

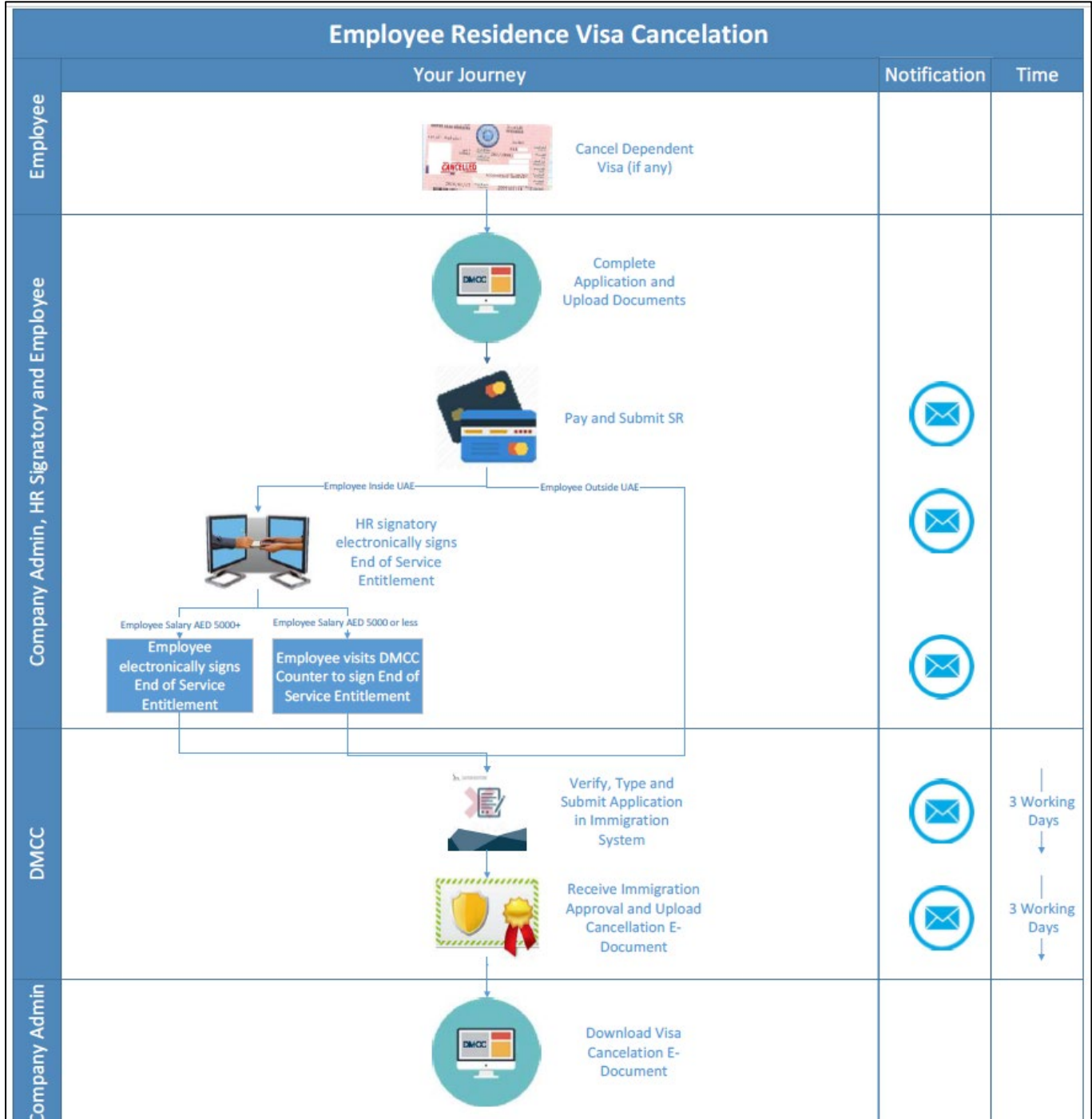
APPLICATION GUIDELINE

EMPLOYEE RESIDENCE VISA CANCELLATION

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Process map for Employee Residence Visa Cancellation – Inside / Outside Country



Introduction

A DMCC licenced company must cancel the employment residence visa after the employee termination/resignation. Residence visa cancellation can be applied through the DMCC member portal.

There are 2 scenarios for the employment visa cancellation process. The application process differs in each scenario.

Scenario 1: In case the employee is inside the country.

Scenario 2: In case the employee is outside the country. Visa cancellation for outside the country is applicable only in following three cases:

1. If the employee completes three months outside the country.
2. If the employee is outside the country and the residence visa has expired.
3. If the employee is outside country for less than three months, but the company have his/her original passport.

Service to Select on Portal

Employee Services - Visa services – Employment Residence Permit (Visa) - Cancel Existing.

Important Notes

- In case the employee's salary is equal to or less than AED 5000, the company have the option to select signing the end of service over the counters or by E-mail
- For employees who have sponsored dependents, they must proceed to cancel their dependents' visas before proceeding with their own visa cancellation.
- In case the employee needs to cancel his / her visa after the expiry of the grace period (30 days from the date of expiry), then a penalty will be levied and following further documentation to be submitted:
 - Out-Pass Fees – to be paid
 - 2 photos (for the out-pass issuance as the applicant must leave the country after the cancellation is done).
 - Air ticket to be booked 5 days from the date of submission.
- For the DMCC Entity's manager visa cancellation, the DMCC Entity must apply first

for a service request for 'change of manager' before proceeding with the cancellation.

- The visa deposit will be released after the cancellation is done from the Federal Authority for Identity & Citizenship (FAIC) and the service request is closed.
- For 'Inside the country' cancellation, no documents are required to be submitted at the DMCC Client Service Centre counter.
- If the applicant did not complete 3 months outside UAE, then the original passport for the applicant will be required by the FAIC.
- All visa related applications are subject to FAIC approval, and they are entitled to request for any additional documents while the application is still under process.
- If the DMCC Entity licence and / or establishment card is expired, the application for the residence visa cancellation can still be processed.

Steps

Employment Visa Cancellation – Outside the Country

Step 1: Complete the application on the DMCC portal – apply for employment visa cancellation.

Step 2: Upload the [required documents](#) and proceed with the payment.

Step 3: Receive a notification confirming that the service request is submitted.

Step 4: The HR Signatory of the DMCC Entity receives a notification with the End of Service Entitlement to electronically sign it.

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. In case the employee's salary is equal to or less than AED 5000, the company have the option to select signing the end of service over the counters or by E-mail

Step 6: Receive a notification confirming the submission of documents to Federal Authority for Identity and Citizenship (FAIC).

Step 7: Receive a notification confirming the cancellation of the residence visa.

Step 9: Once the cancellation is approved by the FAIC, the cancellation E-Documents will

be uploaded under the service request Documents/uploads to be printed/downloaded

Employment Visa Cancellation – Inside the Country

Step 1: Complete the application on the DMCC portal – apply for employment visa cancellation.

Step 2: Upload the [required documents](#) and proceed with the payment.

Step 3: Receive a notification confirming that the service request is submitted.

Step 4: The HR Signatory of the company receives a notification with the End of Service Entitlement to electronically sign it.

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. In case the employee's salary is equal to or less than AED 5000, the company have the option to select signing the end of service over the counters or by E-mail

Step 6: receive notification confirming the submission to DMCC government services department for verification

Step 7: Receive a notification confirming the submission of documents to Federal Authority for Identity and Citizenship (FAIC).

Step 8: Receive a notification confirming the cancellation of the residence visa.

Step 9: Once the cancellation is approved by the FAIC, the cancellation E-Documents will be uploaded under the service request Documents/uploads to be printed/downloaded

Requirements

Upload the below documents on the member portal.

Uploaded	Original	Documents	Remarks
✓		Applicant's passport copy	Original to be submitted in case it is requested by the FAIC.
✓		Applicant's visa page	
✓		Applicant's resignation / termination Letter	
✓		Dependents visa cancellation documents	If applicable

Output

- Residence visa will be cancelled, and cancellation documents will be issued with a grace period of 29 days to exit the country or to do a change of status.

Further Information

- Please visit our DMCC Help Centre at <http://www.dmcc.ae/helpcentre>