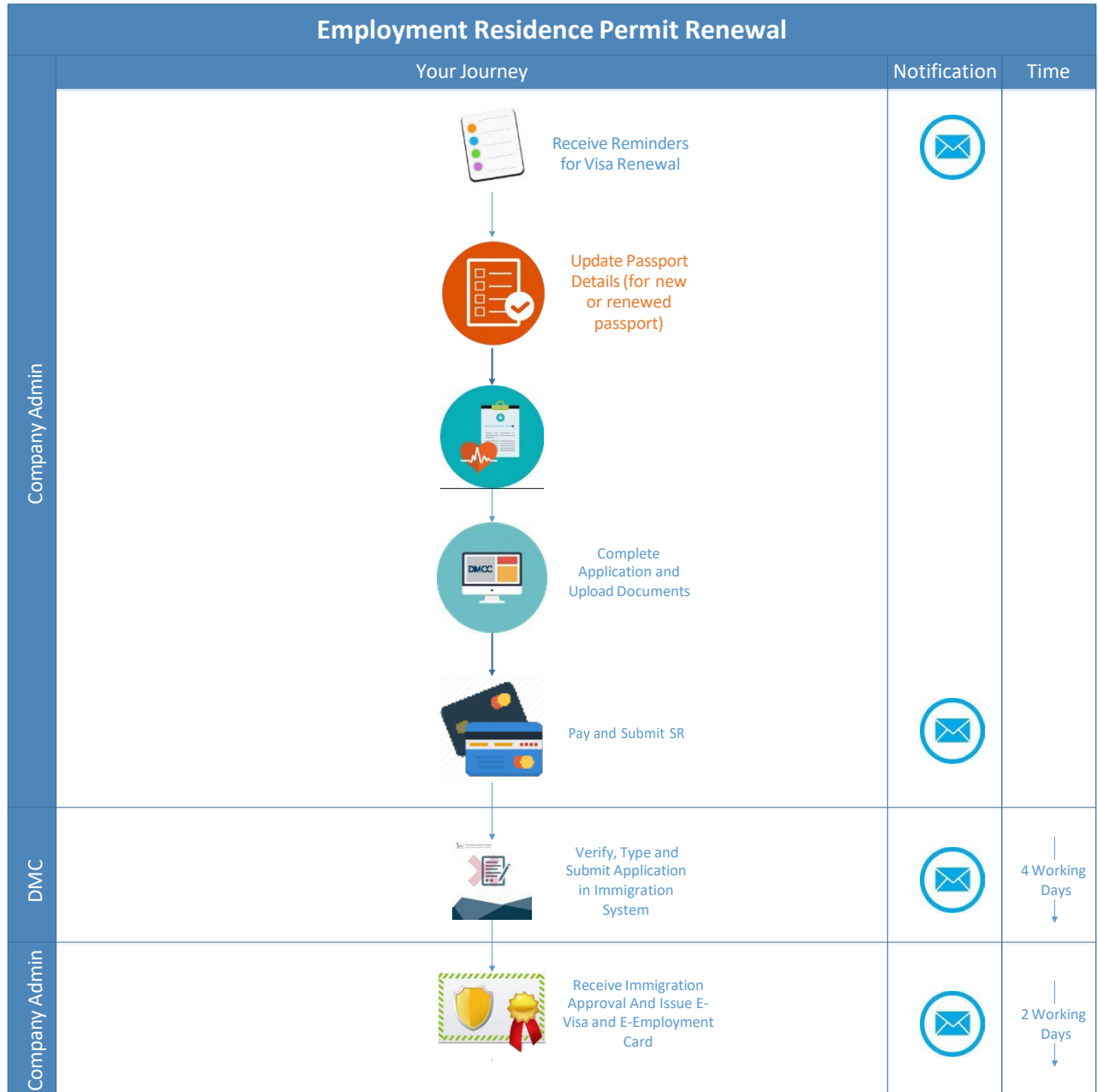


APPLICATION GUIDELINE EMPLOYEE RESIDENCE VISA RENEWAL

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Process map for Employee Residence Visa Renewal



Introduction

A DMCC licensed company must renew the employment residence visa for all their employees before the visa expiry date.

Service to Select on Portal

Employment Services – Employee Residence Permit (Visa) Renewal

Important Notes

- The company must initiate the visa renewal before the visa expiry date to avoid any late penalties.
- The company Establishment Card and license must be valid to apply for the Employee Residence Permit (Visa) Renewal service request.
- If the visa is being renewed after the expiry of the grace period (30 days from the date of expiry), then a penalty will be levied costing AED 25 per day.
- At the time of renewal, the applicant's passport should be valid for at least 3 months.
- If the applicant needs the visa to be stamped on a different passport, then, passport details amendment service request should also be raised before the renewal request.
- A valid health insurance under the DMCC company sponsorship/coverage issued through a local insurance company is required. If the health insurance is valid for less than 1 month, DMCC requires an undertaking letter from the company stating they will renew it upon the expiry date.
- 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.
- Applicant can apply for visa data amendment (change of name, change of nationality, change of job title) while applying for his/her visa renewal by selecting the amendment type within the same service request.

- Members can choose the residence visa validity while creating a new service request, residence visa transfer to DMCC, or residence visa renewal, the residence visa validity is available for 1, or 2 years.
- Emirates ID application should be matching with the residence visa validity, (for example: for a 1-year visa, the Emirates ID application should be for 1 year.)
- 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 from the SR's return date.
- DMCC Member Company admin can request for 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](#))

Steps

Step 1: Complete the application form to apply for 'Employment Services – Employee Residence Permit (Visa) Renewal' on the DMCC portal.

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

Step 3: Once the typing is done, the Emirates ID registration form will be uploaded in the service request 'SR Documents'.

Step 4: Apply for the medical test through the DMCC portal.

Step 5: Once the medical fitness request is done the medical fitness document will be uploaded in the service request 'SR Documents'. The applicant will need to take a copy and approach a government-approved hospital, clinic or centre to complete the medical test.

Step 6: Once the medical fitness test certificate is issued, upload the certificate in the service request 'SR Documents' section.

Step 7: Receive a notification confirming the submission of documents to Federal Authority for Identity and Citizenship (FAIC).

Step 8: Receive a notification confirming the issuance of the renewed residence visa permit.

Requirements

Upload Copy	Documents	Remarks
✓	Applicant's passport	The passport should be valid for at least 8 months. Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850 To adjust your document size, you may use the following online tool https://ezgif.com/resize .
✓	Latest passport size photo	Upload on the member portal in JPEG format in Max size: 40 KB Height: 355 Width: 300 To adjust your document size, you may use the following online tool https://ezgif.com/resize .
✓	Applicant's visa page	Upload a copy of the previous residence visa. Size: 1024 KB Height: 1167 Width: 850
✓	Emirates ID registration form	Scan the original document and upload a copy of them. Upload in JPEG format in Size: 1024 KB
✓	Applicant's medical test results	Height: 1167 Width: 850
✓	Applicant's health insurance	Upload Health Insurance Certificate/ Card valid for at least 1 month with your current DMCC Company

Output

- Residence visa will be renewed, and a renewed company employment card will be issued.

Further Information

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