

## Application Guideline 3.3

### Employment Services - Identity Card 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. Identity cards are issued to sponsored employees who hold an employee residence permit. These cards may be requested from time to time by various authorities to prove that the individual is authorised to work in the UAE.

The Identity card is issued for:

- Female who is sponsored by her husband or father
- GCC Nationals whether male or female.

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.

## Identity Cards - Apply for New

### Service to Select on Portal

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

### Important Notes

- Permanent identity cards (PIC) will be renewable and valid for one year.
- Permanent identity card (PIC) will be issued only for females who are sponsored by their fathers / husbands as well as GCC nationals (male or female).
- The applicant's residence visa should be valid for 3 months.
- The sponsor's residence visa should be valid for 3 months.
- No salary certificate or NOCs will be provided to the card holders from DMCC, all should be provided through the company.
- No amendment of job title or salary details can be done on the card (for such cases, only at the renewal, then details can be amended).

## Steps

**Step 1:** Complete the application form to apply for 'Employment services - Card & access services - Identity cards - Apply for new' on the DMCC portal.

**Step 2:** Upload the required documents and proceed with the payment.

**Step 3:** Receive a notification with the DMCC approval.

**Step 4:** The HR Signatory of the company receives a notification to electronically sign the relevant employment documentation.

**Step 5:** Once the HR signatory has completed the e-signing, the employee receives a notification to e-sign the same employment documentation.

**Step 6:** Receive a notification confirming the card issuance.

**Step 7:** The Identity card will be delivered to the company's registered office address.

## Requirements

Documents	Remarks
Passport copy with UAE visa page	Residence visa validity should be 3 months minimum.
No Objection Certificate (NOC) from the sponsor	To be signed by the sponsor.
Passport copy of the sponsor and UAE visa page	Residence visa validity should be 3 months minimum.
Passport size photos	High quality and coloured.
Employment Contract	It will be system generated to be e-signed by both parties if it is DMCC Contract Template.
Non-Competition Agreement	If selected, it will be system generated to be e-signed by both parties.
Employee Code of Conduct	If selected, it will be system generated to be e-signed.

## Output

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

## Identity Cards - Renewal

### Service to Select on Portal

Employment services - Card & access services - Identity cards Renewal

### Important Notes

- The applicant's residence visa should be valid for 3 months.
- The sponsor's residence visa should be valid for 3 months.
- The card details can be amended / updated (job title / salary details).

### Steps

**Step 1:** Complete the application form to apply for 'Employment services - Card & access services - Identity cards - Apply for Renewal' on DMCC portal.

**Step 2:** Upload the required documents and proceed with the payment.

**Step 3:** Receive a notification with DMCC approval.

**Step 4:** The HR Signatory of the company receives a notification to electronically sign the relevant employment documentation.

**Step 5:** Once the HR signatory has completed the e-signing, the employee receives a notification to e-sign the same employment documentation.

**Step 6:** Receive a notification confirming the renewed card issuance.

**Step 7:** The card will be delivered to the company's registered office address.

## Requirements

Documents	Remarks
Passport copy with UAE visa page	Residence visa validity should be 3 months minimum.
No Objection Certificate (NOC) from sponsor	To be signed by the sponsor.
Passport copy of the sponsor and UAE visa page	Residence visa validity should be 3 months minimum.
Passport- size photos	High quality and coloured.
Employment Contract	It will be system generated to be e-signed by both parties if it is DMCC Contract Template.
Non-Competition Agreement	If selected, it will be system generated to be e-signed by both parties.
Employee Code of Conduct	If selected, it will be system generated to be e-signed.

## Output

Renewed permanent Identity Card (PIC) is issued for one year.

## Identity Cards - Cancellation

### Service to Select on Portal

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

### Important Notes

- End of service entitled must be electronically signed by the employee at the DMCC counter for employees with salary AED 5000 and below.
- Original card to be submitted at the DMCC counter.
- For employees with salary more than 5000, the end of service can be electronically signed either via email or via in person signing at the DMCC counter as per the company's preference.

## Steps

**Step 1:** Complete the application form to apply for ‘Employment services - Card & access services - Identity cards - Apply for cancellation’ on the DMCC portal.

**Step 2:** Upload the required documents and proceed with the payment.

**Step 3:** Receive a notification with DMCC approval.

**Step 4:** The HR Signatory of the company receives a notification to electronically sign the end of service entitlement.

**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.

**Step 6:** If the employee earned a salary of 5000 and below, then, he / she must electronically sign the end of service entitlement via in person signing at the DMCC counter.

**Step 7:** The system will be updated and the card will be cancelled.

## Requirements

Documents	Remarks
Permanent Identify Card (PIC)	Original card to be surrendered.
End of service form	It will be system generated to be e-signed by both parties.

## Output

The permanent identity card will be cancelled.

## Further Information

- Visit our website at [www.dmcc.ae](http://www.dmcc.ae) or contact us at 600 54 DMCC (600 54 3622) or +971 4 424 9600.