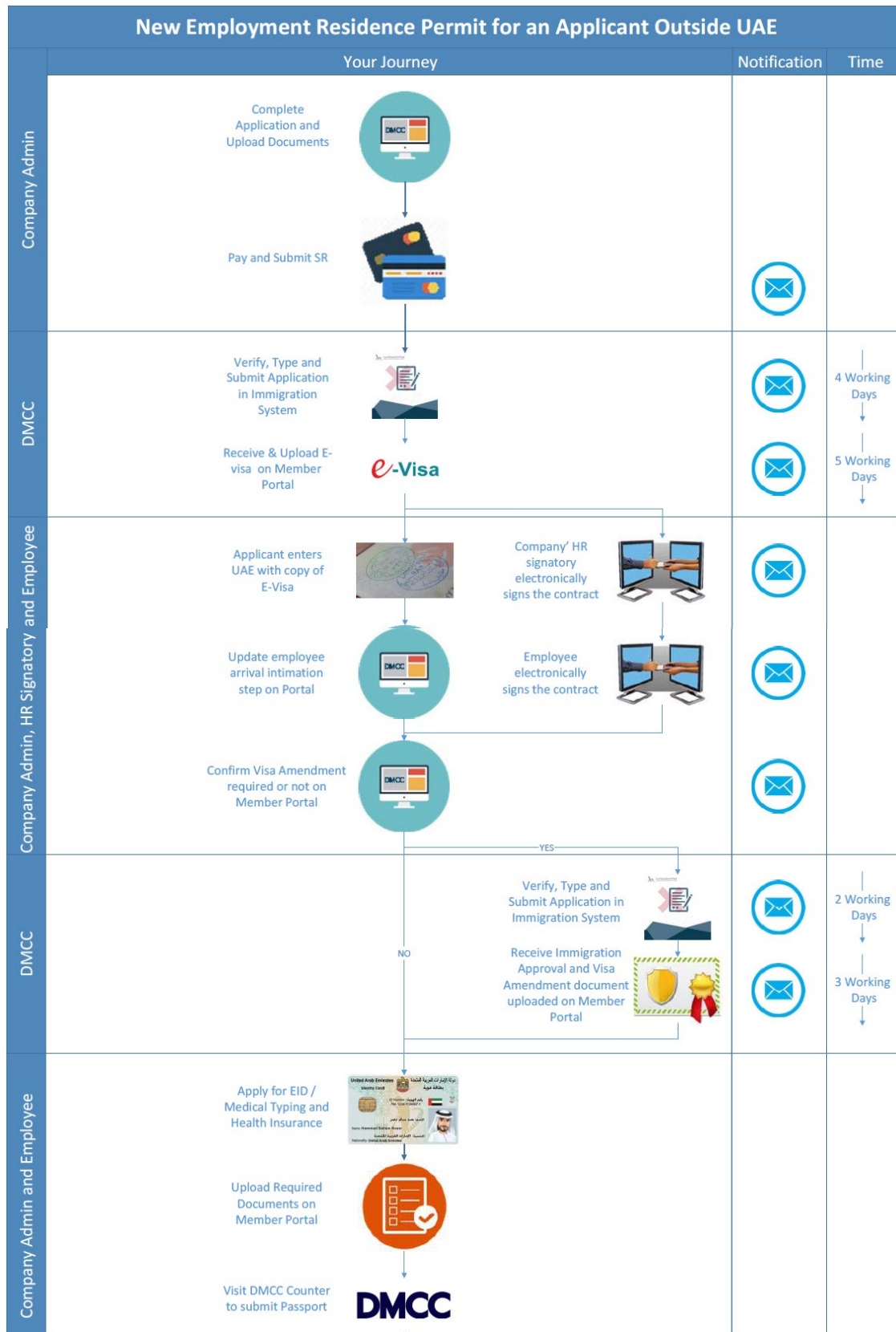


APPLICATION GUIDELINE
NEW EMPLOYEE RESIDENCE VISA

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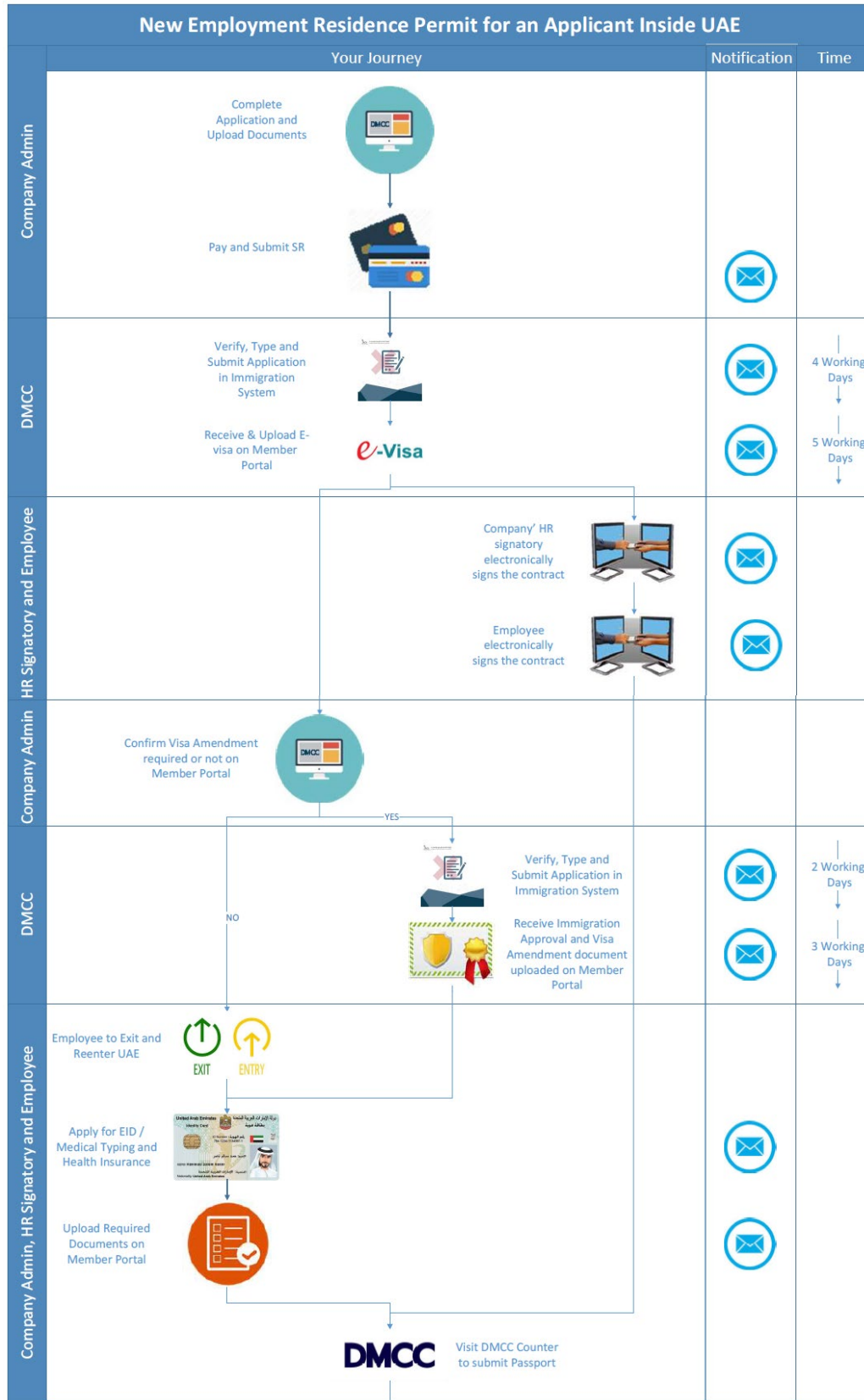
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Process map for New Employee Residence Visa – Outside Country



DMCC	Submit Passport to Immigration			2 Working Days
	Receive Immigration Approval and Issue E-Employment Card			5 Working Days
Company Admin	Receive Passport with Stamped Visa			2 Working Days

Process map for New Employee Residence Visa – Inside Country



DMCC	 Submit Passport to Immigration	 2 Working Days
	 Receive Immigration Approval and Issue E-Employment Card	 5 Working Days
Company Admin	 Receive Passport with Stamped Visa	 2 Working Days

Introduction

A DMCC licenced company must ensure that its employees are authorised to work in the DMCC Free Zone by either holding an employment residence visa, an identity card, or an access approval.

All employees of DMCC Entities must have an employment residence visa issued by DMCC, unless they are under the sponsorship of their husband, father, mother, or if they are GCC Nationals, in which case, they are issued an identity card. The DMCC employment residence visa is valid for 3 years.

The application process differs for each scenario.

Scenario 1: In case the applicant is outside the country.

Scenario 2: In case the applicant is inside UAE through Visit Visa / Tourist visa / cancelled visa and applied as inside country.

In this case, the applicant will apply for the Entry Permit while he/she is still inside UAE, during the process, he/she can exit the country and wait for the Entry Permit to be issued and sent to him/her electronically, then, he/she can enter the country using the Entry Permit. Alternatively, the applicant can stay inside the country until the Entry Permit is issued (the applicant must make sure not to overstay while the Entry Permit is under process to avoid penalties), then, he/she can collect it from the company, exit the country, then, re-enter using this Entry Permit.

Scenario 3: If the applicant is joining from an LLC company or is registered under the Labour Ministry, the applicant must first cancel his/her previous Residence Permit and complete the process of obtaining a new Employment Residence Visa via DMCC.

If the applicant has entered UAE through Visit Visa/Tourist Visa, they can apply for a new DMCC Employment Entry Permit and change the former status to the latter.

Scenario 4: In case the applicant is inside UAE and is joining a DMCC Entity from another Free Zone/Government organization/within DMCC Free Zone, the applicant has the option to transfer his/her residence permit to the new DMCC Entity.

Service to Select on Portal

Employment Services - Visa services - Employee Residence Permits (Visa) - Apply for new

Important Notes

- Please ensure you have an active HR signatory before applying for the 'Employment Visa'.

- All applicants' details must be entered as per the passport information.
 - Minimum passport validity must be 6 months while applying for the Employment Entry Permit.
 - All the designations must be supported by relevant educational certificate, attested by the Ministry of Foreign Affairs (MOFA) in Dubai and should be legally translated into Arabic, whether the applicant is inside or outside the country.
 - If the applicant is a shareholder of the company with minimum 50 shares, only the copy of Shares Certificate needs to be uploaded in place of the educational certificate.
 - If the applicant requires visa amendment, the DMCC Entity must have sufficient balance in their DMCC member portal with visa amendment fees in order to be able to proceed with the application.
 - Investor Visa can be obtained for DMCC Entities who have only a sole shareholder.
 - Partner Visa can be obtained for only shareholders holding 50,000 share capital.
 - Entry Permit is valid for 60 days and cannot be renewed and must be cancelled once expired.
 - Applicants may experience delay in Entry Permit issuance due to DMCC and Federal Authority for Identity and Citizenship (FAIC) approval processes.
 - Company Establishment Card and licence must be valid in order to apply for the service request.
- All applications will be subject to Dubai's Federal Authority for Identity and Citizenship (FAIC) rules & regulations.
 - 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 centers to capture biometrics. They need to carry their original passport and a copy of the Emirates ID registration form and must ensure to get the Emirates ID registration form stamped.

- Members can choose to priorities the application if they tick the Priority Services section, which will be applicable only for the visa stamping stage.
- Members can apply for the applicant's health insurance through one of the Dubai Health Authority (DHA) 45 approved local health insurance inside UAE. For the complete list please visit <http://www.isahd.ae/Home/PermittedInsuerers>.
- 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 DMCC Entity in order to obtain the job title.
 - For 'Partner': DMCC Entities with multiple shareholders can apply for 'Partner'

New Employment Residence Permit for an Applicant outside the Country

Employment Services - Visa services - Employee Residence Permits (Visa) - Apply for new residence visa – outside the country

Steps

Step 1: Complete the application form to apply for 'Employment Services - Visa services - **Employee** Residence Permits (Visa) - Apply for New' on the DMCC member portal.

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

Step 3: Receive a notification confirming the DMCC approval.

Step 4: Receive a notification confirming the submission of documents to Federal Authority for Identity and Citizenship (FAIC).

Step 5: Receive a notification confirming the issuance, return, or rejection of the Entry Permit and the next steps.

Step 6: In case of approval, an electronic copy of the Entry Permit will be uploaded by DMCC on the DMCC portal and the same can be forwarded to the applicant to download and print. Applicants to enter the country using the electronic Entry Permit.

Step 7: The HR Signatory of the DMCC Entity receives a notification with the **relevant** employment documentation to electronically sign them.

Step 8: Once the HR signatory has completed the e-signing, the employee receives a notification to e-sign the same employment documentation.

Step 9: Arrival intimation to be updated on the DMCC member portal as soon as the employee enters UAE.

step 10: If the company would like to cancel the Entry Permit, at the Arrival Intimation step, choose "request for Entry Permit Cancellation", subsequently, following will be processed:

- Request will be sent to the concerned Department and Entry Permit will be cancelled in the FAIC system.
- Employee will be deactivated.
- Cancellation documents will be uploaded under the same service request.

Step 11: Proceed with visa stamping and provide the required information/documents through portal.

Step 12: Apply for the applicant's health insurance through an approved local health insurance inside UAE.

Step 13: Apply for Emirates ID in any approved typing centre or through the DMCC member portal.

Step 14 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 15: Apply for the medical test in any government approved hospital, clinic, or centre.

Step 16: 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'. Applicants will need to take a copy and approach a government approved hospital, clinic, or centre to complete the medical test.

Step 17: Upload the stage 2 required documents on the portal.

Step 18: Submit the required documents for residence visa stamping on the DMCC counters.

Step 19: Receive a notification confirming the submission of documents to Federal Authority for Identity and Citizenship (FAIC).

Step 20: Receive a notification confirming the issuance of the residence visa permit.

Step 21: For DMCC Entities on flexi desks, the DMCC Entity's authorised person must collect the original passport with stamped residence visa at the DMCC Client Service Centre counter, while the employment card can be downloaded from the SR. For DMCC Entities on physical offices, the Courier will deliver the original passport with stamped residence visa, while the employment card can be downloaded from the SR.

Requirements

Stage 1 Requirements

To be uploaded on the DMCC member portal for Entry Permit issuance.

Original	Documents	Remarks
	Latest passport size photo	Upload on the member portal in JPEG format in Max size: 40 KB Height: 355 Width: 300 To adjust your document size, you may use the following online tool https://ezgif.com/resize .
	Passport – Copy	Passport should be valid at least 8 months. Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850 To adjust your document size, you may use the following online tool https://ezgif.com/resize .
	Education Certificate (Attested by Ministry of Foreign Affairs, Dubai) and legally translated to Arabic – Copy	Copy of the highest educational certificate attained to be uploaded on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
	Establishment Card – Copy	Establishment card must be valid for at least 1 month. Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
	Signed Offer Letter – Copy	Signed by both the Employee and the Employer and stamped by the Employer. Upload on the member portal in JPEG Format in Max size: 1024 KB Height: 1167 Width: 850

Stage 2 Requirements

To be uploaded on the DMCC member portal for visa stamping.

Original	Documents	Remarks
	Medical Fitness Certificate	Scan the original document and upload a copy of them. Upload in JPEG format in Size: 1024 KB Height: 1167 Width: 850
	Health Insurance	
	Emirates ID application form (Not required if the typing is done through DMCC)	

Visa stamping Requirements

Original	Documents	Remarks
✓	Applicant's original passport	
	Valid health insurance card	Only a copy is required

Documents Sent for Electronic Signature

The following documents will be generated on the portal for preview only in order to view the entered details and are **not** to be signed as they will be sent to the HR Signatory for e- signing:

1. Draft Employment Contract template (for preview only and not for signature), not applicable for DMCC Entity own contract template
2. Draft Cover Sheet (for preview only and not for signature)
3. Draft Employee Code of Conduct (Optional - for preview only and not for signature)
4. Draft Non-competition Agreement (Optional - for preview only and not for signature)

Output

Issued a renewable Residence Visa valid up to three years, depending on the client's preference and Company Employment Card, that can be downloaded from the SR.

New Employment Residence Permit for an Applicant inside the Country

Steps

Step 1: Complete the application form to apply for 'Employment Services - Visa services - Employee Residence Permits (Visa) - Apply for New' on DMCC member portal.

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

Step 3: Receive a notification confirming the DMCC approval.

Step 4: Receive a notification confirming the submission of documents to Federal Authority for Identity and Citizenship (FAIC).

Step 5: Receive a notification confirming the issuance, return, or rejection of the Entry Permit and the next steps.

Step 6: In case of approval, an electronic copy of the Entry Permit will be uploaded by DMCC on the DMCC member portal and the same can be forwarded to the applicant to download and print. The applicant to exit the country and re-enter with the electronic Entry Permit.

Step 7: The HR Signatory of the company receives a notification with the relevant employment documentation to electronically sign them.

Step 8: Once the HR signatory has completed the e-signing, the employee receives a notification to e-sign the same employment documentation.

Step 9: Portal user to confirm through the DMCC member portal to proceed with visa amendment or not and update the system with the required information/documents.

Step 10: If the company would like to cancel the Entry Permit, at the amendment confirmation step, request for Entry Permit Cancellation. Subsequently, following will be processed:

- Request will be sent to the concerned Department and Entry Permit will be cancelled in the FAIC system.
- Employee will be deactivated.
- Cancellation documents will be uploaded under the same service request

Step 11: Apply for the applicant's health insurance through an approved local health insurance inside UAE.

Step 12: Apply for Emirates ID in any approved typing centre or through the DMCC member portal.

Step 13 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 14: Apply for the medical test in any government approved hospital, clinic or centre.

Step 15: 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 16: Upload the stage 2 documents on the DMCC member portal.

Step 17: Submit the required documents for residence visa stamping on the DMCC Client Service Centre counters.

Step 18: Receive a notification confirming the submission of documents to Federal Authority for Identity and Citizenship (FAIC).

Step 19: Receive a notification confirming the issuance of the residence visa permit.

Step 20: For DMCC Entities on flexi desks, the company's authorised person must collect the original passport with stamped residence visa at the DMCC Client Service Centre counter, while the employment card can be downloaded from the SR. For DMCC Entities on physical offices, the Courier will deliver the original passport with stamped residence visa, while the employment card can be downloaded from the SR.

Requirements

Stage 1 Requirements

To be uploaded on the DMCC member portal for Entry Permit issuance.

Original	Documents	Remarks
	Latest passport size photo	Upload on the member portal in JPEG format in Max size: 40 KB Height: 355 Width: 300 To adjust your document size, you may use the following online tool https://ezgif.com/resize .
	Passport – Copy	Passport should be valid for at least 8 Months. Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850 To adjust your document size, you may use the following online tool https://ezgif.com/resize .
	Education Certificate (Attested by Ministry of Foreign Affairs, Dubai) and legally translated to Arabic – Copy	Copy of the highest educational certificate attained to be uploaded on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
	Establishment Card – Copy	Establishment card must be valid for at least 1 month. Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
	Signed Offer Letter – Copy (not applicable for company own contract templates)	Signed by both the Employee and the Employer and stamped by the Employer. Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
	Current visa – Copy	Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
	Signed Employment Contract (applicable only for company's own contract templates)	Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850

Stage 2 Requirements

To be uploaded on the DMCC member portal for visa stamping.

Original	Documents	Remarks
	Medical Fitness Certificate	Scan the original documents and upload a copy of them on DMCC member portal. Upload in JPEG format in Size: 1024 KB Height: 1167 Width: 850
	Health Insurance	
	Emirates ID application form (Not required if the typing is done through DMCC)	
	Status Change document	

Visa stamping Requirements

Original	Documents	Remarks
✓	Applicant's original passport	
	Valid health insurance card	Only a copy is required
	Copy of Change of status "amendment" documents	Applicable only for applications inside the country with amendment

Documents Sent for Electronic Signature

The following documents will be generated on the DMCC member portal for preview only in order to view the entered details and are **not** to be signed as they will be sent to the HR Signatory for e- signing:

1. Draft Employment Contract template (for preview only and not for signature), not applicable for DMCC Entity own contract template
2. Draft Cover Sheet (for preview only and not for signature)
3. Draft Employee Code of Conduct (Optional - for preview only and not for signature)
4. Draft Non-competition Agreement (Optional - for preview only and not for signature)

Output

Issued a renewable Residence Visa valid up to three years, depending on the client's preference and Company Employment Card, that can be downloaded from the SR.

New Employment Residence Permit for an Applicant inside the UAE with Employment Visa Amendment (Change of Status)

Steps

Step 1: Complete the application form to apply for 'Employment Services - Visa services - Employee Residence Permits (Visa) - Apply for New' on DMCC member portal.

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

Step 3: Receive a notification confirming the DMCC approval.

Step 4: Receive a notification confirming the submission of documents to Federal Authority for Identity and Citizenship (FAIC).

Step 5: Receive a notification confirming the issuance, return, or rejection of the Entry Permit and the next steps.

Step 6: In case of approval, an electronic copy of the Entry Permit will be uploaded by DMCC on the DMCC member portal and the same can be forwarded to the applicant to download and print.

Step 7: The HR Signatory of the company receives a notification with the relevant employment documentation to electronically sign them.

Step 8: Once the HR signatory has completed the e-signing, the employee receives a notification to e-sign the same employment documentation.

Step 9: Receive a notification to confirm if the visa amendment is required or not.

Step 10: Once "visa amendment is required" is selected, the step will be assigned back to DMCC typing team to verify the application.

Step 11: Once the verification is completed; the application will be typed through FAIC system.

Step 12: Upon obtaining FAIC approval, the visa amendment E-Documents will be uploaded under the same service request Documents/Uploads.

Step 13: Apply for the applicant's health insurance through an approved local health insurance inside UAE.

Step 14: Apply for Emirates ID in any approved typing centre or through the DMCC member portal.

Step 15: 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 16: Apply for the medical test in any government approved hospital, clinic or centre.

Step 17: 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 18: Upload the stage 2 documents on the portal.

Step 19: Submit the required documents for residence visa stamping on the DMCC Client Service Centre counters.

Step 20: Receive a notification confirming the submission of documents to Federal Authority for Identity and Citizenship (FAIC).

Step 21: Receive a notification confirming the issuance of the residence visa permit.

Step 22: For DMCC Entities on flexi desks, the company's authorised person must collect the original passport with stamped residence visa at the DMCC Client Service Centre counter, while the employment card can be downloaded from the SR. For DMCC Entities on physical offices, the Courier will deliver the original passport with stamped residence visa, while the employment card can be downloaded from the SR.

Requirements

Stage 1 Requirements

To be uploaded in the system for Entry Permit issuance.

Original	Documents	Remarks
	Latest passport size photo	Upload on the member portal in JPEG format in Max size: 40 KB Height: 355 Width: 300 To adjust your document size, you may use the following online tool https://ezgif.com/resize .
	Passport – Copy	Passport should be valid for at least 8 months. Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850 To adjust your document size, you may use the following online tool https://ezgif.com/resize .
	Education Certificate (Attested by Ministry of Foreign Affairs, Dubai) and legally translated to Arabic – Copy	Copy of the highest educational certificate attained to be uploaded on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
	Establishment Card – Copy	Establishment card must be valid for at least 1 month. Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
	Signed Offer Letter – Copy (not applicable for company own contract templates)	Signed by both the Employee and the Employer and stamped by the Employer. Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
	Current visa – Copy	Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
	Signed Employment Contract (applicable only for company's own contract templates)	Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850

Stage 2 Requirements

To be uploaded on the DMCC member portal for visa stamping.

Original	Documents	Remarks
	Medical Fitness Certificate	Scan the original document and a copy of the original document. Upload on the member portal in JPEG format in Size: 1024 KB Height: 1167 Width: 850
	Copy of Health Insurance	
	Emirates ID application form (Not required if the typing is done through DMCC)	
	Status Change document	

Visa stamping Requirements

Original	Documents	Remarks
✓	Applicant's original passport	
	Valid health insurance card	Only a copy is required
	Copy of Change of status "amendment" documents	Applicable only for applications inside the country with amendment

Documents Sent for Electronic Signature

The following documents will be generated on the portal for preview only in order to view the entered details and are **not** to be signed as they will be sent to the HR Signatory for e- signing:

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2. Draft Cover Sheet (for preview only and not for signature)
3. Draft Employee Code of Conduct (Optional - for preview only and not for signature)
4. Draft Non-competition Agreement (Optional - for preview only and not for signature)

Output

Issued a renewable Residence Visa valid up to three years, depending on the client's preference and Company Employment Card, that can be downloaded from the SR.

Further Information

- Please visit our DMCC Help Centre at <http://www.dmcc.ae/helpcentre>