



VISA INFORMATION

DHL GLOBAL TECHNOLOGY CONFERENCE 2015

April 14-16, Dubai



VISA

CAN YOU SUPPORT MY VISA APPLICATION PROCESS

Yes. If you require a UAE visa, we can help you. UAE visas can only be applied for 14 days prior to arrival. So we recommend that you contact the Conrad Dubai Hotel specialists (mohammed.benmbarak@conradhotels.com) once your travel dates are finalized.

Please contact them as soon as possible.

FOR EACH TRAVELER, THE VISA APPLICATION PROCESS REQUIRES

Item	What to do?	Details
1. Visa Request Form	Complete the form ¹	<ul style="list-style-type: none"> ■ AED 600 (approx. €145) for a single-entry visa at Dubai International Airport with a maximum stay of 14 days ■ If you do not arrive into the UAE at Dubai International Airport, there is an additional charge of AED 850 for visa delivery and submission ■ For each child traveling on the same passport as the parent, there is an additional charge of AED 100
2. Passport of traveler	Make a clear color scan ²	<ul style="list-style-type: none"> ■ This passport must be valid for at least six months prior to travel
3. Credit Card Authorization Form	Complete and sign the form ¹	<ul style="list-style-type: none"> ■ This authorizes per-person payment of the visa and Visa Guarantee Pre-Authorization (see below) ■ If you wish, it can also cover hotel expenses
4. Passport of credit card holder	Make a clear color scan ²	<ul style="list-style-type: none"> ■ This item is required only if item 3. (Credit Card Authorization Form) refers to a credit card that does not belong to the traveler ■ This passport must be valid for at least six months prior to travel
5. One passport-size head & shoulders color photograph of traveler	Provide this in JPG or JPEG format	

1. Please ensure you fill out all necessary fields

2. Please ensure all scanned documents are clear

VISA GUARANTEE PRE-AUTHORIZATION

Visitors to the United Arab Emirates are required to provide Visa Guarantee Pre-Authorization of AED 5,000 (approx. €1,200) – this amount will be blocked on the supplied credit card and subsequently released when the visitor leaves the country. This is to secure payment should any fines become due during this person's stay in the United Arab Emirates.

TIMING

When we receive all necessary documents, we will apply for your visa. This process can take up to 14 working days, so please apply by mid-March 2015.

CANCELLATION

Visa application fees are paid in advance and are non-refundable in the event of cancellation, no show and/or rejection by the UAE immigration authority. Please note that, if the room booking is cancelled, the relevant visa application will also be cancelled with an additional charge of AED 200.

LIABILITY

The Conrad Hotel in Dubai has no influence on visa approval and does not assume any responsibility or liability in the event of visa delay or rejection.

VISA OVERSTAY

In the unlikely event that a visitor exceeds the duration of their visa, a per-day penalty of AED 200 is charged when this person exits the country or this person may face legal action in accordance with UAE law. Note that charges, litigation and the law are subject to change without prior notice.

CONTACT DETAILS

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VISA REQUEST FORM

PLEASE TYPE OR WRITE IN BLOCK LETTERS IN ENGLISH ONLY

Booking Details

Guest Name Confirmation #
Arrival Date Departure Date

Personal Information (Please note details should be as written on Passport)

Name (in English) First * Middle Last *
Father's Name * Mother's Name * Husband's Name
Gender Male Female

Marital Status * Nationality * Birth Date(dd-mm-yyyy) * Birth Place *

Birth Country * Religion * Profession*

Passport Details & Address

Passport Number * Passport Type * Date of Issue (dd-mm-yyyy) * Expiration Date (dd-mm-yyyy) *

Place of Issue * Passport Issuing Government* Passport Issuing Country *

Children traveling on same passport (If any) *an additional charge of AED 100 net per child

Name * Gender * Birth Date(dd-mm-yyyy) *
Name * Gender * Birth Date(dd-mm-yyyy) *

Flight Details

Arrival Date * Flight number/Time * From * Arrival Airport/ Terminal *

Departure Date * Flight number/Time * To * Departure Airport/ Terminal *

IMPORTANT:

1. Charge of AED 600/- per Visa Application.
2. Visas must be guaranteed by a deposit of AED 5,000/- per visa to the hotel's bank account. Or through a third party credit card authorization.
3. The deposit is taken towards any fines applicable during the stay of the guest in the United Arab Emirates.
4. The deposited amount will be refunded upon departure of the guest from the United Arab Emirates.
5. The refund process for the AED 5,000/- commences after we get a clearance report from Immigrations department that there is no fine incurred towards the guest's visit to UAE. Normally the above process takes 7-10 working days.
6. Visa is valid for stay at The Conrad Dubai only.
7. **A minimum of 10 to 14 U.A.E working days are required to process the Visa** (Working days from Sunday to Thursday excluding local holidays).
8. Please attach a colored copy of the passport, first two pages and an actual photo with white background. **Passport must be valid for at least (06) six months at the date of arrival.**
9. For arrivals via other Airports than through the Dubai International Airport, an additional AED 850/- will be added as visa delivery and submission charges.
10. In case of cancellation / no show / or any rejection by the Immigration, the cost of the visa will not be refundable.
11. The Transit Visa will be valid for 14 days from the date of entry and is valid to enter the country maximum 14 days from the date of issue. If the guest exceeds the limit of the Visa duration, a penalty will be charged as per UAE Law OR is liable for legal action as per law.
12. Visa will be cancelled if the room booking is cancelled with an additional charge of AED 200.
13. The visa is subject to the approval of the Department of Immigration and that the Conrad, Dubai will not assume any responsibility in case of visa rejection

Applicant's Name: _____ Date ___/___/___



Manual Credit Card Authorization Form

I Mr. / Ms.:authorize Conrad Hotel Dubai to debit the amount of AED.....towards settlement of account as per below details.

Name:.....

Confirmation No:.....Date from.....To.....

Billing Instructions:

- | | | |
|--|---|---|
| <input type="checkbox"/> 1. All Expenses | <input type="checkbox"/> 4. Alcoholic Beverages | <input type="checkbox"/> 7. Visa |
| <input type="checkbox"/> 2. Room and Tax | <input type="checkbox"/> 5. Non Alcoholic Beverages | <input type="checkbox"/> 8. Laundry |
| <input type="checkbox"/> 3. Breakfast | <input type="checkbox"/> 6. Telephone Calls | <input type="checkbox"/> 9. Business Center |

If Other (please specify):.....

My Credit Card Details:

Cardholder's Name :.....

Credit Card No. :.....Expiry:.....

Card Type (Please Circle): Amex / Visa / Master

Complete Postal :.....

Address of Card Holder
(Including postal code)

Card Holder Tel. (off.) :.....

Card Holder Tel. (Mob) :.....

Card Holder Tel. (Home):.....

Mother's Maiden Name:.....

Card Holder's email :.....

Signature of Card Holder:.....Date.....

For Office Use Only

Reservations Manager