while you are out of the country. Flight times can change and the only way for us to contact you to update you of these changes is if we have details.

Full Name(s) Address / phone number

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I / We confirm that I/we have read and understand the facts above and that the details I/we have provided are correct.

Signed Dated

