

DUBAI VISA & MARHABA SERVICES



VISA APPLICATION FORM (PLEASE FILL IN BLOCK LETTERS)

1. Type of visa being applied for (Tick one):

TOURIST

96 HRS

(NOTE : For 96 HRS VISA, Entry & Exit Should be from Dubai Airport only)

Entry Airport

Dubai / Sharjah / Abu Dhabi
Strike out whichever is not applicable

Exit Airport

Dubai / Sharjah / Abu Dhabi
Strike out whichever is not applicable

AIRLINE

PNR

2. Full name of Applicant:

(As per Passport)

Given Names

Surname

3. Current residential address (Mandatory Information):

Line -1	
Line - 2	
City, Country	
Mobile	
Land Line (with STD Code)	
Email ID	

4. Are you applying as a dependent of Principal Applicant?

Yes: write name of Principal Applicant: _____

No

5. If applying as Principal Applicant, attach visiting card or complete the following :-

Name of Business / Employer	
Address of Business / Employer	
Designation	

IMPORTANT: unemployed or retired persons should indicate above the details of last employment, and indicate date of cessation of last employment here: _____

6. Personal Details

a. Nationality	
b. Previous nationality if any	
c. Father's name	
e. Mother's name	
f. Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
g. Marital Status	Single / Married / Widow / Divorced
h. Husband's name	
i. Occupation / Profession	
j. Religion	
k. Educational qualification	
l. Main language spoken	
m. Date of birth (dd/mm/yyyy)	
n. Place of birth	Country : _____ Place : _____

7. Passport details

a. Type	<input type="checkbox"/> Ordinary <input type="checkbox"/> Diplomatic/Official
b. Passport number	
c. Issuing Government	
d. Place issue	
e. Date of Issue / Expiry date	Date of Issue : _____ Date of Expiry : _____

8. Purpose of Visit

Tourist Business Family Visit

PHOTO

Instructions
Applicant Is Advised In Their Own Interest To Paste (Do Not Staple / Use Pins) Here In Space Provided Their Latest (Past 03 Months or Recent) Photograph

9. Names of family members accompanying you on this trip

Name	Passport no.	Relation
1.		
2.		
3.		
4.		
5.		

10. Contact in UAE (Mandatory Information)

Name and Relationship with host	
Address / Hotel Confirmation Voucher	
Area - City	
Phone No.	
E-mail ID	

11. Address of Travel Agent / for correspondence : Courier will return passports at this address

PIN code _____ Phone no: (with STD code) _____

12. Mandatory documents to be submitted with the Visa Application form :

List of documents	Applicant	Application Centre
1. Current passport – must be valid for at least 6 months at the time application.		
2. Photocopy of 1 st 2 and last 2 pages of above passport.		
3. Airline's Return or onward ticket. (confirmed)		
4. Photo should be coloured & clear, size 4.3 cms x 5.5 cms.		
5. Photocopy of Flight Coupon- Stating PNR (should not be altered).		
6. Demand Draft Payable in Mumbai DEUTSCHE BANK A/C 0568709-00-0 *** Co-operative bank DD's are not accepted.		

AS REQUIRED TO CONFIRM PROOF OF ELIGIBILITY – Tick if enclosed	Applicant	Application Centre
1. Previous passport exhibiting previous travel, if any.		
2. Banker's certificate of long-term Fixed Deposits.(Co-operative banks not accepted)		
3. Income-tax returns for last 2 years and photocopy of PAN card.		
4. Letter of invitation from Dubai based close family member, along with photocopy of Passport, resident visa and proof of relationship.		

13. Have you applied for visa through DVMS in the past?

If you have ticked Yes, then kindly provide date of last travel

Yes No

14. Kindly specify the mode of delivery of the visa

Hand delivery Email.

IMPORTANT : VISA IS NON EXTENDABLE. Any overstay beyond duration of Visa invites heavy fines and penal action - there will be no waiver on any grounds. At the time of collecting visa kindly produce the photocopy of the applicants 1st Page of passport.

IMPORTANT: Please note and strictly comply - All applicants should read the conditions mentioned below before signing the application form. Incomplete and unsigned applications will not be accepted.

TERMS AND CONDITIONS

1. The facility of applying through Dubai Visa & Marhaba services, a part of the KUONI Travel Group. Hereinafter referred as DVMS is open only to Indian passport holders visiting Dubai / Sharjah / Abu Dhabi and fulfilling the eligibility conditions announced from time to time by the Government of Dubai / Dubai Naturalisation and Residency Administration (DNRD). Issuance and approval of a visa is regulated by Government of Dubai / DNRD and governed by their rules and regulations, subject to the applicant fulfilling the eligibility conditions. These rules are amended / updated from time to time by Government of Dubai / DNRD. Please note that visa issued by the Government of Dubai / DNRD is valid for entry and exit at Dubai / Sharjah / Abu Dhabi airport only. This visa is not valid for entry and exit from any other airports of U.A.E.
2. DVMS role is administrative in nature & is limited to collecting & accepting the visa application and required documentation from the applicant & forwarding the application to Government of Dubai / DNRD for consideration of visa issuance and communicating the Government of Dubai's / DNRD's Decision pertaining to the application in respect of the visa to the applicants.
3. Visa fees as levied to the applicants are non refundable / non transferable under any circumstances whatsoever.
4. The Applicant will be required to fill in a Visa Application Form accurately and submit the same with the applicable visa fees, valid passport, valid ticket and necessary documentation as specified in the Visa Application Form. Applicants must hold valid travel documents and comply with the requirements of Government of Dubai / DNRD and requirements specified on the Visa Application Form.
5. DVMS will not be responsible for and will not be liable to the applicant, if the applicant is unable to travel due to denied boarding, offloading, cancellation of flight, delays or force majeure situations, break down of machinery and / or internet connectivity or any other cause or circumstances beyond their control. DVMS shall also not be liable in the case of any change in the date of travel not being communicated in writing to DVMS.
6. DVMS does not accept any responsibility for late, lost or misplaced applications and / or the veracity of the contents of the application. Incomplete and double applications will be disregarded. The Applicant accepts and acknowledges that the courier acceptance and delivery service is operated by a third party and DVMS does not assume any responsibility or liability for the service of the courier company.
7. The decision to grant or refuse a visa is the sole prerogative of the Government of Dubai / DNRD. DVMS merely collects & forwards the application to the Government Of Dubai / DNRD for their decision and the issuance or pendency or refusal of the visa is the prerogative of the Government of Dubai / DNRD. The decision of the Government of Dubai / DNRD is final. In case of rejection of visa application, no correspondence will be entertained and no visa fees will be refunded and no reasons will be required to be given by DVMS. It is clarified that processing of the visa application is prevented, delayed or restricted or interfered with for any reasons whatsoever resulting in delay by Government of Dubai / DNRD being unable to process the applicants visa application, then DVMS shall not be liable to the applicant for any loss or damage which may be suffered as result of such causes and DVMS shall be discharged of all its obligations hereunder.
8. Issuance of a visa or approval of visa application does not in any way give the applicant a right to enter Dubai / Sharjah / Abu Dhabi. The entry is at the sole discretion of the Immigration officer at Dubai / Sharjah / Abu Dhabi Airport who is a representative of Government of UAE. In case of denial of visa or entry into UAE by the Government of UAE / DNRD, DVMS shall in no way be liable to the applicant in any manner whatsoever.
9. The visa must be accepted as offered and is non – transferable and non extendable. When the Visa application of the applicant is approved by the Government Of Dubai / DNRD, it is the applicants sole responsibility to collect the hard copy of the approved visa from the respective Visa Application Center and the same is required to be submitted to the Dubai authorities on arrival in Dubai / Sharjah / Abu Dhabi. As a additional facility the Visa Copy are emailed.
10. DVMS shall not be liable for any losses or damages, which the applicant may suffer arising from delay in processing or receiving of visa.
11. The visa is valid as per the Government of Dubai / DNRD rules and regulations as amended from time to time. The visa in order to be considered valid must be availed within its period of validity.
12. All Indian and Dubai Government regulations apply and in case this facility is deemed invalid or cancelled due to any Indian / Dubai Government regulation or order, DVMS shall not be liable in any manner whatsoever to the applicant.
13. Applicants will be solely responsible to ensure they fulfill Indian and Dubai Government eligibility criteria's / requirements for travel which may include Police clearances etc.
14. DVMS shall take all reasonable measures to ensure that information provided by the Applicants to DVMS will remain confidential. However DVMS shall not be liable for any unauthorized access by any means to that information.
15. The applicant agrees to indemnify and hold DVMS, its officers, directors, agents, subsidiaries, clients, joint venture partners and employees, harmless from any claim, expense, loss, damages or demand, including reasonable attorneys fees, incurred or sustained by DVMS and / or its officers, directors, agents, subsidiaries, clients, joint venture partners and employees arising out of the breach of these terms & conditions by the Applicant and / or any act of omission or commission attributable to the Applicant (or) violation by the Applicant of any law of any country or the rights of the third party.
16. In no event and under no circumstances shall DVMS and / or its representatives be liable for any direct, indirect, punitive, incidental, special, consequential damages or any damages whatsoever to anyone.
17. DVMS reserves the right to add, alter or vary these terms and conditions at any time without notice or liability and all applicants availing of this facility shall be bound by the same.
18. If you have not opted out of receiving marketing materials, we may also use your personal information to identify other products and services that might be of interest to you and to market additional goods, services and special offers from us, our affiliates or our third party business associates. You can choose not to allow DVMS to use or disclose your personal information for marketing purposes by indicating your preference on the visa application form.
19. Ok To Board (OTB) is an airline requirement. Therefore giving written valid PNR is mandatory at the time of submission of application. OTB Charges, as applicable, need to be paid at the time of submission of application. OTB updating process takes 48 hrs approximately after issuance of valid Visa. It is the primary responsibility of the applicant to check the OTB status with concerned airline at least 48 hrs prior to departure. In case of change in PNR it is the sole responsibility of the applicant to convey in writing to us at least 48 hours in advance prior to departure & pay additional charges if applicable.
20. These terms and conditions shall be governed and construed in accordance with the law of India. Any claims of disputes arising in relation to the services provided by DVMS to the applicant shall be subject to the exclusive jurisdiction of the court in Mumbai. Applicants expressly declare that they do understand this terms & conditions and are individuals and not a company or any professional and or commercial entity.

I confirm that the above terms and conditions have been read and understood by me and I agree to abide by them.

I hereby give my consent to DVMS to use my personal information to identify other products and services that might be of interest to me and to market additional goods, services and special offers from DVMS, its affiliates, or DVMS's third party business associates.

OR

I do not wish to have my personal information used to identify other products and services that might be of interest to me and to market additional goods, services and special offers from DVMS, its affiliates, or DVMS's third party business associates.

Signature of applicant (of parents / guardian if below 18 years)

Date

FOR OFFICE USE ONLY

ASSESSMENT

Pending | Comments :

Forward to Appraisal Team |

Sign: _____ Date: _____ Time: _____

Pending cleared:

Sign: _____ Date: _____ Time: _____

APPRAISAL

Approved | . Comments :

Refused |

Sign: _____ Date: _____ Time: _____

CONFIRMATION

Application No. _____ | Comments, if any:

Sign: _____ Date: _____ Time: _____

DNRD

Approved

Refused

AUDIT

Comments, if any: Sign: _____ Date: _____ Time: _____



DUBAI VISA & MARHABA SERVICES



MARHABA SERVICES CORPORATE BOOKING FORM

Dear Customer please be advised that Marhaba will accept bookings received on this form 48 hrs in advance

To Marhaba Services Supervisor	Details of Requester : Name of Company / Customer _____ E-mail id _____ Tele No. _____
Tele : 022- 61184363	
E-mail : info@dvms.biz	
Website : www.dvms.biz	

Name of Passengers

1		4	
2		5	
3		6	

FLIGHT DETAILS: (Please give the flight details : Dubai Arrival/Departure Local Date and Dubai Local Time)

	Arrival at DXB		Departure from DXB
Airline Name		Airline Name	
Flight No.		Flight Number	
Date of Arrival		Date of Departure	
Time of Arrival		Time of Departure	
At Terminal No.		From Terminal No.	
Arriving From		Departing To	

Please tick on the type of service required

MEET AND ASSIST SERVICES

- Gold Meet and Assist (Previously known as Personalised Service)** (Full personalized escort, complimentary Porterage Services and complimentary provision of the Marhaba Lounge on next Departure)
- Silver Meet and Assist (Previously known as Diamond Service)**
 - On Arrival (Full escort from the Arrival level till meeting point including complimentary porterage service)
 - On Departure (Full escort from Departure curb side with a complimentary porterage)
- Bronze Meet and Assist (Previously known as Standard Service)**
 - On Arrival (Assistance through Arrival formalities)
 - On Departure (Assistance through Departure formalities)

FAMILY PACKAGE

- On Arrival (Full escort from the Arrival level till outside including complimentary porterage service)
- On Departure (Full escort from Departure curb side area till the boarding gate with a complimentary porterage service)
- On Transfer within / between Terminal

TRANSFER SERVICES

- On Transfer within / between Terminal (With / without Baggage)
- Family Package on Transfer

MARHABA LOUNGE (Only on Departure From DXB OR When Passengers change their Flight at DXB for Onward Travel)

- For 4 Hours For 8 Hours Lounge In Conjunction with Family Package

ADDITIONAL SERVICES: (Please tick on additional service required)

- FLOWER BOUQUET**
 - Small (12 Red roses/mixed flowers) Medium (18 Red roses/mixed flowers) Large (24 Red roses/mixed flowers)

- LIMOUSINE SERVICE (For 1-3 Pax)** (SPECIFY PICK-UP / DROP DETAILS)

DATE	From	To

SPECIAL REMARKS:

- **SPOKEN LANGUAGE** (Subject to staff availability):: Arabic English Other _____

- **HAND OVER REMARKS:** _____

For Arrivals Please be advised that paging at Dubai International airport is not permitted, hence brief the passenger to identify self to the Marhaba hostess.

For Departures Please ensure to report at the Marhaba waiting lounge.

Kindly notify us for any amendments 24 hours prior to flight departure.

Signature:

Date:

FOR OFFICE USE : INWARD NO. _____ **Amount** _____

CONFIRMATION No. _____ **Date** _____