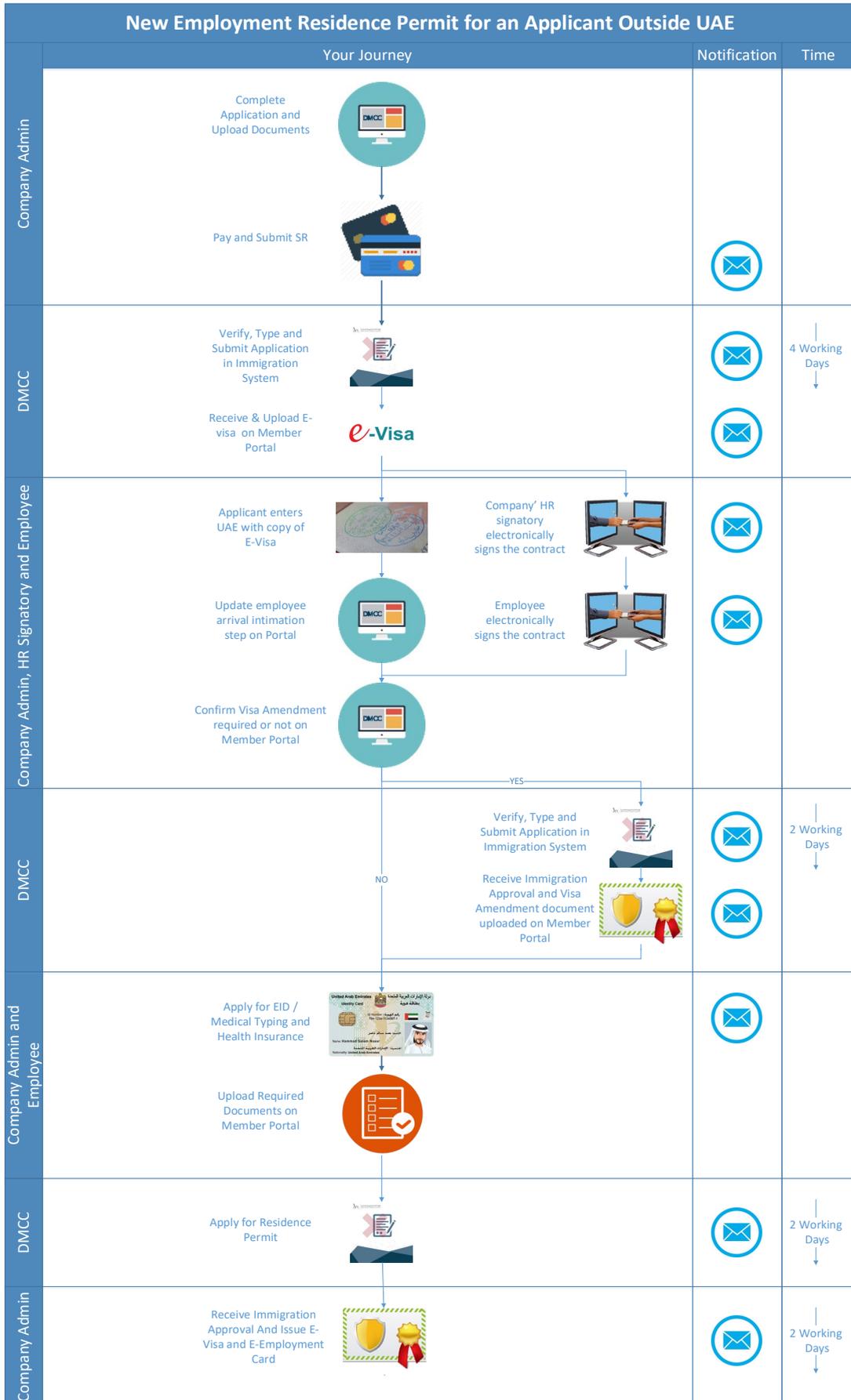


APPLICATION GUIDELINE
NEW EMPLOYEE RESIDENCE VISA

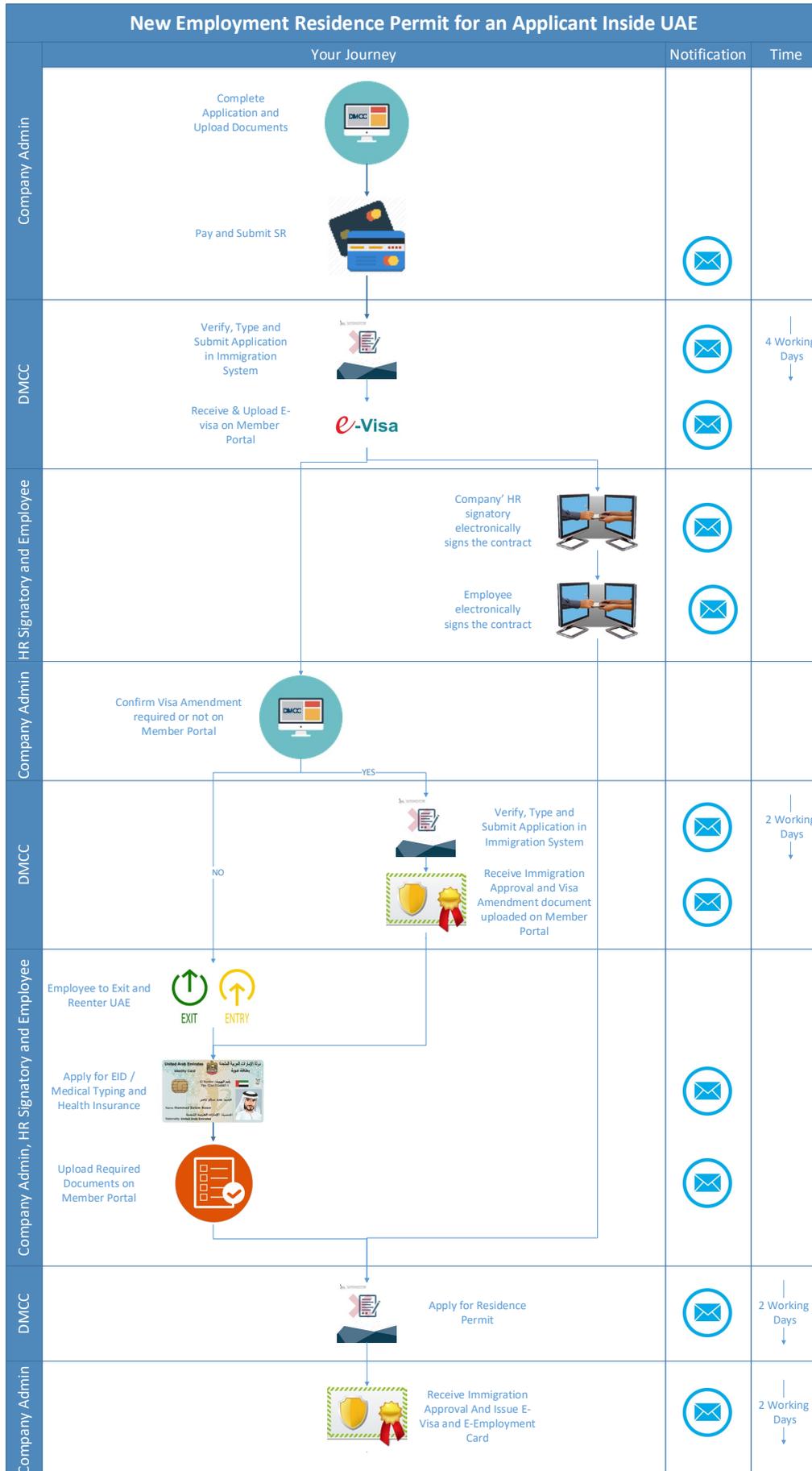
Table of Contents

Process map for New Employee Residence Visa – Outside Country3
 Process map for New Employee Residence Visa – Inside Country4
 Introduction.....5
 Service to Select on Portal.....5
 Important Notes5
 New Employment Residence Permit for an Applicant outside the Country8
 Steps8
 Requirements10
 Stage 1 Requirements10
 Stage 2 Requirements10
 Documents Sent for Electronic Signature11
 Output11
 New Employment Residence Permit for an Applicant inside the Country.....12
 Steps12
 Requirements13
 Stage 1 Requirements13
 Stage 2 Requirements14
 Documents Sent for Electronic Signature15
 Output15
 New Employment Residence Permit for an Applicant inside the UAE with an Employment Visa
 Amendment (Change of Status)16
 Steps16
 Requirements18
 Stage 1 Requirements18
 Stage 2 Requirements19
 Documents Sent for Electronic Signature20
 Output20
 Further Information20

Process map for New Employee Residence Visa – Outside Country



Process map for New Employee Residence Visa – Inside Country



Introduction

A DMCC-licensed company must ensure that its employees are authorized to work in the DMCC Free Zone by either holding an employment residence visa, an identity card, or access approval.

All employees of DMCC Entities must have an employment residence visa issued by DMCC unless they are under the sponsorship of their husband, father, or mother, or if they are GCC Nationals, in which case, they are issued an identity card.

The application process differs for each scenario.

Scenario 1: In case the applicant is outside the country.

Scenario 2: In case the applicant is inside UAE through Visit Visa / Tourist visa / cancelled visa and applied as an inside country.

In this case, the applicant will apply for the Entry Permit while he/she is still inside UAE, during the process, he/she can exit the country and wait for the Entry Permit to be issued and sent to him/her electronically, then, he/she can enter the country using the Entry Permit. Alternatively, the applicant can stay inside the country until the Entry Permit is issued (the applicant must make sure not to overstay while the Entry Permit is under process to avoid penalties), then, he/she can collect it from the company, exit the country, then, re-enter using this Entry Permit.

Scenario 3: If the applicant is joining from an LLC company or is registered under the Labor Ministry, the applicant must first cancel his/her previous Residence Permit and complete the process of obtaining a new Employment Residence Visa via DMCC.

If the applicant has entered UAE through Visit Visa/Tourist Visa, they can apply for a new DMCC Employment Entry Permit and change the former status to the latter.

Scenario 4: In case the applicant is inside UAE and is joining a DMCC Entity from another Free Zone/Government organization/within DMCC Free Zone, the applicant has the option to transfer his/her residence permit to the new DMCC Entity.

Service to Select on Portal

Employment Services - Visa services - Employee Residence Permits (Visa) - Apply for new

Important Notes

- Please ensure you have an active HR signatory before applying for the 'Employment Visa'.

- All applicants' details must be entered as per the passport information.
- Minimum passport validity must be 6 months while applying for the Employment Entry Permit.
- All the designations must be supported by a relevant educational certificate, attested by the Ministry of Foreign Affairs (MOFA) in Dubai and should be legally translated into Arabic, whether the applicant is inside or outside the country.
- If the applicant requires visa amendment, the DMCC Entity must have sufficient balance in their DMCC member portal with visa amendment fees to be able to proceed with the application.
- Investor Visa can be obtained for DMCC Entities that have only a sole shareholder.
- Partner Visa can be obtained for only shareholders holding 50,000 share capital.
- Entry Permit is valid for 60 days, cannot be renewed, and must be cancelled once expired.
- Applicants may experience delays in Entry Permit issuance due to DMCC and Federal Authority for Identity and Citizenship (FAIC) approval processes.
- Company Establishment Card and license must be valid to apply for the service request.
- All applications will be subject to Dubai's Federal Authority for Identity and Citizenship (FAIC) rules & regulations.
- 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.
- Candidates who are new to UAE and are doing first-time registration, need to visit Emirates ID service points at preventive medical centers to capture biometrics. They need to carry their original passport and a copy of the Emirates ID registration form and must ensure to get the Emirates ID registration form stamped.
- Members can prioritize the application if they tick the Priority Services section, which will apply only for the visa stamping stage.
- Members can apply for the applicant's health insurance through one of the Dubai Health Authority (DHA) 45 approved local health insurance inside the UAE. For the complete list please [visit <http://www.isahd.ae/Home/PermittedInsurers>](http://www.isahd.ae/Home/PermittedInsurers).
- 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 1,2 year.
- 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.)
- Partner and Investor visa can be obtained under the below conditions:

- For 'Investor'/ 'Partner': Share certificate with a minimum of 50 shares, a total worth of AED 50,000 share capital is required.
- For 'Investor': The applicant should be the sole shareholder of the DMCC Entity to obtain the job title.
- For 'Partner': DMCC Entities with multiple shareholders can apply for 'Partner.'
- 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](#))

New Employment Residence Permit for an Applicant outside the Country

Employment Services - Visa services - Employee Residence Permits (Visa) - Apply for new residence visa – outside the country.

Steps

Step 1: Complete the application form to apply for 'Employment Services - Visa services - Employee Residence Permits (Visa) - Apply for New' on the DMCC member portal.

Step 2: Upload the [stage 1 required documents](#) and proceed with the payment.

Step 3: Receive a notification confirming the DMCC approval.

Step 4: Receive a notification confirming the submission of documents to the Federal Authority for Identity and Citizenship (FAIC).

Step 5: Receive a notification confirming the issuance, return, or rejection of the Entry Permit and the next steps.

Step 6: In case of approval, an electronic copy of the Entry Permit will be uploaded by DMCC on the DMCC portal and the same can be forwarded to the applicant to download and print. Applicants to enter the country using the electronic Entry Permit.

Step 7: The HR Signatory of the DMCC Entity receives a notification with the **relevant** employment documentation to electronically sign them.

Step 8: Once the HR signatory completes the e-signing, the employee is notified to e-sign the same employment documentation.

Step 9: Arrival intimation to be updated on the DMCC member portal as soon as the employee enters UAE.

step 10: If the company would like to cancel the Entry Permit, at the Arrival Intimation step, choose "request for Entry Permit Cancellation", subsequently, following will be processed:

- Request will be sent to the concerned Department and Entry Permit will be cancelled in the FAIC system.
- Employee will be deactivated.
- Cancellation documents will be uploaded under the same service request.

Step 11: Proceed with visa stamping and provide the required information/documents through the portal.

Step 12: Apply for the applicant's health insurance through approved local health insurance inside UAE. portal.

Step 14: Once the typing is done, the Emirates ID registration form will be uploaded in the service request 'SR Documents'.

Step 15: Once the medical fitness request is done, The medical fitness document will be

uploaded in the service request 'SR Documents'. Applicants will need to take a copy and approach a government-approved hospital, clinic, or center to complete the medical test.

Step 16: Upload the stage 2 required documents on the portal.

Step 17: Receive a notification confirming the submission of documents to the Federal Authority for Identity and Citizenship (FAIC).

Step 18: Receive a notification confirming the issuance of the residence visa permit.

Requirements

Stage 1 Requirements

To be uploaded on the DMCC member portal for Entry Permit issuance.

Upload Copy	Documents	Remarks
✓	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 .
✓	Passport – Copy	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 .
✓	Education Certificate (Attested by Ministry of Foreign Affairs, Dubai) and legally translated to Arabic – Copy	Copy of the highest educational certificate attained to be uploaded on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
✓	Signed Offer Letter – Copy	Signed by both the Employee and the Employer and stamped by the Employer. Upload on the member portal in JPEG Format in Max size: 1024 KB Height: 1167 Width: 850

Stage 2 Requirements

To be uploaded on the DMCC member portal for visa stamping.

Upload Copy	Documents	Remarks
✓	Medical Fitness Certificate results	Scan the original document and upload a copy of them. Upload in JPEG format in Size: 1024 KB Height: 1167 Width: 850
✓	Health Insurance	

Documents Sent for Electronic Signature

The following documents will be generated on the portal for preview only to view the entered details and are **not** to be signed as they will be sent to the HR Signatory for e- signing:

1. Draft Employment Contract template (for preview only and not for signature), not applicable for DMCC Entity's contract template
2. Draft Cover Sheet (for preview only and not for signature)
3. Draft Employee Code of Conduct (Optional - for preview only and not for signature)
4. Draft Non-competition Agreement (Optional - for preview only and not for signature)

Output

Issued a renewable Residence Visa valid for up to two years, depending on the client's preference and Company Employment Card, that can be downloaded from the SR.

New Employment Residence Permit for an Applicant inside the Country

Steps

Step 1: Complete the application form to apply for 'Employment Services - Visa services - Employee Residence Permits (Visa) - Apply for New' on the DMCC member portal.

Step 2: Upload the [stage 1 required documents](#) and proceed with the payment.

Step 3: Receive a notification confirming the DMCC approval.

Step 4: Receive a notification confirming the submission of documents to the Federal Authority for Identity and Citizenship (FAIC).

Step 5: Receive a notification confirming the issuance, return, or rejection of the Entry Permit and the next steps.

Step 6: In case of approval, an electronic copy of the Entry Permit will be uploaded by DMCC on the DMCC member portal and the same can be forwarded to the applicant to download and print. The applicant is required to exit the country and re-enter with the electronic Entry Permit.

Step 7: The HR Signatory of the company receives a notification with the relevant employment documentation to electronically sign them.

Step 8: Once the HR signatory completes the e-signing, the employee is notified to e-sign the same employment documentation.

Step 9: Portal user to confirm through the DMCC member portal whether to proceed with visa amendment or not and update the system with the required information/documents.

Step 10: If the company would like to cancel the Entry Permit, at the amendment confirmation step, request for Entry Permit Cancellation. Subsequently, the following will be processed:

- Request will be sent to the concerned Department and Entry Permit will be cancelled in the FAIC system.
- Employee will be deactivated.
- Cancellation documents will be uploaded under the same service request

Step 11: Apply for the applicant's health insurance through approved local health insurance inside UAE.

Step 12: Once the typing is done, the Emirates ID registration form will be uploaded in the service request 'SR Documents'.

Step 13: Once 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 center to complete the medical test.

Step 14: Upload the stage 2 documents on the DMCC member portal.

Step 15: Receive a notification confirming the submission of documents to the Federal Authority

Step 16: Receive a notification confirming the issuance of the residence visa permit.

Requirements

Stage 1 Requirements

To be uploaded on the DMCC member portal for Entry Permit issuance.

Upload Copy	Documents	Remarks
✓	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 .
✓	Passport – Copy	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 .
✓	Education Certificate (Attested by Ministry of Foreign Affairs, Dubai) and legally translated to Arabic – Copy	Copy of the highest educational certificate attained to be uploaded on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
✓	Signed Offer Letter – Copy (not applicable to the company's contract templates)	Signed by both the Employee and the Employer and stamped by the Employer. Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
✓	Current visa – Copy	Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
✓	Signed Employment Contract (applicable only for the company's contract templates)	Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850

Stage 2 Requirements

To be uploaded on the DMCC member portal for visa stamping.

Upload Copy	Documents	Remarks
✓	Medical Fitness Certificate	Scan the original documents and upload a copy of them on the DMCC member portal. Upload in JPEG format in Size: 1024 KB Height: 1167 Width: 850
✓	Health Insurance	
✓	Status Change document	

Documents Sent for Electronic Signature

The following documents will be generated on the DMCC member portal for preview only to view the entered details and are **not** to be signed as they will be sent to the HR Signatory for e- signing:

1. Draft Employment Contract template (for preview only and not for signature), not applicable for DMCC Entity's contract template
2. Draft Cover Sheet (for preview only and not for signature)
3. Draft Employee Code of Conduct (Optional - for preview only and not for signature)
4. Draft Non-competition Agreement (Optional - for preview only and not for signature)

Output

Issued a renewable Residence Visa valid for up to two years, depending on the client's preference and Company Employment Card, that can be downloaded from the SR.

New Employment Residence Permit for an Applicant inside the UAE with an Employment Visa Amendment (Change of Status)

Steps

Step 1: Complete the application form to apply for 'Employment Services - Visa services - Employee Residence Permits (Visa) - Apply for New' on the DMCC member portal.

Step 2: Upload the [stage 1 required](#) documents and proceed with the payment.

Step 3: Receive a notification confirming the DMCC approval.

Step 4: Receive a notification confirming the submission of documents to the Federal Authority for Identity and Citizenship (FAIC).

Step 5: Receive a notification confirming the issuance, return, or rejection of the Entry Permit and the next steps.

Step 6: In case of approval, an electronic copy of the Entry Permit will be uploaded by DMCC on the DMCC member portal and the same can be forwarded to the applicant to download and print.

Step 7: The HR Signatory of the company receives a notification with the relevant employment documentation to electronically sign them.

Step 8: Once the HR signatory completes the e-signing, the employee is notified to e-sign the same employment documentation.

Step 9: Receive a notification to confirm if the visa amendment is required or not.

Step 10: Once "visa amendment is required" is selected, the step will be assigned back to the DMCC typing team to verify the application.

Step 11: Once the verification is completed; the application will be typed through the FAIC system.

Step 12: Upon obtaining FAIC approval, the visa amendment E-Documents will be uploaded under the same service request Documents/Uploads.

Step 13: Apply for the applicant's health insurance through approved local health insurance inside UAE.

Step 14: Once the typing is done, the Emirates ID registration form will be uploaded in the service request 'SR Documents'.

Step 15: 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 center to complete the medical test.

Step 16: Upload the stage 2 documents on the portal.

Step 17: Receive a notification confirming the submission of documents to the Federal Authority for Identity and Citizenship (FAIC).

Step 18: Receive a notification confirming the issuance of the residence visa permit.

Requirements

Stage 1 Requirements

To be uploaded in the system for Entry Permit issuance.

Upload Copy	Documents	Remarks
✓	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 .
✓	Passport – Copy	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 .
✓	Education Certificate (Attested by Ministry of Foreign Affairs, Dubai) and legally translated to Arabic – Copy	Copy of the highest educational certificate attained to be uploaded on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
✓	Signed Offer Letter – Copy (not applicable to company own contract templates)	Signed by both the Employee and the Employer and stamped by the Employer. Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
✓	Current visa – Copy	Upload on the member portal in JPEG format in Max size: 1024 KB Height: 1167 Width: 850
✓	Signed Employment Contract (applicable only for the company's contract templates)	Upload on the member portal in JPEG The format in Max size: 1024 KB Height: 1167 Width: 850

Stage 2 Requirements

To be uploaded on the DMCC member portal for visa stamping.

Upload Copy	Documents	Remarks
✓	Medical Fitness Certificate	Scan the original documents and upload a copy of them on the DMCC member portal. Upload in JPEG format in Size: 1024 KB Height: 1167 Width: 850
✓	Copy of Health Insurance	
✓	Status Change document	

Documents Sent for Electronic Signature

The following documents will be generated on the portal for preview only to view the entered details and are **not** to be signed as they will be sent to the HR Signatory for e- signing:

1. Draft Employment Contract template (for preview only and not for signature), not applicable for the company own contract template
2. Draft Cover Sheet (for preview only and not for signature)
3. Draft Employee Code of Conduct (Optional - for preview only and not for signature)
4. Draft Non-competition Agreement (Optional - for preview only and not for signature)

Output

Issued a renewable Residence Visa valid for up to two years, depending on the client's preference and Company Employment Card, that can be downloaded from the SR.

Further Information

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