

ENTRY VISA PERMIT/VISA APPLICATION FORM

Please complete all sections of the form below in **BLOCK CAPITALS LETTERS** and send it directly to our Group Reservations Department email along with **clear scanned colored copy of the passport and clear scanned colored photo (size of 4.3cmx5.5cm) in JPG file & size 40 KB.** **We are unable to submit your request without all sections completed.**

Reservations Contact Details:

Telephone No: +971 4 3211111

Fax No. +971 4 307340 or +971 4 3215555

Email: groups.almurooj@rotana.com

Company: _____ **Contact No.** _____ **Mobile Number of Applicant** _____

Arrival Date at Dubai Airport: _____ **Arrival Time at Dubai Airport:** _____ **Flight Number:** _____
Departure Date at Dubai Airport: _____ **Departure time at Dubai Airport:** _____ **Flight Number:** _____

Family Name	First Name
Father's Name	Mother's Name
Profession	Nationality
Passport Number	Place of Issue of Passport
Issue Date	Expiry Date
Place of Birth	Date of Birth
Sex	Religion
Marital Status	Qualifications
Languages	Previous Nationality

Important Notes about Entry Service Permit/Visa:

Entry visa Permit/Visa application and processing requires **minimum or at least 5 and maximum of 14 working days** excluding Fridays, Saturday & Public Holidays. The validity of the passport should be a minimum of 6 months upon entry to U.A.E. Once the visa application has been approved and issued by Immigration Authority, the validity of USE is 14 days from the date of issue and the Duration of Stay Permitted "14" days starting from the following day of arrival and extension is not applicable. The full duration of stay must be at the respective Rotana Property.

Visa Fee is AED360.00 per person/application is non-refundable. Visa application must be guaranteed by guest's credit card or company in case of overstaying and absconding; kindly note that no request of visa processing will be accepted if credit card details or guarantee from company is not received.

Visa application is subject to the approval of and may refused/rejected without a specified reason by U.A.E. Immigration Authority whereas the hotel takes no responsibility for Issuance, Delay or Rejection of the visa application.

As per Immigration Authority, if the guest or company wishes to cancel the on-process visa application, the hotel can only cancel the application 15 days after the date the application was initially submitted and will be chargeable at AED130.00 per visa application.

Unused approved and issued visa should be cancelled from Immigration Authority's System and will be chargeable at AED130.00 per visa application.

In case of no-Show, Cancellation or should the visa was not granted by the Immigration Authority; visa fee of AED360.00 will not be refunded or adjusted instead visa fee will automatically be charged on either guest's credit card or the company's account with established hotel credit facility and should your room reservation be cancelled, or in case of no-show on the date of arrival, 1 night room charge will also be applied.

If the guest is a national of and hold a valid passport issued by one of the following countries, the guest can obtain the Entry Service Permit/Visa at the U.A.E. airport upon arrival: Andorra, Australia, Austria, Brunei, Denmark, Finland, France, Germany, Greece, HongKong, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Malaysia, Monaco, The Netherlands or Holland, New Zealand, Norway, Portugal, San Marino, Singapore, South Korea, Spain, Sweden, Switzerland, United Kingdom, United States of America and Vatican City as well as G.C.C. Countries: Bahrain, Kingdom of Saudi Arabia, Kuwait, Oman & Qatar. For other countries not mentioned, processing of Entry Service Permit/Visa is required. The hotel is unable to submit visa application for guest(s) who are national of Iraq, Israel, Kenya, Nigeria, Palestine, Yemen, Syrian and Egyptian.

Please provide credit card details in order to guarantee the visa application and sign if you agree to the above conditions:

Credit Card: Amex () Visa () Master Card () Diners Club () Company guaranteed ()

CC Number: _____ **Cardholder's Name:** _____

Expiry date: _____ / _____ **Signature:** _____

THE HOTEL WILL ONLY SUBMITS THE VISA APPLICATION/REQUEST IF ALL ABOVE SECTIONS ARE COMPLETED.