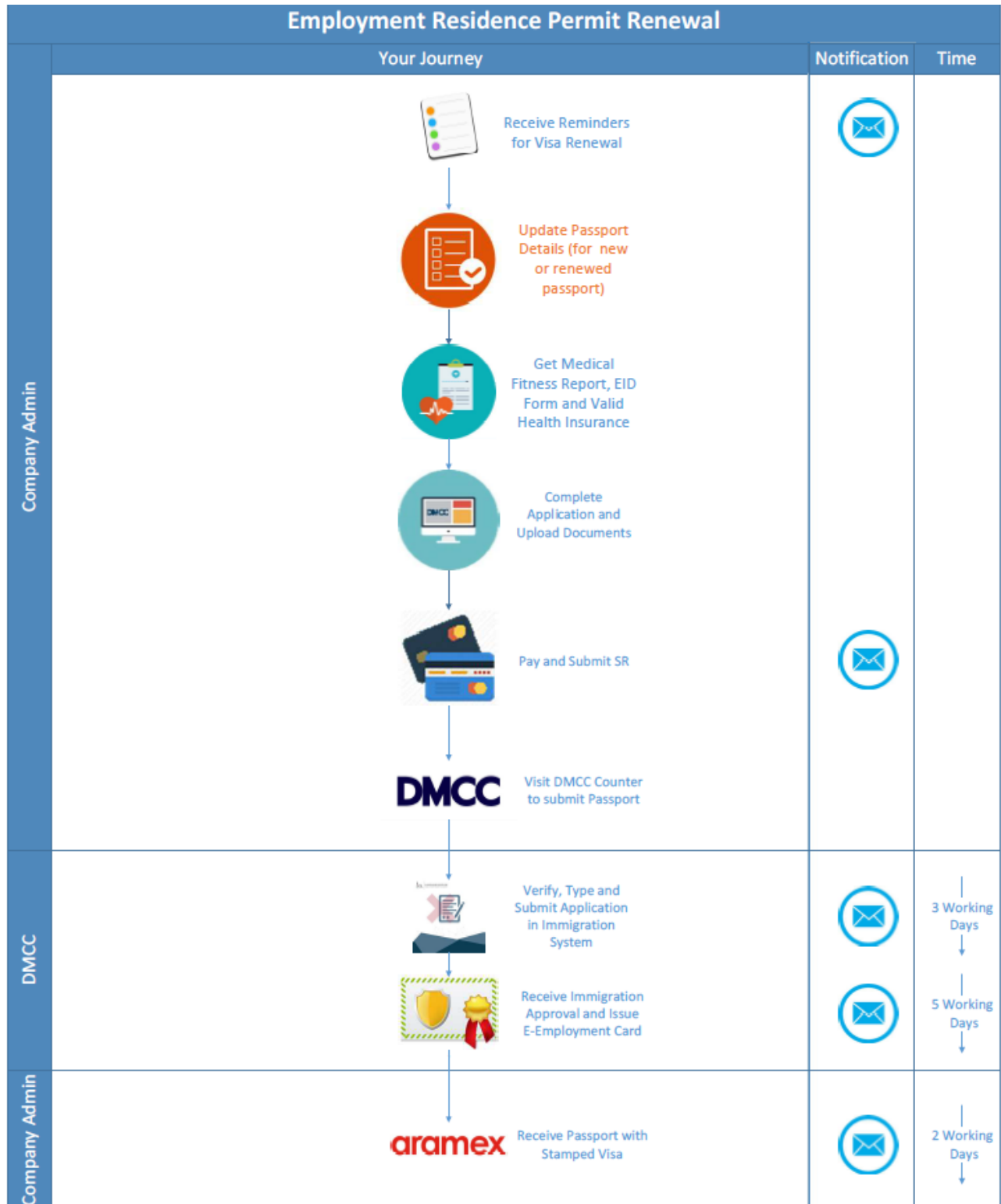


APPLICATION GUIDELINE EMPLOYEE RESIDENCE VISA RENEWAL

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Process map for Employee Residence Visa Renewal



Introduction

A DMCC licenced company must renew the employment residence visa for all their employees before the visa expiry date.

Service to Select on Portal

Employment Services – Employee Residence Permit (Visa) Renewal

Important Notes

- The company must initiate the visa renewal before the visa expiry date to avoid any late penalties.
- The company Establishment Card and licence must be valid in order to apply for the Employee Residence Permit (Visa) Renewal service request.
- If the visa is being renewed after the expiry of the grace period (30 days from the date of expiry), then a penalty will be levied costing AED 25 per day.
- At the time of renewal, the applicant passport should be valid for at least 3 months.
- If the applicant needs the visa to be stamped on a different passport, then, passport details amendment service request should also be raised before the renewal request.
- A valid health insurance under the DMCC company sponsorship / coverage issued through a local insurance company is required. If the health insurance is valid for less than 1 month, DMCC requires an undertaking letter from the company stating they will renew it upon the expiry date.
- Emirates ID registration and medical fitness request typing services are also provided by DMCC (optional).
- Applicant can apply for visa data amendment (change of name, change of nationality, change of job title) while applying for his/her visa renewal by selecting the amendment type within the same service request.

- 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 – EmiratesID 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'.
- 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.)

Steps

Step 1: Complete the application form to apply for 'Employment Services – Employee Residence Permit (Visa) Renewal' on the DMCC portal.

Step 2: Upload the required documents and proceed with the payment.

Step 3: Apply for Emirates ID in any approved typing centre or through the DMCC portal.

Step 4: 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 5: Apply for the medical test in any government approved hospital, clinic or centre.

Step 6: 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 7: Once the medical fitness test certificate is issued, upload the certificate in the service request 'SR Documents' section.

Step 8: Receive a notification confirming that the service request is created and to proceed with the original documents' submission at DMCC counters.

Step 9: Submit the relevant required documents in original at DMCC Client Service Centre counters.

Step 10: Receive a notification confirming the submission of documents to Federal Authority for Identity and Citizenship (FAIC).

Step 11: Receive a notification confirming the issuance of the renewed residence visa permit.

Step 12: For companies on flexi desks, the company's authorised person must collect the original passport with the stamped residence visa and employment card at the DMCC counter. For companies on physical offices, the Courier will deliver the original passport with stamped residence visa and employment card to the company.

Requirements

Upload Copy	Original	Documents	Remarks
✓	✓	Applicant's passport	Original to be submitted at DMCC
✓		Latest passport size photo	
✓		Applicant's visa page	
✓		Applicant Emirates ID	
✓		Company Employment Card (CEC)	
✓		Emirates ID registration form	Not required if typed through DMCC
✓		Applicant's medical test results	
✓		Applicant's health insurance	
✓		Company Establishment Card	Must be valid

Output

- Residence visa will be renewed, and a renewed company employment card will be issued.

Further Information

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