

## APPLICATION GUIDELINE 3.2.2

### EMPLOYMENT SERVICES - REQUEST FOR EMPLOYEE RESIDENCE PERMITS (VISA)

---

#### TABLE OF CONTENTS

---

INTRODUCTION .....	2
NEW EMPLOYMENT RESIDENCE PERMIT FOR AN APPLICANT THAT WILL REMAIN INSIDE THE UAE DURING THE PROCESS .....	3
NEW EMPLOYMENT RESIDENCE PERMIT FOR AN APPLICANT THAT WILL ENTER THE UAE USING THE NEW EMPLOYMENT ENTRY PERMIT .....	5
CANCEL A RESIDENCE EMPLOYMENT PERMIT OR ENTRY PERMIT .....	7
STAMP RESIDENCE EMPLOYMENT PERMIT IN A NEW PASSPORT (ORIGINAL LOST).....	9
STAMP RESIDENCE EMPLOYMENT PERMIT IN A NEW OF REPLACEMENT PASSPORT .....	11
RENEW AN EMPLOYMENT RESIDENCE PERMIT .....	12
RE-VALIDATE A RESIDENCE EMPLOYMENT PERMIT AFTER SIX MONTH OUTSIDE UAE .....	14
AMEND AN EMPLOYMENT CONTRACT .....	Error! Bookmark not defined.
FURTHER INFORMATION .....	13

Transfers are covered in a separate guide.

## INTRODUCTION

---

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

All employees of DMCC companies must have a residence permit sponsored by DMCC, unless they are under the sponsorship of their husband or father. The residence permit is valid for 3 years.

There are a number of ways that the application process may be processed. In the first case, if an applicant is joining a DMCC company coming from a government organisation or a company in another Free Zone or DMCC itself, the applicant has the option to transfer his/her residence permit to the new DMCC company. In the second case, if the applicant is coming from a company that is not in a Free Zone, the applicant must cancel his/her previous residence permit and complete the process of obtaining a new one. In the third case, an applicant will enter the UAE on a visit visa and convert that to an Employment Residence Permit or enter the UAE on an employment entry permit which will then be stamped as an employment residence permit once all steps of the process are completed.

This guideline covers the new employee residence permit when the applicant will remain inside the UAE during the entire process. Holders of cancelled residence permits, visit visas and tourist visas are eligible.

### Important notes:

- An Employment entry permit is valid for 60 days.
- If an applicant fails the medical exam he/she will not be allowed to remain in the UAE.

## NEW EMPLOYMENT RESIDENCE PERMIT FOR AN APPLICANT INSIDE THE COUNTRY.

### SERVICE TO SELECT ON PORTAL

Employment Services - Visa services - Employee residence permits (visa) - Apply for new

### STEPS & REQUIREMENTS

**Step 1:** Complete application and upload required documents via online portal to obtain an employment entry permit

Uploaded	Documents	Remarks
<input type="checkbox"/>	Passport copy	Clear and coloured
<input type="checkbox"/>	Passport - size photo	High quality and coloured JPEG
<input type="checkbox"/>	Company establishment card	If available
<input type="checkbox"/>	Previous residence visa cancellation (if applicable) or visit visa or tourist visa	One of the list documents
<input type="checkbox"/>	Labour card cancellation	If previous company sponsor was Ministry of Labour
<input type="checkbox"/>	Highest educational certificate	
<input type="checkbox"/>	Signed & stamped employment contract	Generated by portal
<input type="checkbox"/>	Signed & stamped code of conduct	Generated by portal, if selected
<input type="checkbox"/>	Signed & stamped non-competition agreement	Generated by portal, if selected

In some cases, DMCC shall be required to ask for the attested educational certificates if requested by other Government Authorities.

After processing the online application, DMCC shall:

- Issue an employment entry permit, delivered by ARAMEX to the company's registered address within 24 hours.

**Step 2:** Once ready, please visit the DMCC counters to submit the required documents to complete the visa position amendment.

Applicants on visit visa or cancelled residence visa, have the option to apply for a visa position amendment. Otherwise they must exit the UAE after receiving the employment entry permit. All other applicants must exit the UAE and return on DMCC issued an employment entry permit.

Original	Copy	Documents	Remarks
<input type="checkbox"/>		Passport	Collected by courier
<input type="checkbox"/>		Employment entry permit	Collected by courier

**Step 3:** Once all documents are ready, please visit the DMCC counters to submit the below documents.

Original	Copy	Documents	Remarks
<input type="checkbox"/>		Passport	
<input type="checkbox"/>		Passport - size photos x 2	High quality and coloured
<input type="checkbox"/>		Medical fitness report	Issued by government approved hospital or clinics or centre
<input type="checkbox"/>		Employment entry permit	
<input type="checkbox"/>		Original Employment contract	
<input type="checkbox"/>		Emirates identity card application form	To be obtained from any approved typing centre

## OUTPUT

Upon completion of all requirements DMCC's courier shall deliver:

- 3 year valid residence employment visa affixed in the passport and issue a Company Employment Card (CEC)

## NEW EMPLOYMENT RESIDENCE PERMIT FOR AN APPLICANT OUTSIDE THE COUNTRY

### SERVICE TO SELECT ON PORTAL

Employment Services - Visa services - Employee residence permits (visa) - Apply for new

### STEPS & REQUIREMENTS

**Step 1:** Complete application and upload required documents via online portal to obtain an employment entry permit

Uploaded	Documents	Remarks
<input type="checkbox"/>	Passport copy	Clear and coloured
<input type="checkbox"/>	Passport - size photo	High quality and coloured JPEG
<input type="checkbox"/>	Company Establishment Card (CEC)	If available
	Highest educational certificate	
<input type="checkbox"/>	Signed employment contract	Generated by portal
<input type="checkbox"/>	Signed code of conduct	Generated by portal, if selected
<input type="checkbox"/>	Signed non-competition agreement	Generated by portal, if selected

In some cases, DMCC shall be required to ask for the attested educational certificates if requested by other Government Authorities.

After processing the online application, DMCC shall:

- Issue an employment entry permit, delivered by ARAMEX to the company's registered office within 24 hours

**Step 2:** Submit the employment entry permit at the immigration office at the port of arrival and update the portal application with the date of arrival as soon as the applicant enters the UAE using the entry permit.

**Step 3:** Intimate Employee arrival online.

**Step 4:** Once all documents are ready, please visit the DMCC counters to submit the below documents.

Original	Copy	Documents	Remarks
<input type="checkbox"/>		Passport	
<input type="checkbox"/>		Passport- size photos x 2	High quality and coloured
<input type="checkbox"/>		Medical fitness report	Issued by government approved hospital or clinics or centre
<input type="checkbox"/>		Employment entry permit	
<input type="checkbox"/>		Emirates identity card application form	To be obtained from any approved typing centre
<input type="checkbox"/>		Employment contract signed & stamped	

#### OUTPUT

Upon completion of all requirements DMCC shall:

- 3 year valid residence employment visa affixed in the passport and issue a Company Employment Card (CEC). These will be delivered by DMCC's courier

## CANCEL A RESIDENCE EMPLOYMENT PERMIT OR ENTRY PERMIT

---

### SERVICE TO SELECT ON PORTAL

Employment Services - Visa services - Employee residence permits (visa) - Cancel existing

### STEPS & REQUIREMENTS

Step 1: Complete application and upload required documents via online portal

Upload	Documents	Remarks
<input type="checkbox"/>	Signed end of service form	
<input type="checkbox"/>	Passport and visa page	
<input type="checkbox"/>	Emirate Id card or registration form	
<input type="checkbox"/>	Company employment card	
<input type="checkbox"/>	Termination/Resignation letter	

Step 2: Visit the DMCC Service Centre together with the employee to submit documents

Original	Copy	Documents	Remarks
	<input type="checkbox"/>	Passport + Visa Page	
<input type="checkbox"/>		Signed end of service form	Employee has to sign it at DMCC counters
<input type="checkbox"/>		Employment card & Emirates ID	

### OUTPUT

Upon completion of all requirements DMCC shall:

- Cancel the employment residence permit. The passport will be returned by DMCC's courier
- Cancel the employment residence permit when outside the country. Employee has to be outside the country for 6 months minimum.

**A:** Complete application to cancel if the applicant has not used the entry permit and the client wants to cancel.

Original	Copy	Documents	Remarks
<input type="checkbox"/>		Entry permit	If lost, Police report has to be submitted
	<input type="checkbox"/>	Passport	

**B:** Complete application to cancel if the applicant has used the entry permit to enter the UAE and the client wants to cancel prior to issuing the residence permit.

Original	Copy	Documents	Remarks
<input type="checkbox"/>		Entry permit	If lost, police report has to be submitted
<input type="checkbox"/>		Original passport	Original passport required for used entry permit cancellation
	<input type="checkbox"/>	Passport	

Entry permit cancellation is possible only prior to submitting the residence permit application to the Immigration.

## OUTPUT

Upon completion of all requirements DMCC shall:

- Cancel the employment entry permit

## STAMP RESIDENCE EMPLOYMENT PERMIT IN A NEW PASSPORT (ORIGINAL LOST)

### SERVICE TO SELECT ON PORTAL

Employment Services - Visa services - Employee residence permits (visa) - Stamp existing in new passport (orig. lost)

### STEPS & REQUIREMENTS

**Step 1:** Complete application and upload required documents via online portal

Upload	Documents	Remarks
<input type="checkbox"/>	Old and new passport	
<input type="checkbox"/>	Company Employment Card (CEC)	All originals to be returned to DMCC
<input type="checkbox"/>	Passport-size photos x 2	Clear and coloured
<input type="checkbox"/>	Police report	In case of lost passport

**Step 2:** Once all the following documents are ready, please visit the DMCC counters to submit the below documents to complete the employee residence permit stamp

Copy	Original	Documents	Remarks
	<input type="checkbox"/>	New passport	
	<input type="checkbox"/>	Company Employment Card (CEC)	All originals to be returned to DMCC
	<input type="checkbox"/>	Passport-size photos x 2	Clear and coloured
	<input type="checkbox"/>	Police report	In case of lost passport

### OUTPUT

Upon completion of all requirements DMCC shall deliver by courier:

- Stamped residence employment visa on new passport
- New Company Employment Card (CEC)

## STAMP RESIDENCE EMPLOYMENT PERMIT IN A NEW OF REPLACEMENT PASSPORT

### SERVICE TO SELECT ON PORTAL

Employment Services - Visa Services - Employee residence permits (visa) - Stamp existing in new or replacement passport

### STEPS & REQUIREMENTS

Step 1: Complete application and upload required documents via online portal

Upload	Documents	Remarks
<input type="checkbox"/>	New passport	
<input type="checkbox"/>	Old passport	
<input type="checkbox"/>	Passport-size photos	Clear and coloured JPEG
<input type="checkbox"/>	Company employment card	

Step 2: Once all the following documents are ready, please visit the DMCC counters to submit the below documents to complete the employee residence permit stamp.

Copy	Original	Documents	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	New passport	
	<input type="checkbox"/>	Passport-size photos x 2	Clear and coloured
	<input type="checkbox"/>	Employment card	

### OUTPUT

Upon completion of all requirements DMCC shall deliver by courier:

- Stamped residence employment visa on new passport

## RENEW AN EMPLOYMENT RESIDENCE PERMIT

### SERVICE TO SELECT ON PORTAL

Employment Services - Visa services - Employee residence permits (visa) - Renew existing

### STEPS & REQUIREMENTS

Step 1: Complete application and upload required documents via online portal

Upload	Documents	Remarks
<input type="checkbox"/>	Passport copy with visa page	Clear and coloured copy
<input type="checkbox"/>	Medical report	From any government approved hospital or medical clinic
<input type="checkbox"/>	Passport- size photos	High quality and coloured JPEG
<input type="checkbox"/>	Company establishment card	If available
<input type="checkbox"/>	Company Employment Card (CEC)	All originals to be returned to DMCC
<input type="checkbox"/>	Emirates ID or registration form	From an approved typing centre
<input type="checkbox"/>	Valid driving license	If job title is driver

Step 2 Once all the following documents are ready, please visit the DMCC counters to submit the below documents to complete the employee residence permit stamp.

Copy	Original	Documents	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	Passport	
<input type="checkbox"/>	<input type="checkbox"/>	Medical report	From any government approved hospital or medical clinic
<input type="checkbox"/>	<input type="checkbox"/>	Passport- size photos x 2	High quality and coloured
<input type="checkbox"/>	<input type="checkbox"/>	Company Employment Card (CEC)	
<input type="checkbox"/>		Emirates ID Registration form	

	<input type="checkbox"/>	Original cancelled EID	
--	--------------------------	------------------------	--

**OUTPUT**

Upon completion of all requirements DMCC shall:

- Issue renewed Company Employment Card (CEC)
- Renewed residence employment visa shall be stamped on the passport

## RE-VALIDATE A RESIDENCE EMPLOYMENT PERMIT AFTER SIX MONTH OUTSIDE UAE

### SERVICE TO SELECT ON PORTAL

Employment Services - Visa services - Employee residence permits (visa) - Revalidate existing 6 months outside UAE

### REQUIREMENTS

Complete application and upload required documents via online portal.

Original	Copy	Documents	Remarks
	<input type="checkbox"/>	Passport with visa page	

### OUTPUT

Upon completion of all requirements DMCC shall delivery by courier:

- A letter from immigration re-validating the employment residence visa.

This signifies that the immigration system has been updated, and the applicant will be allowed to re-enter the country on their existing residence permit. It is suggested they bring a copy of the letter to show to immigration staff at the port of entry, if requested.

### FURTHER INFORMATION

- Please visit our website at [www.dmcc.ae](http://www.dmcc.ae), or email [CustomerCare@dmcc.ae](mailto:CustomerCare@dmcc.ae)
- Contact us at 800 DMCC(3622), or +971 4 4249600