

**IFSB Meetings and 5th Seminar on the Regulation of Takaful**  
**17th until 24th February 2010**

**ROOM RESERVATION FORM AT JUMEIRAH EMIRATES TOWERS**

PLEASE RETURN THIS FORM LATEST ON OR BEFORE **17TH JANUARY 2010**

<b>Guest Information</b>	Mr <input type="checkbox"/>	Ms <input type="checkbox"/>	Mr & Mrs <input type="checkbox"/>
	First Name		
	Last Name		

<b>Booker's name</b>	
<b>Direct Tel. number</b>	
<b>Direct Fax Number</b>	
<b>E-mail address</b>	

<b>Room Types</b>	Deluxe <input type="checkbox"/>	Single <input type="checkbox"/>	Double <input type="checkbox"/>
	<b>Room Rate (currency AED)</b>	Rate <input type="checkbox"/> 750++ RATE	Rate <input type="checkbox"/> 850++ RATE

\*Above rates are per night per room and are subject to 10% municipality fees and 10 % service charge

<b>Reservation Information</b>	<b>Arrival</b>		<b>Departure</b>	
	Date		Date	
Flight No.		Flight No.		
Arrival time		Departure Time		
Transfer required <input type="checkbox"/>	Dhs. 325	Transfer required <input type="checkbox"/>	Dhs. 250	

**Guaranteed** Your reservation must be guaranteed by credit card. Please select:

**Payment** Master  Visa  Amex  Diners

***One night non-refundable deposit fee will be charged to your credit card.***

Card Number	
Card Holder Name	
Expiry Date	
Signature	

**Visa** Tourist Visa (AED 400.-)

Pls see next page for details Service Visa (AED 530.-)

Reservations Department only	Confirmation Number	
------------------------------	---------------------	--

## **VISAS**

### **NATIONALITIES ELIGIBLE FOR VISA ON ARRIVAL**

The Department of Naturalization and Residence in Dubai have introduced a visa on arrival facility for 33 nationalities. Citizens of the following countries will have a 30 day visit visa stamped directly into their passports at the port of entry, eliminating the need to apply for a visa prior to arriving in the UAE. This can be extended for another 30 days by paying a fee of AED 620.

Andorra, Australia, Austria, Belgium, Brunei, Canada, Denmark, Finland, France, Germany, Great Britain, Greece, Holland, Hong Kong SAR, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Malaysia, Monaco, New Zealand, Norway, Portugal, San Marino, Singapore, South Korea, Spain, Sweden, Switzerland, USA and Vatican City.

### **GCC RESIDENTS**

Residents of the Gulf Cooperation Council should first check with the UAE Consulate or Embassy in your country of residence before travelling.

### **COUNTRIES NOT LISTED ABOVE**

For travellers of other nationalities not listed above who have confirmed reservations at a Jumeirah resort in Dubai, Jumeirah offers a visit visa service. All you need to do is complete the required forms and submit them with the necessary documentation. Our trained staff in Dubai will liaise with the Immigration authorities on your behalf.

### **PLEASE NOTE THE FOLLOWING**

- Visa applications will only be made on behalf of those guests who have a guaranteed reservation at a Jumeirah Resort in Dubai.
- A minimum two night stay at the selected Jumeirah Group hotel will be charged to the guest's credit card, unless otherwise approved by the hotel General Manager.
- Jumeirah Emirates Towers will only apply for visas on behalf of corporate companies who have pre-existing credit facilities with the hotel - no applications will be taken for individuals.
- The issue of visas is subject to the sole approval of the Department of Naturalization and Residence in Dubai and cannot be guaranteed by Jumeirah.
- Proof of health insurance is necessary to enter the country as per immigration law.
- Please note that a fee of AED 250 will be charged for unsuccessful visa applications (i.e. those that are rejected or declined by the Department of Naturalization and Residence in Dubai). We are not able to provide unsuccessful applicants with the reason for rejection.
- The visa fee is subject to revision by the Government, and once an application has been submitted is non-refundable under any circumstances.
- The holder of an internet visa must arrive from Dubai, Sharjah or Abu Dhabi.
- The visa is valid for the duration of the guest's stay up to a maximum of 30 days, including the dates of entry and exit.
- The holder must leave UAE when checked out from the hotel. A fine will be payable to Dubai Immigration for each day overstayed.
- Guests who remain for a further stay in the UAE following check-out from a Jumeirah Group hotel are in breach of these terms and conditions and their respective Tourist Visa, and may face court action and/or penalties.
- Granting a visa does not guarantee entry. As with Immigration authorities in other countries, entry is at the ultimate discretion of the Dubai Immigration authorities on arrival.
- The processing time is subject to Immigration working hours. Please be informed that the Immigration department is closed on Fridays, Saturdays and Public Holidays.
- A guarantee of one night plus the visa cost per room/suite is mandatory for all guests requiring a visa to enter Dubai via Jumeirah; an approval of the credit card given for guarantee will be taken from the bank, prior to accepting any visa request.

In case of No Show or Cancellation, full Visa costs, including a minimum of 2 night's room/suite

- In case of NO-SHOW or Cancellation, full visa costs, including a minimum of 2 night's room/suite charge, will be charged to the guest's Credit Card, or the company's hotel account, as per the booking policy of the hotel.
- The visa becomes invalid if any alteration occurs in the details.
- Passports must be valid for a minimum of 6 months prior to the date of travel.
- Colour copies of passports and passport sized photos are required.
- Incomplete and illegible applications will not be accepted.
- No visa request will be accepted if the credit card details, signed terms & conditions or a guarantee fax have not been received.

#### **APPLYING FOR A VISA**

The processing time is subject to immigration working hours. Please be informed that the immigration department is closed on Fridays, Saturdays and Public Holidays.

#### **CHARGES AND PROCESSING TIME**

Please allow a minimum of 3 - 4 days for applications for normal entry visas.

A Tourist Visa costs AED 400 and is valid for 30 days from the date of arrival. This can be issued within 3-4 days depending on immigration department approval. Tourist Visas can be extended for a further 30 days by paying AED 700. Tourist Visas can only be applied for by a licensed hotel or a tourism agency. Tourist Visas are open to all nationalities.

Processing a Service Visa will cost AED 530. This is valid for 14 days from the date of arrival and is non-extendable. Service Visas can be issued 1-2 days before arrival.

Please note that the prices are subject to revision by the Government.

If an urgent visa is required, please contact the appropriate Resort directly. Additional charges will apply for urgent applications.

Kindly note that the issue of visas is subject to the sole approval of the Department of Naturalization and Residence in Dubai, and cannot be guaranteed by Jumeirah. Visas will be issued 5-7 days prior to

**Check in time** 15:00 hours

**Check out time** 12:00 hours

#### **Airport Transfers**

The following are the charges for transfers each way:

- Dubai International Airport to Jumeirah Emirates Towers: AED 325 net
- Jumeirah Emirates Towers to Dubai International Airport: AED 250 net

The guests will be met and assisted at Dubai International Airport with individual transfers in our luxurious limousine cars. Our Jumeirah International Meet & Greet Service Desk at the Dubai International Airport is located near the Visa Collection area before Immigration. The guests will be met there and fast tracked through Immigration, assisted with luggage collection and escorted to the limousine car waiting directly outside the airport exit. Return transfers from the hotel to Dubai International Airport are also available.

**Cancellation Policy** In the event of a "no show" on the date of arrival or any cancellation received 30 to 15 days prior to arrival, 50% cancellation fee for all room nights booked will apply and charged to the guests directly.

In the event of a "no show" on the date of arrival or any cancellation received 14 days prior to arrival, 100% cancellation fee for all room nights booked will apply and charged to the guests directly.

**Early Departures** 100% of the booked period will be charged should a guest depart ahead of the booked date of departure. In case of advance payment the amount will be non-refundable.

#### **Late Check-out**

Please be advised that this is subject to availability on the actual day of departure. Policy as follows:

Till 13:00: Complimentary  
Till 18:00: 50% of full night charge will apply  
Thereafter: Full night charge will apply

Should you require extension of stay other than dates as stipulated in this form, it will be subject to availability.

**Please send back the form to:**

Jumeirah Emirates Towers Reservations Department

Fax Number : 971 4 330 3131

E-mail : [jetgroup@jumeirah.com](mailto:jetgroup@jumeirah.com)

(Telephone Number: 971 4 330 0000)