

## VISAS AND EMPLOYMENT CONTRACTS IN DMCC - AT A GLANCE

The purpose of the following guidance is to provide DMCC member companies with a clearer understanding of the rules and laws governing employment contracts. Since this is not a full version, members are advised to refer to the UAE Labour Law No (8) of 1980 and the DMCC Free Zone Rules and Regulations prior to making any decision based on this summary.

[ ] numbers in brackets refer to the clause number in the regulations.

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### GOVERNING RULES AND LAWS

The governing documents for employment affairs in the Free Zone are:

- U.A.E. LABOUR LAW No. (8) of 1980 (as amended) (the “Labour Law”)
- DMCC Free Zone Rules and Regulations

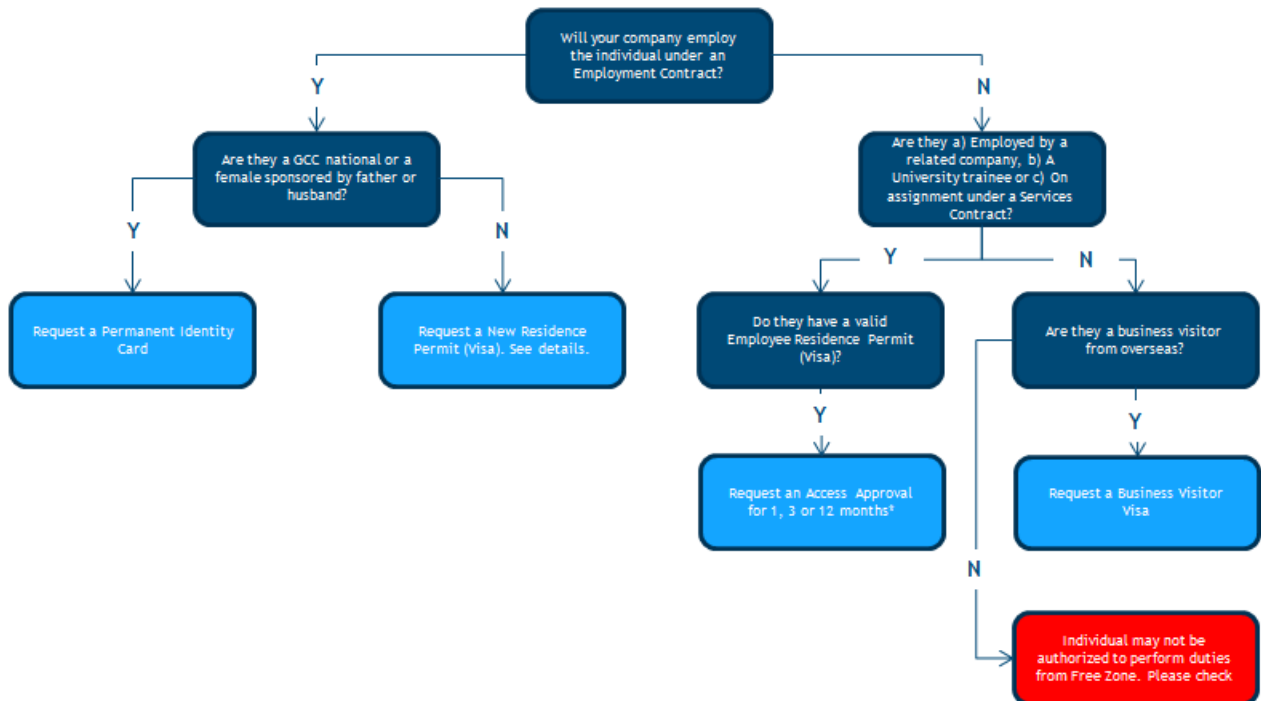
### EMPLOYMENT CATEGORIES

Listed below are the employee categories and the requisites to work in the Free Zone:

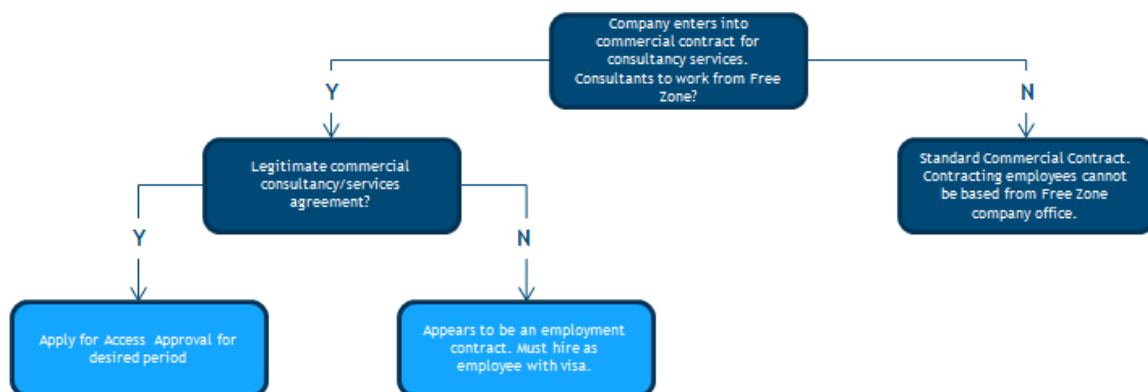
Sponsored Staff		Employment residence permit (visa) from Free Zone employment card
Non-sponsored staff	Sister company	Valid visa with online access approval
	Father/husband sponsorship	Valid visa with identity card
	Temporary worker	Access approval
	UAE & GCC nationals	Identity card

- It is illegal for any employer to retain the services of an employee without a valid authorisation to work in the Free Zone, as shown above and below.
- Companies that have obtained their license from the Free Zone are eligible to apply for entry permits through Free Zone.

The flow chart below assists in determining what type of authorisation must be obtained from DMCC for a sponsored or non-sponsored employee or business visitor.



The following flow chart explains the requirements when a Free Zone company enters into a consultancy agreement with another company and one or more of the consultants are expected to work from the Free Zone company premises for part or all of the contract period.



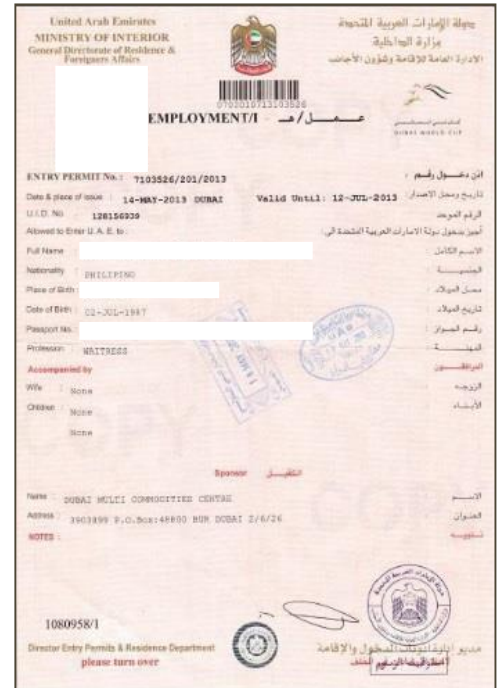
## RESIDENCE EMPLOYMENT VISA

It is a 3 step process and the following documents are obtained.

Please refer to [www.dmcc.ae](http://www.dmcc.ae) for all application requirements.

### 1. Entry permit

An Entry Permit must be obtained to commence the employment visa process.



### 2. Medical Fitness Certificate, Emirates ID Registration Form & Health Insurance

After the entry permit has been activated (either by entering the country or by completing visa position amendment process in-country), the employee must undertake a medical test which is returned to DMCC along with the passport. Subsequently, the employee must acquire health insurance through an authorised health insurance provider.



CARD NUMBER	PLAN NAME
05440591	Enhanced Platinum
Issue No.: 1	License No.: 14829
Staff No.: 12	Age Policy No.: 24 3937845
Effective Date: 02/06/2013	Expiry Date: 01/06/2014
Benefits: Dental Optical Maternity	
Limits: DN: 5000	
OP-Ded: FC: 0	
Co-ins: DN: 20%	
NW UAE: Exclusive 1	Abroad: WW
AYSHA HAMAD	عائشة حمد
DAMAN SAMPLE POLICY HOLDER	ضمان Damani
	NETWORK NAME

<p>قدم بتاريخ SUBMITTED ON 27 Oct 2016 3:18 PM</p> <p>رقم الإصدار RECEIPT NO. 121741437</p> <p>رقم العملية TRANSACTION NO. 110358600</p>	<p>إستمارة تسجيل REGISTRATION FORM</p> <p>رقم الطلب APPLICATION NUMBER 800220161027031623717</p>	<p>هيئة الإمارات للهوية EMIRATES IDENTITY AUTHORITY</p>
<p>APPROVED CARD VALIDITY Time period application was AED 340.0</p> <p>رقم الهاتف YOUR MOBILE 056-6745275</p> <p>رقم الهاتف المميز 0972 مكتب بريد الحركة التجاري، دبي P.O. BOX 9572, Trade Centre, Dubai</p>	<p>التصاريح الخاصة للتجارة التي يتناول من تاريخ إصدار الوثيقة EXPAT 15+</p> <p>أتمل على CALL US ON 600 5 30003</p> <p>لمزيد من المعلومات FOR MORE INFORMATION www.emiratesid.ae</p>	<p>تجديد بطاقة الهوية Application has a residency visa application under processing (i.e. Visa Renewal, Renewal, Transfer, etc) and has an existing record in Emirates Identity Authority system. نقارن لإتمام طلبك، الرجاء التوجه بطلبك الإلكتروني خلال 14 يوم من تاريخ هذه الإستمارة. نعم، يمكنك تجديد بطاقة هويتك إذا كنت لا تزال في الإمارات العربية المتحدة. نعم، يمكنك تجديد بطاقة هويتك إذا كنت لا تزال في الإمارات العربية المتحدة.</p>
<p>الإسم NAME محمد نوحاد محمد مختار Mu Naushad Md Muktar</p> <p>الجنس GENDER Male / ذكر</p> <p>التاريخ الميلاد DATE OF BIRTH 12 Jan 1980</p> <p>رقم جواز السفر PASSPORT NUMBER K0474133</p> <p>تاريخ انتهاء الإقامة RESIDENCY EXPIRY 12 Nov 2016</p> <p>رقم الإقامة RESIDENCY NUMBER 201/2013/7/144193</p> <p>تاريخ انتهاء البطاقة CARD EXPIRY 12 Nov 2016</p>	<p>الجنسية NATIONALITY India</p> <p>تاريخ انتهاء الجواز PASSPORT EXPIRY 20 Mar 2022</p> <p>رقم الهوية EMIRATES IDN 784198079693648</p>	<p>الإجراء التالي الخطى قديرا لإجراء لقد تم تقديم الطلب بنجاح. اطلب قيد الإجراء وستتم التواصل معك عند جاهزية البطاقة أو في حال وجود استفسارات أو أي تعديلات مطلوبة على الطلب المقدم.</p>
<p><b>RULES &amp; REGULATIONS</b></p> <ul style="list-style-type: none"> <li>Please verify service type requested on the form (i.e. First ID / Renewal - Residence / Resumers).</li> <li>In case service type on the form is wrong, you will be informed of any fee top-up needed.</li> <li>Verify all personal information entered on the application form is correct.</li> <li>Verify both phone number and delivery option are correctly entered on the application form.</li> <li>Visit a typing center as soon as you are contacted to modify your application.</li> <li>Fee pertaining to typing centers is AED 30 only.</li> <li>In case additional fees are requested in typing centers, please contact us.</li> <li>Do not leave your passport at the typing center under any circumstances to avoid losses.</li> <li>Please keep the receipt attached to this application as proof of payment.</li> <li>When applying for ID Card Renewal or replacement, please verify the entered ID number &amp; expiry date in your application.</li> <li>If you fail to collect your ID card after two weeks of receiving the notification, your ID card will be discarded.</li> <li>If you transfer your application at a typing center different from the one you have previously visited, you will be subject to AED 5 typing fee.</li> <li>To inquire about the status of your application form, please contact us on 600530003 or visit our website: www.emiratesid.ae.</li> <li>Ready bring along your original passport on the set date and time for your biometric appointments.</li> <li>Attention: If requested by EIDA, your information should be reviewed and corrected within 14 days before the application is cancelled.</li> </ul>	<p><b>شروط وأحكام</b></p> <ul style="list-style-type: none"> <li>يرجى التأكد من نوع الخدمة المطلوبة (جديد / تجديد / بريك فاير / أو غيره).</li> <li>في حال استمارة خاطئة غير صحيحة سيتم الإلغاء على الاستمارة المرفوعة لمزيد من التأكد من صحة بياناتك المدخلة في استمارة التسجيل الإلكتروني.</li> <li>تأكد من صحة رقم هاتفك الممتد وطريقة التوصل المدهن في الاستمارة.</li> <li>بإثر زيارة مكتب البطاقة في أسرع وقت هناك تم الإتصال بك للتعديل على استمارةك.</li> <li>الرسوم القانونية لخدمات مكتب البطاقة كالتالي هي 30 درهما فقط لا غير.</li> <li>في حال طلب مكتب البطاقة رسوم إضافية فري على الرسوم المترتبة أصل بنا.</li> <li>لا تترك جواز سفرك لدى مكتب البطاقة تحت أي ظرف، نحن نحتجنا لإرجاعه جازعاً.</li> <li>استعد لإحضار الجواز الذي يست فواتك، بصحة استمارة التسجيل الإلكتروني.</li> <li>الرجاء التأكد من صحة رقم الهوية وتاريخ انتهاء الإقامة صلاحيتها في طلب التجديد أو الإستبدال.</li> <li>يتم إتلاف بطاقة الهوية في حال عدم زيارة المتعامل لإستلام بطاقةك خلال الأسبوعين من تاريخ استلامك.</li> <li>في حال تعديل الاستمارة بمكتب بطاقتك مختلف عن المكتب الذي تم فيه تقديم الطلب، يتوجب على العميل دفع خمسة دراهم رسوم خدمة طباعة.</li> <li>الإستعداد من عملية التسجيل بخاتمة الهوية، يرجى الإتصال على الرقم 600530003 أو زيارة الموقع الإلكتروني لتتبع حالة: www.emiratesid.ae</li> <li>يرجى إحضار جواز السفر الأصلي عند زيارة مراكز التسجيل لإستكمال الخدمة والصورة.</li> <li>تنويه: في حال طلب منك مراجعة الهوية ليصحح بياناتك، فانه لديك فترة 14 يوم للمراجعة فقط ولا سيتم إلغاء الطلب بعد ذلك.</li> </ul>	
<p>تاريخ الطباعة PRINTED ON 27 Oct 2016 3:22 PM</p> <p>تاريخ الطباعة بواسطة SUBMITTED BY OXB Al Faish Star Doc Typ Alqub BR</p>	<p>رقم الطلب APPLICATION NUMBER 800220161027031623717</p>	<p>EXPO 2020 DUBAI, UAE HOST CITY</p>

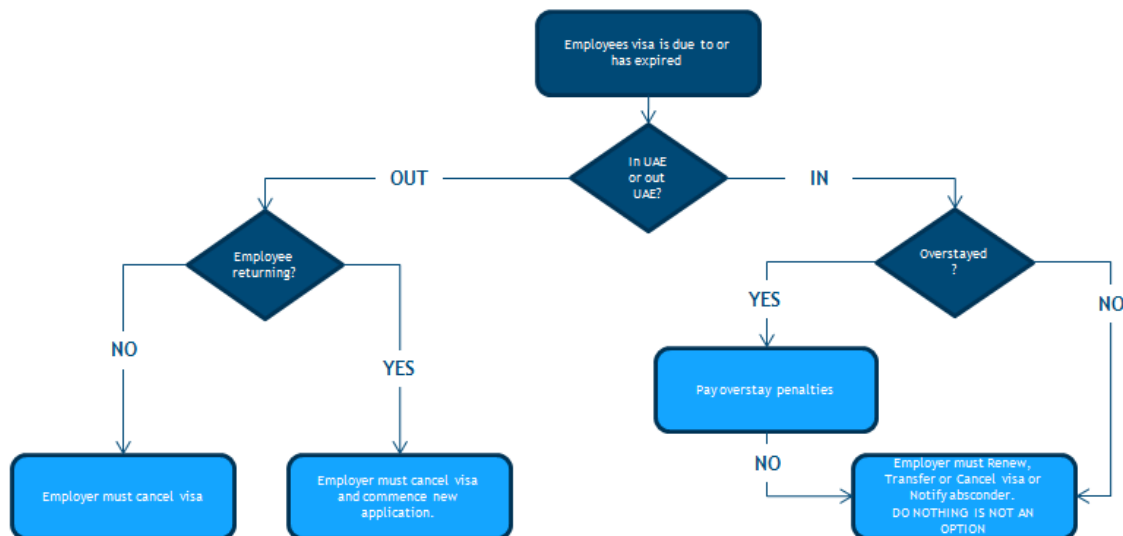
### 3. Employment visa stamp

Also referred to as Residence Permit, this stamp is placed in the employee's passport and entitles them to live a work in Dubai for the mentioned sponsor.



On, before or after the expiry of an employment visa, the sponsoring company must take one of the actions listed below. Please note that fines shall apply if action is taken after the visa has expired.

- Renew the employment visa
- Transfer the employment visa to another sponsor
- Cancel the employment visa
- Report the employee as absconded including one that has expired, must be either Renewed, Transferred or Cancelled



## TYPES OF CARDS/APPROVALS

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### Identity card (PIC)

Ladies under husband/father sponsorship and for GCC passport holders (male and female) should be holding an Identity card while working within the Free Zone.



### Access Approval

Those who are eligible for an access approval will obtain for a selected period. This will be an e-document that can be printed from the member company's portal.

## EMPLOYMENT CONTRACTS

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In the DMCC Free Zone, an employer and employee are required to enter into a written contract of employment. This can take one of three forms:

1. Standard DMCC template employment contract.
2. Standard DMCC template employment contract with customised amendments (provided that these amendments comply with the Labour Law.
3. Company's own employment contract (provided that this complies with the Labour Law.)

The employment contract must be submitted to the Free Zone - initially and with every renewal and amendment.

## AMEND COMPANY'S EMPLOYMENT CONTRACT - MASTER TEMPLATE

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- Employers may add further clauses to the DMCC employment contract template (option 2 above) provided they are in compliance with the Labour Law.
- This process is completed online. See the Applications Guidelines for Employment Contract Master Template.
- If applicable, a company may invoke Article 65 of UAE Labour Law. By choosing this option, working hours for the employees of commercial establishments, hotels, restaurants, watchmen and similar operations may be increased to nine hours per day.
- A company may also include other customised additional clauses. These clauses will be subject to the approval of DMCC Legal team and must at all times comply with the Labour Law.

## **MEDIATION SERVICES**

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DMCC's trained mediators are available by appointment to mediate disputes that the employer/employee have been unable to resolve internally.

For details of the process please contact the DMCC Contact Centre on 800 3622 or +971 (0)4 4249600 or email [disputescentre@dmcc.ae](mailto:disputescentre@dmcc.ae).



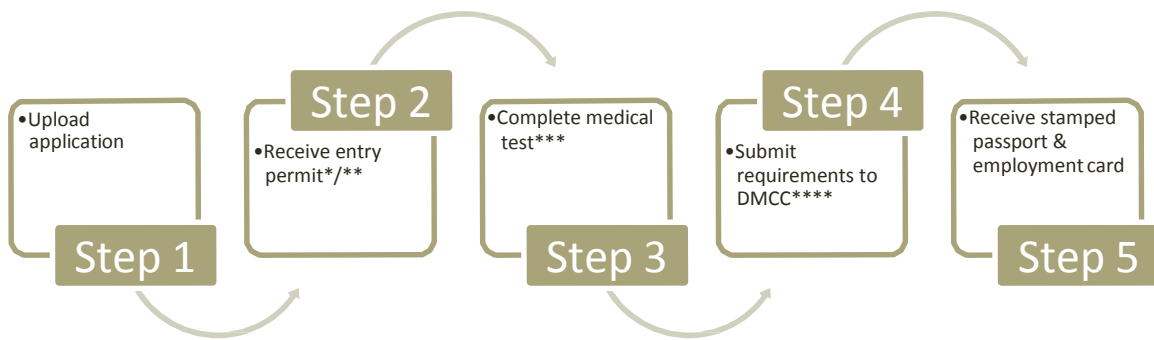
## APPLYING FOR VISAS, ACCESS CARD AND/OR IDENTITY CARDS

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All applications are processed on the DMCC portal.

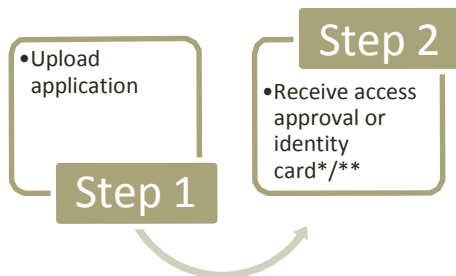
### Apply for an employee residence permit visa

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### Apply for an access approval or identitycard

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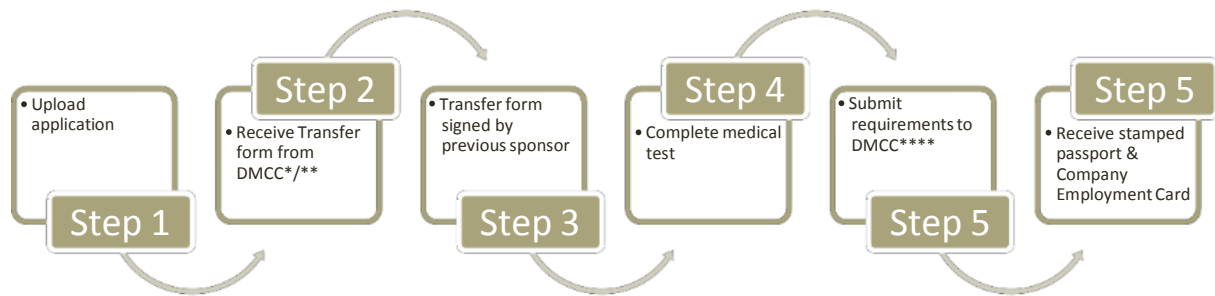




## Apply for transfer to DMCC from other sponsor

An employee of a Free Zone company who is transferring to another Free Zone Company requires an NOC from the current employer, if the service period is less than two years.

Any applications after two years of service do not require an NOC from the current employer.



\*The entry permit will be couriered to the company address within JLT. Only for those companies on Flexi-desk can the entry permit be collected from DMCC Member Service counter by the authorised personnel from the company.

\*\*Those employees already inside the country on a Tourist Visa must exit and re enter the country with the new entry permit within the time period in order to stamp the visa in the passport.

\*\*\*DMCC publishes a list of locations where the medical test can be performed at [www.dmcc.ae](http://www.dmcc.ae)

\*\*\*\*Refer to the DMCC Requirements list at [www.dmcc.ae](http://www.dmcc.ae)