

APPLICATION GUIDELINE

EMPLOYMENT SERVICES - CARD & ACCESS SERVICES

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INTRODUCTION

Identity cards and access approvals are an alternate way for an individual to become authorised to perform services for a company, without being sponsored directly by the company. Employment cards are issued to sponsored employees that hold an employee residence permit. These cards are may be requested from time to time by various authorities to prove that the individual is authorised to work in the UAE.

DMCC recommends reading the employment matters decision chart for anyone that is unsure of the requirements relating the individuals performing services from the Free Zone.

IDENTITY CARDS

If a company would like to hire a female who is sponsored under her husband or father's sponsorship, the company will need to obtain an identity card for the employee. The identity card is valid for 1 year and can be renewed. Each identity card will count against the company's allowed number of visas.

The below instructions are for a new application. For assistance with cancellation and renewal use the Help Me tool in DMCC's portal which will guide you through all steps. Upon renewal and cancellation the old card will be surrendered to DMCC.

SERVICE TO SELECT ON PORTAL

Employment services - Card & access services - Identity cards - Apply for new

STEPS & REQUIREMENTS

Complete application and upload required documents on the member portal.

Original	Copy	Documents	Remarks
	<input type="checkbox"/>	Passport copy with UAE visa page	Residence visa validity should be 3 months minimum.
	<input type="checkbox"/>	No Objection Certificate (NOC) from sponsor	
	<input type="checkbox"/>	Passport copy of sponsor and UAE visa page	Residence visa validity should be 3 months minimum.
	<input type="checkbox"/>	Passport- size photos x 2	High quality and colored
	<input type="checkbox"/>	Employment Contract	Generated online (signed by both parties & stamped)
	<input type="checkbox"/>	Non-Competition Agreement	If selected, generated online(signed by both parties & stamped)
	<input type="checkbox"/>	Employee Code of Conduct	If selected, generated online

Permanent Identity Card (PIC) is issued for one year and must be renewed annually

REQUIREMENTS

To be submitted on DMCC counters.

Documents
Online Print out
Passport copy + Residence visa page
Passport- size photos x 2
Original Permanent Identity Card

OUTPUT

Employment identity card

EMPLOYMENT CARDS

Each employee of a DMCC company receives a Company Employment Card when the employee's Residence Permit is approved. Replacement employment cards can be obtained if the original card is lost or damaged. In the past DMCC was requesting a police report for lost employment card, now it is no longer required.

SERVICE TO SELECT ON PORTAL

Employment Services - Card & Access Services - Employment Cards - Apply for replacement

STEPS & REQUIREMENTS

Complete application on the member portal.

OUTPUT

Company Employment Card

ACCESS APPROVAL

If a company would like to bring someone to its DMCC office for temporary work and that person is not an employee, the company will need to obtain an Access Approval. This typically applies to consultants, contract workers and employees of sister/parent companies that need to work on-site in DMCC on a temporary basis. An Access Approval is valid for up to 1, 3 or 12 months. The 12-month approval can be renewed but the 1-month and 3-month approvals must be re-applied for. Access Approvals are limited to no more than 30% of the workers performing services from a company's place of business. Access Approvals are not substitutes for Employee Residence Permits - all employees of a DMCC company must hold either a Residence Permit from DMCC or an Identity Card if they are sponsored by husband or father.

SERVICE TO SELECT ON PORTAL

Employment Services - Card & Access Services - Access Approval - Apply for new

STEPS & REQUIREMENTS

Complete application and upload required documents via online from the member portal

- Passport and Residence Permit
- Recent passport-sized color photo (JPEG)
- No-Objection Certificate from sponsor (if applicant does not have a current UAE sponsor, please provide the services contract with the DMCC Company)

OUTPUT

- Downloadable/Printable electronic document
- Updated Company Register

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.