

## Increase in Visa Quota Policy

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## 1.0 Purpose

The Purpose of this increase visa quota policy (“Policy”) is to outline the general requirements and eligibility of Companies increase visa quota.

## 2.0 Scope

Enable a DMCC Licensed Company to apply for increasing its visa quota to support the company business needs subject to meeting a specific criterion.

## 3.0 Definitions

- **Policy:** means the principles, rules, and guidelines formulated by DMCCA to regulate and manage the increase of visa quota.
- **Visa quota:** means the number of visa’s the companies can apply for

## 4.0 Relevant Policies

- New visa policy
- License amendment policy

## 5.0 Responsibilities

- DMCC will be responsible of insuring client has fulfilled the required documentations and information in order to grant the final application approval.
- Client will hold responsibility of reading the application guideline and policy.

## 6.0 General Provisions

A DMCC Licensed Company may request for an increase in its visa quota beyond its standard eligibility as per the visa quota policy, provided the company meets the eligibility criteria.

### 6.1 Eligibility Criteria

The eligibility Criteria for a member company to apply for additional visa quota:

- The company must have a valid license issued by DMCC.
- The company must have a valid lease or is the owner of the unit it occupies.
- The company must be operating from a physical unit
- The company must have utilized its existing visa quota.

- The company should not be under deregistration or liquidation.
- There should be no active sanctions or serious violations against the company

## 7.0 Guidelines for increase visa quota

### 7.1 General guidelines:

- The approved extra visas will have a validity of 1 year. If not used, the extra visas will be revoked and there will be no refund.
- Company must consume all their allowed visa quota to apply for the increase visa quota
- Company must select the activities which require additional visa quota from their current active activities.
- In case if the member company has already utilized the additional visa quota, then if for any reasons DMCC decided to revoke the approved additional visa quota, the active employees will be allowed to remain on company visa.

## 8.0 Cancel / Revoke of increase visa quota

DMCC can revoke the additional visa quota with no refund in following cases:

- The system will automatically revoke any previously granted visas in the following scenarios and the company will be required to reapply for additional visas:
  - If the company changes its business activity which was selected for the additional visa or license type.
  - If the company has violated any of the criteria mentioned in the 'Eligibility criteria'.
  - If the additional visas are not utilized within 1 year. The company transfers to a smaller office than the one previously occupied.

For further clarification or related enquires regarding this Policy visit DMCC Help Centre at <https://www.dmcc.ae/helpcentre>