

PART 5 SUBMISSION OF DOCUMENTS FOR VERIFICATION AT HOTEL

Kindly understand that the **BOFT** requires your 'Subsidized International Visitor' status to be verified again at the end of your visit to the exhibition. This is done through the appointed hotels as each hotel **MUST** submit all required and related documents to **BOFT** within a month after the exhibition closes for verification purposes.

Important Notes:

- During check-out, all '**Subsidized International Visitors**' **MUST** submit the following documents to the appointed hotel.

***Failure to present the required documents will disqualify a 'Subsidized International Visitor' from receiving the subsidy reimbursement.**

- Consequently, all intended subsidized costs for the accommodation and airport transfer will have to be settled at your own expense.

We seek cooperation from all Subsidized International Visitors to submit the following documents to the hotel:

5.1 Copy of a valid Non-Taiwanese passport

Important Notes:

- Residence certificates such as green card, residence permit etc. will not be accepted

- Your name on the passport must be identical and consistent to the name indicated on: Visitor Registration Profile on IMT official website, Approval letter, International Visitor Badge and Business card

5.2 Copy of Approval Letter

5.3 Copy of International Visitor Badge

5.4 **Copy of Business Card** (to ascertain Company's name which must be identical to name indicated on Visitor Registration Profile on IMT official website)

5.5 **Visitor Questionnaire** (will be provided by the hotel, you must fill up the estimated procurement amount after the visit. No reimbursement will be made without proper indication of the procurement amount).

5.6 The original receipts issued by hotel bearing signature of the Subsidized International Visitor.