

UN-ATAF Workshop on Transfer Pricing
Administrative Aspects and Recent Developments

Ez I! ini" #! aziland
\$-% Decem&er ' ()*

INFORMATION NOTE

General

The UN-ATAF Workshop on Transfer Pricing Administrative Aspects and Recent Developments will be held in !"#lwinil\$wa!iland on %& December ' ()*# between + am and , pm-

Venue

The . o"rse will be held at the Ro/al \$wa!i \$pa 01an2"et 3all '4 located at 5ain Road !"#lwinil\$wa!iland- 6obamba 3) (#\$wa!iland-

Travel

Visa

Participants should obtain a visa through the Consulate o !"#a#iland in their ho\$e countr%&i re' uired(Alternativel/#and in coordination with the \$wa!iland Reven"e A"thorit/# participants who have s"bmitted the visa application forms will be iss"ed visa "pon arrival-

Air ticket

The electronic ticket will be iss"ed b/ American 9press Travel and a tentative itinerar/ will be sent to participants prior to the iss"ance of the ticket- Tickets will be iss"ed b/ American 9press once the/ have received the a"thori!ation from the United Nations-

Please remember to)EEP A** +O, R - OAR. ING PA!!E!-

Allowances

Participants are entitled to receive Dail/ \$"bsistence Allowance 0D\$A# to cover hotel accommodation# meals and incidentals - estimated at U\$: ' ' ;-(per night sta/ 0appro9- , !/0812(33# and Terminal 9penses 0T 4 to cover airport-hotel-airport transfers at :), '- Please note that the D\$A entitlement ma/ change if participants arrive in 5an!ini after ; December# or depart before + December-

Participants will be iss"ed *, < of their D\$A which will be deposited directl/ to their bank- Upon completion of /o"r trip# /o" are re2"ired to s"bmit all boarding passes and copies of changes to /o"r ticket 0if an/4 to claim the balance of ' , < D\$A and T -

Special Note

Participants who arrive earlier and/or depart later due to flight availability/ will be provided with additional days of DSA. This additional DSA if any will be settled after the travel is completed and deposited to your bank account.

Organization and programme of the Event

Please see the concept note and programme of the event.

* language and Interpretation

The working language of the meeting is English ? French.

Accommodation

Hotel

Participants are required to make their own hotel bookings at a hotel of their choice. Please find attached a list of hotels available in the area.

Contact Information

For substantive information
Ms Elena Belletti
Financing for Development Office
United Nations
Two UN Plaza, Room D. 1001
New York, NY 10017
Tel: (212) 462-4444
-mail: elena.belletti@un.org

For administrative/travel related information
Ms. Margaret E. 3333 008-0272. 1] 7(a) 0. 276627