

APPLICATION GUIDELINE EMPLOYMENT SERVICES – REQUEST FOR TRANSFERS

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Introduction

DMCC Companies can apply for three types of transfers.

Scenario 1: If an applicant is joining a DMCC company from a government organisation or another Free Zone in Dubai or DMCC itself. In this case, the applicant has the option to transfer his / her residence permit to the new DMCC Company.

Scenario 2: If an applicant has resigned from a DMCC company to join a company in another Free Zone, in which case, the applicant has the option to transfer his / her residence permit to the new Free Zone.

Scenario 3: If the applicant is currently on the visa of a DMCC company and wishes to join another DMCC company.

Service to Select on Portal

Employment Services – Visa Services – Transfers

Residence Visa Transfer from DMCC to other Free Zones

Important Notes

- In case the employee's salary is equal to or less than AED 5000, the employee and the company's authorised representative must visit the DMCC counters for the employee to electronically sign his / her end of service entitlement in front of the DMCC counter staff.
- In case of lost CEC (Company Employment Card), DMCC requires an undertaking letter from the company to be submitted along with the documents.
- Once the verification of the documents is done, DMCC staff will stamp the transfer form provided from the other authority and return it back to the applicant.
- The applicant must provide the DMCC Company with a copy of his / her new visa once it is done for the DMCC Company to upload it on the same service request created on the portal to release the visa deposit.
- The applicant's dependents visa will not be affected during the process of the transfer.

Steps

Step 1: Complete the application on the DMCC portal – Transfer an Employee from DMCC.

Step 2: Upload the [stage 1 required documents](#) and proceed with the payment.

Step 3: Receive a notification confirming that the service request is submitted.

Step 4: The HR Signatory of the company receives a notification with the End of Service Entitlement to electronically sign it.

Step 5: Once the HR signatory has completed the e-signing, the employee receives a notification to e-sign the same End of Service Entitlement. If the staff salary is equal to or less than AED 5000, staff will visit the DMCC counter for in person signing.

Step 6: Proceed with the [original documents](#) submission at the DMCC counters.

Step 7: The transfer form provided by the other Free Zone will be stamped from DMCC authority and returned to the client.

Step 8: Visa deposit will be released once the company uploads a copy of new visa for the transferred employee.

Requirements

Stage 1 Requirements

To be uploaded on the DMCC portal.

Uploaded	Documents	Remarks
✓	Applicant's passport copy with a visa page	
✓	No objection certificate from current sponsor	
✓	Termination / resignation letter	
✓	Transfer form signed and stamped from the new sponsor	
✓	Visa Copy	

Stage 2 Requirements

To be submitted at the DMCC counters:

Original	Documents	Remarks
✓	Transfer form stamped from the other Free Zone	Applicant must have the Original
✓	Company Employment Card (CEC)	Original to be submitted

Output

- Residence visa will be transferred from DMCC to other Free Zones / Government Authorities.

Residence Visa Transfer from other Free Zones to DMCC

Important Notes

- A valid Establishment Card is mandatory to proceed with the visa transfer.
- The applicant's passport must be valid for 6 months.
- The residence visa should be valid for 3 months.
- The applicant's dependents will not be affected with the transfer.
- The transfer form should be valid at the stamping stage.
- The original Emirates ID is mandatory to be submitted at the stamping stage; if lost, the applicant must submit a police report.
- A valid health insurance under the DMCC company sponsorship / coverage issued through a local insurance company must be provided.
- All the designations must be supported with relevant educational qualifications, attested by the Ministry of Foreign Affairs in Dubai, and should be legally translated into Arabic.
- The residence visa transfer is applicable only between Dubai Free Zones.
- The transfer form will be issued with 2 months validity through DMCC authority. Emirates ID registration and medical fitness request typing services are also provided by DMCC (optional).
- In case the Emirates ID registration typing service is not selected initially at the service request creation, the company has the option to create a separate service request through 'Employee Services – Employee Residence Permit – Emirates ID Typing'.
- In case the medical fitness request service is not selected initially at the service request creation, the company has the option to create a separate service request through 'Employee Services – Employee Residence Permit – Medical Fitness Request Typing'.
- Candidates who are new to UAE and are doing first time registration, need to visit Emirates ID service point at preventive medical centres to capture biometrics. They need to carry their original passport and a copy of the Emirates ID

registration form and make sure to get the Emirates ID registration form stamped.

- Please note that medical fitness test type once selected, cannot be changed or upgraded.
- Members can choose the residence visa validity while creating a new service request, residence visa transfer to DMCC, or residence visa renewal, the residence visa validity is available for 1,2 and 3 years.
- Emirates ID application should be matching with the residence visa validity, (for example: for 1 year visa, the Emirates ID application should be for 1 year.)
- Partner and Investor visa can be obtained under the below conditions:
 - For 'Investor'/ 'Partner': Share certificate with minimum of 50 shares, total worth of AED 50,000 share capital is required.
 - For 'Investor': The applicant should be the sole shareholder of the company in order to obtain the job title.
 - For 'Partner': Companies with multiple shareholders can apply for 'Partner'

Steps

Step 1: Complete the application on the DMCC portal – apply for residence visa transfer to DMCC.

Step 2: Upload the [stage 1 required documents](#) and proceed with the payment.

Step 3: Receive a notification confirming that the service request has been submitted.

Step 4: The HR Signatory of the company receives a notification with the employment documentation to electronically sign it.

Step 5: Once the HR signatory has completed the e-signing, the employee receives a notification to e-sign the same documentation.

Step 6: Receive a notification that transfer form is issued and ready for collection.

Step 7: The Company's authorised representative must approach DMCC to collect the original transfer form.

Step 8: The applicant must approach the other Free Zone authority to get an original stamp on the transfer form.

Step 9: Apply for Emirates ID in any approved typing centre or through DMCC portal.

Step 10: If Emirates ID typing service is applied through DMCC, the applicant must submit the [EID typing required documents](#) at DMCC Client Service Centre counters to complete the typing process. Once the typing is done, Emirates ID registration form will be uploaded in the service request 'SR Documents'.

Step 11: The Company must apply for the applicant's health insurance through a local health insurance provider (inside UAE).

Step 12: Apply for the medical test in any government approved hospital, clinic or centre or through DMCC portal.

Step 13: If the medical fitness test is applied through DMCC, the medical fitness request will be typed by DMCC and uploaded in the service request 'SR Documents'. The applicant will need to take a copy and approach a government approved hospital, clinic or centre to complete the medical test.

Step 14: Submit the [stage 2 required documents](#) for residence visa stamping on the DMCC counters.

Step 15: The courier will deliver the original passport with the company's employment card to the company's physical office; as for flexi desks, the company's authorised person must collect at the DMCC counter.

Requirements

Stage 1 Requirements

To be uploaded on the DMCC portal.

Uploaded	Documents	Remarks
✓	Applicant's passport copy with visa page	
✓	Coloured passport size photo (JPEG)	
✓	Company Establishment Card	
✓	Highest Educational Certificate	To be attested from the Ministry of Foreign Affairs in Dubai
✓	Previous company Establishment Card	
✓	NOC to transfer visa to DMCC Company	

Stage 2 Requirements

To be submitted at the DMCC counters.

Original	Copy	Documents	Remarks
✓		Transfer form	Original to be submitted with Both authorities stamp
✓		Applicant's passport	Original to be submitted
✓		Medical test results	Original to be submitted
✓		Latest passport size photo	2 photos required
✓		Previous Emirates ID card	Original to be submitted
	✓	Emirates ID registration form	(Not required if the typing is done through DMCC)
	✓	Applicant's health insurance	Copy is required

EID Typing Requirements

To be submitted at the DMCC counters.

Original	Documents	Remarks
✓	Original Passport	Original to be submitted with both Authorities stamp
✓	Passport size photograph	2 photos required
✓	Original Entry Permit	Original to be submitted
✓	Previous Emirates ID card	Original to be submitted
✓	Original Transfer Form (in case of Residence visa transfer)	

Output

- Residence visa will be stamped on the passport and company employment card will be issued.

Transfer between Two DMCC Companies

The employee can transfer his / her visa between two DMCC companies. In this case, both DMCC companies must raise a service request on the system for this application.

1. Existing company must raise a service request for transfer **from** DMCC and follow the procedures in 'transfer residence visa from DMCC'.
2. The new company must raise a service request for transfer **to** DMCC (and follow the

procedures in 'transfer residence visa to DMCC', where both applications must be submitted at the same time at the DMCC counter.

Further Information

- Please visit our DMCC Help Centre at <http://www.dmcc.ae/helpcentre>
- Contact us at **600 54 DMCC (600 54 3622)** or **+971 4 4249600**.