

APPLICATION GUIDELINE 3.1

EMPLOYMENT SERVICES - OFFICIAL COMMUNICATIONS

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INTRODUCTION

The DMCC Free Zone issues a number of letters that employees may require to complete a range of services throughout the United Arab Emirates, such as obtaining visas to travel and approvals for obtaining drivers licenses, salary letters. To ensure that the correct service is being requested all letter samples are available for preview by the member prior to completing each application. All DMCC letters and certificates are issued as electronic documents available for download from the DMCC portal. All documents are issued with a unique validation code which is accessed via the dmcc.ae to verify details.

If the desired letter does not appear to be available please contact us at CustomerCare@dmcc.ae, Contact Centre +971 4 424 9600 or raise a case in the portal with details of the requested letter.

SERVICE TO SELECT ON DMCC MEMBER PORTAL

Go to Employment Services - Official Communications - Select the desired letter/NOC under the submenu

STEPS & REQUIREMENTS

Step 1: Complete portal application and upload required document/s. Required documents will vary based on the letter purpose, as detailed below.

Step 2: Upon receipt of the approval message from DMCC return to the portal to print the generated document.

Official Communications
▼ Letters and certificates
Letter to consulate with employee details
NOC to change address [Concordia]
Employment service certificate
Approval to obtain UAE Ports clearance
Letter to consulate/embassy
Salary Certificate to Consulate/Embassy (English)
🔗 Salary Certificate to Bank
▼ Approvals and NOCs
NOC for conversion driving license [RTA]
NOC for employee to open a business
Approve employee as PRO [DNRD]
Approve renewal of PRO [DNRD]
NOC to consulate/embassy for Schengen visa
NOC for alcohol license
▼ Letters and certificates (Arabic)
Salary certificate
Employment service certificate
Salary certificate to consulate/embassy
▼ Approvals and NOCs (Arabic)
NOC for boat registration
Police letter for lost documents

OUTPUT

Official certificate or letter on DMCC letterhead

FURTHER INFORMATION

- Please visit our website at www.dmcc.ae, or email CustomerCare@dmcc.ae
- Contact us at 800 DMCC(3622), or +971 4 4249600