

**VISA REQUEST FORM**  
**(Single Entry Only)**

In order to enable us to process your visa as quickly as possible, please complete this form, scan and e-mail it back to [traveldesk@uae.messefrankfurt.com](mailto:traveldesk@uae.messefrankfurt.com) along with 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 fill in one form per applicant)***

**PERSONAL DATA (All Information below should be according to the Passport)**

First Name	
Last Name	
Middle Name	
Father's Name	
Mother's Name	
Spouse Name	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried <input type="checkbox"/> Divorcee <input type="checkbox"/> Widow
Date of Birth	
Place of Birth	
Profession	
Religion	
Telephone	
Mobile	
Email id	

**PASSPORT DATA**

Passport No.	
Place of Issue	
Date of Issue (DD/MM/YYYY)	Click here to enter a date.
Date of Expiry (DD/MM/YYYY)	Click here to enter a date.

**GUEST ADDRESS (COUNTRY OF RESIDENCE)**

Country Residing Address	
City	
Country	

**FLIGHT DETAILS**

Arrival (date / flight number / time)	
Departure (date / flight number / time)	
From / To	

**Terms & Conditions**

1. I agree to pay the Visa Processing Fee on submission, acknowledging that this amount is non-refundable which Messe Frankfurt pays to Dubai immigration.
2. Dubai Immigration reserves the right to refuse visa applications without further explanation and payments made to the Dubai Immigration are non-refundable.
3. Messe Frankfurt cannot speed or change the U.A.E visa process, it is an electronic process that is solely managed by Dubai Immigration.
4. Passenger/s will arrive and depart to/from Dubai airport only. Should the passenger arrive/depart from any other airport a surcharge of AED 600/ or USD 165/- per person is applicable.
5. Any penalties levied by Dubai Immigration for overstaying passengers for any reason, will be charged to the company at the rate of AED 7000/ or USD 1915/- per person is applicable.
6. A cancellation fee of AED 450/- will be applicable as per U.A.E. law.
7. I understand that some airlines have a mandatory "OK to Board" requirement and agree to check with my airline 24 hours before departure.

**Visas on arrival**

(A) If you are a passport holder of the below country or territory, no advance visa arrangements are required to visit the UAE. Simply disembark your flight at Dubai International Airport and proceed to Immigration, where your passport will be stamped with a 30-days visit visa free of charge.

Andorra	Mauritius
Argentina	Monaco
Australia	New Zealand
Brunei	People's Republic of China
Canada	Russian Federation
Chile	San Marino
Hong Kong, China	Singapore
Ireland	Ukraine
Japan	United Kingdom
Kazakhstan	United States of America
Malaysia	Vatican City

B) If you are a passport holder of the below country or territory, your passport will be stamped with a multiple entry 90-days visit visa that's valid for 6 months from the date of issue, and for a stay of 90 days in total.

Austria	Liechtenstein
Belgium	Lithuania
Brazil	Luxembourg
Bulgaria	Malta
Croatia	Netherlands
Cyprus	Norway
Czech Republic	Poland
Denmark	Portugal

**MESSE FRANKFURT MIDDLE EAST**

Estonia	Romania
Finland	Seychelles
France	Slovakia
Germany	Slovenia
Greece	South Korea
Hungary	Spain
Iceland	Sweden
Italy	Switzerland
Latvia	Uruguay

Citizens of the European countries listed above are also entitled to apply for a paid pre-arranged visit visa if the 'on arrival 90-days visa' has been fully utilized, or if they wish to use the pre-arranged visa.

I am responsible for all the information mentioned above and agree to comply with the Terms & Conditions.

Signature: -----

Date: -----

**Payment:**

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

Pay to the order of: Messe Frankfurt 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 Payment Link: <http://www.mfuaepayment.com/websites/corporate/>

A copy of payment slip must be sent to [traveldesk@uae.messefrankfurt.com](mailto:traveldesk@uae.messefrankfurt.com) for clearing of payment.

**For further assistance, kindly contact:**

Ms. Tasneem Sayed  
 Travel Desk Manager  
 Additional Exhibition Services

Messe Frankfurt Middle East GmbH 14th floor,  
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