TCA INTRODUCTORY STATEMENT REQUIREMENTS FOR ALL PRESENTERS

(In reference to the Decree No. (54/2016) on the Event Licensing System in the Emirate of Abu Dhabi, all Abu Dhabi event organisers have been advised to abide by new regulations regarding events)

STATEMENT REQUIREMENTS FOR ADIPEC			
UAE CITIZEN	**UAE RESIDENT**	**GCC CITIZEN**	**FOREIGN COUNTRY**
Scanned Colour copy of Passport size Photograph		Scanned Colour copy of valid Passport	
Scanned Colour Copy of Emirates ID (both side)		**Introductory form*(TCA Form)**	
		Scanned Colour copy of Passport size Photograph	

*THE TCA FORM IS ONLY REQUIRED FOR SPEAKERS BASED OUTSIDE UAE (INCLUDING GCC CITIZENS)

How to Complete an Introductory Form *(for International and GCC Speakers)*
Ensure **ALL MANDATORY** fields are completed.

1. **Full Name** – Please enter your name(s) as shown on your passport
2. **Family Name** – Please enter your surname/last name here as shown on your passport
3. **Place of Birth** – Enter the city and country of your birth
4. **Date of Birth** – DD/MM/YYYY
5. **Present Nationality** – Nationality as shown on your passport
6. **Alias** – Not Mandatory, enter "N/A"
7. **Sponsor Upon Entry** – Please enter either your company name OR "Visa upon arrival" (if applicable).
8. **Date of Entry to UAE** – DD/MM/YYYY Please put the date you will arrive OR the date you expect to arrive
9. **Port of Entry** – Airport Name
10. **Previous Nationality** – Not Mandatory, enter "N/A"
11. **Sect** – Not Mandatory, enter "N/A"

    Please complete your passport information.

12. **Residence V. No.** – If you live in a different country from your passport nationality, please complete your Residence Visa Information. For example, if you are Italian but live in the USA, then you will include your USA Visa information.

    a. [Visa] Date of issue

    b. [Visa] Place of issue

    c. [Visa] Date of expiry

13. **School/University** – Enter institution name here
14. **Date of graduation** – Enter graduation year only
15. **Languages Spoken** – mother tongue and one additional language will suffice where applicable.
16. **Zone** – County, State/City will be enough for this section

    You can skip the full address and zip code sections

17. **Mobile No.** – Mobile number must be completed with international dial code

    Sign form with name, signature and date of completion.