



## ***Document Courier Passback – Domestic (within Indonesia only)***

The information provided in this document is especially for visa applicants who wish for PT VFS Services Indonesia (hereinafter referred to as VFS) to send back their processed documents via courier to the applicants' preferred address in Indonesia.

VFS thanks you for making sure that the below steps are properly followed:

1. A checklist is provided on the trailing page. It is a guide to preparing visa application package which needs to be filled out, signed, and attached to the package.
2. To be provided:  
visa form(s), original passport(s) or the certified copies, recommended supporting documents and a copy of transfer slip for the paid mandatory fees.  
Please note that additional covering attached to the passport would need to be removed. There should not be any plastic, leather, fabric, or any other material covering the outer part of the passport.
3. To make sure that you have provided the correct form, supporting documents and payment, please follow the instructions provided on our website, under the menu: "[Visa Types](#)".
4. Kindly be informed that there are bank fees charged by the bank for your transaction:  
**Issuing Bank (for domestic and international transaction):**  
A certain amount of bank fee might be charged for your outward transfer. Kindly check your bank to get the accurate information on this fee.

**Recipient Bank (for international transaction):**

Based on the bank regulation, a fee of IDR 50,000 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.

5. These bank fees where applicable are over and above the total visa application process fee.
6. 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.
7. If you would like to complete the payment from outside of Indonesia, 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 IDR.**
8. Kindly be advised that shortage in payment will cause a delay in the visa processing time.
9. In general, international bank transfer would take around 1 to 5 working days to be successfully completed.



10. Bank transfer is addressed to:

PT VFS SERVICES INDONESIA  
STANDARD CHARTERED BANK, SUDIRMAN, JAKARTA  
306-0897993-4  
Bank Code: 050  
Currency: IDR  
SWIFT code: SCBLIDJX

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.

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

PT VFS SERVICES INDONESIA  
NEW ZEALAND VISA APPLICATION CENTRE  
Kuningan City Mall 2nd Fl No. L2-19  
Jl. Prof. Dr. Satrio Lot 18  
Kuningan – Setiabudi  
Jakarta 12940, Indonesia

12. 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.
13. Once you have completed the transaction, attach the copy of transfer receipt to your visa application package and send it to VFS address as mentioned above.
14. Confirmation of application submission via courier:
- You are required to send an email confirmation with a title “Domestic 1 Way Courier Service Confirmation for {Main Applicant’s name}” to VFS at: [info.nzid@vfshelpline.com](mailto:info.nzid@vfshelpline.com)
  - The confirmation email states that you have made the payment and sent the visa application package to NZVAC in Jakarta
  - Please provide the name of the applicant(s), passport number(s), visa category, contact details (preferably more than 1 option) and the below checklist along with the evidence of payment attached to the email
  - If you are living in New Zealand, kindly consider the time difference between New Zealand and Indonesia (New Zealand being 5 hours ahead) before making attempts to call NZVAC helpline. For a timely response, sending queries via email might be the preferred mode of communication that suits your schedule best.
15. Once the complete document and payment have been received, VFS will process the application and inform you on the same via email.
16. Kindly be advised that paid fees for VFS logistic 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.





2. Payment:

No.	Fee Category	Amount (IDR only)	Quantity	Total Payment (IDR only)
1.	Processing Fees (Visa Fees + Immigration Levy) Please visit : <a href="https://www.immigration.govt.nz">https://www.immigration.govt.nz</a>			
2.	Logistic Fees (mandatory, choose one of the provided rates as per the visa category applied for)	a) IDR 267,500 per application for : Regular visa application  b) IDR 200,500 per application for : Immigration Online Application		
3.	Domestic Pass back (choose one of the provided rates as per the pass back address)	a) IDR 50,000 per application (Sumatra, Java, Bali)  b) IDR 100,000 per application (Kalimantan, Sulawesi)  c) IDR 150,000 per application (Papua, Ambon, Nusa Tenggara)		
4.	Bank Charges <b>(mandatory for international transaction)</b>	IDR 50,000 per transaction		
<b>Total</b>			<b>IDR ...</b>	



4. Processed documents will be returned to the following address  
(please provide a complete return address, name and contact number including email address):

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Once the visa application has been finalized by INZ, VFS will courier the documents to the address mentioned above. Should you need to revise the address, please contact VFS via email at the soonest: [info.nzid@vfshelpline.com](mailto:info.nzid@vfshelpline.com)

VFS will not be held responsible for lost documents should the Applicant gives an incomplete and or incorrect returning address; and or if the change of the returning address was not informed to VFS in a timely manner.

**Terms and Conditions:**

- Please read [VFS Disclaimer](#) before you opt for this service
- VFS will only process the visa application when the full payment has been completed
- Kindly attached this checklist to your application
- Expected delivery time may vary depending on the location

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

Acknowledged by,

( ..... )  
Name and Date

