



MINISTRY OF FOREIGN AFFAIRS  
DEPARTMENT OF PROTOCOL

**APPLICATION FORM FOR USE OF THE VIP LOUNGE BY ELIGIBLE USER**

**APPLICANT'S DETAILS:**

NAME : .....

DESIGNATION : .....

ORGANISATION : .....

ACCOMPANYING MEMBERS: (PLEASE ATTACH A SEPARATE LIST OF ACCOMPANYING MEMBERS. ONLY APPLICABLE TO CATEGORY A)

CONTACTS (Address or Phone number): .....

CAR REGISTRATION NO.: .....

**ITINERARY:**

	DATE	FLIGHT NO.	TIME
DEPARTURE			
ARRIVAL			

**AIRPORT LOUNGE TO BE USED:**

Tick the appropriate box

<input type="checkbox"/>	CHILEKA INTERNATIONAL AIRPORT LOUNGE
<input type="checkbox"/>	KAMUZU INTERNATIONAL AIRPORT LOUNGE

**FOR USE BY THE DEPARTMENT OF PROTOCOL ONLY:**

Approved / Not Approved

Permit Number: .....

CATEGORY	AMOUNT			
	ONE WAY		RETURN	
A	N/A		N/A	
B	MK 50, 000		MK 100, 000	
C	MK 100, 000		MK 200,000	

Authorised by..... Date.....

Signature.....

TYPE OF LOUNGE	MINISTERIAL	LOUNGE 1	LOUNGE 2

**NB: Dress code is strictly smart. The Ministry reserves the right to refuse entry to any person deemed inappropriately dressed.**

**KINDLY PRESENT THIS FORM TO THE SUPERVISOR AT THE VIP LOUNGE**

**GENERAL RECEIPT NUMBER.....**

**APPLICATIONS TO BE MADE 3 WORKING DAYS IN ADVANCE.**