



Payment Method Instruction

Bank Transfer

The information provided in this document is especially for visa applicants who wish to make a Bank Transfer for their visa and service fees. Applicants must transfer the fees into Worldwide Agency Company limited Vietnam to proceed and return their processed documents via courier to the applicants' preferred address in Vietnam .

VFS would like to thank you for making sure that the below steps are properly followed:

1. Kindly be informed that there may be certain bank charges for your transaction:

- a) Issuing Bank (for domestic and international transaction):

A certain amount of bank fee might be charged for your outward transfer. Kindly ask your bank to get the accurate information on this fee.

- b) Recipient Bank (for international transaction):

Based on the bank regulation, a fee of minimum VND 46,000 per transaction charged for inward international transfer at the recipient bank. This bank charge is over and above the visa processing fee.

Kindly add the amount to the total fees to be transferred to VFS.

2. These bank fees where applicable are over and above the total visa application process fee.
3. The grand total of fees for visa, VFS Logistic, international bank transfer and other optional value added services opted may be combined and paid at once, in VND (inside Vietnam) and USD (from outside Vietnam).
4. If you would like to complete the payment from outside of vietnam please be informed that there would be a difference in the daily exchange rate, therefore kindly ask your bank to make sure that the payment would reach VFS official account in the **full amount in USD**.
5. Kindly be advised that a shortage in payment will cause a delay in the visa processing time.
6. In general, domestic bank transfer between different banks and international bank transfer would take around 1 to 5 working days to be successfully completed.
7. For details of Bank transfers made in Vietnamese Dong (VND) please note the details below:

Beneficiary:	Worldwide Agency Company Limited
Address:	52 Truong Son Street, Ward 2, Tan Binh District, Ho Chi Minh City, Vietnam
Account Number:	VND 0371000446741
Name of bank:	VIETCOMBANK - TAN DINH BRANCH
SWIFT CODE:	BFTVVNVX007



For International Bank transfers in USD please see the details below:

Beneficiary: Worldwide Agency Company Limited
Address: 52 Truong Son Street, Ward 2,
Tan Binh District, Ho Chi Minh City,
Vietnam
Account Number: USD 037 137 383 8333
Name of bank: VIETCOMBANK - TAN DINH BRANCH
Bank address: 72 Pham Ngoc Thach Street, Ward 6,
District 3, Ho Chi Minh City, Vietnam
SWIFT CODE: BFTVVNVX007

It is very important that the details above are captured accurately. Inaccurate bank details, no matter how small, will result in your transaction being rejected by the recipient Bank and returned to you.

8. To complete the transaction, you may be requested by the bank to provide the beneficiary’s address. Below are the details for your reference:

New Zealand Visa Application Centre,

Address:

Resco building 5th Floor
94-96, Nguyen Du Street
Ben Nghe Ward, District 1
Ho chi Minh City, 70000 Vietnam

Tel: 0084-8-35212001

9. When filling out the transfer slip/form, kindly write down your name and passport number in the remark column; this will help VFS in tracking the payment.
10. Once you have completed the transaction, attach the copy of transfer receipt to your visa application and also email a scanned copy of the evidence of payment to Info.nzvn@vfshelpline.com.
11. Kindly be advised that paid fees for visa application fee, VAC service fee and any other optional service fees are considered as a confirmed transaction once the applications have entered the visa processing stage. These paid fees are non-refundable if the visa application is refused, withdrawn, and or if the optional service(s) are cancelled by the applicant.

Terms and Conditions:

- Please read [VFS Disclaimer](#) before you made the Bank Transfer
- VFS will only process the visa application when the full payment has been completed
- Kindly attached this checklist to your application

By signing on the dotted line, you are agreeing to the terms and conditions explained above.

Acknowledged by,

(.....)
Name and Date