

## 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

- Once the verification of the documents is done, DMCC staff will stamp the transfer form provided by the other authority and return it 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: The transfer form provided by the other Free Zone will be stamped by DMCC authority and returned to the client.

Step 6: Visa deposit will be released once the company uploads a copy of the new

visa for the transferred employee.

## **Requirements**

### **Stage 1 Requirements**

To be uploaded on the DMCC portal.

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

## **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 by the transfer.
- The transfer form should be valid at the stamping stage.
- 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 provided by DMCC via the service request. Effective 12 September 2023, DMCC will be the exclusive channel for member companies applying for their Emirates ID and Medical Fitness Certificates. In line with this update, we will no longer accept any applications typed through external typing centres.
- Candidates who are new to UAE and are doing first-time registration, need to visit Emirates ID service points at preventive medical centres to capture biometrics. They need to carry their original passport and a copy of their Emirates ID

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

- Please note that the 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 year.
- Emirates ID application should be matching with the residence visa validity, (for example: for a 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 a minimum of 50 shares, a total worth of AED 50,000 share capital is required.
  - For 'Investor': The applicant should be the sole shareholder of the company 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 a 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 the 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: Once the typing is done, the Emirates ID registration form will be uploaded in the service request 'SR Documents'.

Step 10: The Company must apply for the applicant's health insurance through a local health insurance provider (inside UAE).

Step 11: Once the medical fitness request is done, the medical fitness document will be 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.

## 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 by the Ministry of Foreign Affairs in Dubai
✓	Previous company Establishment Card	
✓	NOC to transfer visa to DMCC Company	

### Stage 2 Requirements

#### EID Typing Requirements

To be submitted at the DMCC counters.

- Passport copy
- Passport size photograph

## Output

An electronic Residence visa will be issued and uploaded under the service request documents. The card will be issued.

## Further Information

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