

SERVICE VALID ONLY ON EMIRATES
APPLICATION FORM FOR A DUBAI VISA-KENYA
PHOTOCOPIES CAN BE USED

1- Type of visa being applied for (Tick one): Tourist ☐ 96 Hours Visa ☐ EK PNR ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

2- Full name: _____

3- If you have a Skyward Membership Number, kindly complete the following:
 Skyward Membership Number ☐ Blue ☐ Silver ☐ Gold

4- Residential Address (Kenya):

Postal code _____ Personal Phone no: _____

E-mail: _____ Relative Phone no: _____

5- Are you applying as a **dependent** of Principal Applicant? ☐ Yes ☐ No
 If yes, please write the name of the Principal Applicant: _____

6- Names of family/ relatives members accompanying you on this trip:

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

7- If applying as Principal Applicant, **please complete the following:**

Company's Name	
Address of the Company	
Telephone Number	
Designation	

8- **Personal Details**

a. Nationality	
b. Previous nationality if any	
c. Full name (<i>Name, middle name, surname</i>)	
d. Father's name (<i>Name, middle name, surname</i>)	
e. Mother's name (<i>Name, middle name, surname</i>)	
f. Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
g. Marital Status	
h. Married female applicants - husband's name	
i. Occupation	
j. Educational qualifications	
k. Main language	
l. Date of birth (dd-mm-yyyy)	/ /
m. Place of birth	Country: Place:
n. I.D. Number	

9- **Passport details**

a. Type	<input type="checkbox"/> Ordinary	<input type="checkbox"/> Diplomatic / Official	<input type="checkbox"/> Special
b. Passport number			
c. Issuing Government			
d. Place and date of issue (dd-mm-yyyy)	- / /		
e. Expiry date (dd-mm-yyyy)	/ /		

10- **Purpose of Visit**

☐ Tourist

☐ Family/ Relative Visit

☐ Transit

Contact in UAE (Mandatory Information)

Name / Relationship with host	
Address / Hotel Confirmation Voucher	
Area - City	
Phone no.	
E-mail id	

11- **Second Address** can refer to mentioning the relation with the applicant (Kenya).

Address line-1	
Address line-2	
City, Country	
Phone no.	
Fax no. (with STD code)	
E-mail Address	

12- **Visa fee**

a) Tourist Visa - **6150 Kenya Shilling**

96 Hours Visa - **5000 Kenya Shilling**

All fees should be deposited to the following bank account:

A/C Name: Mawared House Limited

Bank Name: Standard Chartered Bank

Bank Code: 02

Branch Code: 064

Address: P.O.Box 44865-00100 Nairobi, Kenya

A/C No: 8702006188000 (USD) for guarantee only

0102006188000 (KES) for visa only

A copy of the cash deposit for the visa fee, holding payment, or any other payment (obligatory for processing the application)

b) Subject to change without notice

13- **Further documentation to be forwarded to process Visas**

a) **Original passport** should be presented upon applying in addition to the passport Copies of passenger with all relevant pages: (Full Name, Nationality, Date of Birth, Place of Birth, Passport Number, Date of Issue, Date of Expiry - validity at least 6 months).

b) **A copy of Emirates reservation indicating the day of entry and exit at Dubai (PNR).** Reservation more than period of visit / transit will not be allowed.

c) **Job certificate** mentioning the years of employment with the **organisation** , **salary**, and **job description**.

d) **Bank statement** for the previous 6 months.

e) **Medical Insurance** covering the period of the stay in the UAE is recommended (not compulsory).

f) **Copy of a major valid credit card** which shows the card number and expiry date. (If applicable)

g) **Two Passport sized coloured photograph.**

h) Direct applicants, not applying through a travel agent, must present a cash deposit for the favor of "Mawared House" with a lumpsum of two hundred (200) US Dollars and returned only if the applicant does not make any over stay in UAE.

Note : 200 US Dollars has to be deposited only in US dollar account (Account Number - 8702006188000)

Important Notes:

* Incomplete applications will will be not accepted.

* The issuing authorities may refuse to grant a visa if the application form is incorrect or Incomplete

* Visa is granted electronically hence nothing is endorsed on the passport.

I confirm that the information filled in this form are correct

Name

Signature

**IMPORTANT: All applicants should read the conditions mentioned below before signing the application form.
Incomplete and unsigned applications will not be accepted and visa fees are non-refundable for any reason.**

TERMS AND CONDITIONS

- 1- This facility is open only to Kenyan passport holders or Kenyan residents visiting Dubai 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 that are amended/ updated from time to time subject to the applicant fulfilling the eligibility conditions. Please note visa issued by the Government of Dubai / Dubai Immigration is valid for entry and exit at Dubai airport only. This visa is not valid for entry and exit from any other airports of U.A.E.
- 2- The Government of Dubai / Dubai Immigration has outsourced the administrative process of handling visa applications to Al Mawared LTD. Al Mawared has set-up and is managing the Dubai Visa Processing Centre for this purpose.
- 3- Each visa Applicant desirous of travelling to Dubai should be holding a valid and confirmed ticket issued by Emirates. Emirates/ Al Mawared will not be responsible for and will not be liable for the passenger not being able to travel due to denied boarding, offloading, cancellation of flights, delays or any other cause or circumstances beyond their control.
- 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 and the necessary documentation as specified therein.
- 5- Al Mawared will accept no responsibility for late, lost or misplaced applications and/or the veracity of the contents of the same. Incomplete and double applications will be disregarded. The Applicant accepts that the courier acceptance and delivery service is operated by a third party and Al Mawared does not assume any responsibility or liability for any deficiency in service on part of the courier company.
- 6- The decision to grant or refuse a visa is the sole prerogative of the Government of Dubai/ Dubai Immigration. Emirates and Al Mawared do not influence the Government of Dubai/Dubai Immigration in any manner of issuance or refusal of the visa. The decision of the Government of Dubai/ Dubai Immigration is final. In case of rejection of visa application, no correspondence will be entertained and no visa fees will be refunded.
- 7- Issuance of a visa or approval of visa application does not in any way give the applicant a right to enter Dubai. The entry is at the sole discretion of the immigration officer at Dubai Airport who is a representative of Dubai Immigration.
- 8- Applicants applying for a visa on basis of Walt-listed tickets understand and accept that they are fully liable to all fines, penalties and legal action Imposed by Government of Dubai Immigration resulting from overstay should they not be able to depart from Dubai within the validity period of their visa because of non-confirmation of seats. Emirates reserves the right to deny boarding to passengers on flights into Dubai if they do not hold confirmed reservations on flights out of Dubai. Al Mawared and Emirates are not responsible if applicant is unable to travel and penal action is taken by Dubai Immigration In case of flights out of Dubai not being confirmed.
- 9- The visa must be accepted as offered and is non-transferable.
- 10- Al Mawared or Emirates are not liable for any losses or damages, which the applicant may suffer arising from delay in processing or receiving of visas. Emirates is merely the carrier and Al Mawared the administrative agency and cannot accept any liability relating to the applicant whatsoever.
- 11- The visa is valid as per the Government of Dubai/ Dubai Immigration rules and regulations are amended from time to time. The visa is valid from its date of issue.
- 12- All Kenyan and Dubai Government regulations apply and in case this facility is deemed invalid or cancelled due to any Kenyan/ Dubai Government regulation or order, Al Mawared or Emirates will not be held liable for any compensation or claim by the applicants.
- 13- Visa fees are non-refundable.
- 14- Applicants will be solely responsible to ensure they fulfill all Kenyan and Dubai Government requirements for travel.
- 15- Al Mawared will take all reasonable measures to ensure that information provided by the Applicants to Al Mawared will remain confidential. However Al Mawared will not be liable for any unauthorized access by any means to that information.
- 16- Al Mawared reserves the right to add, to alter or vary these terms and conditions at any time without notice or liability and all availing of this facility shall be bound by the same.
- 17- These terms and conditions shall be governed and construed in accordance with the laws of Kenya. Any Claims or disputes arising in relation to the services provided by Al Mawared to the applicant shall be subject to the exclusive jurisdiction of the courts in Kenya .

I confirm that the above terms and conditions have been read and understood by me.

Signature of applicant (of Parent if below 12 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

SRN: _____

Comments, if any:

Application # _____

Sign: _____

Date: _____

Time: _____

OUTWARD

	Retained
1) Photocopy of passport	
2) Photocopy of the reservation or ticket	
3) Job certificate	
4) Bank guarantee letter	
5) Photocopy of the IT Returns	
6) Photocopy of the bank statement	
7) Photocopy of marriage certificate	

	Sent
a) Original passport	
b) Original reservation or ticket	
c) Payment receipt	
d) Original IT Returns	
e) Original marriage certificate	
f)	
g)	
h)	

Sign: _____

Date: _____

Time: _____

DNRD

☐

Approved

VCN: _____

Issued on: _____

☐

Refused

Sign: _____

Date: _____

Time: _____

Audit

Comments, if any:

Sign: _____

Date: _____

Time: _____

