

VISA FORM 2022

Form to be completed and returned to customer.services@adnec.ae
Tel: +971 (0) 2 406 3666 \ Fax: +971 (0) 2 449 9770
Abu Dhabi National Exhibitions Company



APPLICANT DETAILS					
Full Name		<input type="checkbox"/> Male	<input type="checkbox"/> Female		
Nationality		Profession			
Religion		Faith			
Mother's Name		Father's Name			
Date of Birth		Place of Birth			
Education Status		Marital Status			
Applicant Location inside U.A.E.					
Mobile Number					
Unified Number in case the applicant has previously visited U.A.E.					
PASSPORT DETAILS					
Passport Number		Date of Issue	/ /		
Place of Issue		Date of Expiry	/ /		
APPLICANT ADDRESS					
Company Name					
Address					
Telephone Number		Fax			
Email Address		Website			
AIRPORT OF ARRIVAL					
<input type="checkbox"/> Abu Dhabi Airport	<input type="checkbox"/> Dubai Airport		Other (Please specify)		
<input type="checkbox"/> Al Ain Airport	<input type="checkbox"/> Sharjah Airport				
KIND OF APPLICANT					
<input type="checkbox"/> Exhibitor	<input type="checkbox"/> Visitor	Event Name			
ARRIVAL DETAILS					
Date	DD/MM/YY	Flight Number		Arrival Time	HH : MM
DEPARTURE DETAILS					
Date	DD/MM/YY	Flight Number		Arrival Time	HH : MM

Name _____

Signature _____

Date _____

VISA REQUIREMENT

1. Visa Application Form.
2. A clear copy of passport with minimum six months validity (Max Size: 300 KB Width: 872 Height: 1232)
3. Scanned Passport Photo with white background
4. Filled in credit card authorisation Form (see page 3)
5. The above documents need to be sent to customer.services@adnec.ae

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FEES AND PAYMENTS

Prices are set with UAE Government and subject to change

AED 579	Visa Application Fee Including Health Insurance fee	For Urgent Visa = AED 695 Visa Application Fee Including Health Insurance fee
Payment should be made through the payment authorisation form or through bank transfer.		

- All prices are inclusive of 5% VAT

ADNEC BANKING DETAILS

- Please complete this Form and submit to Customer Services (customer.services@adnec.ae). An invoice will be dispatched in return. Orders will be considered valid only once full payment has been received. If payment has been made prior to invoicing, please send a copy of proof of payment to customer.services@adnec.ae.
- Payment can be made by Credit Card, Bank Transfer, or company cheque.
- Email correspondence regarding payment and invoicing should be sent to ADNEC Receivables (receivables@adnec.ae); Customer Services (customer.services@adnec.ae) to be included in any correspondence.

PAYMENT METHOD

CREDIT CARD

On selecting this method, ADNEC Receivables will email the "Credit Card Authorization Form". This form should be filled and returned back to receivables@adnec.ae to signify the approval of processing the payment

BANK TRANSFER

Payment net of bank charges, should be made in favour of Abu Dhabi National Exhibition Company to the following account. Please allow 5 working days to ensure that the funds have cleared on time. Note that bank charges should be borne by the client.

AED Account Name: Abu Dhabi National Exhibition Co.
Bank Name: First Abu Dhabi Bank
Account No: 4021003067462010
IBAN No: AE590354021003067462010
Swift Code: NBADAEAXXX

USD Account Name: Abu Dhabi National Exhibition Co.
Bank Name: First Abu Dhabi Bank
Account No: 4021003067462123
IBAN No: AE150354021003067462123
Swift Code: NBADAEAXXX

COMPANY CHEQUE

This mode of payment is only applicable to companies based in UAE. Please allow 5 working days to ensure that the funds have cleared on time, and as such post dated cheques are not accepted. Please send a copy of the cheque or transmission slip for cheques deposited a day or on the day of the event. Cheque should be made payable to:

Abu Dhabi National Exhibitions Company
PO Box 5546, Abu Dhabi, United Arab Emirates

Terms and conditions:

To receive your visa on time you are requested to submit your documents 20 days prior to date of entry into UAE. Should you require a visa on urgent basis, your request should be made 10 days prior to your date of intended travel.

- * Visa will not be processed unless the full payment received by Adnec.
- * Visa application is subject to Immigration Policy and Procedure and the UAE Government Law, ADNEC is not responsible for any delay or rejection of any visa applications.
- * We need a minimum of 6 working days to obtain the visa from Immigration department for urgent visa applications.
- * No refund will be made under any circumstances once the visa is issued by the immigration authorities.
- * We will email the copy of the visa as soon as it is received by us from immigration authorities.

THIS PRICE LIST IS VALID FOR THE PERIOD 1 JANUARY - 31 DECEMBER 2022

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CREDIT CARD AUTHORIZATION FORM

ADNEC SERVICES LLC

**To be returned by via
email to**

Office Address : P.O. Box 5546, Abu Dhabi - UAE
Contact : Finance Department
Telephone Number : +971 02 4063813
Fax : +971 02 4499770
Email : adnecservices@adnec.ae

**I HEREBY GIVE ADNEC SERVICES LLC MY PERSONAL PERMISSION FOR THE FOLLOWING CREDIT CARD
GUARANTEE AND PAY FOR:**

Name / Reference			
Amount to be Charged			
Type of Credit Card	<input type="checkbox"/> Visa Card	<input type="checkbox"/> Master Card	
Credit Card Number			
Issue Date		Expiry Date	
Signature		Date	
Name of Credit Card Holder as it Appears on the Card			
Company Name			
Full Address			
Telephone / Fax Number		Email Address	
Payment Details			