

AL-DANA BUSINESS CENTER

CIP/ MEET & ASSIST REQUEST FORM

Request From : Organization : _____ : Department : _____ : Section : _____ :	TO : Al Dana Services Bahrain International Airport P.O. Box : 586 Manama – Bahrain Tel: 17321076/17329980 : - Fax: 17329960 :
Type of services required : 1- Full CIP services which includes opening lounge <input type="checkbox"/> 2- Meet & assist only <input type="checkbox"/>	: <input type="checkbox"/> - 1 <input type="checkbox"/> - 2
Accompanied By : _____ : 1) _____ : 2) _____ : 3) _____ :	CIP Traveling : _____ : Name : _____ : position : _____ : Nationality : _____ :
Flight Details : _____ : Airlines Name : _____ : Flight No : _____ : Time : _____ :	Travel details : _____ : Arrival from : _____ : Departing To : _____ : Date of arrival : _____ : Date of departure : _____ :
Visa : _____ : Type Of Visa : _____ : Handed to : _____ : Visa number : _____ :	Arrange Floral bouquet: _____ : <input type="checkbox"/> Small (12 Roses) (12) <input type="checkbox"/> <input type="checkbox"/> Medium (20 Roses) (20) <input type="checkbox"/> <input type="checkbox"/> Large (24 Roses) (24) <input type="checkbox"/>
Pick up Service: From : _____ To: _____ : _____ : _____ :	
Please send bills to: _____ : Ministry / Establishment _____ / Directorate : _____ P.O. Box _____ / Date : _____ : Tel : _____ : Company stamp : _____ :	
NOTE: All invoices to be settled within 30 days. _____ 30	

FOR CIVIL AVIATION AFFAIRS USE ONLY

LOG BOOK COMMENTS: _____ :

LOUNGE..... OPEN CLOSE D/O INCHARGE COORDINATION WITH CAA.ABU <input type="checkbox"/> CAA.OPS <input type="checkbox"/> CAA. ACC <input type="checkbox"/> POL <input type="checkbox"/> SIS <input type="checkbox"/> CUS <input type="checkbox"/> IMM <input type="checkbox"/> BAS <input type="checkbox"/>
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POSITION: _____ :

APPROVED BY: _____ :

SIGNATURE: _____ :

DATE / TIME: _____ /