

### Supplier's Licence Request Form to Grant the Right to Occupy Space

This form should be used by suppliers of the right to use space for exhibitions and conferences in order to be licensed to make supplies of such space 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 \_\_\_\_\_

#### 1- Applicant Details

Tax Registration Number (TRN)\*

Name of Applicant (English)\*

Name of Applicant (Arabic)

Email address\*

Mobile number\*

Trade Licence number\*

Upload Trade Licence\*

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

Upload business profile document signed by the Authorized Signatory

#### Examples on Exhibitions and Conferences hosted/ facilitated (please provide three examples)

Name of Exhibitions and Conferences	Purpose of Exhibitions and Conferences	Number of Attendees	Date

#### 2- Venue Details

Venue Information												
Venue name*	Total area of the venue (square meters)*	Capacity of the venue (number of attendees)*	Venue registration number with the competent government entity*	Venue type as registered with the competent government entity*	Venue activities as registered with the competent government entity*	Upload venue registration certificate	Upload floor plan of venue (if venue is not registered with competent government entity)	Upload use permit of the area (if venue is not registered with competent government entity)	Is the Applicant the owner of the venue or has the right to rent it out?*	Upload the right to rent the venue (contract / agreement with venue owner) (if Applicant has the right to rent the Venue)	Duration of the rent allowed (if Applicant has the right to rent the Venue)	

#### 3- Authorised Signatory Details

Title

Name\*

E-mail address\*

Phone country code\*

Phone number\*

Language preference for correspondence\*

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

**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 specified by the FTA. \_\_\_\_\_
- 3) I declare that, if applicable, I will provide the FTA a renewed Trade Licence before the expiry of the current one. \_\_\_\_\_
- 4) I declare that I will not use the licence after its expiration. \_\_\_\_\_
- 5) I declare that I will collect and retain the supporting documents provided by qualifying customers for at least five years. \_\_\_\_\_

Signature of authorised signatory and stamp of business\*

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