



**UN-ATAF Workshop on Transfer Pricing
Administrative Aspects and Recent Developments
Ezulwini, Swaziland
4-8 December 2017**



INFORMATION NOTE

General

The UN-ATAF Workshop on Transfer Pricing Administrative Aspects and Recent Developments will be held in Ezulwini, Swaziland on 4-8 December 2017, between 9 am and 5 pm.

Venue

The Course will be held at the Royal Swazi Spa (Banquet Hall 2) located at Main Road Ezulwini, Lobamba H100, Swaziland.

Travel

Visa:

Participants should obtain a visa through the Consulate of Swaziland in their home country, if required. Alternatively, and in coordination with the Swaziland Revenue Authority, participants who have submitted the visa application forms will be issued visa upon arrival.

Air ticket:

The electronic ticket will be issued by American Express Travel and a tentative itinerary will be sent to participants prior to the issuance of the ticket. Tickets will be issued by American Express once they have received the authorization from the United Nations.

Please remember to **KEEP ALL YOUR BOARDING PASSES.**

Allowances:

Participants are entitled to receive Daily Subsistence Allowance (DSA), to cover hotel accommodation, meals and incidentals - estimated at US\$223.00 per night stay (approx. **US\$1,338.00**), and Terminal Expenses (TE) to cover airport-hotel-airport transfers at \$152. Please note that the DSA entitlement may change if participants arrive in Manzini after 3 December, or depart before 9 December.

Participants will be issued 75% of their DSA which will be deposited directly to their bank. Upon completion of your trip, you are required to submit all boarding passes and copies of changes to your ticket (if any) to claim the balance of 25% DSA and TE.

On an exceptional basis, participants who will be receiving their entitlement through UNDP will be issued 100% of their entitlement in Swaziland through a bank designated by the UNDP. To claim your allowances, **please bring the following documents: passport, e-ticket and boarding passes showing proof of arrival.**

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

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