



### Licence Request Form for Event Organiser to Grant Access to Events

This form should be used by suppliers of the right to access, attend or participate in an exhibition or conference in order to be licensed to make supplies of such services to international customers without collecting VAT. Prior to filing this application, prospective applicants should read Cabinet Decision No. (26) of 2018 on the Refund of Value Added Tax Paid on Services Provided in Exhibitions and Conferences, and related guides published on the FTA's website.

Claim reference number  
(official use only) \_\_\_\_\_

#### 1- Applicant Details

Are you resident in the UAE?\*

Yes

Name of Applicant (English)\*

\_\_\_\_\_

Name of Applicant (Arabic)

\_\_\_\_\_

#### If you are applying as resident Event Organiser:

Tax Registration Number (TRN)\*

\_\_\_\_\_

Legal name of Event Organiser\*

\_\_\_\_\_

Trade Licence number\*

\_\_\_\_\_

Upload Trade Licence\*

\_\_\_\_\_

Upload proof of re-application for trade licence if validity is less than one month\*

\_\_\_\_\_

Organiser registration ID with competent government entity\*

\_\_\_\_\_

Upload organiser registration certificate issued by competent government entity\*

\_\_\_\_\_

Competent government entity name\*

\_\_\_\_\_

Emirate\*

\_\_\_\_\_

#### If you are applying as non-resident Event Organiser:

Are you registered or required to register for VAT in the UAE?\*

Yes

Tax Registration Number (TRN) (If applicable)

\_\_\_\_\_

Legal name of Event Organiser\*

\_\_\_\_\_

Country of establishment\*

\_\_\_\_\_

Upload proof of establishment\* (e.g. certificate of incorporation)

\_\_\_\_\_

#### 2- Event Details

Name of exhibition / conference\*

\_\_\_\_\_

Purpose of the exhibition / conference

\_\_\_\_\_

Event start date\*

\_\_\_\_\_

Event end date\*

\_\_\_\_\_

Duration of exhibition / conference\*

\_\_\_\_\_

Emirate where the exhibition / conference will take place\*

\_\_\_\_\_

Event venue

\_\_\_\_\_

Event Permit number\*

\_\_\_\_\_

Name of Authority which issued the Event Permit\*

\_\_\_\_\_

Upload scan of Event Permit\*

\_\_\_\_\_

Yes

Will you sell tickets / grant access to the exhibition / conference?\*

\_\_\_\_\_

No

Will tickets be sold to UAE residents and non-UAE residents?\*

\_\_\_\_\_

Yes

Will tickets be sold to UAE residents only?\*

\_\_\_\_\_

All

Will goods or services be sold during the event by any or all the customers?\*

\_\_\_\_\_

Expected number of attendees of the conference / customers of the exhibition

\_\_\_\_\_

Price of ticket / right of access

\_\_\_\_\_

Upload sample ticket which illustrates the ticket price and event name (if available)

\_\_\_\_\_

#### 3- Authorised Signatory Details

Title

\_\_\_\_\_

Name\*

\_\_\_\_\_

E-mail address\*

\_\_\_\_\_

Phone country code\*

\_\_\_\_\_

Phone number\*

\_\_\_\_\_

Language preference for correspondence\*

English



Is the Authorised Signatory a resident of the UAE?\*

Yes

**If resident in the UAE:**

Emirates ID number\*

Upload scan of Emirates ID\*

**If not resident in the UAE:**

Nationality as shown in Passport\*

Passport number\*

Upload scan of Passport\*

**4- Declaration\***

- 1) I declare that all information in this form is correct.
- 2) I declare that I am aware of the rules and conditions determined by the FTA.
- 3) I declare that I will collect and retain all the required supporting documentation.
- 4) I declare that the total duration of the planned exhibition / conference is seven days or less.

No

No

No

No

Signature of authorised signatory\*

Date of submission (dd/mm/yyyy)\*