

### **Important UAE Visa Information**

(A) If you are a passport holder of the below country or territory, no advance visa arrangements are required to visit the UAE. Your passport will be stamped with a 30-days visit visa.

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

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

(C) Indian passport holders who hold a valid USA Visitor Visa or Green Card with a passport of at least six months validity, are eligible to apply for a UAE visa on arrival for up to 14 days stay.

(D) If you are not a passport holder of the above countries, please continue reading for further visa instructions

The UAE accepts hotels and tourists companies as valid sponsors and they can apply for your visa on your behalf. If you are staying at the JW Marriot Hotel Dubai, where the XLP AGM 2019 is held, the hotel will be able to assist you in processing your **single entry SERVICE VISA** to the UAE with **14 days validity - no extension**.

To assist you further please scroll down for the Visa Application and Credit card Authorization forms to be filled up, **signed manually** and send back to the JW Marriott Hotel, Dubai at

[mhrs.dxbae.visa.coordinator@marriotthotels.com](mailto:mhrs.dxbae.visa.coordinator@marriotthotels.com); [Ammar.Abougazia@marriott.com](mailto:Ammar.Abougazia@marriott.com) with the subject **"XLP AGM 2019 - Visa Application for (your name)"** To process your application, please also attach:

1. Clear scanned colored passport copy (valid at least 6 months from date of arrival)
2. Clear scanned colored photo
3. Accompanies passport copy and birth certificate for children under the legal age "18 years old" (if applicable)
4. Passport copy of the credit card holder
5. Hotel Confirmation number

Please note that a visa charge of 343 DHS per person is payable on application on the provided credit card and is non-refundable in the case of guest cancellation or refusal by immigration.

Please note that there will be deposit amount of 5000 DHS per person guaranteeing for any noncompliance of rules stipulated by Department of Immigrations & Naturalization (for overstay, skippers).

Application will be sent 10 days prior to the guest arrival as visa is valid only for 14 days once approved. Visa process will take at least 3-4 working days excluding weekend (Friday – Saturday) and public holidays. JW Marriott Hotel is not liable in case of delays and rejection of visa application as the release of the visa will be always under the UAE immigration's discretion and decision.

**\*Currently JW Marriott Hotel, Dubai is not processing visas for Israeli, Palestinian, Nigerian, Yemeni, Libyan, Iraqi, Syrian, Somalian, Bangladeshi, Lebanese, Tunisian, Algerian, Moroccan, Sierra Leone nationals and all travel documents holders due to some issues from the immigration** (if you are a citizen of the mentioned countries, please contact Grace, our XLProjects membership coordinator, at [Chisa.Phuditworarat@xlprojects.net](mailto:Chisa.Phuditworarat@xlprojects.net) for further guidance regarding UAE visa)

\*If you are flying with a UAE airline (Emirates, Etihad, Flydubai, or Air Arabia) they also will be able to apply for your visa on your behalf. If you choose to apply for a visa via the mentioned airlines, please contact the airline directly regarding their visa application process and policies.



### ACCOMMODATION/TRANSIT VISA REQUEST FORM

- 1) Please note that the visa issued for stay in the J W Marriott Hotel, Dubai Only.
- 2) A transit visa has duration of 14 days. If the guest exceeded the duration he/she will be fined when exiting the country.
- 3) We strongly advise against traveling before the Visa has been approved. The Hotel will not accept responsibility for any delays in the processing or release of Visa's as this is entirely at the discretion of the Dubai Immigration.
- 4) Please attach a clear passport copy to this form. The passport must be valid for at least 6 months after arrival.
- 5) All request forms must be accompanied by a Company letter requesting accommodation and visa and must be completed with credit card details and signature.
- 6) **Please note that the visa charge of AED 343 is payable on application and is non-refundable even in the case of a cancellation or refusal by immigration. A Sum of AED 5000 per visa will be blocked from the credit card provided once the visa process will start guaranteeing the guest for any non compliance of rules stipulated by Department of Immigrations & Naturalization (for overstay, skippers, no-shows, etc.) and it will released back upon exiting the country.**
- 7) Please complete all information requested below to process your application and send back on Email: [mhrs.dxbae.visa.coordinator@marriotthotels.com](mailto:mhrs.dxbae.visa.coordinator@marriotthotels.com)
- 8) **Visa will be cancelled if the room booking is cancelled after the visa is issued, the cancellation fee of 110 will be charged. Please note that one night will be charged once JW Marriott hotel Dubai's visa is used for travel after cancellation of the hotel reservation.**

Please confirm which of the following services you would require:

- ☐ Visa Only
- ☐ Airport Pick Up Only
- ☐ Marhaba Services (Arrival)

DHS. 343.00

DHS. 180.00

Further details will be communicated upon confirmation.

Family Name			
First Name (Given Name)			
Spouse Name			
Father's Name		Mother's Name	
Religion		Marital Status	Single <input type="checkbox"/> Married <input type="checkbox"/>
Passport No.		Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Place Of Issue		Nationality Present	
Date of Issue		Date Of Expiry	
Date Of Birth		Place Of Birth	
Occupation		Nationality Previous	
Arrival Date		Flight Details/Time	
Departure Date		Flight Details/Time	
Contact Tel (Office)		Fax No.([Office)	
Guest Home Country Address			
Email Address			
Tel No. (Home) <input type="checkbox"/> Mobile <input type="checkbox"/>		Fax No.(Home)	
<b>Credit Card details needed in order to guarantee the Room reservations and Visa application.</b>			
Type		Number	Expiry Date
Signature of Cardholder			Date



**Credit Card Mail Authorization Form**

➤ **Required Documents for processing the charges:**

- Passport copy of card holder (when using a personal credit card )
- Passport of the owner of the credit card if sponsored by the other person
- Letter of authorization on company's letter head signed by finance manager (when using a corporate credit card)

➤ **Required Data for processing the charges:**

- Card holder address as per the issuing bank data

\_\_\_\_\_

- Card holder telephone number : \_\_\_\_\_

- Signature on the agreement below and forward this to the hotel Visa Coordinator

**AUTHORIZATION FORM**

I \_\_\_\_\_ hereby authorize the J.W. Marriott Hotel  
in Dubai, U.A.E to charge my credit card number \_\_\_\_\_

with expiry date of \_\_\_\_\_ for the total visa bill of the following applicants:

Mr. /Ms \_\_\_\_\_

Mr. /Ms \_\_\_\_\_

Mr. /Ms \_\_\_\_\_

Mr. /Ms \_\_\_\_\_

No show charges \_\_\_\_\_

And I hereby declare that I will not dispute the fore mentioned charges in the future.

Card Holder Name : \_\_\_\_\_

Card Holder Signature : \_\_\_\_\_

Date of signing the form : \_\_\_\_\_

- This form is valid for three months only from the date of signature.