

Please note that all the required forms under the stated annexes can be downloaded on the following website: [www.foreignaffairs.gov.mw](http://www.foreignaffairs.gov.mw)



**Annex 1**

**AIRCRAFT LANDING CLEARANCE FORM**

**COUNTRY.....**

Aircraft Call sign	
Type of Aircraft	
Aircraft Registration	
Nationality of Carrier	
Operator/Owner	

Colour of the Aircraft	
Details of the Pilot	
Number of Crew	
Airport of departure, date and time	
Entry point into Malawian airspace, date and time	
Exit point from Malawian airspace, date and time	



## Annex 2

### LIST OF RECOMMENDED CAR RENTAL COMPANIES

S/N	NAME OF THE COMPANY	CONTACT PERSON	CONTACT DETAILS
1.	AVIS Car Rental	<ul style="list-style-type: none"><li>• Central Reservation Number</li><li>• Tayyab Malik</li><li>• Moshin Patel</li></ul>	<ul style="list-style-type: none"><li>• +265 888 868 700</li><li>• +265 992 123 064</li><li>• +265991 112 999</li></ul> Email: <a href="mailto:reservations@avis.co.mw">reservations@avis.co.mw</a>
2.	Budget Car Hire	Francisco Mwambo	+ 265 995 333 414 Email: <a href="mailto:budgetcarhire@africa-online.net">budgetcarhire@africa-online.net</a>
3.	Andrews Car Hire	Oliver Makupete	+ 265 999 248 403 Email: <a href="mailto:andrewscarhire@gmail.com">andrewscarhire@gmail.com</a>

4.	Barons Car Hire	Mtisunge Mipando	+ 265 999 950 917 Email: info@baronscarhire.com
5.	Ambassador Car Hire	Grey Macheso	+ 265 999 466 314 Email: sales@ambassadorcarhiremw.com



### Annex 3

#### LIST OF ACCOMODATION FACILITIES

NAME OF HOTEL	TYPE OF ROOMS	RATE IN \$	TELEPHONE NUMBER	EMAIL AND WEBSITE
<p>President's Hotel</p> <p>Located at BICC</p>	<ul style="list-style-type: none"> <li>• <u>Classic suites</u></li> <li>• <u>Classic King Rooms</u></li> <li>• <u>Classic Twin</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>\$170</u></li> <li>• <u>\$105</u></li> <li>• <u>\$105 single and \$135 Double</u></li> </ul>	+265 1 776 764	<p><a href="http://www.umodzipark.co.mw">http://www.umodzipark.co.mw</a></p> <p><a href="mailto:reservations@umodzipark.co.mw">reservations@umodzipark.co.mw</a></p>
<p>Sunbird Capital Hotel (SADC Special rate)</p> <p>Less than 1 Kilometre from the BICC</p>	<ul style="list-style-type: none"> <li>• <u>Superior Rooms</u></li> <li>• <u>Deluxe</u></li> <li>• <u>Deluxe Chalets</u></li> <li>• <u>Studio</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>\$152 single and \$182 Double</u></li> <li>• <u>\$165 single and 195 double</u></li> <li>• <u>\$165 single and 195 double</u></li> <li>• <u>\$202 and \$232</u></li> </ul>	+265 1 77 33 88	<p><a href="http://www.sunbirdmalawi.com">http://www.sunbirdmalawi.com</a></p> <p><a href="mailto:capital@sunbirdmalawi.com">capital@sunbirdmalawi.com</a></p>
<p>SOGEOA Golden Peacock Hotel</p> <p>1 Kilometre from BICC</p>	<ul style="list-style-type: none"> <li>• <u>Deluxe Suite</u></li> <li>• <u>Executive Suite</u></li> <li>• <u>Superior Suite</u></li> <li>• <u>Deluxe Queen</u></li> <li>• <u>Deluxe Twin</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>\$650</u></li> <li>• <u>\$580</u></li> <li>• <u>\$450</u></li> <li>• <u>\$200</u></li> <li>• <u>\$180</u></li> </ul>	+265 1 776 666	<p><a href="mailto:goldenpeacockhotelmw@gmail.com">goldenpeacockhotelmw@gmail.com</a></p> <p><a href="mailto:jkg_mw@afecc.com">jkg_mw@afecc.com</a></p> <p><a href="http://www.sogecoagoldenpeacock.com">http://www.sogecoagoldenpeacock.com</a></p>

<b>Sunbird Lilongwe Hotel</b>  15kilometers from BICC (need to depart 1 hour before meetings)	<ul style="list-style-type: none"> <li>• <b><u>Superior Rooms</u></b></li> <li>• <b><u>Deluxe Chalets</u></b></li> <li>• <b><u>Studio</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>\$120</u></b></li> <li>• <b><u>\$176</u></b></li> <li>• <b><u>\$153</u></b></li> </ul>	+265 1 75 63 00/333  +265 888 965 257  +265 888 965 330	<a href="mailto:lilongwe@sunbirdmalawi.com">lilongwe@sunbirdmalawi.com</a>  <a href="https://www.sunbirdmalawi.com">https://www.sunbirdmalawi.com</a>
<b>Ufulu Gardens and Suite Hotel</b>  5 Kilometres from BICC	<ul style="list-style-type: none"> <li>• <b><u>Hotel Suite (Single)</u></b></li> <li>• <b><u>Hotel Suite (Double)</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>\$120</u></b></li> <li>• <b><u>\$140</u></b></li> </ul>	+265 1 79 40 60  +265 888 994 060	<a href="mailto:reservations@ufulugardens.mw">reservations@ufulugardens.mw</a>  <a href="https://www.ufulugardens.mw">https://www.ufulugardens.mw</a>
<b>Kumbali Country Lodge</b>  7 Kilometres from BICC	<ul style="list-style-type: none"> <li>• <b><u>Deluxe</u></b></li> <li>• <b><u>Corporate Suites</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>\$100</u></b></li> <li>• <b><u>\$100</u></b></li> </ul>	+265 9999 63 402	<a href="mailto:kumbali@kumbalilodge.com">kumbali@kumbalilodge.com</a>  <a href="https://www.kumbalilodge.com">https://www.kumbalilodge.com</a>
<b>Latitude 13°</b>  3 Kilometres from BICC	<ul style="list-style-type: none"> <li>• <b><u>Junior Suite Single and Double</u></b></li> <li>• <b><u>TOS Single and Double</u></b></li> <li>• <b><u>Garden Suite Single and Double</u></b></li> <li>• <b><u>Apartment Rooms Single and Double</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>\$247 and \$297</u></b></li> <li>• <b><u>\$257 and \$307</u></b></li> <li>• <b><u>\$257 and \$307</u></b></li> <li>• <b><u>\$257 to \$417</u></b></li> </ul>	+265 999 975 959/60/61	<a href="mailto:13@thelatitudehotels.com">13@thelatitudehotels.com</a>  <a href="https://13.thelatitudehotels.com">https://13.thelatitudehotels.com</a>
<b>Crossroads Hotel</b>  6.4 kilometers from BICC (need to depart 1 hour before meeting due to traffic)	<ul style="list-style-type: none"> <li>• <b><u>Superior Rooms</u></b></li> <li>• <b><u>Deluxe Rooms</u></b></li> <li>• <b><u>Executive Rooms</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>\$105</u></b></li> <li>• <b><u>\$105</u></b></li> <li>• <b><u>\$250</u></b></li> </ul>	+265 888 750 444  +265 888 513 105  +265 1 750 333/444	<a href="mailto:gm@crossroadshotel.net">gm@crossroadshotel.net</a>  <a href="https://crossroads-hotel.business.site">https://crossroads-hotel.business.site</a>
<b>Wamkulu Palace</b>  1.5 kilometers from BICC	<ul style="list-style-type: none"> <li>• <b><u>Elegant Deluxe (Single)</u></b></li> <li>• <b><u>Elegant Deluxe (Double)</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>\$90</u></b></li> <li>• <b><u>\$120</u></b></li> </ul>	+265 994 620 860  +265 885 316 522  +265 1 776 764  +265 999 829 950	<a href="mailto:wamkulupalcae@gmail.com">wamkulupalcae@gmail.com</a>  <a href="https://wamkuluhotels.com">https://wamkuluhotels.com</a>

<p><b>Wamkulu Royal Presidential Palace</b></p> <p><b>2 Kilometres from BICC</b></p>	<ul style="list-style-type: none"> <li>• <b><u>To rent the whole palace</u></b> <b><u>\$60 000</u></b></li> </ul>			
<p><b>Riverside Villas</b></p> <p><b>7 Kilometres from BICC</b></p>	<ul style="list-style-type: none"> <li>• <b><u>Villa's 2 bedrooms</u></b></li> <li>• <b><u>Villa's 3 bedrooms</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>\$160</u></b></li> <li>• <b><u>\$200</u></b></li> </ul>	<p><b>+265 992 771 914</b></p> <p><b>+265 750 511/722</b></p>	<p><a href="mailto:riverside@malawi.net"><b>riverside@malawi.net</b></a></p> <p><a href="http://www.riversidehotelmalawi.com"><b>www.riversidehotelmalawi.com</b></a></p>



**Annex 4**

**DELEGATION LIST FORM**

**COUNTRY:** .....

<b>Nº</b>	<b>FULL NAMES</b>	<b>TITLE (MR/MRS/MS/ DR/PROF)</b>	<b>PASSPORT NO.</b>	<b>MINISTRY</b>	<b>POSITION</b>	<b>ARRIVAL &amp; DEPARTURE</b>





**Annex 5**

**FIREARMS CLEARANCE FORM**

**COUNTRY**.....

<b>NAME OF WEAPON BEARER:</b>	
Nationality	
Date of Birth	
Passport Number	
Calibre of the Weapon	
Serial Number	
Rounds of ammunition	



**Annex 6**

**COMMUNICATION EQUIPMENT**

**COUNTRY**.....

<b>NAME OF HOLDER:</b>	
Type of Equipment	
Bandwidth	
Frequency range (also known as the spectrum)	
Any preferred frequencies	
Area of usage	
Power output	
Serial number of Communication equipment	