

MESSE FRANKFURT MIDDLE EAST

Travel Desk

P.O. Box 26761, 14th Floor, The H-Office Tower
Number One Sheikh Zayed Road,
Dubai, United Arab Emirates

VISA REQUEST FORM – Single Entry Only

Dear Guest,

In order to enable us to process your visa as quickly as possible, please complete this form, scan & e-mail it back to tasneem.sayed@uae.messefrankfurt.com along with the copies of the following:

- 1) Scanned, clear colored copies of your passport data pages.**
- 2) Scanned high resolution passport photos, white background and must be in JPG format and size should not be more than 30KB and the physical dimension should be 4.3cm x 5.5cm approximately.**

In addition, please be guided with the below information:

- *Passport must be valid at least (6) six months prior to travel.*
- *Payment of **AED585/** or **US\$160 per visa** inclusive of the local insurance issued by Dubai Immigration is required in advance in order to process the visa.*
- *Copy of your hotel booking for verification purposes from the Immigration Office.*
- *Processing will normally take 5 to 7 working days excluding Fridays, Saturday and legal holidays.*

Please note that some airlines may require an "OK to board" stamp in advance. The Visa will be only for a Single Entry. Kindly check with your airline at time of booking if that is the case and notify us as soon as possible to do the necessary arrangements in due time.

The Travel and Hospitality Desk of Messe Frankfurt will try its best to secure a visa. However, applications are made to the Ministry of the Interior (UAE Government) and are subject to the Ministry's rules & regulations. The Ministry reserves the right to refuse visa applications without further explanation and payments made to the ministry are not refundable in the event that a visa is not granted. Accordingly, all payments made to process a visa are not refundable under any circumstances.

(Please fill in one form per applicant)

Passport Details (Mandatory to complete / fill-in)

Name (Last, First) _____

Nationality: _____ Fathers Name: _____

Mothers Name: _____ Spouse Name: _____

Date of Birth: _____ Place of Birth: _____

Profession: _____ Passport No.: _____

Place of Issue (City, Country): _____ Date of Issue: _____ Expiry: _____

Country Residing Address: _____

Current Home (Phone/mobile Number): _____

Flight Details	Arrival	Departures
Date	_____	_____
Flight Number/Time	_____	_____
From/To	_____	_____

Applicant Name /Signature: _____ **Date:** _____

Fax/Tel No: _____ **Email:** _____

Payment:

Full payment for visa processing should be deposited to Messe Frankfurt's account with details below:

Pay to the order of : Messe Frankfurt Middle East GmbH
Branch Name : HSBC Middle East Limited
Bank Address : P.O. Box 66, Jebel Ali Free Zone, Dubai, UAE
SWIFT Code : BBMEAEAD
Account Number : 035-881614-100
IBAN Number : AE080200000035881614100

Online Payemnt Link : <http://www.payment.messefrankfurtme.com/websites/corporate/>

A copy of payment slip must be sent to tasneem.sayed@uae.messefrankfurt.com for clearing of payment.

For further assistance, kindly contact:

Ms. Tasneem Sayed
Travel Coordinator
Additional Exhibition Services

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