DMCC

APPLICATION GUIDELINE

EMPLOYMENT SERVICES – CARD & ACCESS SERVICES

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INTRODUCTION

Identity cards and access approvals are an alternate way for an individual to become authorized to perform services for a company, without being sponsored directly by the company.

Employment cards are issued to sponsored employees that 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.

DMCC recommends reading the employment matters decision chart for anyone that is unsure of the requirements relating the individuals performing services from the Free Zone.

IDENTITY CARDS

If a company would like to hire a female who is sponsored under her husband or father's sponsorship, the company will need to obtain an identity card for the employee. 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, the identity card will be issued electronically.

The below instructions are for a new application. For assistance with cancellation and renewal use the "Help Me" tool in DMCC's portal which will guide you through all steps. Upon renewal and cancellation, the old card must be surrendered to DMCC.

SERVICE TO SELECT ON PORTAL
Employment services – Card & access services – Identity cards - Apply for new

STEPS & REQUIREMENTS
Complete application and upload required documents on the member portal.

Copy	Documents	Remarks
✓	Passport copy with UAE visa page	Residence visa validity should be 3 Months minimum.
✓	No Objection Certificate (NOC) From sponsor	
✓	Passport copy of sponsor and UAE visa page	Residence visa validity should be 3 months minimum.
✓	Passport- size photos x 2	High quality and colored
✓	Employment Contract	Generated online (signed by both parties & stamped)
✓	Non-Competition Agreement	If selected, generated online (signed by both parties & stamped)

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

OUTPUT

Electronic Employment identity card

EMPLOYMENT CARDS

Each employee of a DMCC company receives an electronic Company Employment Card when the employee's Residence Permit is approved.

ACCESS APPROVAL

If a company would like to bring someone to its DMCC office for temporary work and that person is not an employee, the company will need to obtain an Access Approval. This typically applies to consultants, contract workers and employees of sister/parent companies that need to work on-site in DMCC on a temporary basis. An Access Approval is valid for up to 1, 3 or 12 months.
The 12-month approval can be renewed but the 1-month and 3-month approvals must be re- applied for. Access Approvals are limited to no more than 30% of the workers performing.
Services from a company's place of business. Access Approvals cannot be substituted for Employee Residence Permits - all employees of a DMCC company must hold either a Residence Permit from DMCC or an Identity Card if they are sponsored by husband or father.

The Access Approval will be automatically cancelled upon its expiry and the employee will be deactivated from the respective company's 'employee list'.

SERVICE TO SELECT ON PORTAL

Employment Services – Card & Access Services – Access Approval - Apply for new

STEPS & REQUIREMENTS
Complete application and upload required documents via the member portal

Copy	Documents	Remarks
✓	Passport copy with UAE visa page	Residence visa validity should be 3 Months minimum.
✓	No Objection Certificate (NOC) From sponsor	If applicant does not have a current UAE sponsor, please provide the services contract with the DMCC Company
✓	Passport- size photos	High quality and colored, in JPEG format.

OUTPUT

Upon completion of all requirements, DMCC shall issue:
- Electronic Access Approval

- Updated Company Register

FURTHER INFORMATION

- Please visit our website at www.dmcc.ae or our Help Centre at www.dmcc.ae/HelpCentre.