



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* _____
 Will you sell tickets / grant access to the exhibition / conference? Yes
 Will tickets be sold to UAE residents and non-UAE residents? No
 Will tickets be sold to UAE residents only? Yes
 Will goods or services be sold during the event by any or all the customers? All
 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)*