



Request for temporary import and export of media equipment into the UAE

Please complete the form and return it to mediaservices@cop28.com, along with the required documents, as soon as possible. Forms received less than 72 hours prior to the start of your journey to the UAE may not be processed in time. Once the permit has been processed and received, it should be saved and presented to the customs officer on duty upon arrival in the UAE.

PERSONAL INFORMATION	
First name (lead passenger)	
Family name (lead passenger)	
Nationality	
Passport / Emirates ID Number	
Email address	
Mobile number Must include country code	
PROFESSIONAL INFORMATION	
Organisation name	
Organisation address	
Organisation contact number Must include country code	

Organisation website				
TRAVEL INFORMATION				
Origin airport Name of your departure airport				
Arrival airport The airport in UAE you are arriving into		Departure airport Your expected port of departure from UAE		
Date of arrival into UAE	/...../..... DD/MM/YY	Expected date of departure from UAE	/...../..... DD/MM/YY	
Arrival time GST, local time in UAE on arrival				
Flight number Arriving into UAE				
ADDITIONAL PASSENGER INFORMATION				
List all passengers from your organisation who are travelling with you				
	First Name	Family Name	Nationality	Job Title
1				
2				
3				
4				
5				
6				
EQUIPMENT LIST				
In addition to this form, you must provide a full equipment list detailing each item of media equipment you wish to temporarily import/export. You must include the serial number and estimated value for each item.				

CONSENT A permit request can only be processed if the below is signed and all required information is supplied.	
☐ I agree that by submitting this request I consent to the personal data contained within being shared with all necessary authorities to enable processing of the permit request.	
Signature	
Date of submission	/...../..... DD/MM/YY
CHECKLIST The documents listed below MUST be submitted in order for your permit request to be processed.	
Tick to confirm. ☐ Media equipment list with serial numbers and estimated values ☐ Scanned copy of passport / Emirates ID ☐ Scanned copy of flight documentation	

Please send completed forms to mediaservices@cop28.com.