



### SERVICE REQUEST MANUAL

## **NEW EMPLOYEE RESIDENCE VISA**

#### Purpose

This document is designed to define and illustrate the online process related to the 'New Employee Residence Visa' for applicants inside and outside the UAE. This document will brief on how to apply for the service request and what to expect at the different stages in terms of the online interface, the notification emails, and text messages, as well as the expected output.

#### **Relevant Documents**

The Request for 'New Visa – Applicant inside the UAE / Applicant outside the UAE' operates in conjunction with, but is not limited to the below-stated policies and guidelines:

- <u>New Employee Residence Visa Guideline</u>
- DMCC Company Regulation.
- Free Zone Rules & Regulation.
- Federal Authority for Identity and Citizenship (FAIC) Rules and Regulation.

### Applicability

This document will be applicable to all DMCC Entities with active licence who are applying for new employment visas for their employees.

#### **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.
- If the applicant is a shareholder of the company with a minimum of 50 shares, only the copy of the Shares Certificate needs to be uploaded in place of the educational certificate.
- Entry Permit is valid for 60 days, cannot be renewed, and must be canceled 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 licence 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 centres 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 choose to prioritise the application if they tick the 'Priority Services' section, which will be applicable only for the visa stamping stage.
- DMCC Entities can apply for the applicant's health insurance through one of the Dubai Health Authority (DHA) 45 approved local health insurance inside UAE. For the complete list please visit http://www.isahd.ae/Home/PermittedInsuerers.
- 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 of SR's return date.
- DMCC Member Company admin can request 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 <u>Schedule of Charges</u>)





#### The DMCC Member Portal Walkthrough for New Employee Residence Visa:

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

DMCC			5	Histo Centre 🌒 +971 4 424 9600 🔇 660 54 3622	۵ ۵
HOME MY COMPANY				SINESS REWARDS Sear	ch Submit
Employee Services	Employee Service Requests				
A Company Services	Apply for all types of employment services, including visas, letters	s, and access cards.			
Property Services Member Services	Card and Access Services	Mediation Services	Official Communications	Visa Services	
Property Services	Access approvals	Request for mediation	Approvals and NOCs	Absconder notification	
Nalue Added Services	Employment cards		Approvals and NOCs (Arabic)	Dependent residence permits (visa)	
Compliance Services	<ul> <li>Identity cards</li> </ul>		Letters and certificates	<ul> <li>Employee residence permits (visa)</li> </ul>	
Online Booking			Letters and certificates (Arabic)	Cancel existing employee residence permit (visa)	
Y Promotion Packages				Employment contract amendment	
Portal Balance 2				Medical fitness request typing	
Portal Balance				Emirates ID Typing	
Visa Deposit Utilised				Entry Exit Passenger Report	
Account Name				Apply for new employee residence permit (visa)	
Visas Used/				Stamp existing in new or replacement passport	
Allowed				Revalidate existing - 6 mths outside UAE	
Top-up Balance				Stamp existing in new passport (orig. lost)	
View Online Receipts				Renew existing employee residence permit (visa)	
				Document Collection - Over the Counter	
				Employee passport details amendment	
				<ul> <li>Increase Visa Quota</li> </ul>	
				Transfers	

2. Fill in company's valid licence number.

DMC	C				Create Case	DMCC Live Support	+971 4 424 9600	800 3622	💄 DMCC 🔅
HOME	МҮ СОМРЛ						S	earch	Submit
Employe	e Services	•	Application - New emp	oloyee residend	e permit (visa)				
Company Company	/ Services		Click Here to View Applica	tion Guidelines					
Member :	Services		Service Request Edit	ĺ	Save Cancel				
Property	Services		Service Request Details						- Required Information
Value Ad Complian	ded Services ace Services		Record Type Parent SR Customer	002-Employee residen	ce permit (visa)	Submi Applicant / Employ	tted Date Owner DMCC ree Name		
Portal Balanc	e	0	Number			C.	lose Date 🥥		
Portal Balance	18,081.14	AED	Comment						
Visa Deposit Utilised	- 6,000.00	AED	License Number		81				
Account Name	DMCC		Priority Service		License Number	Lookup (New Window)			
Visas Used/ Visas Allowed Top-u	2 / 3 p Balance		Priority Application I Agree Priority Disclaimer	I hereby confirm and co belief, I fully understand of the entry permit or/a	ertify that the facts and in d that the fast track servi nd change of status, and	formation provided and stated b ce for this application is application my application will be treated as	elow are accurate, true an le only in the visa stampin fast track application after	id complete to the bes ig stage and does not ir the submission of th	t of knowledge and include the issuance e original documents
			Emirates ID Typing Request	of Residency and Fore process the employme	igners Affairs –Dubai (GE nt visa stamping applicat	ORFA). I recognise that additionation.	al documentation may be i	requested by the GDR	FA in order to
			Apply for 'Emirates ID Typing' Request	8					
			Employee Health Insurance D	etails					
			Health Insurance Provider			Health Insuran	ce Policy Number 🥥	-	_
			Send me health insurance offer from DMCC			Health Insurance Ex	piry Date 🤳		
			Medical Fitness Request Serv	ice					





**3.** To priorities the application, please tick the 'Priority Application' box. (Optional and additional fee will be applicable. Please refer to the <u>Schedule of Charges</u>)

Member	Services				
Property	Services		Service Request Edit	Save Cancel	
			Service Request Details		Required Information
Value Ac	ided Services		Record Type	002-Employee residence permit (visa) Submitted Date	
Complia	nce Services		Parent SR Customer	Owner DMCC	
•			Health Insurance Membershin	Close Date 2	
ortal Balanc	ce.	0	Number		
tal Balance	18,081.14	AED	Compony Licopco		
a Deposit	- 6,000.00	AED	Company Elcense		
ised			License Number		
ount Name	DMCC		Priority Service		
is Used/	2/3		Part in the second second		
			Priority Application		
Тор-н	up Balance		Promy Application	Ibreby confirm and certify that the facts and information provided and stated below are accurate, true and complete to the belief. I uty understand that the fast track service for this application is applicable only in the visa stamping tage and does of the entry permit orland change of status, and my application wile be readed a fast track application after the submission over DMCC member services counters. I fully achnowledge that the employment visa stamping is subject to the approval of of Residency and Progripper Afrita-Dubit (BORFA). I recognise that additional documentation may be requested by the process the employment visa stamping application.	best of knowledge and not include the issuance of the original documents the General Directorate DRFA in order to
Тор-	up Balance		Priority Application	Interest confirm and certify that the facts and information provided and stated below are accurate, true and complete to the belief. I fully understand that the fast track service for this application is applicable only in the visa stamping tage and does of the entry permit orland change of talkars, and my application wile be teaded a fast track application after the submission over DMCC member services counters. I fully acknowledge that the employment visa stamping is subject to the approval of of Residency and Foreigners Affairs —Dubai (IGDRFA). I recognise that additional documentation may be requested by the G process the employment visa stamping application.	best of knowledge and not include the issuance of the original documents the General Directorate DRFA in order to
Top I	up Balance		Priority Applications of Please tick fyour require your application to be treated as Fast Track Emirates ID Typing Request Apply for "Emirates ID Typing" Request	In hereby confirm and certify that the facts and information provided and stated below are accurate, true and complete to the belief. I fully undestand that the fast track service for this application is applicable only in the viria stamping table and does in the entry permit oriend change of atlask, and my application will be readed as fast track application after the submission over DMCC member services counters. I fully achronizedge that the employment visa stamping is subject to the approval of Readersy and Pregimers After. Duble (GDRFA), liceognise that additional documentation may be requested by the O process the employment visa stamping application.	best of knowledge and not include the issuance of the original documents the General Directorate DRFA in order to
Торн	up Balance		Priority Applications of Please tick fly our require your application to be treated as Fast Track Emirates ID Typing Request Apply for "Emirates ID Typing" Request Employee Health Insurance D	In hereby confirm and certify that the facts and information provided and stated below are accurate, true and complete to the belief. Tuby undestand that the fast track service for this application is applicable only in the visa stamping table and does on the entry permit orliand change of tables, and my application will be readed as fast track application after the submission over DMCC member services countes. I fully achorowedge that the employment visa stamping is subject to the approval of residency and foreigness Aftairs-Datal (GDRFA). Incognise that additional documentation may be requested by the O process the employment visa stamping application.	best of knowledge and not include the issuance of the original documents the General Directorate DRFA in order to
Тор-	up Balance		Priority Application of Prese tick if you require your application to be treated as Past Track Emirates ID Typing Request Apply for "Emirates ID Typing" Request Employee Health Insurance D Health Insurance Provider	Inbredy confirm and certify that the facts and information provided and stated below are accurate, twe and complete to the belief. Tuby undestand that the fast track server for this application is applicable only in the visa stamping tage and does the entry permit oriend charge of tables, and my application wile be treaded as fast track application after the submission over DMCC member services counters. If Uily achievedge that the employment visa stamping is subject to the approval of a free/deep. Mark the employment visa stamping application.	best of knowledge and not include the issuance the orginal documents the General Directorate DRFA in order to
Тор-	up Balance		Priority Applications Please tick if you require your application to be treated as Past Track Emiliates ID Typing Request Apply for "Emirates ID Typing" Request Employee Health Insurance Off Health Insurance Provider Send me health Insurance off from DMCC	Interest confirm and certify that the facts and information provided and stated below are accurate, twe and complete to the belief, Indy understand that the fast track service for this application is applicable only in the visa stamping tage and does over DMCC member services counters. I fully achrowledge that the employment visa stamping is subject to the approval of Residency and Progrems Affairs - Dabid (OBRAF). In reconstruct that additional documentation may be requested by the O process the employment visa stamping application.	best of knowledge and not include the issuance the orginal documents the General Directorate DRFA in order to
Тор+	up Balance		Priority Applications Please tick if you require your application to be treated as Past Track Emiliates ID Typing Request Apply for "Emirates ID Typing" Request Employee Health Insurance off Health Insurance Provider Send me health Insurance off from DMCC	In breety confirm and certify that the facts and information provided and stated below are accurate, twe and complete to the belief. Indiv understand that the fast track service for this application is applicable only in the visa stamping tage and does over DMCC member services counters. I fully achrowledge that the employment visa stamping is subject to the approval of Residency and Progrems Affairs - Dabid (OBRAF). I reconside that a didtional documentation may be requested by the O process the employment visa stamping application.	best of Knowledge and not include the issuance of the organi document of General Directorate DRFA in order to
Торч	up Balance		Priority Application of Please lick if you require your application to be treated as Fast Track Emitates ID Typing Request Apply for "Emirates ID Typing" Request Employee Health Insurance Offer from DMCC Medical Filmess Request Serv Apply for Medical Filmess Test	Inbreity confirm and certify that the facts and information provided and stated below are accurate, twe and complete to the belief. Tuby understand that the fast track service for this application is applicable only in the visa stamping table and does over DMCC member services counters. I fully achrowledge that the employment visa stamping is subject to the approval of Residency and Progrems Affairs - Daulei (GDRFA). I reconside that additional documentation may be requested by the O process the employment visa stamping application.	best of Knowledge and not include the issuance of the organi document of General Directorate DRFA in order to
Top+	up Balance		Priority Applications Protectics (17 you require your application to be treated as Fast Track Emirates ID Typing Request Apply for "Emirates ID Typing" Request Employee Health Insurance Of Health Insurance Fronder Send me health Insurance Off from DMCC Modical Fitness Request Sen Apply for Medical Fitness Test Employee Passport Details		best of knowledge and not include the issuan of the original documes the General Directoral DRFA in order to

**4.** To receive health insurance offers from DMCC, please tick the 'Send me health insurance offer from DMCC' box. Health insurance details will be entered during the residence visa process. (Optional)

initiation to Typing Proquest						
Apply for 'Emirates ID Typing' Request	2					
Employee Health Insurance E	)etails					
Health Insurance Provider	2			Health Insurance Policy Number		
Send me health insurance offer from DMCC				Health Insurance Expiry Date	5	
Medical Fitness Request Sen	/ice					
Apply for Medical Fitness Test	None		•			
Employee Passport Details						
Name (as per passport)	1			Date of Birth	[ 29/06/2017 ]	
Nationality	Î.		9	Country of Birth	None	•
Passport Type	None		•	Place of Birth		
Passport Number	1			Gender	None	•
Passport Issue Date	Î.	[ 29/06/2017	1	Religion	None	•
Passport Expiry Date	i i	[ 29/06/2017	1	Marital Status	None	•
Country of Issue	None		•	Father's Name		
Place of Issue	Í.		]	Mother's Name	i i	
Employee E-Signature Detail	5					
Title	None		•			
First Name	1			Middle Name		
Last Name	1					
Employee Email ID				Employee Mobile Number	2	
Employee Selected E-signature	Via Email		•	Preferred Language	None	•
1100100						





**5.** Fill in the 'Employee Passport Details'. Kindly make sure that all details are accurate and matches the passport.

apply for Medical Fitness Test	None	•			
mployee Passport Details					
Name (as per passport)	John Smith		Date of Birth	29/06/1970 [29/06/2017]	
Nationality	United Kingdom	9	Country of Birth	United Kingdom	•
Passport Type	Normal	•	Place of Birth	London	
Passport Number	987654321		Gender	Male	•
Passport Issue Date	29/06/2017 [ 29/06/2017 ]		Religion	Muslim	
Passport Expiry Date	29/06/2018 [ 29/06/2017 ]		Marital Status	Married	
Country of Issue	United Kingdom	•	Father's Name	Terry	
Place of Issue	London		Mother's Name	Amanda	
Employee E-Signature Detail	5				_
Title	None	•			
First Name	1	1	Middle Name		
Last Name	1				
Employee Email ID			Employee Mobile Number	2	
mployee Selected E-signature	Via Email	•	Preferred Language	None	•

**6.** Fill in the 'Employee E-Signature Details'. Please make sure to enter the valid email address and mobile number of the employee.

Employee E-Signature Details	S			
Title	Mr.	•		
First Name	John		Middle Nan	Terry
Last Name	Smith			a postar ra
Employee Email ID	John.Smith@xyz.com		Employee Mobile Numb	er +971xxxxxxxx
mployee Selected E-signature Method	Via Email	٠	Preferred Langua	ge ENGLISH T
Employee Job Details				
Job Title 🥥	8	9	Highest Qualification	-None V
Basic Monthly Salary 🥥	8		Executive Status 🥥	None *
Accommodation Provided	None	¥	Languages Spoken	Available ARABIC BANGLA BLUSSHIEAH CHINESE
			Accommodation Type 🥥	None V
Food Provided	None	•	Accommodation Allowance 🥥	
Transport Provided	No	•	Food Allowance 🥥	
Other Monthly Allowance 🥥		1	Transport Allowance 🥥	
Employment Contract Template	None	۲		
Employment Contract Type 🥥	None	•		
Contract Commencement Date	[ 29/06/2017	1		
Probation Period (in months)	None	•	Contract End Date	[ 29/06/2017 ]
dditional Job Details (Not Re	equired for Company's Ov	vn Employment Co	ntract)	
Termination During Probation Period	None	•	Probation Contract can Terminated	be -None •
Notice Period (In days)				
Day of Salary Transfer	None	•	Salary Payment metho	odNone 🔻
Working Week From	None	*	Working Week	ToNone +
Number of Working Days Per	None		Working Hou	rsNone V





**7.** Fill in the 'Employee Job Details' and 'Additional Job Details'. Make sure that all the information is accurate to avoid any delay in the process. You may refer to the orange help button for guidance.

	MARKETING MANAGER	<u>S</u>	Highest Qualification	Diploma	•
Basic Monthly Salary	25000		Executive Status	Yes	•
Accommodation Provided	Yes	•	Languages Spoken	BLUSSHIEAH CHINESE FARSI FRENCH GERMAN	Chosen ENGLISH
			Accommodation Type	Family	•
Food Provided	Allowance	•	Accommodation Allowance	1000	
Transport Provided	Allowance	•	Food Allowance	1000	
Other Monthly Allowance	5000		Transport Allowance	000	
Employment Contract Template	Standard	•			
Employment Contract Type	Unlimited	•			
tract Commencement Date	29/06/2017 [ 29/06/2017	1			
robation Period (in months)	3	Ŧ	Contract End Date	[ 29/06/2	017]
obation Period (in months) Itional Job Details (Not R rmination During Probation Period	3 Required for Company's Own	T Employment Cont	Contract End Date ract) Probation Contract can be Terminated by	-None	• •
obstion Period (in months) itional Job Details (Not R rmination During Probation Period Notice Period (In days)	3 tequired for Company's Own	▼ n Employment Cont	Contract End Date ract) Probation Contract can be Terminated by	[ 29/06/2	•
obstion Period (in months) itional Job Details (Not R mination During Probation Period Notice Period (In days) Day of Salary Transfer	3 Required for Company's Own -None -None	T Employment Cont	Contract End Date ract) Probation Contract can be Terminated by Salary Payment method	-None	•
obation Period (in months) itional Job Details (Not F rmination During Probation Period Notice Period (in days) Day of Salary Transfer Working Week From	3 Acquired for Company's Own -NoneNoneNoneNone-	T  T  T  T  T  T  T  T  T  T  T  T  T	Contract End Date ract) Probation Contract can be Terminated by Salary Payment method Working Week To	None None	•
obstion Period (in months) itional Job Details (Not F mination During Probation Period Notice Period (In days) Day of Salary Transfer Working Week From umber of Working Days Per Week	3 Cequired for Company's Own -None	Employment Cont	Contract End Date ract) Probation Contract can be Terminated by Salary Payment method Working Week To Working Hours	None None None None	017] V V
obstion Period (in months) itional Job Details (Not F mination During Probation Period Notice Period (in days) Day of Salary Transfer Working Week From umber of Working Days Per Week Number of Annual Leave (Calendar Days)	3 equired for Company's Owr -None	Employment Cont	Contract End Date ract) Probation Contract can be Terminated by Salary Payment method Working Week To Working Hours Require Sick Leave Certificate After	None None None None	•
obstion Period (in months) itional Job Details (Not F mination During Probation Period Notice Period (In days) Day of Salary Transfer Working Week From umber of Working Days Per Week Number of Annual Leave (Calendar Days) Maternity Leave (Calendar Days)	3 Required for Company's Own -None	Employment Cont      T	Contract End Date ract) Probation Contract can be Terminated by Salary Payment method Working Week To Working Hours Require Sick Leave Certificate After Parental Leave (Working Days)	None None None None	•
robation Period (in months) ditional Job Details (Not F rmination During Probation Period Notice Period (in days) Day of Salary Transfer Working Week From umber of Working Days Per Week Number of Annual Leave (Calendar Days) Maternity Leave (Calendar Days) Paternity Leave Days	3 Required for Company's Own -NoneNoneNoneNoneNoneNone		Contract End Date ract) Probation Contract can be Terminated by Salary Payment method Working Week To Working Houra Require Sick Leave Certificate After Parental Leave (Working Days)	None None None	•

**8.** Mention any special terms and conditions regarding the Non-Competition and Employee Code of Conduct. (Optional)

Undertaking for Non-			Employee Code of Conduct	
lect if you wish to ecute a non-competition reement with the uployee.	None	•		
Service Restricted Area		A		
Non Compete Restricted For	None	•		
Non Solicit of Business Restricted For	None	•		
Non Solicit of Employees Restricted For	None	•		
nployee Address Details				
Home Country Residential Address			U.A.E. Address	
ermanent (Native) Address 2	1		U.A.E. Address 2	
Permanent (Native) City	1		U.A.E. Address City	
Permanent (Native) Country	None	•	U.A.E. Address Emirates#	
Permanent (Native) POBox/Postal/Zip Code			U.A.E. Address PO Box	
mployee Existing Visa Detai	Is			
Is the Employee Currently Inside UAE?	None	•	Old Visa Type	None V
ist date to exit on the current visa	[ 29/06/2017 ]		Old Visa No	
			Data of Assist	
Tick If You Require Visa Amendment			Date of Arrival	29/06/2017





**9.** Fill in the 'Employee Address Details' mentioning inside UAE and home country address details. Fill in the 'Employee Existing Visa Details'. Kindly ensure that all details are accurate to avoid any delay in the process.

Employee Residence Visa Validity		
Residence Visa Validity	None	•
Employee Existing Visa Details		
Is the Employee Currently Inside UAE? Last date to exit on the current visa NOC for family hold	No	

#### 10. Please select residence visa validity.

Applicant Existing Visa Details - Please Enter	
Is the Employee Currently Inside UAE?	None *
Last date to exit on the current visa 🥥	[5/14/2019]
Tick If You Require Visa Amendment	0
NOC for family hold	
Residence Visa Validity	None
	None
Correspondence Details - Please confirm	1 Year Valid Employment Visa 2 Years Valid Employment Visa

**11.** Fill in the portal user details and mobile number to receive status notifications from DMCC in the 'Correspondence Details'. Also, please tick the disclaimer after reading the content carefully. Then click 'Save' to receive the service request number.

Correspondence Details - Ple	ease Confirm/Update			
Portal User's Email Customer Comments	john.smith@xyz.com		Send SMS To Mobile	+971xxxxxxx
Disclaimer				
I Agree				
BG Disclaimer	I hereby confirm and co fully acknowledge and the approval of the con residence visa applicat submit the Employmen	ertify that the facts and informat understand that the grant of the cerned authorities. I recognise ion and recognise that a AED 3 t residence visa application	ion provided above are accurate, tru residence visa for the Employee is i that additional documentation may b ,000 will be deducted from the Comp	e and complete to the best of my knowledge and belief. I not assured or guaranteed in any way and is subject to e requested in order to process the Employment pany's Visa Guarantee balance in order to be able to
Document Details - Information	on Only			
Document Type	CEC Number		Document # (Lookup)	
Courier Details - Information	Only			
Courier Collection Required			Courier Delivery Required	1
Collection Airway Bill No #	0		Delivery Airway Bill No # 🥃	
DNRD Details - Information (	Dnly			
Document Issue Date			Document Expiry Date	
DMCC Comments - For Your	Information Only			
DMCC Comments	0		Rejection Reason	
	[	Save Cancel		





**12.** Take a note of the **service request number** for future follow-ups and companyrecords.

DMC	6			ſ	Create Case	DMCC Live Support	+971 4 424 9	9600 🔇 800 3622	🔒 рмсс	٠
HOME	MY COMP	INY	MY EMPLOYEES MY	REPORTS MY RE	QUESTS MY	CASES MY SUPPORT		Search	S	ubmit
Employe	e Services		Application - New en	nployee residence	e permit (visa)				Printab	sle View
A Compan	y Services		2019001							
Member	Services		Service Request has been s	aved.						
H a					Ŀ	lotes & Attachments (0)				
Property	Services		Service Request Detail	E	dit Cancel SR Submi	t				
Value Ad	Ided Services		Service Request Details			-				
Complia	nce Services		SR No	2019081		SR	Menu Text Apply Service	for new-Employee residenc es	e permits (visa)-\	Visa
Portal Balance	e	0	Record Type	002-Employee residence	permit (visa)	Sub	mitted Date			
Portal Balance	18 081 14	AFD	Created By	DMCC, 29/06/2017 10:21		Last	Nodified By DMCC	, 29/06/2017 10:21		
, or all building	10,001.14	ALL.	Status	Draft			Owner DMCC			
Visa Deposit Utilised	- 6,000.00	AED	Parent SR			Applicant / Empl	oyee Name			
	PHON		Customer	DMCC			Close Date 🥥			
Account Name	DIVICE		Number							
Visas Used/ Visas Allowed	2/3		Company License				_			
Тор-и	ip Balance		License Number	DMCC-33668						
			Priority Service						_	
			Priority Application	1						
			I Agree	1						
			Priority Disclaimer	I hereby confirm and certir belief, I fully understand the the entry permit or/and ch DMCC member services of Residency and Foreigners employment visa stamping	fy that the facts and info hat the fast track service ange of status, and my counters. I fully acknow s Affairs –Dubai (GDRF g application.	prmation provided and stated by e for this application is applicab application will be treated as fa ledge that the employment visa A). I recognise that additional d	elow are accurate, tru le only in the visa star st track application al stamping is subject t ocumentation may be	e and complete to the best mping stage and does not i fter the submission of the o o the approval of the Gene requested by the GDRFA	of knowledge an nclude the issuar riginal documents ral Directorate of in order to proces	d nce of s over ss the

**13.** Click the 'Download/Upload/Review Doc' button to upload the required documents under the 'SR Documents' section. Please ensure to upload the documents in the exact size and format as mentioned in the instructions.

SR Documen	its	Download/Upload/Review Doc					
Document Name	Person Name/Corporate Name	Instructions	Review Doc Requirement	Status	Created Date	Modified Date	Preview / Download Document
Priority Services Letter		Priority Services Letter		Generated	29/06/2017	29/06/2017	View e-Document
Highest Educational Certificate		Upload a copy of the highest educational certificate attained. You will be informed if an original attested version is required. (Exact Size: 1024) Height: 1167   Width: 850   Dpi: 100)To adjust size https://ezgif.com/resize		Pending Upload	29/06/2017	29/06/2017	View e-Document
Cancelled Residence Visa / Labour Card Cancellation		Upload a copy of the cancelled residence Visa and / or cancelled labour card. (Exact Size: 1024   Height: 1167   Width: 850   Dpl: 100)To adjust your document size, you may use the following tool https://ezgl.com/resize	Copy Required	Pending Upload	29/06/2017	29/06/2017	View e-Document
Applicant's Latest Passport Size Coloured Photo		Upload a copy of the latest passport size coloured photo in JPEG format (Exact Size: 40   Height: 355   Width: 300   Dpi: 300   To adjust your document size, you may use the following online tool https://ezgif.com/resize		Pending Upload	29/06/2017	29/06/2017	View e-Document
Applicant's Passport		Upload a copy of the applicant's passport in JPEG format (Exact Size: 1024   Height: 1167   Width: 850   Dpi; 100) To adjust your document size, you may use the following online tool https://ezgif.com/resize	Copy & Original	Pending Upload	29/06/2017	29/06/2017	View e-Document
Company Establishment Card		Upload a copy of the Company Establishment Card in JPEG format (Exact Size: 1024   Height 1167   Width: 850   Dpi: 100) To adjust your document size, you may use the following online tool https://ezgif.com/resize		Pending Upload	29/06/2017	29/06/2017	View e-Document
Cover Sheet Draft Preview		Review the generated Cover Sheet to be e-signed to check if the entered information is correct. If any changes are required, click edit to update the SR details and then save to	Download e- Document	Generated	29/06/2017	29/06/2017	View e-Document





**14.** After uploading the documents, click 'Submit' and proceed with the payment.

DMC	С				Creat	e Case	-	DMCC Live Support	<b>()</b> +97	1 4 424 9600		💄 DMCC	۵
HOME	MY COMPAN	IY	MY EMPLOYEES N	W REPORTS	MY REQUESTS	MY C	ASES	MY SUPPORT		Se	arch	Su	ubmit
Employe	e Services		Application - New e	mployee r	esidence permit	visa)						Printab	ble View
A Company	y Services		2019081										
Member	Services					No	otes & At	ttachments (0)					
Property	Services		Service Request Detail		Edit Cancel SF	Submit	1						
			Service Request Details			1							
Value Ad	Ided Services		SR N	2019081		SUD	mit	SR N	Menu Text	Apply for new Services	-Employee residenc	e permits (visa)-V	Visa
Complia	nce Services		Record Typ	002-Employe	e residence permit (visa)			Submi	itted Date				
Portal Balanc	0	0	Created B	/ DMCC, 29/0	5/2017 10:21			Last Mo	odified By	DMCC, 29/06	/2017 10:31		
r ortai Dalarit.		U	Statu	B Draft					Owner	DMCC			
Portal Balance	18.081.14	AED	Parent SI	2				Applicant / Employ	yee Name				
Visa Deposit	- 6 000 00	AFD	Custome	r DMCC				C	lose Date				
Utilised		HLU .	Health Insurance Membership	2 7									
Account Name	DMCC												
Visas Used/	2222		Company License										
Visas Allowed	2/3		License Numbe	DMCC-3366	8								
Тор-ц	p Balance		Priority Service										
			Priority Application	0 1									
			I Agre	1									
			Priority Disclaime	<ul> <li>I hereby cont belief, I fully the entry per DMCC memi Residency ar employment</li> </ul>	firm and certify that the fact understand that the fast tra mit or/and change of status per services counters. I full nd Foreigners Affairs –Dub visa stamping application.	s and infor ck service , and my a y acknowle ai (GDRFA	mation for this application adge that s). I reco	provided and stated bein application is applicable ion will be treated as fast at the employment visa s ognise that additional door	ow are acci only in the t track appli stamping is cumentation	urate, true and visa stamping ication after the subject to the a n may be reque	complete to the best stage and does not in submission of the or pproval of the Gener sted by the GDRFA	of knowledge and include the issuan iginal documents al Directorate of n order to proces	d nce of s over ss the
			Emirates ID Typing Reque	st									
			Apply for 'Emirates ID Typing Reques	( <b>1</b>									
			Employee Health Insuranc	e Details									
			Health Insurance Provide	0				Health Insurance Policy	y Number				
			Send me health insurance offe from DMC0	1				Health Insurance Ex	kpiry Date				

15. Check the price details and click 'Confirm'.

DMC	C				Creat	e Case	DMCC Live Support	+971 4 424 960	0 🔇 800 3622	💄 рмсс	٠
HOME				MY REPORTS			SES MY SUPPOR	ι <b>τ</b>	Search	s	Submit
Employe	e Services										
and Company	Services		2019081 for A	pplication -	New employee	resider	nce permit (visa	1)			
Member:	Services		Service Request De	etails	Confirm Back	to Service F	Request				
Property	Services		Externa	SR No 2019081 I Status Draft				Customer DMCC reated Date 29/06/2017	10.21		
📩 Value Ad	ded Services										
Compliar	nce Services				Available Accou	75.00 will	e : AED 18,081.14 be charged				
Portal Balance	e	2	SR Price Items		-						-
Portal Balance	18.081.14	AED	SR Price Items Name	Price	Product			Pricing Line		Str	atus
			SRP-2791917	AED 3,000.00	EMP_SER_EMP_VISA_BO	G		Employee Bank Guarante	e - add	Ade	Ided
Utilised	- 6,000.00	AED	SRP-2791918	AED 440.00	TYPING FOR EID			EID registration form Typ	ng	Ade	ided
Account Name	DMCC		SRP-2791919	AED 2,000.00	PRIORITY PROCESSING	CHARGES		Priority Processing - Insid	e UAE with Amendment	Ad	Ided
Account Name	DINCO		SRP-2791920	AED 4,515.00	EMP_SER_EMP_VISA_NE	EW_IC_VIS	A_AMEND_v2	Visa Amendment Charge	s	Ad	Ided
Visas Used/ Visas Allowed	2/3		SRP-2791921	AED 20:00	Knowledge Dirham			Knowledge & Innovation	Dirham	Ad	ded
Тор-и	p Balance										
ABOUT	DMCC P	ORT	AL								
The DMCC Mer records, genera our members so	mber Portal ena ite reports, ask o that they can	ables our question: stay focu	members to check their act s and much more. We are c sed on the things that matte	tions items, apply for committed to bringing ar the most.	services, access the best solutions to						
DMCC Website											





- **16.** You will receive an email notification from DMCC confirming that the application is submitted.
- **17.** You will receive an email notification confirming the submission of documents to the Immigration Department Federal Authority for Identity and Citizenship (FAIC).
- **18.** You will receive a SMS on the registered mobile number confirming the submission of documents to Federal Authority for Identity and Citizenship (FAIC).
- **19.** You will receive an email notification once the electronic Entry Permit is issued.
- **20.** In case the applicant is **inside the country**, please confirm "amendment is required" after the Entry Permit is issued.

Steps							
Step	Step No.	Summary	Step Name	Step Status			
<u>838981</u>	<u>5</u> 31.0	Process Customer Signature	Process Customer Signature	Closed			
<u>838984</u>	<u>1</u> 34.0	Confirm Visa Amendment by Client	Confirm Visa Amendment	Awaiting Confirmation			

**21.** Click on "awaiting confirmation" and choose "Amendment is required"

Awaiting Confirmation [Change]	
	Awaiting Confirmation [Change]





<ul> <li>https://uat-dmccpoc.cs114.force.com/customer/apex/StatusLookupData?Id=a011y00000Y6Uq</li> <li>Lookup</li> <li>Rejection Reason</li> <li>Proceed to Save Cancel</li> <li>Select Status Name</li> <li>Cancelled By Customer</li> <li>Visa Amendment Not Required - Client</li> <li>Visa Amendment Required - Client</li> </ul>	https://ua	at-dmccpoc.cs114.force.com/customer/apex/StatusLookupData?Id=a011y000000Y6Uq - Google Chron	me —		×
Rejection   Reason     Proceed to Save     Cancell     Select   Status Name   Cancelled By Customer   Cincelled By Customer   Visa Amendment Not Required - Client   Visa Amendment Required - Client	https://	/uat-dmccpoc.cs114.force.com/customer/apex/StatusLookupData?Id=a011y000000Y6U	þ		
Select       Status Name         Cancelled By Customer         Visa Amendment Not Required - Client         Visa Amendment Required - Client	<b>Loc</b> Rejection Reason	אניף	Proceed to Save	Cancel	
Cancelled By Customer Visa Amendment Not Required - Client Visa Amendment Required - Client	Select	Status Name			
Visa Amendment Not Required - Client         Image: Client	0	Cancelled By Customer			
Visa Amendment Required - Client	$\odot$	Visa Amendment Not Required - Client			
	۲	Visa Amendment Required - Client			



**22.** If the company wishes to cancel the Entry Permit, please choose "Request Entry Permit cancellation" to proceed with the Entry Permit cancellation Sub Process



Rejection Reason	Proceed to Save Cancel
Select	Status Name
$\odot$	Cancelled By Customer
۲	Request Entry Permit Cancellation
•	Visa Amendment Required - Client
0	Visa Amendment Not Required - Client





# **23.** Once the Entry Permit is canceled, the cancellation E-documents will be uploaded in the same service requested under the download/Upload documents section.

🥭 SR Docu	ments		Download/Upload/Review Doc New SR Doc						SR Documents	Help ?
Action	Document Name	Person Name/Corporate Name	Instructions	Requirement	Status	Created Date	Last Modified Date	Preview / Download Document	Latest Document	Optional
🔲   Edit   Del	Highest Educational Certificate		Upload copy of highest educational certificate attained. We'll inform you if original attested version is required.(Size less than 1MB Exact Height: 1167 Exact Width: 850 Dpi: 100)		Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	
🔲   Edit   Del	Cancelled Residence Visa / Labour Card Cancellation		Upload a copy of cancelled residence Visa & / or cancelled labour card. (Size less than 1MB) Exact Height: 1167  Exact Width: 850  Dpi: 100)	Copy Required	Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	
🔲   Edit   Del	Applicant's Latest Passport Size Coloured Photo		Please upload a clear copy. Poor resolution documents/images are not accepted by FAIC and could resul in returns/delays.		Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	
🔲   Edit   Del	Applicant's Passport		Please upload a clear copy. Poor resolution documents/images are not accepted by FAIC and could resul in returns/delays.	Copy & Original	Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	
🔲   Edit   Del	Company Establishment Card		Upload a copy of the Company Establishment Card in JPEG format (Size less than 1MB) Exact Height: 1167  Exact Width: 850  Dpi: 100)		Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	
🔲   Edit   Del	Company's Own Contract		Upload the signed Company's Own Contract by both parties.	Copy & Original	Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	
🔲   Edit   Del	Cover Sheet Draft Preview		Review the generated Cover Sheet to be e-signed to check if the entered information is correct. If any changes are required, click edit to update the SR details and then save to regenerate the document.	Download e- Document	Generated	09/12/2020	09/12/2020	View e-Document	Check Documents	1
🔲   Edit   Del	Electronic Entry Permit		Entry permit e-copy to be uploaded by DMCC.	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	
🔲   Edit   Del	E-signed Cover Sheet		The E-signed Cover Sheet is uploaded here after being e-signed.	Download e- Document	Generated	09/12/2020	09/12/2020	View e-Document	Check Documents	1
🔲   Edit   Del	E-signed Cover Sheet		The E-signed Cover Sheet is uploaded here after being e-signed.	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	~
🔲   Edit   Del	Medical Fitness Certificate		Upload a copy of the Medical Fitness Certificate from Government Approved Hospital or Medical Clinic.	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	1
🔲   Edit   Del	Emirates Identity Card or Registration Form		Upload a copy of Emirates identity Card or Registration form in JPEG format (Size less than 1MB) Exact Height: 1167/Exact Width: 850 Dpi: 100) To adjust your document size, you may use this tool https://ezgif.com/resize	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	~
🔲   Edit   Del	Proof of Health Insurance		Upload a proof of Health Insurance such as Health Insurance Card or Certificate Copy.	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	1
🔲   Edit   Del	Entry Permit Electronic Cancellation Document		Entry Permit Electronic Cancellation e-copy to be uploaded by DMCC.	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	





**24.** The electronic Entry Permit can be downloaded from the member portal under the 'SR Documents' section on the service request. Print the 'Entry Permit' and proceed with the next steps.

Priority Services Letter	Priority Services Letter		Generated	29/06/2017	29/06/2017	View e-Document
Cover Sheet Draft Preview	Review the generated Cover Sheet to be e-signed to check if the entered information is correct. If any changes are required, click edit to update the SR details and then save to regenerate the document.	Download e- Document	Generated	29/06/2017	29/06/2017	<u>View e-Document</u>
Employment Contract- Unlimited- Draft Preview	Review the generated Employment Contract to be e-signed to check if the entered information is correct. If any changes are required, click edit to update the SR details and then save to regenerate the document.	Download e- Document	Generated	29/06/2017	29/06/2017	<u>View e-Document</u>
Electronic Entry Permit	Entry permit e-copy to be uploaded by DMCC.	Copy Required	Uploaded	29/06/2017	29/06/2017	v <u>View e-Document</u> o
E-signed Cover Sheet	The E-signed Cover Sheet is uploaded here after being e-signed.	Copy & Original	Uploaded	29/06/2017	29/06/2017	<u>View e-Document</u>
E-signed Employment Contract- Unlimited	The E-signed Employment Contract- Unlimited is uploaded here after being e-signed by both parties.	Copy Required	Uploaded	29/06/2017	29/06/2017	View e-Document





## Sample of the Electronic Entry Permit:

United Arab Emirates	حولة الإمارات العربية المتحدة
MINISTRY OF INTERIOR	وزارة الداخلية
General Directorate of Residency & Foreigners Affairs	الإدارة العامة للإقامة وشئرون الأجانديم
РНОТО	
ENTRY PERMIT NO :	ن دخول رقم :
Date & Place Of Issue :	ريخ ومحل الاصدار :
Valid Until :	ريخ صلاحية الدغول :
U.I.D. No :	رقم الموحد :
Allowed to Enter U.A.E to:	بيز بدخول دولة الامارات العربية المتحدة الى:
Full Name :	(سم الكامل :
Nationality :	جنسية : الم
Place of Birth :	حل المیاند :
Date of Birth :	ويخ الميلاد :
Passport No :	قم الجواز :
Profession :	بينة :
Accompanied by	مرافقون
Wife : None	زوجة :
Children : None	أبناء :
Spor	(22) TOP
Name :	(سم :
Address :	متوان :
Notes : 0-0	: • • • • • • • • • • • • • • • • • • •
Director of Residency & Foreigners Affairs	ديرالإدارة العاسة للإقاسة وشؤون الأجانب
5877430/2	
0702014311711348	استوفيت الرسوم
کار امان من ۱۹۵۱ نیز من ۱۹۵۱ نیز من ۱۹۵۱ بنده ام 8005111 / 04-313999 منت: 9005111 / 04-313999 For any inquiry please call AMER SERVICE Pol - 04-313990 / 2005111 / 050510	ين اندان موسم عارن مواثين A safer neighbourhood is a safer home. Toll free 8004888. www.alameen.ae





## For employees <u>outside</u> UAE, please follow step A to E. For employees <u>inside</u> UAE, please proceed to step 27.

**A.** Under the 'Steps' section in the service request, click the step number for 'Employee arrival intimation'.

Steps						
Step	Step No.	Summary	Step Name	Step Status	Name	Step Note Added
<u>3773679</u>	40.1	Employee arrival Initimation	Employee Arrival Intimation	Awaiting EMP Arrival	Client Entry User	
<u>3773680</u>	31.0	Process Customer Signature	Process Customer Signature	Closed	Client Entry User	

B. Click 'Edit'.

Step Detail	Edit		
SR Details	Edit		
Record Type	Employee Arrival Intimation	Status	Awaiting EMP Arrival
Step Status	Awaiting EMP Arrival	Service Request	2019326
Customer Name Step	DMCC	Created By	Ahmed AlShraideh, 09/07/2017 10:29
Closed Date		Last Modified By	Ahmed AlShraideh, 09/07/2017 10:29
Closed Date Time			
LastModifiedDateTime	09/07/2017 10:29		
Current Publication Stage			
Account Number	129544		
Is Balance Negative			
Financial Year End Month			

C. Mention the employee's arrival date and then, save.

SR Step Details				
	Step No.	40.1	Summary	Employee arrival Initimation
	Step Id	3773679	Owner	Client Entry User
	Start Date	09/07/2017	End Date	
	Due Date	09/07/2017 08:30	SR Step	SRStep-94328
Step Transition				
	Arrival Date 🤅	09/07/2017 [09/07/2017]		
	Step Notes			
Rejec	ction Reason			
			/	
Stop Trapolition				
Step transition				
	Arrival Date	09/07/2017 [09/07/2017]		
	Step Notes			
Reje	ction Reason			
Customer C				
Customer Comm	nents			
Custome	er Comments			
		Save		
		Save		





D. Click 'Change' under 'Step Transition'.

SR Step Details			
Step No.	40.1	Summary	Employee arrival Initimation
Step Name	Employee Arrival Intimation	Owner	Client Entry User
Step Id	3773679	End Date	
Start Date	09/07/2017	SR Step	SRStep-94328
Due Date	09/07/2017 08:30		
Step Transition			
Status	Awaiting EMP Arriva [Change]		
Arrival Date			
Step Notes			
Rejection Reason			

E. Choose 'Arrived' and then 'Proceed to Save'.

Lookup			
ison	No.	Laws and	Proceed to Save Cancel
lect Status Name	Туре	Rejection	SR Closed
Arrived	End		

If the company would like to cancel the Entry Permit, then choose the option "requested Entry Permit cancellation.





🔍 Lookup

Rejection Reason		Proceed to Save	Cancel
Select	Status Name		
0	Cancelled By Customer		
۲	Request Entry Permit Cancellation		
0	Visa Amendment Required - Client		
0	Visa Amendment Not Required - Client		

Once the Entry Permit is cancelled, the cancellation E-documents will be uploaded in the same service requested under download/upload documents section.

SR Docur	ments		Download/Upload/Review Doc						SR Document	ts Help
Action	Document Name	Person Name/Corporate Name	Instructions	Requirement	Status	Created Date	Last Modified Date	Preview / Download Document	Latest Document	t Optional
]   Edit   Del	Highest Educational Certificate		Upload copy of highest educational certificate attained. We'll inform you if original attested version is required.(Size less than 1MB Exact Height: 1167 Exact Width: 850 Dpi: 100)		Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	
]   Edit   Del	Cancelled Residence Visa / Labour Card Cancellation		Upload a copy of cancelled residence Visa & / or cancelled labour card. (Size less than 1MB  Exact Height: 1167  Exact Width: 850  Dpi: 100)	Copy Required	Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	
)   Edit   Del	Applicant's Latest Passport Size Coloured Photo		Please upload a clear copy. Poor resolution documents/images are not accepted by FAIC and could resu in returns/delays.	t	Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	
)   Edit   Del	Applicant's Passport		Please upload a clear copy. Poor resolution documents/images are not accepted by FAIC and could resu in returns/delays.	t Copy & Original	Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	
)   Edit   Del	Company Establishment Card		Upload a copy of the Company Establishment Card in JPEG format (Size less than 1MB) Exact Height: 1167  Exact Width: 850  Dpi: 100)		Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	
)   Edit   Del	Company's Own Contract		Upload the signed Company's Own Contract by both parties.	Copy & Original	Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	
]   Edit   Del	Cover Sheet Draft Preview		Review the generated Cover Sheet to be e-signed to check if the entered information is correct. If any changes are required, click edit to update the SR details and then save to regenerate the document.	Download e- Document	Generated	09/12/2020	09/12/2020	View e-Document	Check Documents	1
]   Edit   Del	Electronic Entry Permit		Entry permit e-copy to be uploaded by DMCC.	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	
]   Edit   Del	E-signed Cover Sheet		The E-signed Cover Sheet is uploaded here after being e-signed.	Download e- Document	Generated	09/12/2020	09/12/2020	View e-Document	Check Documents	1
]   Edit   Del	E-signed Cover Sheet		The E-signed Cover Sheet is uploaded here after being e-signed.	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	1
)   Edit   Del	Medical Fitness Certificate		Upload a copy of the Medical Fitness Certificate from Government Approved Hospital or Medical Clinic.	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	1
)   Edit   Del	Emirates Identity Card or Registration Form		Upload a copy of Emirates Identity Card or Registration form in JPEG format (Size less than 1MB) Exact. Height: 1167 Exact Width: 850 Dpi: 100) To adjust your document size, you may use this tool https://scgit.com/resize	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	1
]   Edit   Del	Proof of Health Insurance		Upload a proof of Health Insurance such as Health Insurance Card or Certificate Copy.	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	1
]   Edit   Del	Entry Permit Electronic Cancellation Document		Entry Permit Electronic Cancellation e-copy to be uploaded by DMCC.	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	





**25.** The HR Signatory of the company receives an email notification with the relevant employment documentation to electronically sign them.



Dear Abdul Faial,

This email contains the employment documentation for meenal saxena. Please review and electronically sign the documentation in order to proceed with the employment visa.

Once you have e-signed the employment documentation, this will automatically be sent to the employee for his / her e-signature if you have selected 'e-signature by email' for your employee. If you have opted for the employee to do 'in person signing at DMCC Counter', please ensure you provide the employee with a copy of his / her employment documentation before the employee comes to the counters to e-sign the documentation.

The employment relationship between you and your employee is governed by the UAE Federal Law No. 8 of 1980 (as amended) (the Labour Law). If any future changes are made to the employment contract, you are required to resubmit the updated version to DMCC through the service request titled 'Employment Contract Amendment'.

Before you proceed with e-signing, DMCC recommends that you read through the below guidelines and FAQs to learn more about DMCC's employment matters and how to electronically sign the employment documentation.

Once you are ready to proceed, you can review and sign the employment documentation.







**26.** Once the HR signatory has completed the e-signing, the employee receives a notification to e-sign the same employment documentation.



Dear meenal saxena,

Welcome to the DMCC Free Zone and congratulations on joining OLIVE GREEN STUDIOS DMCC.

This email contains your employment documentation signed by OLIVE GREEN STUDIOS DMCC and is now ready for you to review and electronically sign in order to process your employment visa.

The employment relationship between you and your employer is governed by UAE Federal Law No. 8 of 1980 (as amended) (the Labour Law).

Your employment contract sets out the terms and conditions of your employment; so it is important that you read through the contract carefully to ensure that you are happy with those terms. If you have any doubts, you can contact the employer at sachin=<u>desaiholding.com=example.com@example.com</u>.

Before you proceed with e-signing, DMCC recommends that you read through the below guidelines and FAQs to find out more about the DMCC business community, employment matters and how to electronically sign your employment documentation.

Once you are ready to proceed, you can review and sign the employment documentation.



**27.** Once both parties have signed the documents, the step status will be updated as 'Closed'.

). Summary Process Customer Si	Step Name gnature Process Customer Download/Upload/Review Doc	Signature	Step Close	Status Na ed Cl	me ient Entry User	S	itep Note Added
Process Customer Si	gnature Process Customer	Signature	Close	ed CI	ient Entry User		
	Download/Upload/Review Doc						
rson Name/Corporate Name	Instructions	Requirement	Status	Created Date	Modified Date	Preview /	Download Docum
rson Name/Corporate Name	Instructions Upload a copy of the highest educational certificate attained. You will be informed if an original attested version is required (Exact Size: 1024)	Requirement	Status Uploaded	Created Date 29/06/2017	Modified Date 29/06/2017	Preview /	Download Docum
		educational certificate attained. You will be informed if an original attested version is required.(Exact Size: 1024   Height: 1167   Witth: 850   Dpi: 100)To adjust size https://acaidif.com/resize	educational certificate attained. You will be informed if an original attested version is required.(Exact Size: 1024   Height: 1167   Width: 850   Dpi: 100)To adjust size https://ezgif.com/resize	educational certificate attained. You will be informed if an original attested version is required. (Exact Size: 1024   Height: 1167   Width: 850   Dpi: 100)To adjust size https://ezgif.com/resize	educational certificate attained. You will be informed if an original attested version is required.(Exact Size: 1024   Height: 1167   Width: 850   Dpi: 100)To adjust size https://ezgif.com/resize	educational certificate attained. You will be informed if an original attested version is required.(Exact Size: 1024   Height: 1167   Width: 850   Dpi: 100)To adjust size https://ezgif.com/resize	educational certificate attained. You will be informed if an original attested version is required.(Exact Size: 1024   Height: 1167   Width: 850   Dpi: 100)To adjust size https://ezgif.com/resize





**28.** Once E-signature step is closed, you will receive a notification to confirm the visa amendment.

Steps										
Step	Step No.	Summary	Step Name	Step Status						
<u>8389815</u>	31.0	Process Customer Signature	Process Customer Signature	Closed						
<u>8389841</u>	34.0	Confirm Visa Amendment by Client	Confirm Visa Amendment	Awaiting Confirmation						

#### 29. Click on "awaiting confirmation" and choose "Amendment is required"

	nsition			
	Status	Awaiting Confirmation [Change]		
	Step Notes			
	Rejection Reason			
			_	~
https://u	uat-dmccpoc.cs114.force.com/customer	/apex/StatusLookupData?Id=a011y000000Y6Uq - Google Chrome —		X
https:	//uat-dmccpoc.cs114.force.com/d	ustomer/apex/StatusLookupData?Id=a011y000000Y6Uq		
🔍 Lo	okup			
Lo Rejection Reason	okup	Proceed to Save	Cancel	
Lo Rejection Reason	okup	Proceed to Save	Cancel	
Lo Rejection Reason	Status Name Cancelled By Customer	Proceed to Save	Cancel	
Lo Rejection Reason	Status Name Cancelled By Customer Visa Amendment Not Required - Clie	Proceed to Save	Cancel	





- **30.** You will then receive a confirmation email that the change of status is approved and uploaded in the system to be downloaded/print.
- **31.** Then, you will receive a notification to update the applicant's health insurance details.
- **32.** Update the health insurance details under the Steps section in the service request.

eps									
Step	Step No	. Summary		Step Name	St	ep Status		Name	Step Note Added
3773286	31.0	Process Customer Signatur	e	Process Customer Signature	C	losed		Client	Entry User
<u>3773302</u>	45.0	Awaiting Insurance Details I	Update	o Awaiting Insurance Details U o	pdate A	waiting Insuran	ice Details Upd	ate Client	Entry User
SR Doo	cument	s	Down	load/Upload/Review Doc					
Document	Name	Person Name/Corporate Name	Instruction	18	Requireme	nt Status	Created Date	Modified Date	Preview / Download Documer
Highest Educatior Certificate	nal e		Upload a education will be info version is Height: 11 adjust size	copy of the highest lal certificate attained. You ormed if an original attested required.(Exact Size: 1024   167   Width: 850   Dpi: 100)To e https://ezgif.com/resize		Uploaded	29/06/2017	29/06/2017	<u>View e-Document</u>
Cancelleo Residenc / Labour ( Cancellat	d ce Visa Card tion		Upload a residence labour car Height: 11 adjust you use the fo https://ezg	copy of the cancelled Visa and / or cancelled rd. (Exact Size: 1024   167   Width: 850   Dpi: 100)To ar document size, you may illowing tool gif.com/resize	Copy Required	Uploaded	29/06/2017	29/06/2017	View e-Document
Applicant Latest Pa Size Colo Photo	's assport oured		Upload a size colou (Exact Siz 300   Dpi: document following o https://ezg	copy of the latest passport ared photo in JPEG format ze: 40   Height: 355   Width: 300) To adjust your t size, you may use the online tool gif.com/resize		Uploaded	29/06/2017	29/06/2017	View e-Document
Applicant'	's		Upload a passport i 1024   He 100) To av	copy of the applicant's in JPEG format (Exact Size: light: 1167   Width: 850   Dpi: diust your document size	Copy &	Uploaded	29/06/2017	29/06/2017	View e-Document

#### Return back to Parent Return back to Step Add Misc. Doc

Documents to b	e Uploaded							
Action	Name	Person Name/Corporate Name	e Instructions	Copy / Origina	I Original Verified	l Status	DMCC Comments Customer Comments	Last Modified Date
Preview	Company Establishment Card		Upload a copy of the Company Establishment Card in JPEG format (Size less than 1MBJ Exact Height: 1167  Exact Width: 850  Dpi: 100) To adjust your document size, you may use this online tool https://ezgif.com/resize			Uploaded		16/02/2020 08:51
Preview	Applicant's Passport		Upload a copy of the applicant's passport in JPEG format (Size less than 1MB   Exact Height: 1167   Exact Width: 850   Dpi: 100) To adjust you document size, you may use the following online tool https://ezgif.com/resize	Copy & Original		Uploaded		16/02/2020 08:52
Preview	Highest Educational Certificate		Upload copy of highest educational certificate attained. We'll inform you if original attested version is required.(Size less than 1MB)Exact Height: 1167]Exact Width: 850(Dp): 100) To adjust size, use https://ezgif.com/resize			Uploaded		16/02/2020 08:52
Preview	Applicant's Latest Passport Size Coloured Photo		Upload a copy of the latest passport size coloured photo in JPEG format (Exact Size: 40   Height: 355   Width: 300   Dpi: 300) To adjust your document size, you may use the following online tool https://ezgif.com/resize			Uploaded		16/02/2020 08:52
Preview	Electronic Entry Permit		Entry permit e-copy to be uploaded by DMCC.	Copy Required		Uploaded		16/02/2020 09:16
Preview	E-signed Cover Sheet		The E-signed Cover Sheet is uploaded here after being e-signed.	Copy Required		Uploaded	_	16/02/2020 11:05
Preview	Visa Amendment E-Document		Visa Amendment E-Document	Copy Required	0	Uploaded		16/02/2020 12:44
Preview	Medical Form - typed by DMCC DNRD typing team		Medical Form - typed by DMCC DNRD typing team			Uploaded		16/02/2020 12:48
Preview	Emirates Identity Card registration form		Upload a copy of the Emirates identity Card or Registration form in JPEG format (Size less than 1MB   Exact Height: 1167   Exact Width: 850   Dpi: 100) To adjust your document size, you may use the following tool https://ezgi			Uploaded		16/02/2020 12:48
Preview	Medical Fitness Certificate		Upload a copy of the Medical Fitness Certificate from Government Approved Hospital or Medical Clinic.	Copy Required		Uploaded		16/02/2020 12:51
Preview	Proof of Health Insurance		Upload a proof of Health Insurance such as Health Insurance Card or Certificate Copy.	Copy Required		Uploaded		16/02/2020 12:51
Preview	Company's Own Contract		Upload the signed Company's Own Contract by both parties.	Copy & Original	0	Uploaded		16/02/2020 12:51





**33.** Click 'Edit' and enter the mandatory details.

ep Detail	Edit Download/Upload/Revie	ew Doc	
Details			
Customer Name Step	DMCC	Applicant Mobile	+971xxxxxxxx
Service Request	2019082	Created By	Ahmed AlShraideh, 29/06/2017 11:56
Airway Bill No		Last Modified By	Ahmed AlShraideh, 29/06/2017 11:56
Closed Date		Step Template	Awaiting Insurance Details Update
Closed Date Time		Status	Awaiting Insurance Details Update
LastModifiedDateTime	29/06/2017 11:56	Sys Step Loop No	45.0_2
Applicant Email	john.smith@xyz.com		
Current Publication Stage			
Account Number	129544		
Is Balance Negative			
Financial Year End Month			
Record Type	Health Insurance Details [Change]		
Step Details			
Step No.	45.0	SR Step	SRStep-94332
Step Name	Awaiting Insurance Details Update	Summary	Awaiting Insurance Details Update
Start Date	29/06/2017	Owner	Client Entry User
Due Date		End Date	
		Step Id	3773302
plicant Health Insurance [	Details		
Health Insurance Provider	2	Health Insurance Membership Number	
Health Insurance Expiry Date		Health Insurance Policy Number	2
ep Transition			
Status	Awaiting Insurance Details Update [Change]		

34. Enter the details and click 'Change'.

SR Step Details			
Step No.	45.0	SR Step	SRStep-94332
Step Name	Awaiting Insurance Details Update	Summary	Awaiting Insurance Details Update
Start Date	29/06/2017	Owner	Client Entry User
Due Date		End Date	
		Step Id	3773302
Applicant Health Insurance [	Details		
Health Insurance Provider 🤅	Abu Dhabi National Insurance Company INS017	Health Insurance Membership Number	00000
Health Insurance Expiry Date	29/06/2017	Health Insurance Policy Number 🥥	00000
Step Transition			
Status	Awaiting Insurance Details Update <mark>(Change)</mark>		
Step Notes			
Rejection Reason			
Customer Comments			





35. Click 'Insurance Details Updated' and 'Proceed to Save'.

https://devfull-dmccpoc.cs57.force.com/customer/ape	ex/StatusLookupData?Id=	a010k000000xA1g	- Google Chrome
Secure https://devfull-dmccpoc.cs57.force.c	om/customer/apex/S	tatusLookupData	?Id=a010k000000xA1g
Lookup ejection			Proceed to Save Cancel
elect Status Name	Туре	Rejection	SR Closed Status Proceed
Insurance Details Updated	End		

- **36.** You will receive an email notification if the Emirates ID typing service from DMCC was selected.
- **37.** You will receive an email notification after the Emirates ID typing is done if the medical fitness test request from DMCC was selected.





- **38.** You will receive an email notification once the Emirates ID registration form typing is done.
- **39.** Under the service request 'SR Documents', click 'View E-Document' to view the Emirates ID registration form and medical request form.

Employment Contract- Unlimited- Draft Preview	Contract to be e-signed to check if the entered information is correct. If any changes are required, click edit to update the SR details and then save to regenerate the document.	Download e- Document	Generated	29/06/2017	29/06/2017	View e-Document
Electronic Entry Perm <mark>i</mark> t	Entry permit e-copy to be uploaded by DMCC.	Copy Required	Uploaded	29/06/2017	29/06/2017	<u>View e-Document</u>
E-signed Cover Sheet	The E-signed Cover Sheet is uploaded here after being e-signed.	Copy & Original	Uploaded	29/06/2017	29/06/20 <mark>1</mark> 7	View e-Document
E-signed Employment Contract- Unlimited	The E-signed Employment Contract- Unlimited is uploaded here after being e-signed by both parties.	Copy Required	Uploaded	29/0 <mark>6/2017</mark>	29/06/2017	View e-Document
Medical Fitness Certificate	Upload a copy of the Medical Fitness Certificate from Government Approved Hospital or Medical Clinic.	Copy Required	Pending Upload	29/06/2017	29/06/2017	View e-Document
Proof of Health Insurance	Upload a proof of Health Insurance such as Health Insurance Card or Certificate Copy.	Copy Required	Pending Upload	29/06/2017	29/06/2017	View e-Document
Emirates Identity Card registration form	Upload a copy of the Emirates Identity Card or Registration form in JPEG format (Size less than 1MB   Exact Height: 1167   Exact Width: 850   Dpi: 100) To adjust your document size, you may use the following tool https://ezgi	Copy Required	Uploaded	29/06/2017	29/06/2017	View e-Document





**40.** Take a copy of the medical request form and approach any of the approved medical centres to complete your medical test.

🗌   Edit	E-signed Non- competition Undertaking	The E-signed Non-competition Undertaking is uploaded here after being e-signed by both parties.	Copy Required	Uploaded	3/28/2017	7/2/2017	View e-Document
🗌   Edit	E-signed Cover Sheet	The E-signed Cover Sheet is uploaded here after being e-signed.	Download e- Document	Generated	3/28/2017	7/2/2017	View e-Document
🗌   Edit	E-signed Cover Sheet	The E-signed Cover Sheet is uploaded here after being e-signed.	Copy & Original	Uploaded	3/28/2017	7/2/2017	View e-Document
🗌   Edit	E-signed Employment Contract-Limited	The E-signed Employment Contract-Limited is uploaded here after being e-signed by both parties.	Download e- Document	Generated	3/28/2017	7/2/2017	View e-Document
🗌   Edit	<u>E-signed</u> <u>Employment</u> Contract-Limited	The E-signed Employment Contract-Limited is uploaded here after being e-signed by both parties.	Copy & Original	Uploaded	3/28/2017	7/2/2017	View e-Document
🔲   Edit	Medical Form	Upload a copy of the Medical Form in JPEG format (Exact Size: 1024   Height: 1167   Width: 850   Dpi: 100) To adjust your document size, you may use the following online tool https://azuit.com/resize		Uploaded	4/6/2017	7/2/2017	<u>View e-Document</u>

**41.** Upon receipt of the medical test results document, upload it in the same service request 'SR Documents' under 'Medical Fitness Certificate'. Click 'Upload' to upload the health insurance card and medical fitness certificate.

Preview	Applicant's Passport	Upload a copy of the applicant's passport in JPEG format (Exact Size: 1024   Height: 1167   Width: 850   Dpi: 100) To adjust your document size, you may use the following online tool https://ezgif.com/resize	Copy & Original	Uploaded	29/06/2017 11:08
Preview	Company Establishment Card	Upload a copy of the Company Establishment Card in JPEG format (Exact Size: 1024) Height: 1167   Width: 850   Dpi: 100) To adjust your document size, you may use the following online tool https://ezgif.com/resize		Uploaded	29/06/2017 11:07
Preview	Signed Offer Letter	Upload a copy of the signed Offer Letter by both parties.	Copy & Original	Uploaded	29/06/20 <mark>17</mark> 11:07
Preview	Electronic Entry Permit	Entry permit e-copy to be uploaded by DMCC.	Copy Required	Uploaded	29/06/2017 11:26
Preview	E-signed Cover Sheet	The E-signed Cover Sheet is uploaded here after being e-signed.	Copy & Original	Uploaded	29/06/2017 11:44
Preview	E-signed Employment Contract- Unlimited	The E-signed Employment Contract-Unlimited is uploaded here after being e-signed by both parties.	Copy Required	Uploaded	29/06/2017 11:44
<u>Upload</u>	Medical Fitness Certificate	Upload a copy of the Medical Fitness Certificate from Government Approved Hospital or Medical Clinic.	Copy Required	Pending Upload	29/06/2017 11:56
Upload	Proof of Health Insurance	Upload a proof of Health Insurance such as Health Insurance Card or Certificate Copy.	Copy Required	Pending Upload	29/06/2017 11:56
Preview	Emirates Identity Card registration form	Upload a copy of the Emirates Identity Card or Registration form in JPEG format (Size less than 1MB   Exact Height: 1167   Exact Width: 850   Dpi: 100) To adjust your document size, you may use the following tool https://ezgi	Copy Required	Uploaded	29/06/2017 12:11





Sample of the Medical fitness Request:



طلب فحص اللياقة الطبية **Medical Fitness Application** 



APPLICATION ID



23/01/2020 15:49 Date: التاريخ :

Name		الاسم
Request Type		نرع الطلب
Urgency Type	New Visa – Urgent (24 hrs)	فلة الإستعجال
Medical Center	Jumeira Lake Towers (JLT)	لمركز الطبي
Passport No.		رقم جواز النفر
Emirates ID		بطاقة الهرية
E-mail		البريد الإلكتروني
Sponsor Name		اسم الكفيل
Residency / Entry Permit No.	2010720118843	رقم الأقامة / تصريح الدفول

Kindly note the Application ID for any enquiries about your request.
 Kindly note that the Typing Centre Fee is only 50 AED.
 Kindly note that the application is Valid for 3 Months from the above Date.

The following are required by DHA upon processing your request:

1. Original Passport or EID Card (Mandatory) 2. Residence Permit Copy	<ol> <li>جواز السفر الأصلي أو بطاقة المهوية (الزامي)</li> <li>صورة عن تأشيرة الدخول مع صورة عن الإقامة</li> </ol>
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For Status Inquiry, Kindly visit https://salem.dha.gov.ae





## Sample of the Emirates ID Registration Form:

SUBMITTED ON SUBMITTED ON Ulay IF AJ RECEIPT NO. Nulay I AJ TRANSACTION N	<del>سبح ی</del> ل REGISTRAT APPLICATION 8001 2011 02 01			
You will be contacted in case of card is ready for delivery. Please	سينم النؤامــل معا: في حال وجود عديل ا مطلوب وعيد جاهريه البطافة للتسليمي يرجى الناكــ من دفة هذه الـمعلومـات ل required modification and once your make sure this information is accurate.	LD CARD RENEWAL Applicant is applying for residency new / neww / spossorship transfer and is previously negistered in Envices identity Auchority (ID card to be renewed is NOT available)		
NAME Ileanu	باريح المبلاد	- الحسبة		
GENDER	DATE OF BIRTH	NATIONALITY		
الرقم الموحد UNIFIED NUMBER	رفم جوار السعر PASSPORT NUMBER	PASSPORT EXPIRY DATE		
رقم خلاصة القيد Family Book Ne.	رفم البلدة / رفم الانسرة City Number / Family Id			
NEXT STEP Capture your biometrics a	it one of our service points	ا <b>لإجراء التالي</b> خذ البصمات باحد مراكز التسجيل التابعة لهيتة الإمارات للهوية		
An appointment with all det SMS on mobile number 050 an SMS two weeks from sub 042376000	ails will be sent to you through an #215559. In case you do not receive mitting your application please call	سيتم إرسال موعد التسجيل من خلال رساله نصبه فصيرة على هانف رفم <b>500421559</b> في حال عدم استلام الرسالة خلال استوعين من باريخ نفديم الطلب الرحاء الإنصال على 042376000.		
IMPORTANT NOTES		ملاحظات هامة		
For information on registering t	or Emirates ID card call 042376000	للاستفسار عن معاملة التسخيل لنطاقة الهرية، يرجى الاتمال على04237600		
The legal typing fee of this appli centre is legally bound to this a have any comments on the typi	ication is AED 30 only where the typing mount. If you have been over charged or ng centre please call 042376000	لرسوم القانوبية لمكاتب الطناعة 30 ( تلاتون ) درهماً فقط لاعير وفي حال تحصيل يسوم إضافية تعبر زيادة غير قانونية وتعرض مكتب الطباعة للمسابلة القانونية. في حال وجود كي ملاحظة على مكاتب الطباعة يرجي لإنمال على 1423/560		
The ID card has to be pierced d	uring the filling of the application	فروره نقب بطاقه الهوية الناء عملية التحديد ومسجها		
The ID card is your property and with this application	d should be handed back to you along	طاقة البهوية هنى ملك للعميل بحنفظ بها بعد الإنتهاء من نعبته إستمارة النجديد او لاستبدال		
Please revise the entered ID nu	mber & expiry date in your application	لتأكد من صحة رقم الهوية وباريخ انتهاتها المدخل بالطلب		
You may be notified to revisit th your application. Amount of AE as typing fees if you proceed to who last submitted the applicat	he typing centre for modifications to D 5 for the modification will be charged a different typing centre than the one tion	ند بنم النواصل معت لطلب عديل بالطلب المغدم عن طريق زيارة إحدى مراكز الطبانية المعتمدة، رسبوم الطباعة لتنجديل 5 درهم لأعمر في حالة تعديل الطلب مكت طباعة مختلف عن المكت الاخير الذي قدم منه الطلب		
Please revise the application ty	pe highlighted on top of the application.	لرحاء التأكد عن صحة نوع الطلب المقدم الموضح أعلاه		
You may be requested to complete the required fees by paying any difference between the previously could ensure and the previously could be the second and the second and the second sec		قد بنم التواصل بعدد الطلب إستكمات الرسوم المطلوبة بدائع الفارق بين المبلغ المدهدة سابعاً طفيمة المطلعة للطلب		
difference between the previou	the second se			
Please revise the application ty You may be requested to comp	pe highlighted on top of the application. lete the required fees by paying any sity paid amount and the required fee	حاء التأكد من صحة نوع الطلب المقدم الموضح اعلايه. يتم التواصل بعند لطلب إستكمات الرسوم المطلوبة بدقع الفارق بين المبلغ دقوع سابقاً والقدمة المطلوبة للطلب		





**42.** Once the E- residence visa is uploaded you can download it in the portal and the application status will be closed as shown.

DMC	C				Create Case		DMCC Live Support	+971	4 424 9600	(c) 800 3622	A DMCC	٥
HOME	MY COMPA	NY	MY FMPLOYFES MY	REPORTS MY F	REQUESTS MY	CASES	MY SUPPORT	e.	Se	arch	s	ubmit
Employe	e Services		Application - New en	nployee residen	ice permit (visa						Printal	ble View
A Company	y Services		2019082									
Member	Services				Sub Service R	couests (3)	Notes & Attachments	Z				
	Services		Service Request Detail		Cancel SR							
			Service Request Details									
Value Ad	ded Services		SR No	2019082			SRI	Menu Text	Apply for new Services	-Employee residenc	e permits (visa)-'	Visa
Complian	nce Services		Record Type	002-Employee residen	ce permit (visa)		Subm	itted Date	29/06/2017			
Destal Delever	-		Created By	29	06/2017 10:48		Last M	odified By		29/06/2017 12	2:43	
Portal Balance	15.661.14	AED	Status	Your passport and Con been collected.	npany's Employment Car	d have		Owner	а			
121020.000			Parent SR			_	Applicant / Emplo	yee Name	John Smith			
Visa Doposit Utilised	- 6,000.00	AED	Customer	DMCC			c	:lose Date 🥥				
Account Name	DMCC		Health Insurance Membership Number									
Visas Used/	3/3		Company License									
File Allowed	1010		License Number	DMCC-33668								
Тор-и	ip Balance	Ļ	Priority Service									
			Priority Application	1								
			LAgree	1								
			Priority Disclaimer	I hereby confirm and co belief, I fully understand the entry permit or/and DMCC member service Residency and Foreign	ertify that the facts and in d that the fast track servi I change of status, and m es counters. I fully ackno ters Affairs –Dubei (ODR	formation ce for this y applicati viedge tha FA1. 1 reco	provided and stated bel application is applicable ion will be treated as fas at the employment vice is conise that additional do	ow are accur conly in the v t track applic stamping is s cumentation	ate, true and d isa stamping s ation after the ubject to the a may be reque	complete to the best stage and does not in submission of the or pproval of the Gener sted by the GDRFA	of knowledge an include the issuar iginal documents al Directorate of n order to proces	d nce of s over ss the

You can check the status of your application at any stage on the DMCC website via the Visa Status Checker at <u>www.dmcc.ae/free-zone/support/how-guides/visa-status-checker</u>.

Secure https://www.dmcc.ae/fr	ee-zone/support/how-guides/	/visa-status-checker			
469-6769-6769-67 2-59-67-599-67 2-57-52-57-52-57-5	DMCC	FREE ZONE GATEWAY	TO TRADE DEVELOPING DUBAI	SUPPORT ) HEHBER PORTAL	
	Visa Status	5 Checke	<b>er</b> Solo 200		1935919 1935919
			_		
	Check	the Stat	us of you	ır visa	
		applic	cation		
	To check the	status of your visa app	lication, please use the for	m below.	
	Enter Service Reques	st Number and Pass	port Number to Check A	pplication Status	
	Service Request Number *		Passport Number *		
	SEARCH				