

APPLICATION GUIDELINE

EMPLOYMENT SERVICES – REQUEST FOR ABSCONDER NOTIFICATION

INTRODUCTION

If an employee is believed to be in the UAE and does not report to work for 7 days without informing the company, the company may report the employee as an absconder. Reporting an employee as an absconder is a serious matter once raised, the Federal Authority For Identity, Citizenship, Customs & Port Security (ICP) will flag the employee's name and the employee will be apprehended upon attempting to exit or enter the country. Any suspected abuse of this service will be reported to the Dubai Police.

Request for Absconder Notification is **only** applicable for employees inside UAE, outside UAE employees cannot be reported as absconders.

NOTIFY NEW ABSCONDER

SERVICE TO SELECT ON PORTAL

Employment Services - Visa Services – Absconder Notification – Notify New Absconder.

STEPS & REQUIREMENTS

1. Log in to the [DMCC Member Portal](#).
2. Go to Employment Services - Visa Services – Absconder Notification – Notify New Absconder.
3. Fill in the required fields.
4. Upload a copy of the employee's passport and residence permit (or visa).
5. Submit the request.

Your request will be processed and DMCC will notify you of its progress.

OUTPUT

- Employee will be flagged by the ICP.

WITHDRAW ABSCONDER NOTIFICATION

SERVICE TO SELECT ON PORTAL

Employment services – Visa Services – Absconder Notification – Withdraw Absconder Notification.

IMPORTANT NOTES:

Once the Absconder Withdrawal is completed, the company **must** apply for Employment Visa Cancellation or Employment Visa Renewal through the DMCC Member Portal.

STEPS & REQUIREMENTS

1. Log in to the [DMCC Member Portal](#).
2. Go to Employment Services - Visa services – Absconder Notification – Withdraw Absconder Notification.
3. Fill in the required fields.
4. Upload a copy of the employee's:
 - a. passport
 - b. residence permit (or visa)
 - c. Emirates Identification Card (or application form) (If any)
5. Submit the request.

Your request will be processed and DMCC will notify you of its progress.

OUTPUT

- Employee will no longer be flagged by the ICP.

FURTHER INFORMATION

- Please visit our DMCC Help Centre at www.dmcc.ae/helpcentre