
DMCC Free Zone

Who can work from DMCC Free Zone?

Last updated October 2014

What you need to know

- It is illegal for any employer to retain the services of an individual that does not have approval to perform duties in the DMCC Free Zone.
- Authorisation to perform employment duties in DMCC Free Zone takes three main forms;
 1. Employee Residence Permit (Visa)
 2. Employee Identity Card
 3. Access Approval
- Any employee on an Employee Residence Permit (Visa) or with a DMCC Employee Identity Card must hold a valid Employment Contract with the Free Zone company.

In this pack find out...

Slide 5 - Find out the type of authorization that is required in each situation:

- Identity card
- Residence visa
- Business visit visa
- Access approval

Slide 6 - Find out about valid services contracts, in the case of Access approvals.

Slide 7 - Find out which type of Service Request to select and which responses to give in each type of employee situation:

- Transfers within DMCC
 - Transfers into DMCC
 - Employment residence permit out of country
 - Employment residence permit in country with amendment
 - Employment residence permit in country, exiting and returning
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In this pack find out...

Slide 8 - Find out what are the next steps after Entry permit is issued:

- Activating the Entry Permit
- Medical Fitness test
- Passport stamping

Slide 9 - Use this table to find out how to activate the Entry Permit for employees in or out of the UAE. Getting it right!

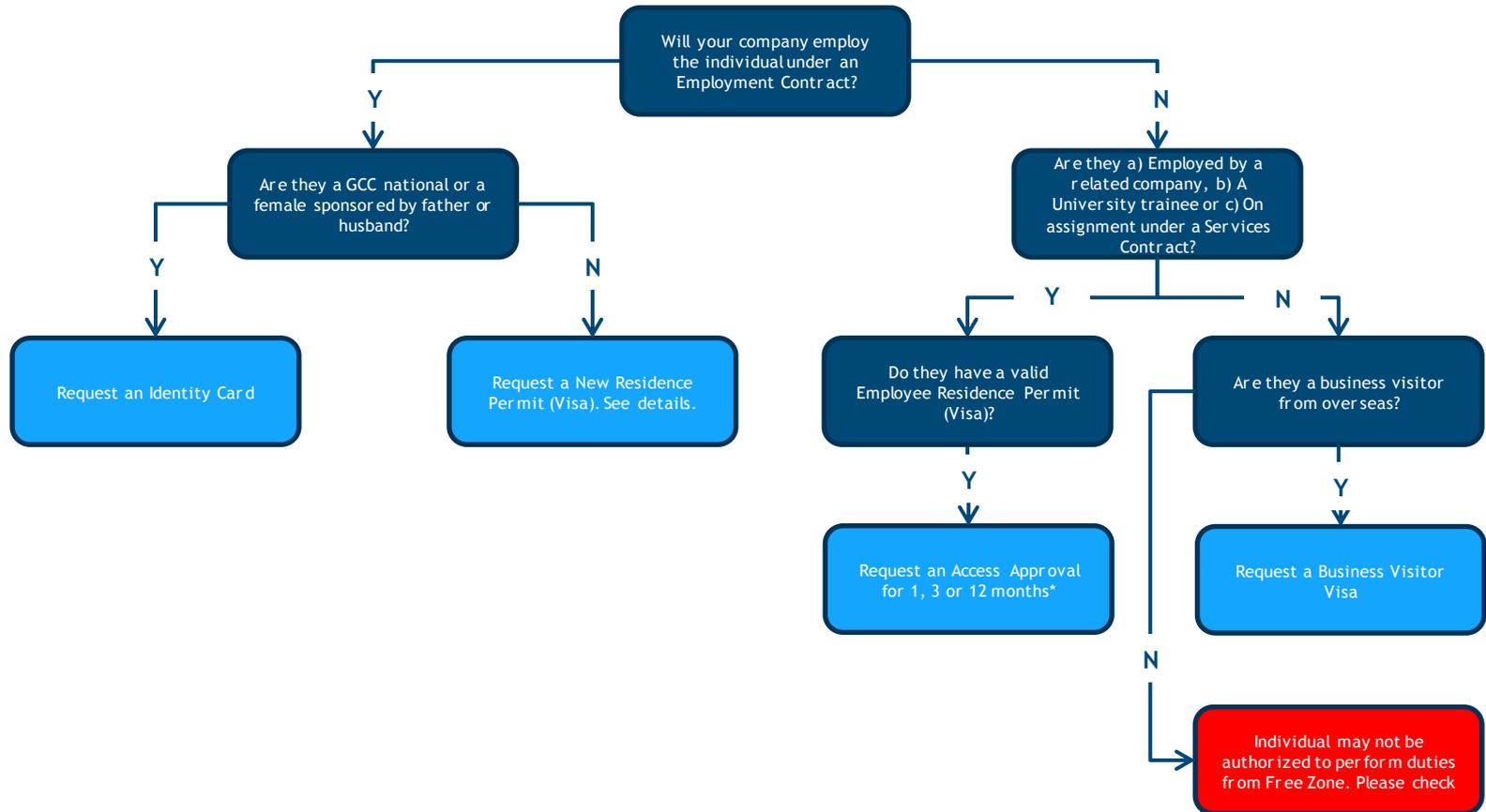
Slide 10 - Find out about changes to the employment terms during the validity period of the residence employment permit.

- When does a visa amendment need to be stamped in the passport?

Slide 11 - Find out what to do if a visa is expiring or expiring soon.

- Doing nothing is not allowed!
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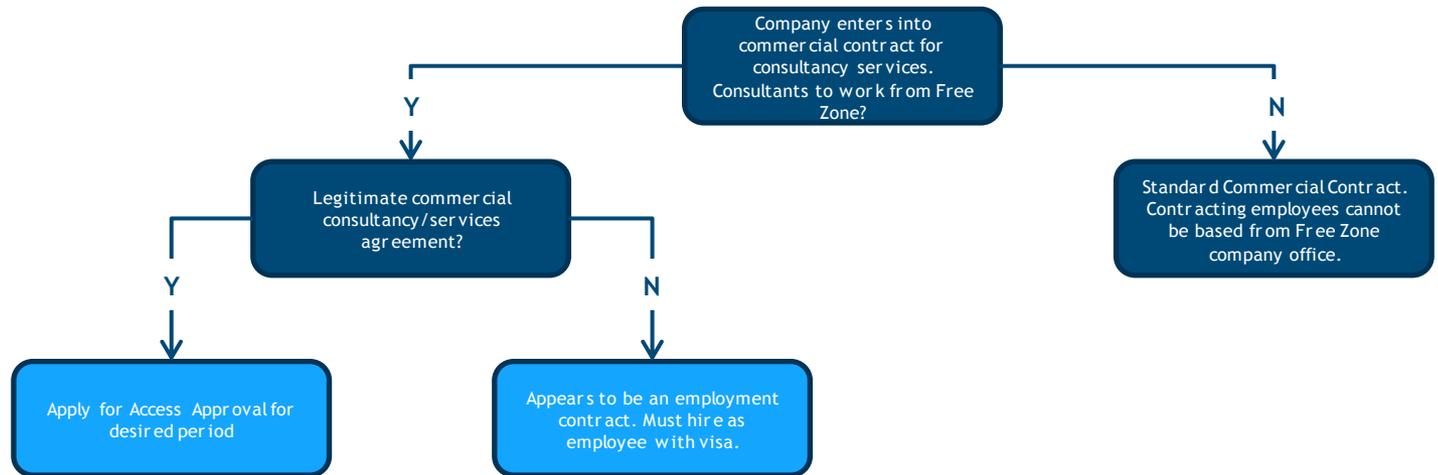
Which type of authorization is required?



*Access Approvals are limited to no more than 30% of the workers performing services from a company's place of business.

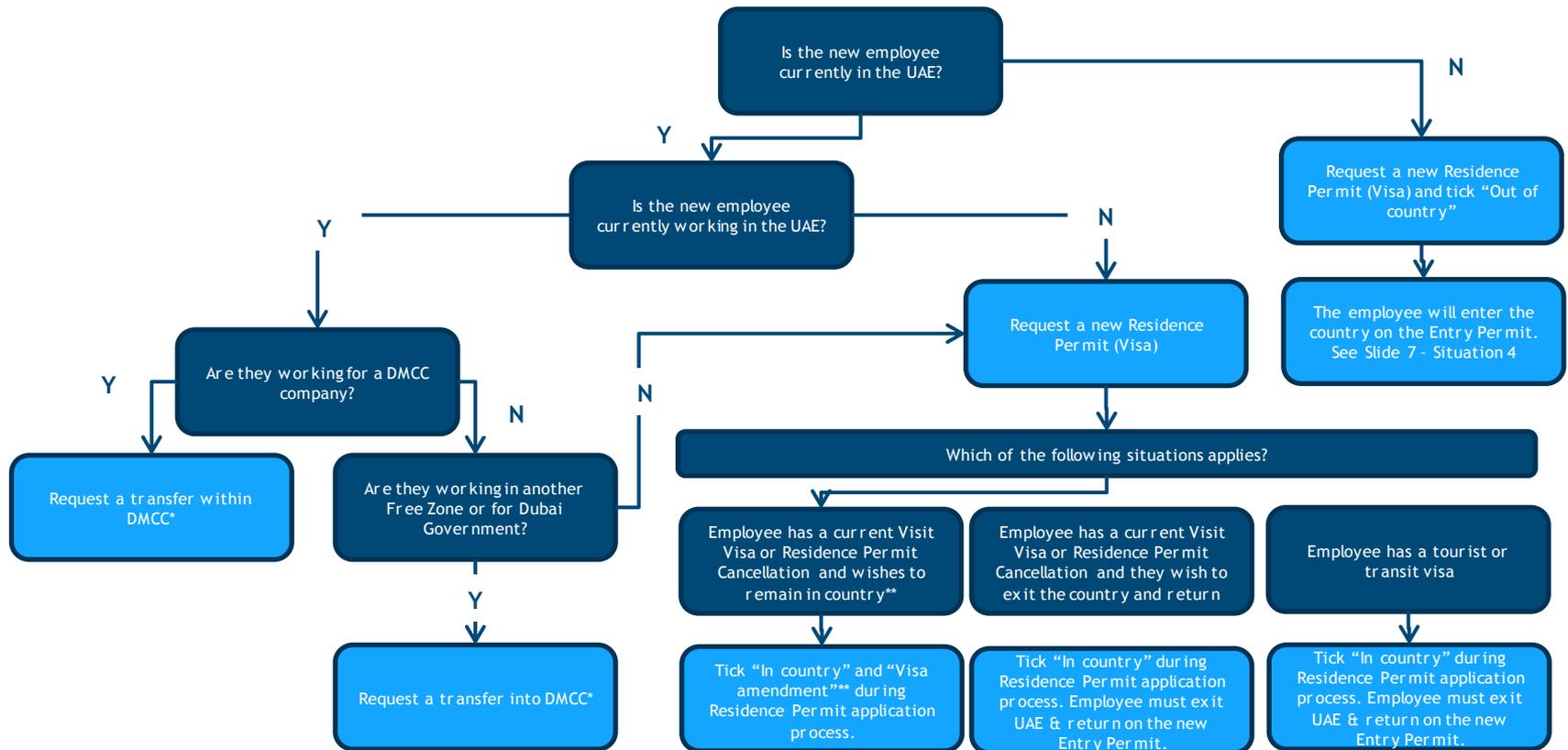
What is a valid Services Contract?

Your company may, at times, have employees from another company working from your office, sometimes know as ‘embedded contractors’. You must ensure that you have entered into a valid service contract with that company before allowing any of their employees to work from your office location.



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What type of Service Request is needed for the Residence Permit?



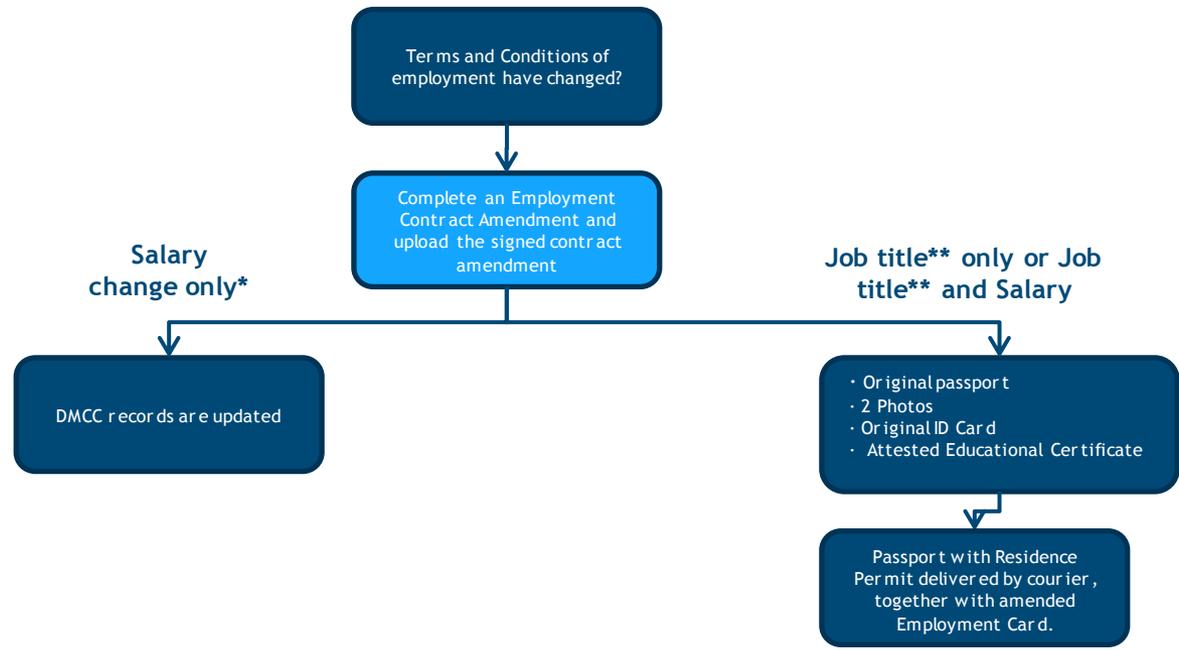
*This process enables the employee to remain in the UAE during the process, and if they are the sponsor of others those visas can also be transferred.

**This process incurs an additional charge but enables the employee to remain in the UAE during the process

Quick check - In/Out country

Situation Types	1	2	3	4
Is employee in UAE now?	Yes	Yes	Yes	No
Has the entry permit has been issued?	Yes	No	Yes	Yes
Will the employee exit UAE and return?	Yes Must exit if on tourist or transit visa.	Yes Must exit if on tourist or transit visa.	No	N/A
Instructions	Employee brings original EP with them and activates (handover at airport immigration) it at immigration on return to UAE.	Once issued the employer deposits EP at airport and emails copy to employee OR Sends original to employee for activation on arrival at immigration. Employee must show EP to airport immigration.	After EP is issued employer commences position amendment process. Employee can stay in the UAE.	Employer deposits EP at airport and emails copy to employee OR Sends original to employee for activation on arrival at immigration. Employee must show EP to airport immigration.

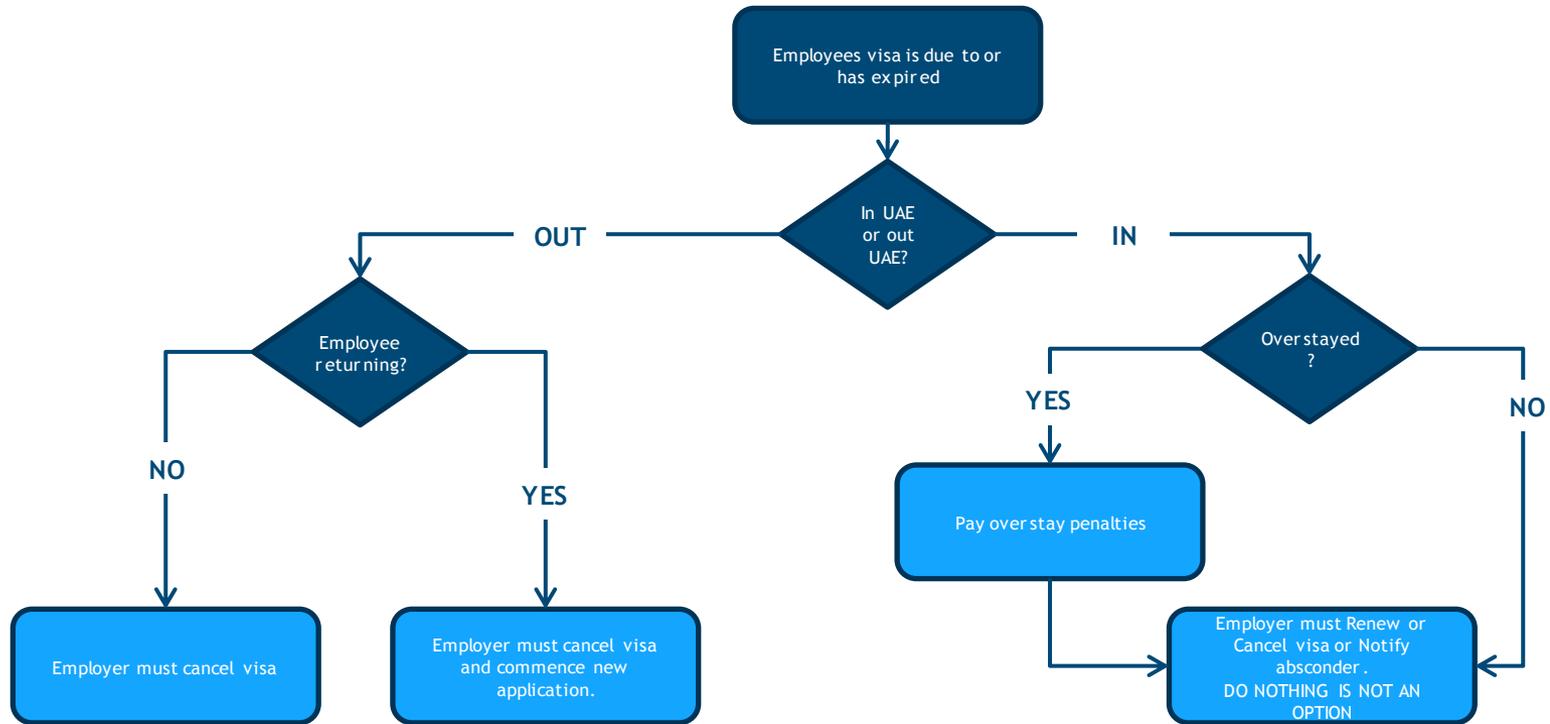
Change to employment terms during RP validity period



*DMCC requires all companies to update salary details on the portal to ensure that up to date records are kept for all employees, ensuring proper calculation of benefits.

**Under UAE immigration rules it is required to amend the employee residence permit if there is a change of job title.

What to do if a visa is expired or about to expire?



When an Employee Residence Visa expires the company is required to ensure the visa is either renewed, cancelled, or notified as an absconder if the employee cannot be located.

Under UAE immigration rules one of the above steps MUST be taken.

Further information

Contact DMCC on 800 DMCC

Email customercare@dmcc.ae

Web www.dmcc.ae