



TOURIST VISA GUIDELINES FOR KINGDOM OF BAHRAIN

Greetings from the **Elite Hospitality Group!**

Please note:

- Visa applications will be processed for guest who will be staying in Elite Hospitality Group Hotels only.
- We also advise you to log on the Bahrain E-Visa portal www.evisa.gov.bh to check the eligibility for visa on arrival.
- Immigration rules are subject to Change.

Below are the requirements which are necessary to process the Tourist Visa:

- **BD 40/- Nett per passport** as visa application charges.
- Visa processing will take **5 to 7 working days**, therefore all the below requirements must be received 7 working days prior to arrival date.
- A clear scanned color copy of the Applicant's Passport (Passport must be valid for 6 months at least from the date of travel).
- Please email your scanned passport copies to cro@elitegroup4u.com
- Visa Charges of BD 40 nett shall be paid in **advance** by cash/Vide Credit card and the visa **charges will be non refundable.**
- Complete credit card authorization form along with enlarged scanned copy of the credit card (both sides) is required to charge on the credit card.
- Minimum two night stay in any of the Elite properties in order to process the visa and the room charges has to be paid in advance which is Non Refundable if the visa is approved or denied.
- Visa processing can only commence upon the receipt of the room and visa charges.
- Visa application is valid only for the guest who will be staying in Elite Hospitality Hotels. If guest is not willing to stay within our Hotels, the Elite Hospitality Group has the right to cancel the application and charge the amount.
- Once visa is issued, this cannot be amended. In case of amendments in arrival dates of guests which is beyond the expiry of VISA, the existing Visa should be cancelled first and new application should be processed .
- The Visa is valid only for **single entry** and the duration of stay is limited to **7 days** from the date of arrival.
- The Visa is Valid for 1 month from the date of issuance.
- Tourist visa is extendable for a period of 7 days and in total the guest can stay for 14 days with one extension. Extension charges shall be **BD. 60/- Nett per passport** and the payment for the extension should be paid by cash three days prior to the expiry date of the visa.
- **Your passport must NOT contain any Israel Stamp OR entry Visa.**
- Issuing of visa shall be at the sole discretion of the immigration department. Elite Group is not held liable for non issuance of Visa.
- The undertaking letter has to be signed by each applicant and sent to us along with the visa and room charges to process the visa.



BUSINESS VISA GUIDELINES FOR KINGDOM OF BAHRAIN

Greetings from the **Elite Hospitality Group!**

Please note:

- Visa applications will be processed for guest who will be staying in Elite Hospitality Group Hotels only.
- We also advise you to log on the Bahrain E-Visa portal www.evisa.gov.bh to check the eligibility for visa on arrival.
- Immigration rules are subject to Change.

Below are the requirements which are necessary to process the Business Visa:

- **BD 40/-Nett** per passport as visa application charges.
- Visa processing will take **5 to 7 working days**, therefore all the below requirements must be received 7 working days prior to arrival date.
- A clear scanned color copy of the Applicant's Passport (Passport must be valid for 6 months at least from the date of travel.)
- **Guarantee letter or an invitation letter from Local (Bahrain) Company to confirm the guest is officially working with or related to the company and company holds the responsibility in case the guest violated the immigration rules.**
- Please email your scanned passport copies to cro@elitegroup4u.com
- Visa Charges of BD 40 nett shall be paid in **advance** by cash/Vide Credit card and the visa **charges will be non refundable** either approved or denied.
- Visa processing can only commence only upon receipt of the Visa Charges along with minimum one night room charge.
- Complete credit card authorization form along with enlarged scanned copy of the credit card (both sides) is required to charge on the credit card.
- Visa application is valid only for the guest who will be staying in Elite Hospitality Hotels. If guest is not willing to stay within our Hotels, the Elite Hospitality Group has the right to cancel the application and charge the amount.
- The Visa is valid only for **single entry** and the duration of stay is limited to **7 days** from the date of arrival.
- The Visa is Valid for **1 month** from the date of issuance.
- Business visa is **extendable** for a period of **7 days** and can do the same for 3 times. In total, the guest can stay for a 28 days with periodical extension.
- **Extension** charges shall be **BD. 60/- Nett per passport**, per extension and the payment for the extension should be paid by cash three days prior to the expiry date of the visa.
- Once visa is issued, this cannot be amended. In case of amendments in arrival dates of guests which is beyond the expiry of VISA, the existing Visa should be cancelled first and new application should be processed
- **Your passport must not contain any Israel Stamp OR Entry Visa.**
- Issuing of visa shall be at the sole discretion of the immigration department. Elite Group is not held liable for non issuance of Visa.



Date:

To,
The Manager
Elite Group International,
Manama, Kingdom of Bahrain

UNDERTAKING LETTER FOR ARRANGING VISIT VISA

Dear Sir,

Thank you very much for arranging my Visit Visa through the hotel belonging to Elite Hospitality. I undertake the following responsibilities:

- Inform the hotel of my exact arrival / departure dates prior to arrival and will notify the hotel in advance if there are any changes in my itinerary.
- Stay in the hotel as long as I am in Bahrain during the Visa validity.
- Deposit my passport to the hotel reception upon check-in and will collect the same at the time of my check-out, which is departure date from Bahrain.
- Check-in to the hotel on the same day as I arrive in Bahrain.
- Exit Bahrain on the same day as I check-out from the hotel.
- I will provide the hotel my date of departure and details - time of exit from the country if exiting by road and flight details - if exiting the country by flight.
- Will not undertake any employment during the Visa validity.
- Abide by the rules & regulations of the Kingdom of Bahrain.
- Exit Bahrain before the expiry of my Visa.
- I will be fully responsible for paying my hotel bills, visa cost and other expenses during my stay in Bahrain.

Notice: Hotel reservation system is linked to the immigration office. I understand that you may face inconvenience / penalty while exiting the country on a different date than that of the check-out date from your hotel. Should the hotel realize that I have checked out, but not exited the country, the Hotel shall report the case to Immigration. I understand that the Hotel does not take any responsibility for such inconveniences and/or penalties caused due to such reasons.

I have read, understood and accept the above terms and conditions.

Best Regards,

Signature : _____

Name : _____

Nationality : _____

Passport Number & Validity : _____



CREDIT CARD AUTHORIZATION

Date: _____

I, _____ hereby authorize **ELITE HOSPITALITY** to charge my Credit Card for the following charges:

- () All Charges
- () Accommodation Only
- () Telephone / Fax / Internet
- () Laundry / Dry Cleaning
- () Other Charges _____

For Mr. / Ms. / Mrs. _____

Property _____

Credit Card - Visa / Master Card / Amex / Diners

Credit Card # _____

Expiry Date _____

CVC Code _____

Amount (BHD) _____

Note: Please attach the scanned copy of Credit Card, both the sides.

Signature:
