

APPLICATION GUIDELINE

IDENTITY CARD SERVICES

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Introduction

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

Identity cards are issued to sponsored employees who 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.

The Identity card is issued for:

- Female who is sponsored by her husband or father
- GCC Nationals whether male or female
- 10 Years Visa Holders (Self-Sponsored*)
- 10 Years Visa Holders (Company Sponsored**)

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.

**Self Sponsored: is the owner/shareholder of the company who has obtained a 10 year visa and requires to have official working documents/employment contract.*

***Company Sponsored: is an applicant who has obtained a 10 year visa due to their job title (executive management and doctors) and requires to have official working documents/employment contract.*

Identity Cards – Apply for New

Service to Select on Portal

Employment services – Card & access services – Identity cards - Apply for new

Important Notes

- Electronic Permanent identity cards (E-PIC) will be issued in an electronic format, renewable and valid for one year.
- The applicant's residence visa should be valid for 3 months.
- The sponsor's residence visa should be valid for 3 months, (applicable for female sponsored by husband/father)
- No salary certificate or NOCs will be provided to the card holders from DMCC, all

should be provided through the company.

- No amendment of job title or salary details can be done on the card (such details can be amended only at the E-PIC renewal).

Steps

- **Step 1:** Complete the application form to apply for 'Employment services – Card & access services – Identity cards - Apply for new' on the DMCC portal.
- **Step 2:** Upload the required documents and proceed with the payment.
- **Step 3:** Receive a notification with the DMCC approval.
- **Step 4:** The HR Signatory of the company receives a notification to electronically sign the relevant employment documentation.
- **Step 5:** Once the HR signatory has completed the e-signing, the employee receives a notification to e-sign the same employment documentation.
- **Step 6:** Receive a notification confirming the card issuance.
- **Step 7:** The Electronic PIC will be generated under the same service request in "Documents/Uploads" section and will be available to download/print.

Requirements

Documents	Remarks
Passport copy with UAE visa page	Residence visa validity should be minimum 3 months. Soft copy to be uploaded
No Objection Certificate (NOC) from sponsor	Applicable for female sponsored by husband/father To be signed by the sponsor Soft copy to be uploaded
Passport copy of sponsor and UAE visa page	Applicable for female sponsored by husband/father Residence visa validity should be minimum 3 months. Soft copy to be uploaded

Passport size photos	High quality and colored Soft copy to be uploaded
Employment Contract	If it is DMCC Contract Template, it will be system generated to be e-signed by both parties. Soft copy to be uploaded
Non-Competition Agreement	If selected, it will be system generated to be signed and stamped by both parties. Soft copy to be uploaded
Employee Code of Conduct	If selected, it will be system generated to be e-signed. Soft copy to be uploaded
Service agreement	Only applicable for 10 Years Visa holders with Company Sponsored category The Service Agreement should mention all work details of the applicant, such as job title, working conditions, and to have sponsored company stamp and signed. Soft copy to be uploaded

Output

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

Identity Cards – Renewal

Service to Select on Portal

Employment services – Card & access services – Identity cards Renewal

Important Notes

- The applicant's residence visa should be valid for 3 months.

- The sponsor's residence visa should be valid for 3 months.
- The card details can be amended / updated (job title / salary details).

Steps

Step 1: Complete the application form to apply for 'Employment services – Card & access services – Identity cards - Apply for Renewal' on DMCC portal.

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

Step 3: Receive a notification with DMCC approval.

Step 4: The HR Signatory of the company receives a notification to electronically sign the relevant employment documentation.

Step 5: Once the HR signatory has completed the e-signing, the employee receives a notification to e-sign the same employment documentation.

Step 6: Receive a notification confirming the renewed Electronic PIC issuance.

Step 7: The Renewed Electronic PIC will be generated under the same service request in "Documents/Uploads" section and will be available to download/print.

Requirements

Documents	Remarks
Passport copy with UAE visa page	<p>Residence visa validity should be minimum 3 months</p> <p>Soft copy to be uploaded</p>
No Objection Certificate (NOC) sponsor	<p>Applicable for female sponsored by husband/father</p> <p>To be signed by the sponsor</p> <p>Soft copy to be uploaded</p>
Passport copy of sponsor and UAE visa page	<p>Applicable for female sponsored by husband/father</p> <p>Residence visa validity should be minimum 3 months</p> <p>Soft copy to be uploaded</p>
Passport- size photos	<p>High quality and colored</p> <p>Soft copy to be uploaded</p>
Employment Contract	<p>If it is DMCC Contract Template, it will be system generated to be e-signed by both parties.</p> <p>Soft copy to be uploaded</p>
Non-Competition Agreement	<p>If selected, it will be system generated to be signed and stamped by both parties.</p> <p>Soft copy to be uploaded</p>
Employee Code of Conduct	<p>If selected, it will be system generated to be E-signed.</p> <p>Soft copy to be uploaded</p>

Service agreement	Only applicable for 10 Years Visa holders with Company Sponsored category The Service Agreement should mention all work details of the applicant, such as job title, working conditions, and to have sponsored company stamp and signed. Soft copy to be uploaded.
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Output

Renewed Electronic Permanent Identity Card (E-PIC) is issued for one year.

Identity Cards – Cancellation

Service to Select on Portal

Employment services – Card & access services – Identity cards - Apply for cancellation

Important Notes

End of service entitled must be signed by the employee and employer in order to cancel the Permanent Identity Card.

Steps

Step 1: Complete the application form to apply for ‘Employment services – Card & access services – Identity cards - Apply for cancellation’ on the DMCC portal.

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

Step 3: Receive a notification with DMCC approval.

Step 4: The HR Signatory of the company receives a notification to electronically sign the end of service entitlement.

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.

Step 7: The system will be updated, and the card will be cancelled.

Requirements

Documents	Remarks
End of service form	It will be system generated to be e-signed by both parties.

Output

The Permanent Identity Card will be cancelled.

Further Information

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