

## 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

- In case the employee's salary is equal to or less than AED 5000, the employee and the company's authorised representative must visit the DMCC counters for the employee to electronically sign his / her end of service entitlement in front of the DMCC counter staff.
- In case of lost CEC (Company Employment Card), DMCC requires an undertaking letter from the company to be submitted along with the documents.
- Once the verification of the documents is done, DMCC staff will stamp the transfer form provided from the other authority and return it back 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:** Once the HR signatory has completed the e-signing, the employee receives a notification to e-sign the same End of Service Entitlement. If the staff salary is equal to or less than AED 5000, staff will visit the DMCC counter for in person signing.

**Step 6:** Proceed with the original documents submission at the DMCC counters.

**Step 7:** The transfer form provided by the other Free Zone will be stamped from DMCC authority and returned to the client.

**Step 8:** Visa deposit will be released once the company uploads a copy of new visa for the transferred employee.

## Requirements

### Stage 1 Requirements

To be uploaded on the DMCC portal.

Uploaded	Documents	Remarks
<input type="checkbox"/>	Applicant's passport copy with visa page	
<input type="checkbox"/>	No objection certificate from current sponsor	
<input type="checkbox"/>	Termination /resignation letter	
<input type="checkbox"/>	Transfer form signed and stamped from the new sponsor	
<input type="checkbox"/>	Visa copy	

## Stage 2 Requirements

To be submitted at the DMCC counters:

Original	Documents	Remarks
□	Transfer form stamped from the other Free Zone	Applicant must have the original.
□	Company employment card	Original to be submitted.

## 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 with the transfer.
- The transfer form should be valid at the stamping stage.
- The original Emirates ID is mandatory to be submitted at the stamping stage; if lost, the applicant must submit a police report.
- 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.
- The residence visa transfer is applicable only between Dubai Free Zones.
- The transfer form will be issued with 2 months validity through DMCC authority.

## Steps

**Step 1:** Complete the application on the DMCC portal - apply for 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 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:** Apply for Emirates ID in any approved typing centre & proceed with the medical test in any government approved hospital, clinic or centre.

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

**Step 11:** Submit the required documents for residence visa stamping on the DMCC counters.

**Step 12:** The courier will deliver the original passport with the company's employment card to the company's physical office; as for flexi desks, the company's authorised person must collect at the DMCC counter.

## Requirements

### Stage 1 Requirements

Uploaded	Documents	Remarks
<input type="checkbox"/>	Applicant's passport copy with Visa Page	
<input type="checkbox"/>	Coloured passport size Photo (JPEG)	
<input type="checkbox"/>	Company Establishment Card	
<input type="checkbox"/>	Highest educational certificate	To be attested from the Ministry of Foreign Affairs in Dubai
<input type="checkbox"/>	Previous Company Establishment Card	
<input type="checkbox"/>	NOC to transfer visa to DMCC company	

## Stage 2 Requirements

Original	Copy	Documents	Remarks
□		Transfer form	Original to be submitted with both authorities stamp
□		Applicant's passport	Original to be submitted
□		Medical test results	Original to be submitted
□		Latest passport size photo	2 photos required
□		Previous Emirates ID card	Original to be submitted
	□	Emirates ID registration form	Copy is required
	□	Applicant's health insurance	Copy is required

## Output

- Residence visa will be stamped on the passport and company employment card will be issued.

## Transfer between Two DMCC Companies

The employee can transfer his / her visa between two DMCC companies. In this case, both DMCC companies must raise a service request on the system for this application.

1. Existing company must raise a service request for transfer **from** DMCC and follow the procedures in 'transfer residence visa from DMCC'.
2. The new company must raise a service request for transfer **to** DMCC (and follow the procedures in 'transfer residence visa to DMCC', where both applications must be submitted at the same time at the DMCC counter.

## Further Information

- 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 +9714 424 9600.