

SERVICE REQUEST MANUAL

NEW EMPLOYEE RESIDENCE VISA

Purpose

This document is designed to define and illustrate the online process related to the 'New Employee Residence Visa' for applicants inside and outside the UAE. This document will brief on how to apply for the service request and what to expect at the different stages in terms of the online interface, the notification emails, and text messages, as well as the expected output.

Relevant Documents

The Request for 'New Visa – Applicant inside the UAE / Applicant outside the UAE' operates in conjunction with, but is not limited to the below-stated policies and guidelines:

- [New Employee Residence Visa Guideline](#)
- DMCC Company Regulation.
- Free Zone Rules & Regulation.
- Federal Authority for Identity and Citizenship (FAIC) Rules and Regulation.

Applicability

This document will be applicable to all DMCC Entities with active licence who are applying for new employment visas for their employees.

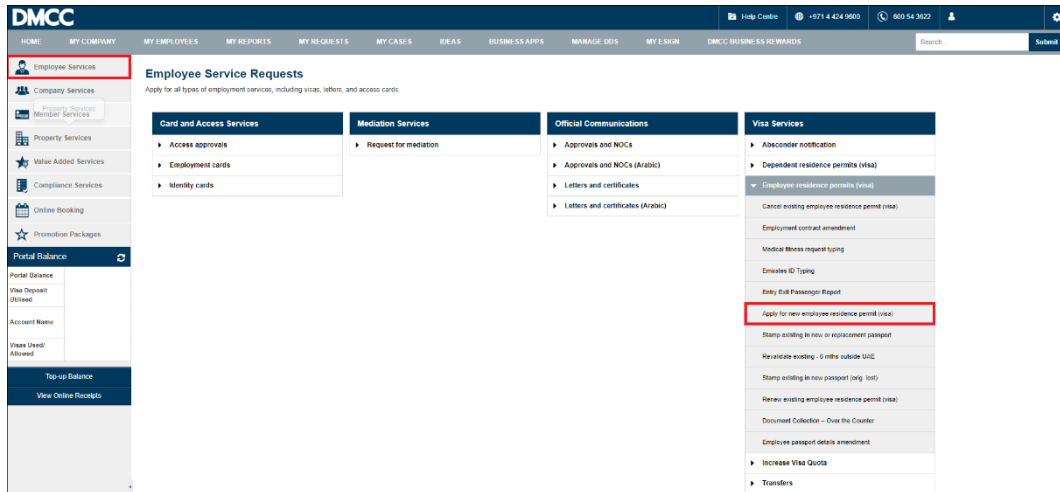
Important Notes

- Please ensure you have an active HR signatory before applying for the 'Employment Visa'.
- All applicants' details must be entered as per the passport information.
- Minimum passport validity must be 6 months while applying for the employment entry permit.
- All the designations must be supported by a relevant educational certificate, attested by the Ministry of Foreign Affairs (MOFA) in Dubai.
- If the applicant is a shareholder of the company with a minimum of 50 shares, only the copy of the Shares Certificate needs to be uploaded in place of the educational certificate.
- Entry Permit is valid for 60 days, cannot be renewed, and must be canceled once expired.
- Applicants may experience delays in Entry Permit issuance due to DMCC and Federal Authority for Identity and Citizenship (FAIC) approval processes.
- Company Establishment Card and licence must be valid to apply for the service request.

- All applications will be subject to Dubai's Federal Authority for Identity and Citizenship (FAIC) rules & regulations.
- Effective 12 September 2023, DMCC will be the exclusive channel for member companies applying for their Emirates ID and Medical Fitness Certificates. In line with this update, we will no longer accept any applications typed through external typing centers.
- Candidates who are new to UAE and are doing first-time registration, need to visit Emirates ID service points at preventive medical centres to capture biometrics. They need to carry their original passport and a copy of the Emirates ID registration form and must ensure to get the Emirates ID registration form stamped.
- Members can choose to prioritise the application if they tick the 'Priority Services' section, which will be applicable only for the visa stamping stage.
- DMCC Entities can apply for the applicant's health insurance through one of the Dubai Health Authority (DHA) 45 approved local health insurance inside UAE. For the complete list please [visit http://www.isahd.ae/Home/PermittedInsurers](http://www.isahd.ae/Home/PermittedInsurers).
- All Draft SRs will automatically be voided after sixty (60) calendar days from their creation date if no action is taken by the DMCC Member.
- SRs awaiting DMCC Member Company action will be automatically nullified if the required actions aren't completed within ninety (90) calendar days of SR's return date.
- DMCC Member Company admin can request service cancelation by clicking the 'Cancel Request' button.
- A cancellation fee will be charged to the DMCC Member's portal if the Member opts for its cancellation, or if the system auto-cancels the SR after the 90 days. (Please refer to the [Schedule of Charges](#))

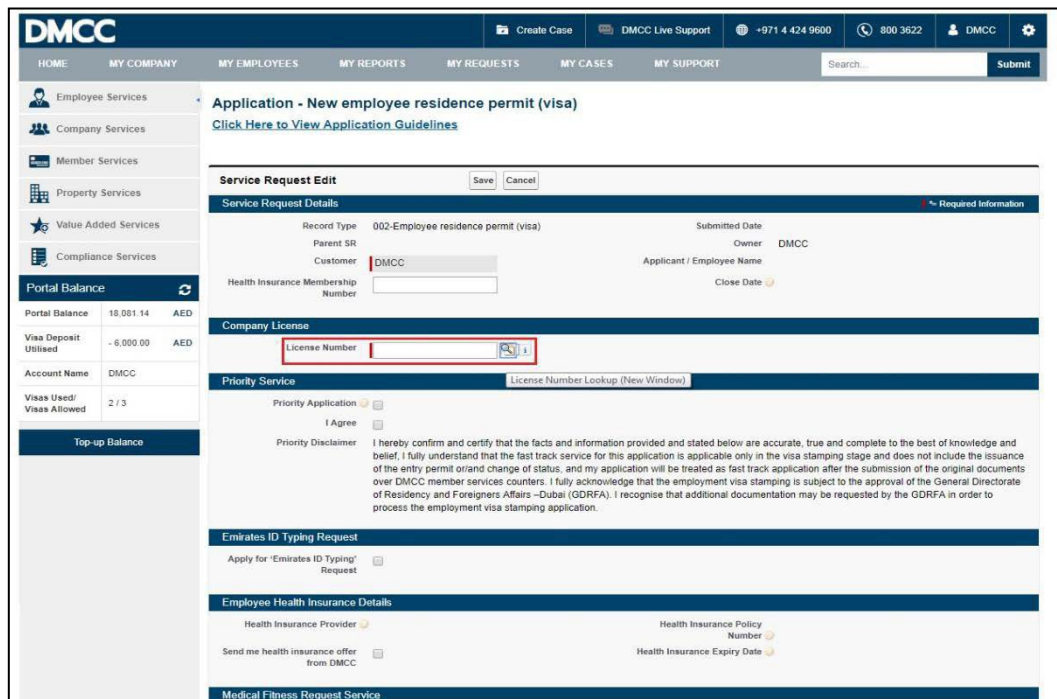
The DMCC Member Portal Walkthrough for New Employee Residence Visa:

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



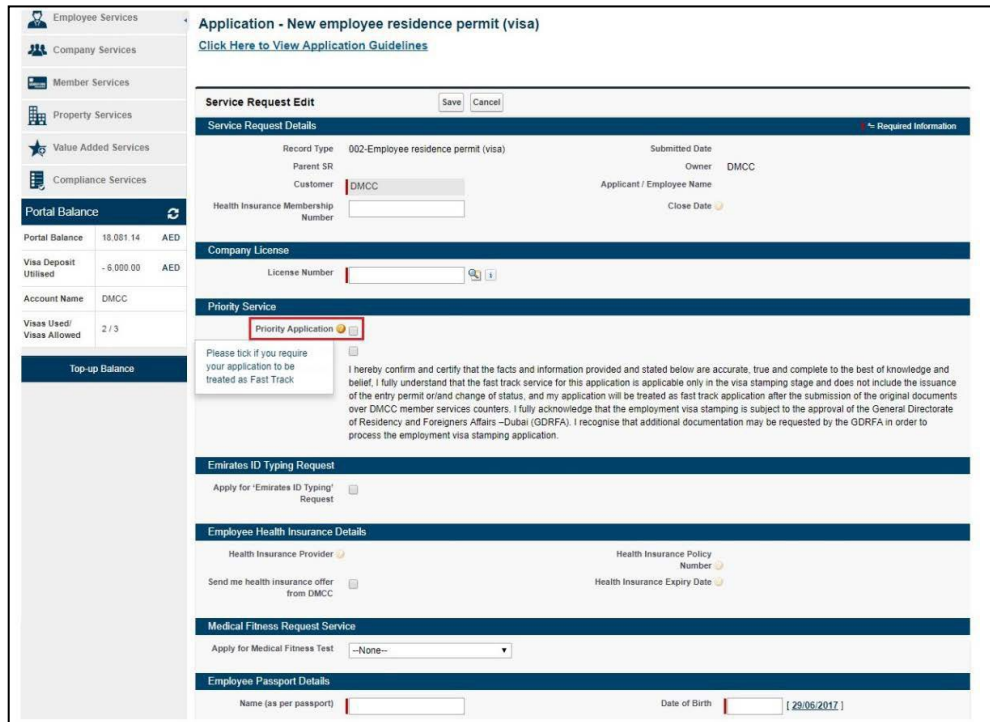
The screenshot shows the DMCC Member Portal interface. The main navigation bar includes 'HOME', 'MY COMPANY', 'MY EMPLOYEES', 'MY REPORTS', 'MY REQUESTS', 'MY CASES', 'IDEAS', 'BUSINESS APPS', 'MANAGE DDK', 'MY E-SIGN', and 'DMCC BUSINESS RESOURCES'. The left sidebar lists various services like 'Employee Services', 'Company Services', 'Member Services', etc. The main content area is titled 'Employee Service Requests' and contains several categories: 'Card and Access Services', 'Mediation Services', 'Official Communications', and 'Visa Services'. The 'Visa Services' category is expanded, and the option 'Apply for new employee residence permit (visa)' is highlighted with a red box.

2. Fill in company's valid licence number.



The screenshot shows the 'Application - New employee residence permit (visa)' form in the DMCC Member Portal. The form is titled 'Service Request Edit' and includes a 'Service Request Details' section with fields for 'Record Type' (002-Employee residence permit (visa)), 'Submitted Date', 'Parent SR', 'Owner' (DMCC), 'Customer' (DMCC), 'Applicant / Employee Name', and 'Health Insurance Membership Number'. The 'Company License' section has a 'License Number' field highlighted with a red box. Below this, there is a 'Priority Service' section with a 'License Number Lookup (New Window)' button, a 'Priority Application' checkbox, an 'I Agree' checkbox, and a 'Priority Disclaimer' text. There are also sections for 'Emirates ID Typing Request', 'Employee Health Insurance Details', and 'Medical Fitness Request Service'.

3. To priorities the application, please tick the 'Priority Application' box. (Optional and additional fee will be applicable. Please refer to the [Schedule of Charges](#))



Application - New employee residence permit (visa)
Click Here to View Application Guidelines

Service Request Edit [Save] [Cancel]

Service Request Details [Required Information]

Record Type: 002-Employee residence permit (visa) Submitted Date: []
Parent SR: [] Owner: DMCC
Customer: DMCC Applicant / Employee Name: []
Health Insurance Membership Number: [] Close Date: []

Company License
License Number: []

Priority Service
 Priority Application []
Please tick if you require your application to be treated as Fast Track
I hereby confirm and certify that the facts and information provided and stated below are accurate, true and complete to the best of knowledge and belief. I fully understand that the fast track service for this application is applicable only in the visa stamping stage and does not include the issuance of the entry permit or/and change of status, and my application will be treated as fast track application after the submission of the original documents over DMCC member services counters. I fully acknowledge that the employment visa stamping is subject to the approval of the General Directorate of Residency and Foreigners Affairs -Dubai (GDRFA). I recognise that additional documentation may be requested by the GDRFA in order to process the employment visa stamping application.

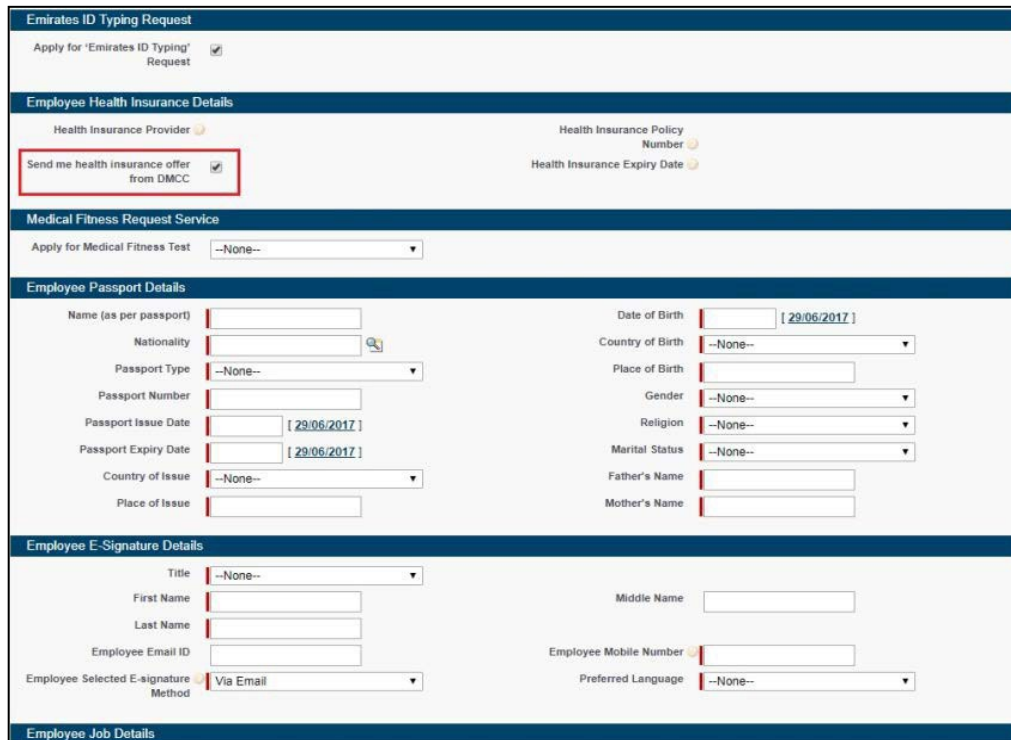
Emirates ID Typing Request
Apply for 'Emirates ID Typing' Request:

Employee Health Insurance Details
Health Insurance Provider: [] Health Insurance Policy Number: []
Send me health insurance offer from DMCC: Health Insurance Expiry Date: []

Medical Fitness Request Service
Apply for Medical Fitness Test: --None--

Employee Passport Details
Name (as per passport): [] Date of Birth: [29/06/2017]
Nationality: [] Country of Birth: --None--
Passport Type: --None-- Place of Birth: []
Passport Number: [] Gender: --None--
Passport Issue Date: [29/06/2017] Religion: --None--
Passport Expiry Date: [29/06/2017] Marital Status: --None--
Country of Issue: --None-- Father's Name: []
Place of Issue: [] Mother's Name: []

4. To receive health insurance offers from DMCC, please tick the 'Send me health insurance offer from DMCC' box. Health insurance details will be entered during the residence visa process. (Optional)



Emirates ID Typing Request
Apply for 'Emirates ID Typing' Request:

Employee Health Insurance Details
Health Insurance Provider: [] Health Insurance Policy Number: []
Send me health insurance offer from DMCC: Health Insurance Expiry Date: []

Medical Fitness Request Service
Apply for Medical Fitness Test: --None--

Employee Passport Details
Name (as per passport): [] Date of Birth: [29/06/2017]
Nationality: [] Country of Birth: --None--
Passport Type: --None-- Place of Birth: []
Passport Number: [] Gender: --None--
Passport Issue Date: [29/06/2017] Religion: --None--
Passport Expiry Date: [29/06/2017] Marital Status: --None--
Country of Issue: --None-- Father's Name: []
Place of Issue: [] Mother's Name: []

Employee E-Signature Details
Title: --None--
First Name: [] Middle Name: []
Last Name: []
Employee Email ID: [] Employee Mobile Number: []
Employee Selected E-signature Method: Via Email Preferred Language: --None--

Employee Job Details

5. Fill in the 'Employee Passport Details'. Kindly make sure that all details are accurate and matches the passport.

Medical Fitness Request Service	
Apply for Medical Fitness Test	--None--
Employee Passport Details	
Name (as per passport)	John Smith
Nationality	United Kingdom
Passport Type	Normal
Passport Number	987654321
Passport Issue Date	29/06/2017 [29/06/2017]
Passport Expiry Date	29/06/2018 [29/06/2017]
Country of Issue	United Kingdom
Place of Issue	London
Date of Birth	29/06/1970 [29/06/2017]
Country of Birth	United Kingdom
Place of Birth	London
Gender	Male
Religion	Muslim
Marital Status	Married
Father's Name	Terry
Mother's Name	Amanda
Employee E-Signature Details	
Title	--None--
First Name	
Last Name	
Employee Email ID	
Employee Selected E-signature Method	Via Email
Middle Name	
Employee Mobile Number	
Preferred Language	--None--

6. Fill in the 'Employee E-Signature Details'. Please make sure to enter the valid e-mail address and mobile number of the employee.

Employee E-Signature Details	
Title	Mr.
First Name	John
Last Name	Smith
Employee Email ID	John.Smith@xyz.com
Employee Selected E-signature Method	Via Email
Middle Name	Terry
Employee Mobile Number	+971xxxxxxxx
Preferred Language	ENGLISH
Employee Job Details	
Job Title	
Basic Monthly Salary	
Accommodation Provided	--None--
Food Provided	--None--
Transport Provided	No
Other Monthly Allowance	
Employment Contract Template	--None--
Employment Contract Type	--None--
Contract Commencement Date	[29/06/2017]
Probation Period (in months)	--None--
Highest Qualification	--None--
Executive Status	--None--
Languages Spoken	Available: ARABIC, BANGLA, BLUSSHIEAH, CHINESE. Chosen: []
Accommodation Type	--None--
Accommodation Allowance	
Food Allowance	
Transport Allowance	
Contract End Date	[29/06/2017]
Additional Job Details (Not Required for Company's Own Employment Contract)	
Termination During Probation Period	--None--
Notice Period (In days)	
Day of Salary Transfer	--None--
Working Week From	--None--
Number of Working Days Per Week	--None--
Probation Contract can be Terminated by	--None--
Salary Payment method	--None--
Working Week To	--None--
Working Hours	--None--

7. Fill in the 'Employee Job Details' and 'Additional Job Details'. Make sure that all the information is accurate to avoid any delay in the process. You may refer to the orange help button for guidance.

Employee Job Details	
Job Title	MARKETING MANAGER
Basic Monthly Salary	25000
Accommodation Provided	Yes
Food Provided	Allowance
Transport Provided	Allowance
Other Monthly Allowance	5000
Employment Contract Template	Standard
Employment Contract Type	Unlimited
Contract Commencement Date	29/06/2017 [29/06/2017]
Probation Period (in months)	3
Highest Qualification	Diploma
Executive Status	Yes
Languages Spoken	BLUSSHIEAH, CHINESE, FARSI, FRENCH, GERMAN, Chosen ENGLISH
Accommodation Type	Family
Accommodation Allowance	1000
Food Allowance	1000
Transport Allowance	1000
Additional Job Details (Not Required for Company's Own Employment Contract)	
Termination During Probation Period	--None--
Notice Period (In days)	
Day of Salary Transfer	--None--
Working Week From	--None--
Number of Working Days Per Week	--None--
Number of Annual Leave (Calendar Days)	
Maternity Leave (Calendar Days)	
Paternity Leave Days	
Air Ticket - Employee Outside UAE	<input type="checkbox"/>
Probation Contract can be Terminated by	--None--
Salary Payment method	--None--
Working Week To	--None--
Working Hours	--None--
Require Sick Leave Certificate After	
Parental Leave (Working Days)	<input type="checkbox"/>
Air Ticket on Limited Contract Renewal	<input type="checkbox"/>
Contract End Date	[29/06/2017]

8. Mention any special terms and conditions regarding the Non-Competition and Employee Code of Conduct. (Optional)

Special Employment Terms and Conditions	
Undertaking for Non-Competition	Employee Code of Conduct
Select if you wish to execute a non-competition agreement with the employee.	--None--
Service	
Restricted Area	
Non Compete Restricted For	--None--
Non Solicit of Business Restricted For	--None--
Non Solicit of Employees Restricted For	--None--
Employee Address Details	
Home Country Residential Address	U.A.E. Address
Permanent (Native) Address 2	U.A.E. Address 2
Permanent (Native) City	U.A.E. Address City
Permanent (Native) Country	U.A.E. Address Emirates#
Permanent (Native) POBox/Postal/Zip Code	U.A.E. Address PO Box
Employee Existing Visa Details	
Is the Employee Currently Inside UAE?	Old Visa Type
Last date to exit on the current visa	Old Visa No
Tick If You Require Visa Amendment	Date of Arrival
NOC for family hold	

- Fill in the 'Employee Address Details' mentioning inside UAE and home country address details. Fill in the 'Employee Existing Visa Details'. Kindly ensure that all details are accurate to avoid any delay in the process.

Employee Residence Visa Validity	
Residence Visa Validity	--None--
Employee Existing Visa Details	
Is the Employee Currently Inside UAE?	No
Last date to exit on the current visa	[19/02/2020]
NOC for family hold	<input type="checkbox"/>

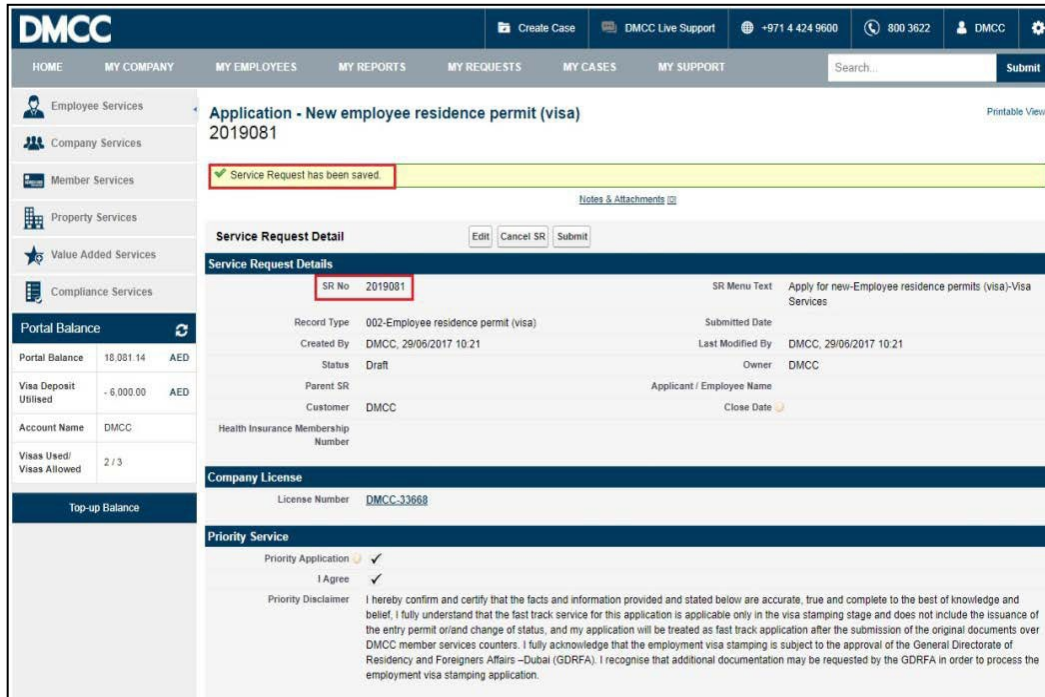
- Please select residence visa validity.

Applicant Existing Visa Details - Please Enter	
Is the Employee Currently Inside UAE?	--None--
Last date to exit on the current visa	[5/14/2019]
Tick If You Require Visa Amendment	<input type="checkbox"/>
NOC for family hold	<input type="checkbox"/>
Residence Visa Validity	--None--
Correspondence Details - Please confirm	
	1 Year Valid Employment Visa
	2 Years Valid Employment Visa

- Fill in the portal user details and mobile number to receive status notifications from DMCC in the 'Correspondence Details'. Also, please tick the disclaimer after reading the content carefully. Then click 'Save' to receive the service request number.

Correspondence Details - Please Confirm/Update	
Portal User's Email	john.smith@xyz.com
Send SMS To Mobile	+971xxxxxxx
Customer Comments	<input type="text"/>
Disclaimer	
I Agree	<input checked="" type="checkbox"/>
BG Disclaimer	I hereby confirm and certify that the facts and information provided above are accurate, true and complete to the best of my knowledge and belief. I fully acknowledge and understand that the grant of the residence visa for the Employee is not assured or guaranteed in any way and is subject to the approval of the concerned authorities. I recognise that additional documentation may be requested in order to process the Employment residence visa application and recognise that a AED 3,000 will be deducted from the Company's Visa Guarantee balance in order to be able to submit the Employment residence visa application.
Document Details - Information Only	
Document Type	CEC Number
Document # (Lookup)	Document Number
Courier Details - Information Only	
Courier Collection Required	<input type="checkbox"/>
Courier Delivery Required	<input checked="" type="checkbox"/>
Collection Airway Bill No #	Delivery Airway Bill No #
DNRD Details - Information Only	
Document Issue Date	Document Expiry Date
DMCC Comments - For Your Information Only	
DMCC Comments	Rejection Reason
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

12. Take a note of the service request number for future follow-ups and company records.



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Employee Services **Application - New employee residence permit (visa)** 2019081 Printable View

Company Services

Member Services Service Request has been saved.

Property Services

Value Added Services

Compliance Services

Portal Balance

Portal Balance	18,081.14	AED
Visa Deposit Utilised	- 6,000.00	AED
Account Name	DMCC	
Visas Used/ Visas Allowed	2 / 3	
Top-up Balance		

Service Request Detail Edit Cancel SR Submit

Service Request Details

SR No	2019081	SR Menu Text	Apply for new-Employee residence permits (visa)-Visa Services
Record Type	002-Employee residence permit (visa)	Submitted Date	
Created By	DMCC, 29/06/2017 10:21	Last Modified By	DMCC, 29/06/2017 10:21
Status	Draft	Owner	DMCC
Parent SR		Applicant / Employee Name	
Customer	DMCC	Close Date	
Health Insurance Membership Number			

Company License

License Number **DMCC-33668**

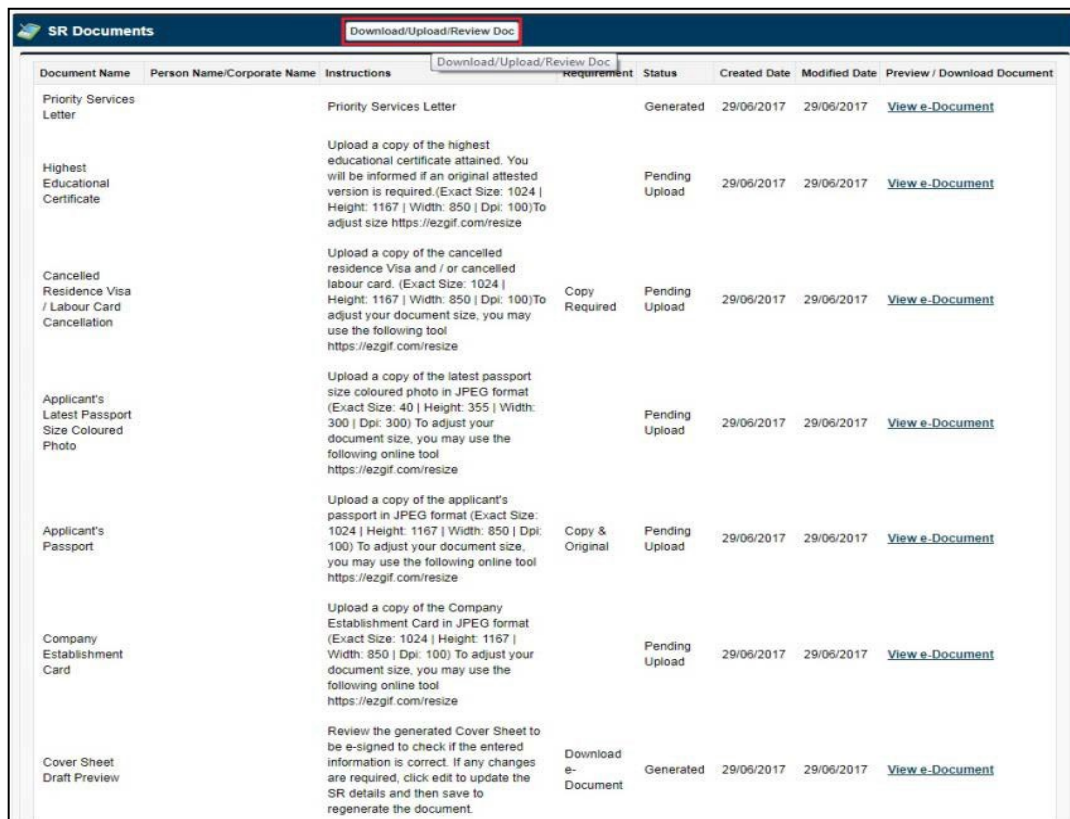
Priority Service

Priority Application

I Agree

Priority Disclaimer I hereby confirm and certify that the facts and information provided and stated below are accurate, true and complete to the best of knowledge and belief. I fully understand that the fast track service for this application is applicable only in the visa stamping stage and does not include the issuance of the entry permit or/and change of status, and my application will be treated as fast track application after the submission of the original documents over DMCC member services counters. I fully acknowledge that the employment visa stamping is subject to the approval of the General Directorate of Residency and Foreigners Affairs -Dubai (GDRFA). I recognise that additional documentation may be requested by the GDRFA in order to process the employment visa stamping application.

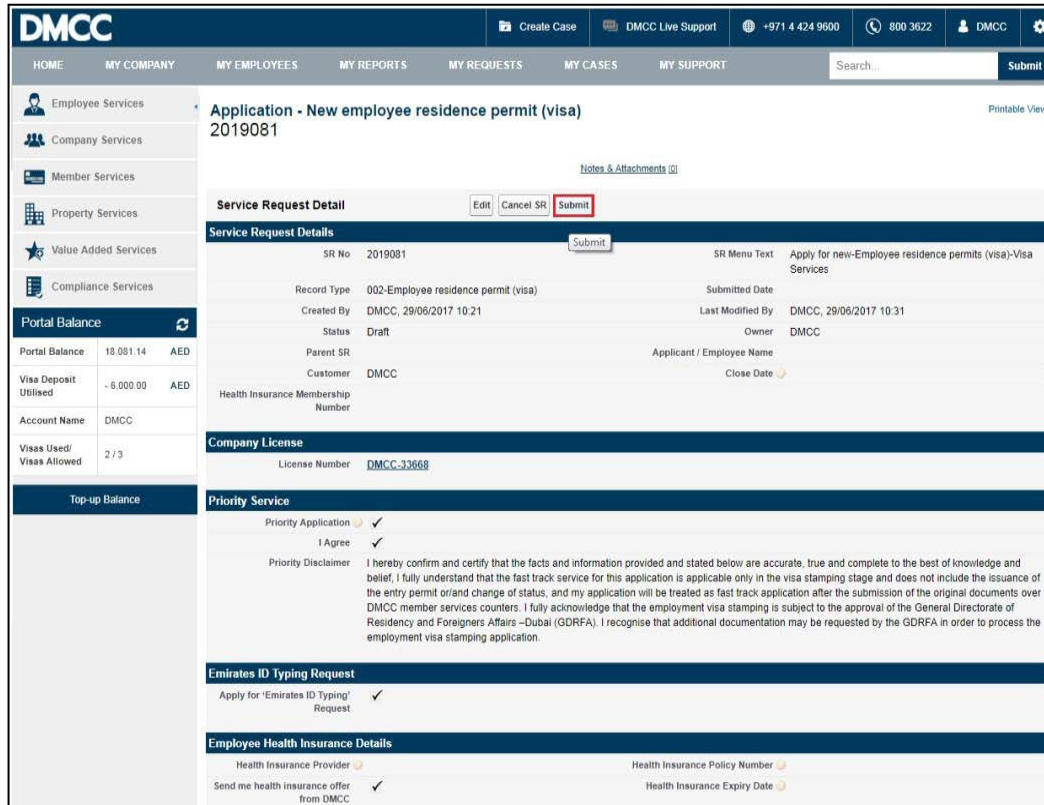
13. Click the 'Download/Upload/Review Doc' button to upload the required documents under the 'SR Documents' section. Please ensure to upload the documents in the exact size and format as mentioned in the instructions.



SR Documents Download/Upload/Review Doc

Document Name	Person Name/Corporate Name	Instructions	Download/Upload/Review Doc	Status	Created Date	Modified Date	Preview / Download Document
Priority Services Letter		Priority Services Letter		Generated	29/06/2017	29/06/2017	View e-Document
Highest Educational Certificate		Upload a copy of the highest educational certificate attained. You will be informed if an original attested version is required.(Exact Size: 1024 Height: 1167 Width: 850 Dpi: 100)To adjust size https://ezgif.com/resize		Pending Upload	29/06/2017	29/06/2017	View e-Document
Cancelled Residence Visa / Labour Card Cancellation		Upload a copy of the cancelled residence Visa and / or cancelled labour card. (Exact Size: 1024 Height: 1167 Width: 850 Dpi: 100)To adjust your document size, you may use the following tool https://ezgif.com/resize		Copy Required Pending Upload	29/06/2017	29/06/2017	View e-Document
Applicant's Latest Passport Size Coloured Photo		Upload a copy of the latest passport size coloured photo in JPEG format (Exact Size: 40 Height: 355 Width: 300 Dpi: 300) To adjust your document size, you may use the following online tool https://ezgif.com/resize		Pending Upload	29/06/2017	29/06/2017	View e-Document
Applicant's Passport		Upload a copy of the applicant's passport in JPEG format (Exact Size: 1024 Height: 1167 Width: 850 Dpi: 100) To adjust your document size, you may use the following online tool https://ezgif.com/resize		Copy & Original Pending Upload	29/06/2017	29/06/2017	View e-Document
Company Establishment Card		Upload a copy of the Company Establishment Card in JPEG format (Exact Size: 1024 Height: 1167 Width: 850 Dpi: 100) To adjust your document size, you may use the following online tool https://ezgif.com/resize		Pending Upload	29/06/2017	29/06/2017	View e-Document
Cover Sheet Draft Preview		Review the generated Cover Sheet to be e-signed to check if the entered information is correct. If any changes are required, click edit to update the SR details and then save to regenerate the document.		Download e-Document Generated	29/06/2017	29/06/2017	View e-Document

14. After uploading the documents, click 'Submit' and proceed with the payment.



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Employee Services Application - New employee residence permit (visa) 2019081 Printable View

Company Services

Member Services

Property Services

Value Added Services

Compliance Services

Portal Balance

Portal Balance	18,081.14	AED
Visa Deposit Utilised	- 6,000.00	AED
Account Name	DMCC	
Visas Used/ Visas Allowed	2 / 3	

Top-up Balance

Service Request Detail Edit Cancel SR Submit

Service Request Details

SR No	2019081	SR Menu Text	Apply for new-Employee residence permits (visa)-Visa Services
Record Type	002-Employee residence permit (visa)	Submitted Date	
Created By	DMCC, 29/06/2017 10:21	Last Modified By	DMCC, 29/06/2017 10:31
Status	Draft	Owner	DMCC
Parent SR		Applicant / Employee Name	
Customer	DMCC	Close Date	
Health Insurance Membership Number			

Company License

License Number	DMCC-33668
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Priority Service

Priority Application

I Agree

Priority Disclaimer I hereby confirm and certify that the facts and information provided and stated below are accurate, true and complete to the best of knowledge and belief, I fully understand that the fast track service for this application is applicable only in the visa stamping stage and does not include the issuance of the entry permit or/and change of status, and my application will be treated as fast track application after the submission of the original documents over DMCC member services counters. I fully acknowledge that the employment visa stamping is subject to the approval of the General Directorate of Residency and Foreigners Affairs –Dubai (GDRFA). I recognise that additional documentation may be requested by the GDRFA in order to process the employment visa stamping application.

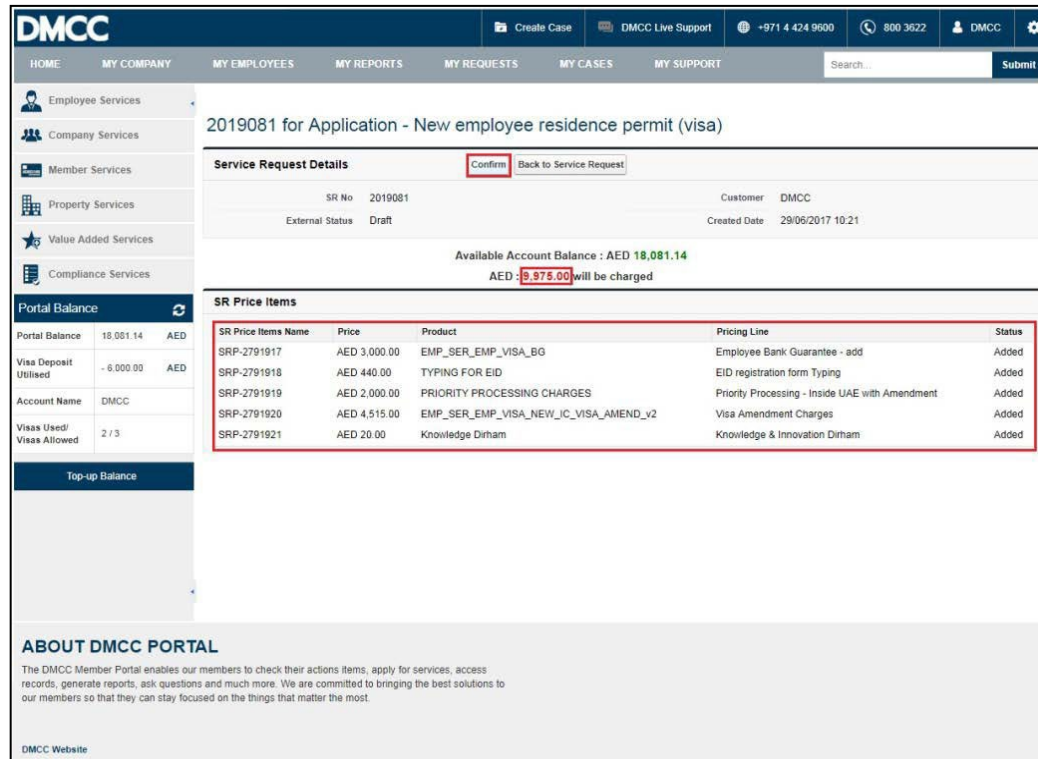
Emirates ID Typing Request

Apply for 'Emirates ID Typing' Request

Employee Health Insurance Details

Health Insurance Provider	Health Insurance Policy Number
Send me health insurance offer from DMCC <input checked="" type="checkbox"/>	Health Insurance Expiry Date

15. Check the price details and click 'Confirm'.



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Employee Services 2019081 for Application - New employee residence permit (visa)

Company Services

Member Services

Property Services

Value Added Services

Compliance Services

Portal Balance

Portal Balance	18,081.14	AED
Visa Deposit Utilised	- 6,000.00	AED
Account Name	DMCC	
Visas Used/ Visas Allowed	2 / 3	

Top-up Balance

Service Request Details Confirm Back to Service Request

SR No	2019081	Customer	DMCC
External Status	Draft	Created Date	29/06/2017 10:21

Available Account Balance : AED 18,081.14
AED ~~8,975.00~~ will be charged

SR Price Items

SR Price Items Name	Price	Product	Pricing Line	Status
SRP-2791917	AED 3,000.00	EMP_SER_EMP_VISA_BG	Employee Bank Guarantee - add	Added
SRP-2791918	AED 440.00	TYPING FOR EID	EID registration form Typing	Added
SRP-2791919	AED 2,000.00	PRIORITY PROCESSING CHARGES	Priority Processing - Inside UAE with Amendment	Added
SRP-2791920	AED 4,515.00	EMP_SER_EMP_VISA_NEW_IC_VISA_AMEND_v2	Visa Amendment Charges	Added
SRP-2791921	AED 20.00	Knowledge Dirham	Knowledge & Innovation Dirham	Added

ABOUT DMCC PORTAL

The DMCC Member Portal enables our members to check their actions items, apply for services, access records, generate reports, ask questions and much more. We are committed to bringing the best solutions to our members so that they can stay focused on the things that matter the most.

DMCC Website

16. You will receive an email notification from DMCC confirming that the application is submitted.
17. You will receive an email notification confirming the submission of documents to the Immigration Department Federal Authority for Identity and Citizenship (FAIC).
18. You will receive a SMS on the registered mobile number confirming the submission of documents to Federal Authority for Identity and Citizenship (FAIC).
19. You will receive an email notification once the electronic Entry Permit is issued.
20. In case the applicant is **inside the country**, please confirm “amendment is required” after the Entry Permit is issued.

Steps				
Step	Step No.	Summary	Step Name	Step Status
8389815	31.0	Process Customer Signature	Process Customer Signature	Closed
8389841	34.0	Confirm Visa Amendment by Client	Confirm Visa Amendment	Awaiting Confirmation

21. Click on “awaiting confirmation” and choose “Amendment is required”

Step Transition


Status Awaiting Confirmation [Change]

Step Notes

Rejection Reason

https://uat-dmccpoc.cs114.force.com/customer/apex/StatusLookupData?id=a011y000000Y6Uq - Google Chrome

https://uat-dmccpoc.cs114.force.com/customer/apex/StatusLookupData?id=a011y000000Y6Uq

 **Lookup**

Rejection Reason

Select	Status Name
<input type="radio"/>	Cancelled By Customer
<input type="radio"/>	Visa Amendment Not Required - Client
<input checked="" type="radio"/>	Visa Amendment Required - Client

22. If the company wishes to cancel the Entry Permit, please choose "Request Entry Permit cancellation" to proceed with the Entry Permit cancellation Sub Process

 **Lookup**

Rejection Reason

Select	Status Name
<input type="radio"/>	Cancelled By Customer
<input checked="" type="radio"/>	Request Entry Permit Cancellation
<input type="radio"/>	Visa Amendment Required - Client
<input type="radio"/>	Visa Amendment Not Required - Client

23. Once the Entry Permit is canceled, the cancellation E-documents will be uploaded in the same service requested under the download/Upload documents section.

SR Documents										Download/Upload/Review Doc	New SR Doc	SR Documents Help ?
Action	Document Name	Person Name/Corporate Name	Instructions	Requirement	Status	Created Date	Last Modified Date	Preview / Download Document	Latest Document	Optional		
 Edit Del	Highest Educational Certificate		Upload copy of highest educational certificate attained. We'll inform you if original attested version is required. (Size less than 1MB) Exact Height: 1167/Exact Width: 850/Dpi: 100)		Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	<input type="checkbox"/>		
 Edit Del	Cancelled Residence Visa / Labour Card Cancellation		Upload a copy of cancelled residence Visa & / or cancelled labour card. (Size less than 1MB) Exact Height: 1167/ Exact Width: 850/ Dpi: 100)	Copy Required	Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	<input type="checkbox"/>		
 Edit Del	Applicant's Latest Passport Size Coloured Photo		Please upload a clear copy. Poor resolution documents/images are not accepted by FAIC and could result in returns/delays.		Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	<input type="checkbox"/>		
 Edit Del	Applicant's Passport		Please upload a clear copy. Poor resolution documents/images are not accepted by FAIC and could result in returns/delays.	Copy & Original	Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	<input type="checkbox"/>		
 Edit Del	Company Establishment Card		Upload a copy of the Company Establishment Card in JPEG format (Size less than 1MB) Exact Height: 1167/ Exact Width: 850/ Dpi: 100)		Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	<input type="checkbox"/>		
 Edit Del	Company's Own Contract		Upload the signed Company's Own Contract by both parties.	Copy & Original	Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	<input type="checkbox"/>		
 Edit Del	Cover Sheet Draft Preview		Review the generated Cover Sheet to be e-signed to check if the entered information is correct. If any changes are required, click edit to update the SR details and then save to regenerate the document.	Download e-Document	Generated	09/12/2020	09/12/2020	View e-Document	Check Documents	<input checked="" type="checkbox"/>		
 Edit Del	Electronic Entry Permit		Entry permit e-copy to be uploaded by DMCC.	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	<input type="checkbox"/>		
 Edit Del	E-signed Cover Sheet		The E-signed Cover Sheet is uploaded here after being e-signed.	Download e-Document	Generated	09/12/2020	09/12/2020	View e-Document	Check Documents	<input checked="" type="checkbox"/>		
 Edit Del	E-signed Cover Sheet		The E-signed Cover Sheet is uploaded here after being e-signed.	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	<input checked="" type="checkbox"/>		
 Edit Del	Medical Fitness Certificate		Upload a copy of the Medical Fitness Certificate from Government Approved Hospital or Medical Clinic.	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	<input checked="" type="checkbox"/>		
 Edit Del	Emirates Identity Card or Registration Form		Upload a copy of Emirates Identity Card or Registration form in JPEG format (Size less than 1MB) Exact Height: 1167/ Exact Width: 850/ Dpi: 100) To adjust your document size, you may use this tool https://ezgif.com/resize	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	<input checked="" type="checkbox"/>		
 Edit Del	Proof of Health Insurance		Upload a proof of Health Insurance such as Health Insurance Card or Certificate Copy.	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	<input checked="" type="checkbox"/>		
 Edit Del	Entry Permit Electronic Cancellation Document		Entry Permit Electronic Cancellation e-copy to be uploaded by DMCC.	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	<input type="checkbox"/>		

24. The electronic Entry Permit can be downloaded from the member portal under the 'SR Documents' section on the service request. Print the 'Entry Permit' and proceed with the next steps.

Priority Services Letter	Priority Services Letter	Generated	29/06/2017	29/06/2017	View e-Document
Cover Sheet Draft Preview	Review the generated Cover Sheet to be e-signed to check if the entered information is correct. If any changes are required, click edit to update the SR details and then save to regenerate the document.	Download e-Document	Generated	29/06/2017	29/06/2017 View e-Document
Employment Contract- Unlimited- Draft Preview	Review the generated Employment Contract to be e-signed to check if the entered information is correct. If any changes are required, click edit to update the SR details and then save to regenerate the document.	Download e-Document	Generated	29/06/2017	29/06/2017 View e-Document
Electronic Entry Permit	Entry permit e-copy to be uploaded by DMCC.	Copy Required	Uploaded	29/06/2017	29/06/2017 View e-Document
E-signed Cover Sheet	The E-signed Cover Sheet is uploaded here after being e-signed.	Copy & Original	Uploaded	29/06/2017	29/06/2017 View e-Document
E-signed Employment Contract- Unlimited	The E-signed Employment Contract- Unlimited is uploaded here after being e-signed by both parties.	Copy Required	Uploaded	29/06/2017	29/06/2017 View e-Document

Sample of the Electronic Entry Permit:

United Arab Emirates MINISTRY OF INTERIOR General Directorate of Residency & Foreigners Affairs		 دولة الإمارات العربية المتحدة وزارة الداخلية الإدارة العامة للإقامة وشؤون الأجنبي	
 PHOTO			
ENTRY PERMIT NO :		إين دخول رقم :	
Date & Place Of Issue :		تاريخ ومحل الاصدار :	
Valid Until :		تاريخ صلاحية الدخول :	
U.I.D. No :		الرقم الموحد :	
Allowed to Enter U.A.E to:		أجيز بدخول دولة الامارات العربية المتحدة الى :	
Full Name :		الاسم الكامل :	
Nationality :		الجنسية :	
Place of Birth :		محل الميلاد :	
Date of Birth :		تاريخ الميلاد :	
Passport No :		رقم الجواز :	
Profession :		المهنة :	
Accompanied by		المرافقون	
Wife :	None	الزوجة :	
Children :	None	الأبناء :	
		Sponsor الكفيل	
Name :		الاسم :	
Address :	<input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/>	العنوان :	
Notes :	<input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/>	تتبيه :	
Director of Residency & Foreigners Affairs		مدير الإدارة العامة للإقامة وشؤون الأجنبي	
6877430/2  0702014311711348		  استوفيت الرسوم	
للتواصل مع الإدارة يرجى الاتصال بخدمات أير 8005111 / 04-3139999 For any inquiry please call AMER SERVICE tel : 04-3139999 / 8005111		إن لنا في مجتمعنا تعاون مع الأمن A safer neighbourhood is a safer home. Toll free 8004888. www.alameen.ae	

For employees outside UAE, please follow step A to E. For employees inside UAE, please proceed to step 27.

- A. Under the 'Steps' section in the service request, click the step number for 'Employee arrival intimation'.

Step	Step No.	Summary	Step Name	Step Status	Name	Step Note Added
3773679	40.1	Employee arrival Intimation	Employee Arrival Intimation	Awaiting EMP Arrival	Client Entry User	<input type="checkbox"/>
3773680	31.0	Process Customer Signature	Process Customer Signature	Closed	Client Entry User	<input type="checkbox"/>

- B. Click 'Edit'.

Step Detail

SR Details

Record Type	Employee Arrival Intimation	Status	Awaiting EMP Arrival
Step Status	Awaiting EMP Arrival	Service Request	2019326
Customer Name Step	DMCC	Created By	Ahmed AlShraideh, 09/07/2017 10:29
Closed Date		Last Modified By	Ahmed AlShraideh, 09/07/2017 10:29
Closed Date Time			
LastModifiedDateTime	09/07/2017 10:29		
Current Publication Stage			
Account Number	129544		
Is Balance Negative	<input type="checkbox"/>		
Financial Year End Month			

- C. Mention the employee's arrival date and then, save.

SR Step Details

Step No.	40.1	Summary	Employee arrival Intimation
Step Id	3773679	Owner	Client Entry User
Start Date	09/07/2017	End Date	
Due Date	09/07/2017 08:30	SR Step	SRStep-94328

Step Transition

Arrival Date [09/07/2017]

Step Notes

Rejection Reason

Step Transition

Arrival Date [09/07/2017]

Step Notes

Rejection Reason

Customer Comments

Customer Comments

D. Click 'Change' under 'Step Transition'.

SR Step Details			
Step No.	40.1	Summary	Employee arrival Intimation
Step Name	Employee Arrival Intimation	Owner	Client Entry User
Step Id	3773679	End Date	
Start Date	09/07/2017	SR Step	SRStep-94328
Due Date	09/07/2017 08:30		

Step Transition	
Status	Awaiting EMP Arriva [Change]
Arrival Date	
Step Notes	
Rejection Reason	

E. Choose 'Arrived' and then 'Proceed to Save'.

https://devfull-dmccpoc.cs57.force.com/customer/apex/StatusLookupData?id=a010k000000xj9z - Google Chrome


Secure | https://devfull-dmccpoc.cs57.force.com/customer/apex/StatusLookupData?id=a010k000000xj9z

Lookup

Rejection Reason: **Proceed to Save** Cancel

Select	Status Name	Type	Rejection	SR Closed	Proceed
<input checked="" type="radio"/>	Arrived	End		<input type="checkbox"/>	
<input type="radio"/>	Request Visa Cancellation	Intermediate		<input type="checkbox"/>	

If the company would like to cancel the Entry Permit, then choose the option "requested Entry Permit cancellation."

 **Lookup**

Rejection Reason

Proceed to Save

Cancel

Select	Status Name
<input type="radio"/>	Cancelled By Customer
<input checked="" type="radio"/>	Request Entry Permit Cancellation
<input type="radio"/>	Visa Amendment Required - Client
<input type="radio"/>	Visa Amendment Not Required - Client

Once the Entry Permit is cancelled, the cancellation E-documents will be uploaded in the same service requested under download/upload documents section.

SR Documents										
Action	Document Name	Person Name/Corporate Name	Instructions	Requirement	Status	Created Date	Last Modified Date	Preview / Download Document	Latest Document	Optional
Edit Del	Highest Educational Certificate		Upload copy of highest educational certificate attained. We'll inform you if original attested version is required. (Size less than 1MB) Exact Height: 1167/Exact Width: 850(Dpi: 100)		Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	<input type="checkbox"/>
Edit Del	Cancelled Residence Visa / Labour Card Cancellation		Upload a copy of cancelled residence Visa & / or cancelled labour card. (Size less than 1MB) Exact Height: 1167/ Exact Width: 850/ Dpi: 100)	Copy Required	Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	<input type="checkbox"/>
Edit Del	Applicant's Latest Passport Size Coloured Photo		Please upload a clear copy. Poor resolution documents/images are not accepted by FAIC and could result in returns/delays.		Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	<input type="checkbox"/>
Edit Del	Applicant's Passport		Please upload a clear copy. Poor resolution documents/images are not accepted by FAIC and could result in returns/delays.	Copy & Original	Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	<input type="checkbox"/>
Edit Del	Company Establishment Card		Upload a copy of the Company Establishment Card in JPEG format (Size less than 1MB) Exact Height: 1167/ Exact Width: 850/ Dpi: 100)		Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	<input type="checkbox"/>
Edit Del	Company's Own Contract		Upload the signed Company's Own Contract by both parties.	Copy & Original	Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	<input type="checkbox"/>
Edit Del	Cover Sheet Draft Preview		Review the generated Cover Sheet to be e-signed to check if the entered information is correct. If any changes are required, click edit to update the SR details and then save to regenerate the document.	Download e-Document	Generated	09/12/2020	09/12/2020	View e-Document	Check Documents	<input checked="" type="checkbox"/>
Edit Del	Electronic Entry Permit		Entry permit e-copy to be uploaded by DMCC.	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	<input type="checkbox"/>
Edit Del	E-signed Cover Sheet		The E-signed Cover Sheet is uploaded here after being e-signed.	Download e-Document	Generated	09/12/2020	09/12/2020	View e-Document	Check Documents	<input checked="" type="checkbox"/>
Edit Del	E-signed Cover Sheet		The E-signed Cover Sheet is uploaded here after being e-signed.	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	<input checked="" type="checkbox"/>
Edit Del	Medical Fitness Certificate		Upload a copy of the Medical Fitness Certificate from Government Approved Hospital or Medical Clinic.	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	<input checked="" type="checkbox"/>
Edit Del	Emirates Identity Card or Registration Form		Upload a copy of Emirates Identity Card or Registration form in JPEG format (Size less than 1MB) Exact Height: 1167/ Exact Width: 850/ Dpi: 100) To adjust your document size, you may use this tool https://ezaf.com/ezaf/compress	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	<input checked="" type="checkbox"/>
Edit Del	Proof of Health Insurance		Upload a proof of Health Insurance such as Health Insurance Card or Certificate Copy.	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	<input checked="" type="checkbox"/>
Edit Del	Entry Permit Electronic Cancellation Document		Entry Permit Electronic Cancellation e-copy to be uploaded by DMCC.	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	<input type="checkbox"/>

25. The HR Signatory of the company receives an email notification with the relevant employment documentation to electronically sign them.



Dear Abdul Faial,

This email contains the employment documentation for meenal saxena. Please review and electronically sign the documentation in order to proceed with the employment visa.

Once you have e-signed the employment documentation, this will automatically be sent to the employee for his / her e-signature if you have selected 'e-signature by email' for your employee. If you have opted for the employee to do 'in person signing at DMCC Counter', please ensure you provide the employee with a copy of his / her employment documentation before the employee comes to the counters to e-sign the documentation.

The employment relationship between you and your employee is governed by the UAE Federal Law No. 8 of 1980 (as amended) (the Labour Law). If any future changes are made to the employment contract, you are required to resubmit the updated version to DMCC through the service request titled 'Employment Contract Amendment'.

Before you proceed with e-signing, DMCC recommends that you read through the below guidelines and FAQs to learn more about DMCC's employment matters and how to electronically sign the employment documentation.

Once you are ready to proceed, you can review and sign the employment documentation.



DMCC Admin sent you a document to review and sign.

[REVIEW DOCUMENTS](#)

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



Dear meenal saxena,

Welcome to the DMCC Free Zone and congratulations on joining OLIVE GREEN STUDIOS DMCC.

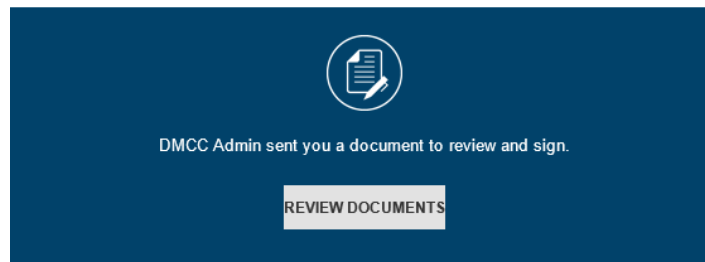
This email contains your employment documentation signed by OLIVE GREEN STUDIOS DMCC and is now ready for you to review and electronically sign in order to process your employment visa.

The employment relationship between you and your employer is governed by UAE Federal Law No. 8 of 1980 (as amended) (the Labour Law).

Your employment contract sets out the terms and conditions of your employment, so it is important that you read through the contract carefully to ensure that you are happy with those terms. If you have any doubts, you can contact the employer at sachin@desaiholding.com or sachin@desaiholding.com.

Before you proceed with e-signing, DMCC recommends that you read through the below guidelines and FAQs to find out more about the DMCC business community, employment matters and how to electronically sign your employment documentation.

Once you are ready to proceed, you can review and sign the employment documentation.



27. Once both parties have signed the documents, the step status will be updated as 'Closed'.

Steps						
Step	Step No.	Summary	Step Name	Step Status	Name	Step Note Added
3773286	31.0	Process Customer Signature	Process Customer Signature	Closed	Client Entry User	

SR Documents							
Document Name	Person Name/Corporate Name	Instructions	Requirement	Status	Created Date	Modified Date	Preview / Download Document
Highest Educational Certificate		Upload a copy of the highest educational certificate attained. You will be informed if an original attested version is required. (Exact Size: 1024 Height: 1167 Width: 850 Dpi: 100) To adjust size https://ezgif.com/resize		Uploaded	29/06/2017	29/06/2017	View e-Document

28. Once E-signature step is closed, you will receive a notification to confirm the visa amendment.

Steps				
Step	Step No.	Summary	Step Name	Step Status
8389815	31.0	Process Customer Signature	Process Customer Signature	Closed
8389841	34.0	Confirm Visa Amendment by Client	Confirm Visa Amendment	Awaiting Confirmation

29. Click on “awaiting confirmation” and choose “Amendment is required”

Step Transition

Status [Awaiting Confirmation \[Change\]](#)

Step Notes

Rejection Reason

https://uat-dmccpoc.cs114.force.com/customer/apex/StatusLookupData?id=a011y000000Y6Uq - Google Chrome

https://uat-dmccpoc.cs114.force.com/customer/apex/StatusLookupData?id=a011y000000Y6Uq

Lookup

Rejection Reason [Proceed to Save](#) [Cancel](#)

Select	Status Name
<input type="radio"/>	Cancelled By Customer
<input type="radio"/>	Visa Amendment Not Required - Client
<input checked="" type="radio"/>	Visa Amendment Required - Client

Customer Comments

30. You will then receive a confirmation email that the change of status is approved and uploaded in the system to be downloaded/print.

31. Then, you will receive a notification to update the applicant's health insurance details.

32. Update the health insurance details under the Steps section in the servicerequest.

Step	Step No.	Summary	Step Name	Step Status	Name	Step Note Added
3773286	31.0	Process Customer Signature	Process Customer Signature	Closed	Client Entry User	<input type="checkbox"/>
3773302	45.0	Awaiting Insurance Details Update	Awaiting Insurance Details Update	Awaiting Insurance Details Update	Client Entry User	<input type="checkbox"/>

Document Name	Person Name/Corporate Name	Instructions	Requirement	Status	Created Date	Modified Date	Preview / Download Document
Highest Educational Certificate		Upload a copy of the highest educational certificate attained. You will be informed if an original attested version is required.(Exact Size: 1024 Height: 1167 Width: 850 Dpi: 100)To adjust size https://ezgif.com/resize		Uploaded	29/06/2017	29/06/2017	View e-Document
Cancelled Residence Visa / Labour Card Cancellation		Upload a copy of the cancelled residence Visa and / or cancelled labour card. (Exact Size: 1024 Height: 1167 Width: 850 Dpi: 100)To adjust your document size, you may use the following tool https://ezgif.com/resize	Copy Required	Uploaded	29/06/2017	29/06/2017	View e-Document
Applicant's Latest Passport Size Coloured Photo		Upload a copy of the latest passport size coloured photo in JPEG format (Exact Size: 40 Height: 355 Width: 300 Dpi: 300) To adjust your document size, you may use the following online tool https://ezgif.com/resize		Uploaded	29/06/2017	29/06/2017	View e-Document
Applicant's Passport		Upload a copy of the applicant's passport in JPEG format (Exact Size: 1024 Height: 1167 Width: 850 Dpi: 100) To adjust your document size,	Copy & Original	Uploaded	29/06/2017	29/06/2017	View e-Document

[Return back to Parent](#) [Return back to Step](#) [Add Misc. Doc](#)

Action	Name	Person Name/Corporate Name	Instructions	Copy / Original	Original Verified	Status	DMCC Comments	Customer Comments	Last Modified Date
Preview	Company Establishment Card		Upload a copy of the Company Establishment Card in JPEG format (Size less than 1MB) Exact Height: 1167 Exact Width: 850 Dpi: 100) To adjust your document size, you may use this online tool https://ezgif.com/resize		<input type="checkbox"/>	Uploaded			16/02/2020 08:51
Preview	Applicant's Passport		Upload a copy of the applicant's passport in JPEG format (Size less than 1MB) Exact Height: 1167 Exact Width: 850 Dpi: 100) To adjust your document size, you may use the following online tool https://ezgif.com/resize	Copy & Original	<input type="checkbox"/>	Uploaded			16/02/2020 08:52
Preview	Highest Educational Certificate		Upload copy of highest educational certificate attained. We'll inform you if original attested version is required.(Size less than 1MB)Exact Height: 1167 Exact Width: 850 Dpi: 100) To adjust size, use https://ezgif.com/resize		<input type="checkbox"/>	Uploaded			16/02/2020 08:52
Preview	Applicant's Latest Passport Size Coloured Photo		Upload a copy of the latest passport size coloured photo in JPEG format (Exact Size: 40 Height: 355 Width: 300 Dpi: 300) To adjust your document size, you may use the following online tool https://ezgif.com/resize		<input type="checkbox"/>	Uploaded			16/02/2020 08:52
Preview	Electronic Entry Permit		Entry permit e-copy to be uploaded by DMCC.	Copy Required	<input type="checkbox"/>	Uploaded			16/02/2020 09:16
Preview	E-signed Cover Sheet		The E-signed Cover Sheet is uploaded here after being e-signed.	Copy Required	<input type="checkbox"/>	Uploaded			16/02/2020 11:05
Preview	Visa Amendment E-Document		Visa Amendment E-Document	Copy Required	<input type="checkbox"/>	Uploaded			16/02/2020 12:44
Preview	Medical Form - typed by DMCC DNRD typing team		Medical Form - typed by DMCC DNRD typing team		<input type="checkbox"/>	Uploaded			16/02/2020 12:48
Preview	Emirates Identity Card registration form		Upload a copy of the Emirates Identity Card or Registration form in JPEG format (Size less than 1MB Exact Height: 1167 Exact Width: 850 Dpi: 100) To adjust your document size, you may use the following tool https://ezgi		<input type="checkbox"/>	Uploaded			16/02/2020 12:48
Preview	Medical Fitness Certificate		Upload a copy of the Medical Fitness Certificate from Government Approved Hospital or Medical Clinic.	Copy Required	<input type="checkbox"/>	Uploaded			16/02/2020 12:51
Preview	Proof of Health Insurance		Upload a proof of Health Insurance such as Health Insurance Card or Certificate Copy.	Copy Required	<input type="checkbox"/>	Uploaded			16/02/2020 12:51
Preview	Company's Own Contract		Upload the signed Company's Own Contract by both parties.	Copy & Original	<input type="checkbox"/>	Uploaded			16/02/2020 12:51

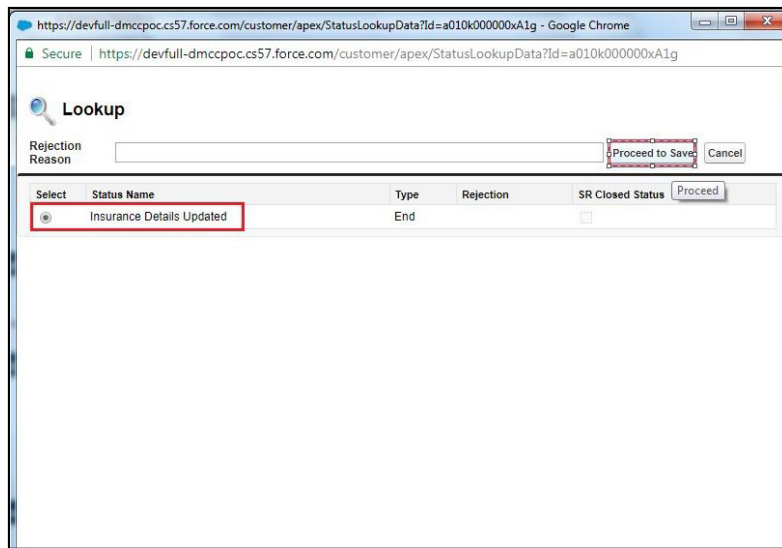
33. Click 'Edit' and enter the mandatory details.

Step Detail		Download/Upload/Review Doc	
SR Details			
Customer Name Step	DMCC	Applicant Mobile	+9710000000
Service Request	2019082	Created By	Ahmed AlShraideh, 29/06/2017 11:56
Airway Bill No		Last Modified By	Ahmed AlShraideh, 29/06/2017 11:56
Closed Date		Step Template	Awaiting Insurance Details Update
Closed Date Time		Status	Awaiting Insurance Details Update
LastModifiedDateTime	29/06/2017 11:56	Sys Step Loop No	45_0_2
Applicant Email	john.smith@xvz.com		
Current Publication Stage			
Account Number	129544		
Is Balance Negative	<input type="checkbox"/>		
Financial Year End Month			
Record Type	Health Insurance Details [Change]		
SR Step Details			
Step No.	45_0	SR Step	SRStep-94332
Step Name	Awaiting Insurance Details Update	Summary	Awaiting Insurance Details Update
Start Date	29/06/2017	Owner	Client Entry User
Due Date		End Date	
		Step Id	3773302
Applicant Health Insurance Details			
Health Insurance Provider		Health Insurance Membership Number	
Health Insurance Expiry Date		Health Insurance Policy Number	
Step Transition			
Status	Awaiting Insurance Details Update [Change]		
Step Notes			
Rejection Reason			
Customer Comments			

34. Enter the details and click 'Change'.

SR Step Details			
Step No.	45_0	SR Step	SRStep-94332
Step Name	Awaiting Insurance Details Update	Summary	Awaiting Insurance Details Update
Start Date	29/06/2017	Owner	Client Entry User
Due Date		End Date	
		Step Id	3773302
Applicant Health Insurance Details			
Health Insurance Provider	Abu Dhabi National Insurance Company INS017	Health Insurance Membership Number	00000
Health Insurance Expiry Date	29/06/2017	Health Insurance Policy Number	00000
Step Transition			
Status	Awaiting Insurance Details Update [Change]		
Step Notes			
Rejection Reason			
Customer Comments			

35. Click 'Insurance Details Updated' and 'Proceed to Save'.



36. You will receive an email notification if the Emirates ID typing service from DMCC was selected.

37. You will receive an email notification after the Emirates ID typing is done if the medical fitness test request from DMCC was selected.

38. You will receive an email notification once the Emirates ID registration form typing is done.

39. Under the service request 'SR Documents', click 'View E-Document' to view the Emirates ID registration form and medical request form.

Employment Contract- Unlimited- Draft Preview	Contract to be e-signed to check if the entered information is correct. If any changes are required, click edit to update the SR details and then save to regenerate the document.	Download e-Document	Generated	29/06/2017	29/06/2017	View e-Document
Electronic Entry Permit	Entry permit e-copy to be uploaded by DMCC.	Copy Required	Uploaded	29/06/2017	29/06/2017	View e-Document
E-signed Cover Sheet	The E-signed Cover Sheet is uploaded here after being e-signed.	Copy & Original	Uploaded	29/06/2017	29/06/2017	View e-Document
E-signed Employment Contract- Unlimited	The E-signed Employment Contract- Unlimited is uploaded here after being e-signed by both parties.	Copy Required	Uploaded	29/06/2017	29/06/2017	View e-Document
Medical Fitness Certificate	Upload a copy of the Medical Fitness Certificate from Government Approved Hospital or Medical Clinic.	Copy Required	Pending Upload	29/06/2017	29/06/2017	View e-Document
Proof of Health Insurance	Upload a proof of Health Insurance such as Health Insurance Card or Certificate Copy.	Copy Required	Pending Upload	29/06/2017	29/06/2017	View e-Document
Emirates Identity Card registration form	Upload a copy of the Emirates Identity Card or Registration form in JPEG format (Size less than 1MB Exact Height: 1167 Exact Width: 850 Dpi: 100) To adjust your document size, you may use the following tool https://ezgi	Copy Required	Uploaded	29/06/2017	29/06/2017	View e-Document

40. Take a copy of the medical request form and approach any of the approved medical centres to complete your medical test.

<input type="checkbox"/> Edit	E-signed Non-competition Undertaking	The E-signed Non-competition Undertaking is uploaded here after being e-signed by both parties.	Copy Required	Uploaded	3/28/2017	7/2/2017	View e-Document
<input type="checkbox"/> Edit	E-signed Cover Sheet	The E-signed Cover Sheet is uploaded here after being e-signed.	Download e-Document	Generated	3/28/2017	7/2/2017	View e-Document
<input type="checkbox"/> Edit	E-signed Cover Sheet	The E-signed Cover Sheet is uploaded here after being e-signed.	Copy & Original	Uploaded	3/28/2017	7/2/2017	View e-Document
<input type="checkbox"/> Edit	E-signed Employment Contract-Limited	The E-signed Employment Contract-Limited is uploaded here after being e-signed by both parties.	Download e-Document	Generated	3/28/2017	7/2/2017	View e-Document
<input type="checkbox"/> Edit	E-signed Employment Contract-Limited	The E-signed Employment Contract-Limited is uploaded here after being e-signed by both parties.	Copy & Original	Uploaded	3/28/2017	7/2/2017	View e-Document
<input type="checkbox"/> Edit	Medical Form	Upload a copy of the Medical Form in JPEG format (Exact Size: 1024 Height: 1167 Width: 850 Dpi: 100) To adjust your document size, you may use the following online tool https://ezgif.com/resize		Uploaded	4/6/2017	7/2/2017	View e-Document

41. Upon receipt of the medical test results document, upload it in the same service request 'SR Documents' under 'Medical Fitness Certificate'. Click 'Upload' to upload the health insurance card and medical fitness certificate.

Preview	Applicant's Passport	Upload a copy of the applicant's passport in JPEG format (Exact Size: 1024 Height: 1167 Width: 850 Dpi: 100) To adjust your document size, you may use the following online tool https://ezgif.com/resize	Copy & Original	<input type="checkbox"/>	Uploaded	29/06/2017 11:08
Preview	Company Establishment Card	Upload a copy of the Company Establishment Card in JPEG format (Exact Size: 1024 Height: 1167 Width: 850 Dpi: 100) To adjust your document size, you may use the following online tool https://ezgif.com/resize		<input type="checkbox"/>	Uploaded	29/06/2017 11:07
Preview	Signed Offer Letter	Upload a copy of the signed Offer Letter by both parties.	Copy & Original	<input type="checkbox"/>	Uploaded	29/06/2017 11:07
Preview	Electronic Entry Permit	Entry permit e-copy to be uploaded by DMCC.	Copy Required	<input type="checkbox"/>	Uploaded	29/06/2017 11:26
Preview	E-signed Cover Sheet	The E-signed Cover Sheet is uploaded here after being e-signed.	Copy & Original	<input type="checkbox"/>	Uploaded	29/06/2017 11:44
Preview	E-signed Employment Contract-Unlimited	The E-signed Employment Contract-Unlimited is uploaded here after being e-signed by both parties.	Copy Required	<input type="checkbox"/>	Uploaded	29/06/2017 11:44
Upload	Medical Fitness Certificate	Upload a copy of the Medical Fitness Certificate from Government Approved Hospital or Medical Clinic.	Copy Required	<input type="checkbox"/>	Pending Upload	29/06/2017 11:56
Upload	Proof of Health Insurance	Upload a proof of Health Insurance such as Health Insurance Card or Certificate Copy.	Copy Required	<input type="checkbox"/>	Pending Upload	29/06/2017 11:56
Preview	Emirates Identity Card registration form	Upload a copy of the Emirates Identity Card or Registration form in JPEG format (Size less than 1MB Exact Height: 1167 Exact Width: 850 Dpi: 100) To adjust your document size, you may use the following tool https://ezgi	Copy Required	<input type="checkbox"/>	Uploaded	29/06/2017 12:11

Sample of the Medical fitness Request:

APPLICATION ID



Date: 23/01/2020 15:49 التاريخ :

Name		الاسم
Request Type		نوع الطلب
Urgency Type	New Visa – Urgent (24 hrs)	فئة الاستعمال
Medical Center	Jumeira Lake Towers (JLT)	المركز الطبي
Passport No.		رقم جواز السفر
Emirates ID		بطاقة الهوية
E-mail		البريد الإلكتروني
Sponsor Name		اسم الكفيل
Residency / Entry Permit No.	 2010720118843	رقم الإقامة / تصريح الدخول

- * Kindly note the Application ID for any enquiries about your request.
- * Kindly note that the Typing Centre Fee is only 50 AED.
- * Kindly note that the application is Valid for 3 Months from the above Date.

The following are required by DHA upon processing your request:

1. Original Passport or EID Card (Mandatory) 2. Residence Permit Copy	1. جواز السفر الأصلي أو بطاقة الهوية (الزاسي) 2. صورة عن تأشيرة الدخول مع صورة عن الإقامة
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For Status Inquiry, Kindly visit <https://saalem.dha.gov.ae>

Sample of the Emirates ID Registration Form:

<p>قدم بتاريخ SUBMITTED ON</p> <p>رقم الإصال RECEIPT NO.</p> <p>رقم العملية TRANSACTION N</p>		<p>استمارة تسجيل REGISTRATION FORM</p> <p>رقم الطلب APPLICATION NUMBER</p> <p>8001 2011 02 09 12 51 5091 4</p>		<p>هيئة الإمارات للهوية EMIRATES IDENTITY AUTHORITY</p> 	
<p>سيتم التواصل معك في حال وجود تعديل مطلوب وعند جاهزية البطاقة للتسليم. يرجى التأكد من دقة هذه المعلومات</p> <p>You will be contacted in case of required modification and once your card is ready for delivery. Please make sure this information is accurate.</p>		<p>ID CARD RENEWAL Applicant is applying for residency new / renew / sponsorship transfer and is previously registered in Emirates Identity Authority (ID card to be renewed is NOT available)</p>		<p>تجديد بطاقة الهوية المقدم لديه طلب قيد الأجرأ باحدى خدمات الإقامة (جديد / تجديد / نقل كإقامة) وتسجيل هوية الإمارات للهوية (بطاقة الهوية المراد تجديدها غير متوفرة)</p>	
<p>الإسم NAME</p> <p>الجنس GENDER</p> <p>الرقم الموحد UNIFIED NUMBER</p> <p>رقم جلاصة العبد Family Book No.</p>		<p>تاريخ الميلاد DATE OF BIRTH</p> <p>رقم جواز السفر PASSPORT NUMBER</p> <p>رقم المدة / رقم الأسرة City Number / Family Id</p>		<p>الجنسية NATIONALITY</p> <p>تاريخ انتهاء الجواز PASSPORT EXPIRY DATE</p>	
<p>NEXT STEP Capture your biometrics at one of our service points</p> <p>An appointment with all details will be sent to you through an SMS on mobile number 0504215559. In case you do not receive an SMS two weeks from submitting your application please call 042376000</p>		<p>الإجراء التالي أخذ البصمات باحد مراكز التسجيل التابعة لهيئة الإمارات للهوية</p> <p>سيتم إرسال موعد التسجيل من خلال رسالة نصية قصيرة على هاتف رقم 0504215559 في حال عدم استلام الرسالة خلال أسبوعين من تاريخ تقديم الطلب الرجاء الإتصال على 042376000.</p>			
<p>IMPORTANT NOTES</p> <p>For information on registering for Emirates ID card call 042376000</p> <p>The legal typing fee of this application is AED 30 only where the typing centre is legally bound to this amount. If you have been over charged or have any comments on the typing centre please call 042376000.</p> <p>The ID card has to be pierced during the filling of the application</p> <p>The ID card is your property and should be handed back to you along with this application</p> <p>Please revise the entered ID number & expiry date in your application</p> <p>You may be notified to revisit the typing centre for modifications to your application. Amount of AED 5 for the modification will be charged as typing fees if you proceed to a different typing centre than the one who last submitted the application.</p> <p>Please revise the application type highlighted on top of the application.</p> <p>You may be requested to complete the required fees by paying any difference between the previously paid amount and the required fee</p> <p>The applied card validity will be reviewed and could be changed while processing your application</p>		<p>ملاحظات هامة</p> <p>للاستفسار عن معاملة التسجيل لطالفة الهوية، يرجى الإتصال على 042376000</p> <p>الرسوم القانونية لمكاتب الطاعة 30 (ثلاثون) درهماً فقط لاغير وفي حال تمصيل رسوم إضافية تعتبر زيادة غير قانونية وتعرض مكتب الطاعة للمسائلة القانونية. في حال وجود أي ملاحظة على مكاتب الطاعة يرجى الإتصال على 042376000</p> <p>ضرورة نكب بطاقة الهوية أثناء عملية التجديد ومسحها</p> <p>بطاقة الهوية هي ملك للمصيل يحتفظ بها بعد الإنتهاء من نعتة إستمارة التجديد أو الأستبدال</p> <p>التأكد من صحة رقم الهوية وتاريخ انتهائها المدخل بالطلب</p> <p>قد يتم التواصل معك لطلب تعديل بالطلب المقدم عن طريق زيارة إحدى مراكز الطاعة المعتمدة، رسوم الطاعة للتعديل 5 درهم لاغير في حالة تعديل الطلب بمكتب طاعة مختلف عن المكتب الأخير الذي قدم فيه الطلب</p> <p>الرجاء التأكد من صحة نوع الطلب المقدم الموضح أعلاه</p> <p>قد يتم التواصل معك لطلب استكمال الرسوم المطلوبة بدفع العارف بين المدفع سابقاً والقيمة المطلوبة للطلب</p> <p>سيتم مراجعة صلاحية البطاقة المقدمة وقد يتم تعديله أثناء التدقيق على الطلب</p>			
<p>اتصل على CALL US ON 04 2376000</p>		<p>تعرّف من المعلومات FOR MORE INFORMATION www.emiratesid.ae</p>			
<p>الطابعة بولسفة SUBMITTED BY [user name] [typing centre name], [Emirate], [City]</p>		<p>تاريخ الطاعة PRINTED ON 01 January 2011, 02:34 PM</p>			

42. Once the E- residence visa is uploaded you can download it in the portal and the application status will be closed as shown.

The screenshot shows the DMCC portal interface. The main heading is 'Application - New employee residence permit (visa) 2019082'. Below this, there are sections for 'Service Request Detail' and 'Service Request Details'. The 'Status' field is highlighted with a red box and contains the text: 'Your passport and Company's Employment Card have been collected.' Other details include SR No: 2019082, Record Type: 002-Employee residence permit (visa), Submitted Date: 29/06/2017, and Applicant/Employee Name: John Smith.

You can check the status of your application at any stage on the DMCC website via the Visa Status Checker at www.dmcc.ae/free-zone/support/how-guides/visa-status-checker.

The screenshot shows the DMCC Visa Status Checker page. The page title is 'Check the Status of your visa application'. Below the title, there is a sub-heading: 'To check the status of your visa application, please use the form below.' The form prompts the user to 'Enter Service Request Number and Passport Number to Check Application Status'. There are two input fields: 'Service Request Number *' and 'Passport Number *', followed by a 'SEARCH' button.