

Application Guideline

Employment Services - Request for New Employee Residence Permit (Visa)

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Introduction

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

All employees of DMCC companies must have an employment residence visa issued by DMCC, unless they are under the sponsorship of their husband or father or mother or if they are GCC Nationals, in which case, they are issued an identity card. The DMCC employment residence visa is valid for 3 years.

The application process differs for each scenario.

Scenario 1: In case the applicant is outside the country.

Scenario 2: In case the applicant is inside UAE through Visit Visa / Tourist visa / cancelled visa, and applied as inside country without amendment.

In this case, the applicant will apply for the Entry Permit while he/she is still inside UAE, during the process, he/she can exit the country and wait for the Entry Permit to be issued and sent to him/her electronically, then, he/she can enter the country using the Entry Permit. Alternatively, the applicant can stay inside the country until the Entry Permit is issued (the applicant must make sure not to overstay while the Entry Permit is under process to avoid penalties), then, he/she can collect it from the company, exit the country, then, re-enter using this Entry Permit.

Scenario 3: If the applicant is joining from a LLC company or is registered under the Labour Ministry, the applicant must first cancel his / her previous Residence Permit and complete the process of obtaining a new Employment Residence Visa via DMCC.

If the applicant has entered UAE through Visit Visa / Tourist Visa, they can apply for a new DMCC Employment Entry Permit and change the former status to the latter.

Scenario 4: In case the applicant is inside UAE and is joining a DMCC Company from another Free Zone / Government organisation / within DMCC Free Zone, the applicant has the option to transfer his / her residence permit to the new DMCC Company.

Service to Select on Portal

Employment Services - Visa services - Employee Residence Permits (Visa) - Apply for new

Important Notes

- All applicants' details must be entered as per the passport information.
- Minimum passport validity must be 8 months while applying for the employment entry permit.
- All the designations must be supported by relevant educational certificate, attested by the Ministry of Foreign Affairs (MOFA) in Dubai.
- If the applicant is a shareholder of the company with minimum 50 shares, only the copy of Shares Certificate needs to be uploaded in place of the educational certificate.
- Entry Permit is valid for 60 days and cannot be renewed and needs to be cancelled once

- expired.
- Applicants may experience delay in Entry Permit issuance due to DMCC and GDRFA approval processes.
- Company establishment card and license must be valid in order to apply for the service request.
- All applications will be subject to Dubai's General Directorate of Residency and Foreigners Affairs (GDRFA) rules & regulations.

New Employment Residence Permit for an Applicant outside the Country

Employment Services - Visa services - Employee Residence Permits (Visa) - Apply for new residence visa - outside the country

Steps

Step 1: Complete the application form to apply for 'Employment Services - Visa services - Employee Residence Permits (Visa) - Apply for New' on the DMCC portal.

Step 2: Upload the stage 1 required documents and proceed with the payment.

Step 3: Receive a notification confirming the DMCC approval.

Step 4: Receive a notification confirming the submission of documents to GDRFA.

Step 5: Receive a notification confirming the issuance, return, or rejection of the Entry Permit and the next steps.

Step 6: In case of approval, an electronic copy of the entry permit will be uploaded by DMCC on the DMCC portal and the same can be forwarded to the applicant to download and print. Applicants to enter the country using the electronic entry permit.

Step 7: The HR Signatory of the company receives a notification with the relevant employment documentation to electronically sign them.

Step 8: Once the HR signatory has completed the e-signing, the employee receives a notification to e-sign the same employment documentation.

Step 9: Arrival intimation to be updated on the company DMCC portal as soon as the employee enters UAE.

Step 10: Apply for the applicant's health insurance through an approved local health insurance inside UAE.

Step 11: Apply for Emirates ID in any approved typing centre & proceed with the medical test in any government approved hospital, clinic or centre. (Please note that DMCC will soon provide the typing services)

Step 12: Upload the stage 2 required documents on the portal.

Step 13: Submit the original passport for residence visa stamping on the DMCC counters.

Step 14: Receive a notification confirming the submission of documents to GDRFA.

Step 15: Receive a notification confirming the issuance of the residence visa permit.

Step 16: For companies on flexi desks, the company's authorised person must collect the original passport with stamped residence visa and employment card at the DMCC counter. For companies on physical offices, the Courier will deliver the original passport with stamped residence visa and employment card to the company.

Requirements

Stage 1 Requirements

To be uploaded on the Member portal for Entry permit issuance.

Documents	Remarks
Latest passport size photo	Upload on the member portal in JPEG format in Max size: 40 KB Height: 355 Width: 300 To adjust your document size, you may use the following online tool https://ezgif.com/resize .
Passport copy	Passport should be valid for at least 8 months. Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850 To adjust your document size, you may use the following online tool https://ezgif.com/resize .
Education Certificate (Attested by Ministry of Foreign Affairs, Dubai) - Copy	Copy of the highest educational certificate attained to be uploaded on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
Establishment Card - Copy	Establishment card must be valid for at least 1 month. Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
Signed Offer Letter - Copy	Signed by both the Employee and the Employer and stamped by the Employer. Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850

Stage 2 Requirements

To be uploaded on the Member Portal for visa stamping.

Documents	Remarks
Medical Fitness Certificate	Scan the original document and a copy of the original document. Upload on the member portal in JPEG format in Size: 1024 KB Height: 1167 Width: 850
Copy of Health Insurance	
Emirates ID application form	

Documents Sent for Electronic Signature

The following documents will be generated on the portal for preview only in order to view the entered details and are not to be signed as they will be sent to the HR Signatory for e-signing:

1. Draft Employment Contract template (for preview only and not for signature), not applicable for company own contract template
2. Draft Cover Sheet (for preview only and not for signature)
3. Draft Employee Code of Conduct (Optional - for preview only and not for signature)
4. Draft Non-competition Agreement (Optional - for preview only and not for signature)

Output

- Issue a renewable Residence Visa along with the Company Employment Card that are valid for three years.

New Employment Residence Permit for an Applicant inside the Country without Amendment

Steps

Step 1: Complete the application form to apply for 'Employment Services - Visa services - Employee Residence Permits (Visa) - Apply for New' on DMCC portal.

Step 2: Upload the stage 1 required documents and proceed with the payment.

Step 3: Receive a notification confirming the DMCC approval.

Step 4: Receive a notification confirming the submission of documents to GDRFA.

Step 5: Receive a notification confirming the issuance, return, or rejection of the Entry Permit and the next steps.

Step 6: In case of approval, an electronic copy of the entry permit will be uploaded by DMCC on the DMCC portal and the same can be forwarded to the applicant to download and print. The applicant to exit the country & re-enter with the electronic entry permit.

Step 7: The HR Signatory of the company receives a notification with the relevant employment documentation to electronically sign them.

Step 8: Once the HR signatory has completed the e-signing, the employee receives a notification to e-sign the same employment documentation.

Step 9: Arrival intimation to be updated on the company DMCC portal as soon as the employee enters UAE.

Step 10: Apply for the applicant's health insurance through an approved local health insurance inside UAE.

Step 11: Apply for Emirates ID in any approved typing centre & proceed with the medical test in any government approved hospital, clinic or centre. (Please note that DMCC will soon provide the typing services)

Step 12: Upload the stage 2 documents on the portal.

Step 13: Submit the original passport for residence visa stamping on the DMCC counters.

Step 14: Receive a notification confirming the submission of documents to GDRFA.

Step 15: Receive a notification confirming the issuance of the residence visa permit.

Step 16: For companies on flexi desks, the company's authorised person must collect the original passport with stamped residence visa and employment card at the DMCC counter. For companies on physical offices, the Courier will deliver the original passport with stamped residence visa and employment card to the company.

Requirements

Stage 1 Requirements

To be uploaded on the Member Portal for Entry Permit issuance.

Documents	Remarks
Latest passport size photo	Upload on the member portal in JPEG format in Max size: 40 KB Height: 355 Width: 300 To adjust your document size, you may use the following online tool https://ezgif.com/resize .
Passport copy	Passport should be valid for at least 8 months. Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850 To adjust your document size, you may use the following online tool https://ezgif.com/resize .
Education Certificate (Attested by Ministry of Foreign Affairs, Dubai) - Copy	Copy of the highest educational certificate attained to be uploaded on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
Establishment Card - Copy	Establishment card must be valid for at least 1 month. Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
Signed Offer Letter - Copy (not applicable for company own contract templates)	Signed by both the Employee and the Employer and stamped by the Employer. Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
Current visa - copy	Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
Signed Employment Contract (applicable only for company's own contract templates)	Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850

Stage 2 Requirements

To be uploaded on the Member Portal for visa stamping.

Documents	Remarks
Medical Fitness Certificate	Scan the original document and a copy of the original document. Upload on the member portal in JPEG format in Size: 1024 KB Height: 1167 Width: 850
Copy of Health Insurance	
Emirates ID application form	

Documents Sent for Electronic Signature

The following documents will be generated on the portal for preview only in order to view the entered details and are not to be signed as they will be sent to the HR Signatory for e-signing:

1. Draft Employment Contract template (for preview only and not for signature), not applicable for company own contract template
2. Draft Cover Sheet (for preview only and not for signature)
3. Draft Employee Code of Conduct (Optional - for preview only and not for signature)
4. Draft Non-competition Agreement (Optional - for preview only and not for signature)

Output

- Issue a renewable Residence Visa along with the Company Employment Card that are valid for three years.

New Employment Residence Permit for an Applicant inside the UAE with Visa Position Amendment (Change of Status)

Steps

Step 1: Complete the application form to apply for 'Employment Services - Visa services - Employee Residence Permits (Visa) - Apply for New' on DMCC portal.

Step 2: Upload the stage 1 required documents and proceed with the payment.

Step 3: Receive a notification confirming the DMCC approval.

Step 4: Receive a notification confirming the submission of documents to GDRFA.

Step 5: Receive a notification confirming the issuance, return, or rejection of the Entry Permit and the next steps.

Step 6: In case of approval, an electronic copy of the entry permit will be uploaded by DMCC on the

DMCC portal and the same can be forwarded to the applicant to download and print.

Step 7: Submit the original passport at the DMCC Counters for change of status.

Step 8: Receive a notification confirming the change of status of the Entry Permit & the next steps.

Step 9: The HR Signatory of the company receives a notification with the relevant employment documentation to electronically sign them.

Step 10: Once the HR signatory has completed the e-signing, the employee receives a notification to e-sign the same employment documentation.

Step 11: Apply for the applicant's health insurance through an approved local health insurance inside UAE.

Step 12: Apply for Emirates ID in any approved typing centre & proceed with the medical test in any government approved hospital, clinic or centre. (Please note that DMCC will soon provide the typing services)

Step 13: Upload the stage 2 documents on the portal.

Step 14: Submit the original passport for residence visa stamping on the DMCC counters.

Step 15: Receive a notification confirming the submission of documents to GDRFA.

Step 16: Receive a notification confirming the issuance of the residence visa permit.

Step 17: For companies on flexi desks, the company's authorised person must collect the original passport with stamped residence visa and employment card at the DMCC counter. For companies on physical offices, the Courier will deliver the original passport with stamped residence visa and employment card to the company.

Requirements

Stage 1 Requirements

To be uploaded in the system for Entry permit issuance.

Documents	Remarks
Latest passport size photo	Upload on the member portal in JPEG format in Max size: 40 KB Height: 355 Width: 300 To adjust your document size, you may use the following online tool https://ezgif.com/resize .
Passport copy	Passport should be valid for at least 8 months. Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850 To adjust your document size, you may use the following online tool https://ezgif.com/resize .
Education Certificate (Attested by Ministry of Foreign Affairs, Dubai) - Copy	Copy of the highest educational certificate attained to be uploaded on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
Establishment Card - Copy	Establishment card must be valid for at least 1 month.

	Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
Signed Offer Letter - Copy (not applicable for company own contract templates)	Signed by both the Employee and the Employer and stamped by the Employer. Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
Current visa - copy	Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
Signed Employment Contract (applicable only for company's own contract templates)	Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850

Stage 2 Requirements

To be uploaded on the Member Portal for visa stamping.

Documents	Remarks
Medical Fitness Certificate	Scan the original document and a copy of the original document. Upload on the member portal in JPEG format in Size: 1024 KB Height: 1167 Width: 850
Copy of Health insurance	
Emirates ID application form	
Status Change document	

Documents Sent for Electronic Signature

The following documents will be generated on the portal for preview only in order to view the entered details and are not to be signed as they will be sent to the HR Signatory for e-signing:

1. Draft Employment Contract template (for preview only and not for signature), not applicable for company own contract template
2. Draft Cover Sheet (for preview only and not for signature)
3. Draft Employee Code of Conduct (Optional - for preview only and not for signature)
4. Draft Non-competition Agreement (Optional - for preview only and not for signature)

Output

- Issue a renewable Residence Visa along with the Company Employment Card that are valid for Three years.

Further Information

- Visit our website at www.dmcc.ae or email us at CustomerCare@dmcc.ae.
- Contact us at 800 DMCC (3622) or +971044249600.