VICEROY
Hotels and Resorts
YAS ABU DHABI

TRANSIT VISA REQUEST FORM
(Guest application)

Arrival Date :		
Last Name:	First Name:	
☐Mr.	☐ Mrs.	☐Ms
Full Father Name :		
Full Mother Name :		
Passport Number:	Place of Issue:	
Date of Issue:	Date of Expiry :	
Date of Birth :	Nationality:	
Marital Status :	Religion :	Occupation :
Arrival Date :	Flight # + time :	Airport :
Departure Date :	Flight # + Time :	Airport :
Address **Home Country**:		
City :	Country :	Zip/Post code:
Address **Residence Country**:		
City :	Country :	Zip/Post code:
Contact Telephone Number **Home Country** : Contact Telephone Number **Residence Country** :		
Email :		
Credit card type :	Credit card security code:	
CC # :	Expiry date:	
Signature of the card holder :	Date:	

As all the information above requested is a must, all fields should be filled in.

I, Mr/Mrs. / Ms_____declare that I have read and I agree on the terms and conditions.

Guest signature: _____

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VERY IMPORTANT INFORMATION:

Transit Visa is required by individuals entering the United Arab Emirates with the exception of British, French, Italian, German, Holland, Belgium, Luxembourg, Switzerland, Austria, Sweden, Norway, Denmark, Portugal, Ireland, Greece, Finland, Spain, Monaco, Vatican city, Iceland, Andorra, San Marino, Liechtenstein, USA, Australia, New Zealand, Japan, Brunei, Singapore, Malaysia, Hong Kong Citizens and Citizens of the GCC countries. We strongly advise against traveling before a visa has been covered by Abu Dhabi Immigration for nationalities not mentioned above. The regulations may prohibit Israeli passport holders or those with an entry stamp to Israel from entering the country. **Application for your visa does not guarantee visa issuance**. Any delay in processing or release is entirely at the discretion of the local authorities.

ALL DOCUMENTS BELOW ARE REQUIRED (SCANNED):

- **Colour Passport** – First four pages; must be valid at least six months after departure from UAE. Non Computerized Passport's acceptance is subject to Abu Dhabi Immigrations' discretion
- **Entry Visa Application Form** – All information are mandatory to be provided
- **Colour Passport Photo –** Passport sized photo with white back ground; should be clear
- **Credit Card –** Clear scanned colour copy of the front and back
- **Education Certificate or Diploma** – is optional and not mandatory, however, we recommend that this document is also provided as this can be requested by Abu Dhabi Immigration anytime during the visa application process. Once requested document should be in English or Arabic. If Education Certificate/Diploma is in another language, it should be translated to English. Send the scan copy of the original Educational Certificate with the translated copy.
- **Flight Details Confirmation –** in a form of Flight Itinerary or E-Ticket for arrival and departure details

Please note that additional requirements might be required based on Abu Dhabi Immigrations' discretion.

Please note we will be unable to process the Visa without a valid credit card number, full name as it appears on the card, with expiration date and signature of the cardholder. Visa charges are paid in advance to Abu Dhabi Immigration and are non-refundable should it be rejected by the local authorities. The application charge per visa is **AED 700** (Additional **AED 460** if guest will be landing in Dubai International Airport).

When visa application is submitted a **minimum of ten (10) working** days is required for processing prior to arrival. An additional security check will be conducted to certain nationalities. Thus, it demands another day or two to process. (Friday and Saturday are non working days in UAE as well as Public Holidays)

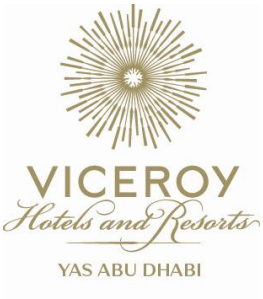
The visa is valid for fourteen (14) days from the date of issue and valid for fourteen days stay in the country and not renewable. Upon arrival, your original visa shall be collected at the airport counter before proceeding to passport control.

Yas Viceroy Abu Dhabi *is* the sponsor for your stay in Abu Dhabi and therefore guests must remain residents in the hotel for the entire visit. For any guest exiting the UAE via other airport aside from Abu Dhabi International Airport, it is required that you send us a scan copy of the exit stamp as proof for Immigration that you have left the country.

In case a visitor is over staying the visa's validity, the Airport Immigration Authorities will impose a penalty of AED 100/- per day & a deportation fee of AED 200 payable by guest upon departure. Guest will collect his visa upon arrival at Airport and is to keep it till his departure. Should the guest lose the Original Visa, he will have to pay a fine of AED 100/- upon leaving.

UAE Government regulations are subject to change without prior notice

Guest signature: _____



THIRD PARTY PAYMENT FORM

Please return to:

Viceroy YAS Abu Dhabi
P.O. Box 131808
Abu Dhabi,
UAE
T. +971 (0) 2 656 0000
F. +971 (0) 2 656 0001
Email : yas.reservations@viceroyhotelsandresorts.com

I, being the cardholder or corporate officer, by signing below I understand and agree to the terms set forth in this agreement, agree to pay, and specifically authorize Viceroy YAS Abu Dhabi to charge the below mentioned credit card for the services provided. I further agree in the event the credit card mentioned below becomes invalid, I will provide Viceroy YAS Abu Dhabi with a new valid credit card upon request, to be charged for the payment of any outstanding balances owed to Viceroy YAS Abu Dhabi.

1. Guest / Event Name:

2. Reservation Confirmation Number:

3. Arrival Date or Event Dates (s):

4. I hereby authorize the following charges to be applied to the following credit card. Check all that apply:

Room & Tax	[ ]	All Charges	[ ]	All Incidentals	[ ]
Food & Bev	[ ]	Spa	[ ]	Hotel Services	[ ]
Visa Charges	[ ]				

Comments: Visa Application charges for Abu Dhabi is AED 700 per application.
Guests who are arriving through Dubai will have to pay additional charge of AED 460 for Visa transfer.

I hereby authorize the following amount be applied to the credit card (applicable sales tax and service charges may apply) **AED , .**

Signature of Card Holder: X _____ Date: _____

By submitting this form and any supporting documents, I confirm that I have read and agreed to the use of the personal information

5. Name on Credit Card (Full):

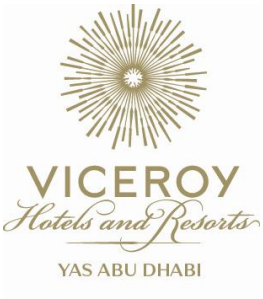
Card Number: - - -

Card Type (V /M/A): Expiry Date: Security Code:

6. Billing address associated with the card:
(please include Street / City
State / Zip or Post Code
Country)

Telephone No: + Fax No: +

Email :



THIRD PARTY PAYMENT FORM

COPY OF CREDIT CARD
(Front & Back)

TERMS AND CONDITIONS

Front:

Back:

TERMS AND CONDITIONS

Please transmit this form at least 72 hours prior to your planned arrival in order to ensure your request is processed.

All information is kept confidential and used only for the purposes as noted above.

The credit card listed above may be billed for the estimated charges Ten (10) days prior to event/reservation date.

I Understand that the Records of Charges – in respect of goods / services received / availed, submitted by you to Amex / Visa / Master /JCB or another accepted Card will neither bear my signature nor the imprint of my Credit Card, and I therefore, undertake unconditionally to honour and pay without demur and contestation, the said charges, as and when I am billed for the same by the card issuing Bank.

The information provided above is to the best of my knowledge, and belief, true and correct. I warrant that I have read and accepted the terms and conditions of this proposal and have the authority to sign this application.

Name (Please print) _____

Signature X _____ Date: _____