

## APPLICATION GUIDELINE

### REQUEST FOR INCREASING VISA QUOTA

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## Introduction

A DMCC member company can request for an increase in its visa quota beyond its standard eligibility by submitting an online service request 'Apply for Exceptional Visa Quota'.

The approval of the request is subject to DMCC management, which is based on DMCC Free Zone policies.

## Service to Select on Portal

Employment Services - Visa services - Increase Visa Quota - Apply for Exceptional Visa Quota.

## Important Notes

- The company should meet the following eligibility criteria, in order to apply for Exceptional Visa Quota:
  - Should have utilised all its existing visa quota.
  - Have an active DMCC license along with active lease or must be the owner of the unit(s) occupied and holding a valid title deed.
  - Should be operating from a physical unit and not from a business centre, flexi desk, or any shared workspace.
  - Should be in good financial standing and should not be under deregistration or liquidation.
  - There should be no violations made by the company in relation to shareholder disputes, consumer disputes, labour disputes or any other type of disputes.
  - The company should not be selling or transferring any of its shares to other parties.
  
- DMCC will automatically revoke any previously granted extra visas in the following scenarios:
  - If quota not utilized within 1 year from approving the service request
  - If company changes the licence address to a small office
  - If company changes the activity that initially got approved for increased visa quota

- If the company has violated any of the criteria mentioned above.
- In case DMCC, has revoked the previously granted visas, company will be required to reapply for additional visa.
- The total fees for this service request includes:
  - Application Fees: One time non-refundable fee in all cases.
  - Service fee: This is a refundable fee that is calculated based on the number of visas approved by DMCC.

For applicable charges, please refer to the [Free Zone Schedule of Charges](#).

## Steps

**Step 1:** Complete the application form to apply for 'Apply for Exceptional Visa Quota' on the DMCC portal.

**Step 2:** Fill in the application form and save the service request.

**Step 3:** Upload the justification letter and proceed with the payment.

**Step 4:** Receive a notification confirming the submission of the service request.

**Step 5:** Receive a notification confirming DMCC's decision on your request.

**Step 6:** The additional approved visas will be reflected on the same service request under 'Requested Additional Visa'. The total visa allowed can also be viewed under the portal balance section on the home screen of member portal.

## Requirements

To be uploaded on the Member Portal.

Documents	Remarks
Justification letter for the requested additional visa	<p>Provide a clear &amp; detailed justification letter for the requested additional visa(s) typed on the company letterhead, stamped and signed by the authorized signatory. The letter should justify the reasons of additional visa request along with the below details:</p> <ul style="list-style-type: none"><li>▪ Company working hours and the number of shifts.</li><li>▪ Job roles of the additional staff with a breakdown by numbers.</li></ul>
Undertaking letter	<p>Acknowledgment confirmation letter in which the client confirm the scenarios for which the visa quota will be revoked.</p>

## Output

- Increased visa quota for DMCC Member Company.

## Further Information

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