

## APPLICATION GUIDELINE 3.2.1

### EMPLOYMENT SERVICES - REQUEST FOR BUSINESS VISITOR VISAS

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#### INTRODUCTION

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If a company would like to sponsor a business contact to visit the UAE for business purposes such as a conference, the company will need to obtain a business visitor visa for that person. Each company may apply for up to 3 such visas as any one time. The visa is valid for one month and is non-renewable and non-refundable.

#### SERVICE TO SELECT ON PORTAL

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Employment Services - Visa services - Business visitor visas - Apply for new

#### STEPS & REQUIREMENTS

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Step 1 Complete application and upload required documents via online portal to obtain a business visitor visa

Uploaded	Documents	Remarks
<input type="checkbox"/>	Passport copy	Clear and coloured
<input type="checkbox"/>	Passport - size photo	High quality and coloured

Visit visa is non-refundable in case of rejection.

#### OUTPUT

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Upon completion of all requirements DMCC shall deliver by courier:

- Issue visit visa valid for one month. This is non-renewable and non-extendable

You may either email a copy to the visitor or submit the original at the port of entry, or courier the original to the visitor for activation upon entry into the UAE.

## **FURTHER INFORMATION**

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- 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 4 424 9600**