

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:

- [New Employee Residence Visa Guideline](#)
- 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.

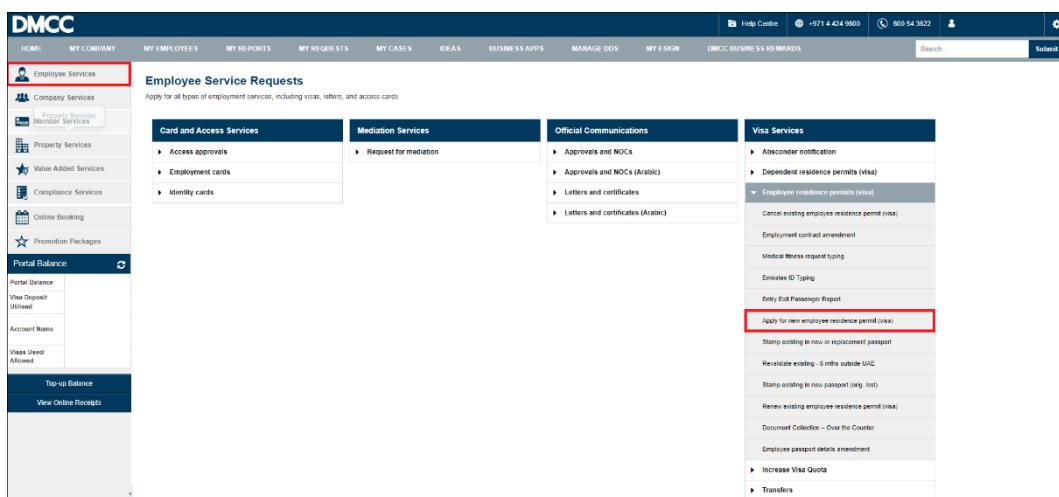
Important Notes

- 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.

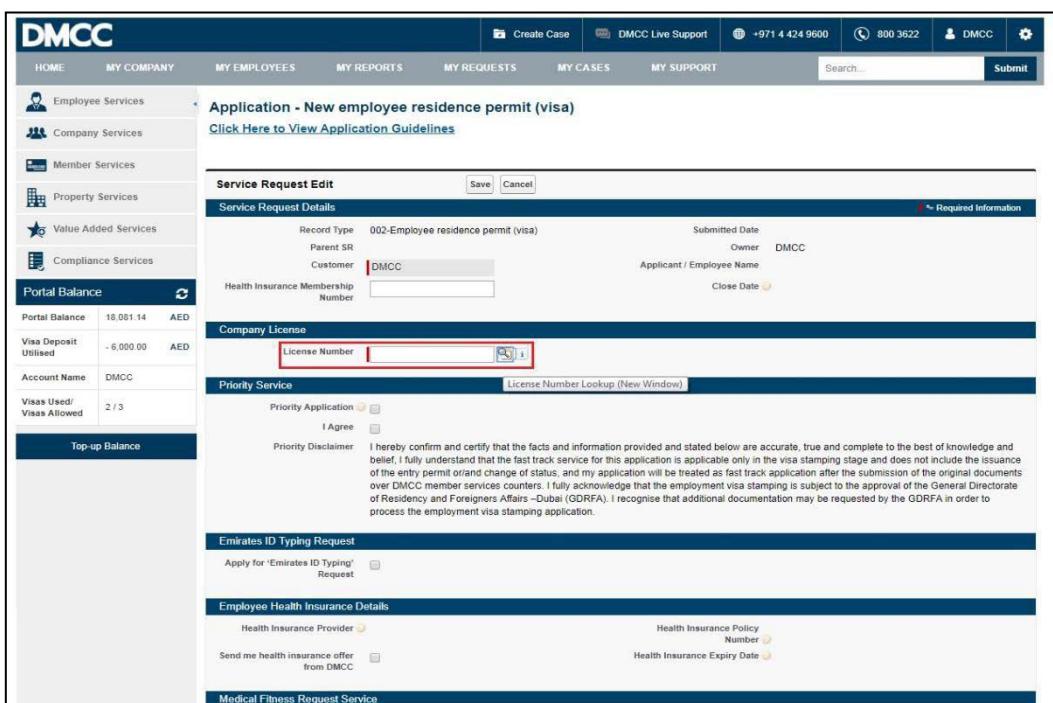
- All applications will be subject to Dubai's Federal Authority for Identity and Citizenship (FAIC) rules & regulations.
- Effective 12 September 2023, DMCC will be the exclusive channel for member companies applying for their Emirates ID and Medical Fitness Certificates. In line with this update, we 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/PermittedInsurer](http://www.isahd.ae/Home/PermittedInsurer).
- 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 [Schedule of Charges](#))

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.



2. Fill in company's valid licence number.



3. To priorities the application, please tick the 'Priority Application' box. (Optional and additional fee will be applicable. Please refer to the [Schedule of Charges](#))

The screenshot shows the 'Service Request Edit' page for a 'New employee residence permit (visa)'. The left sidebar lists various services: Employee Services, Company Services, Member Services, Property Services, Value Added Services, and Compliance Services. Under 'Employee Services', there is a 'Portal Balance' section showing a balance of 18,081.14 AED. The main form has a 'Service Request Details' section with fields for Record Type (002-Employee residence permit (visa)), Submitted Date, Owner (DMCC), Parent SR, Customer (DMCC), and Health Insurance Membership Number. Below this is a 'Company License' section with a license number field. A 'Priority Service' section contains a 'Priority Application' checkbox, which is checked and highlighted with a red box. A note below it states: 'I hereby confirm and certify that the facts and information provided and stated above are accurate, true and complete to the best of knowledge and belief. I fully understand that the fast track service for this application is applicable only in the visa stamping stage and does not include the issuance of the entry permit or/and change of status, and my application will be treated as fast track application after the submission of the original documents over DMCC member services counters. I fully acknowledge that the employment visa stamping is subject to the approval of the General Directorate of Residency and Foreigners Affairs -Dubai (GDRFA). I recognise that additional documentation may be requested by the GDRFA in order to process the employment visa stamping application.' Other sections visible include 'Emirates ID Typing Request', 'Employee Health Insurance Details', 'Medical Fitness Request Service', and 'Employee Passport Details'.

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)

The screenshot shows the 'Service Request Edit' page for a 'New employee residence permit (visa)'. It includes sections for 'Emirates ID Typing Request', 'Employee Health Insurance Details' (with a 'Send me health insurance offer from DMCC' checkbox highlighted with a red box), 'Medical Fitness Request Service', 'Employee Passport Details' (with fields for Name, Nationality, Passport Type, etc.), 'Employee E-Signature Details' (with fields for Title, First Name, Last Name, etc.), and 'Employee Job Details'. The 'Employee Health Insurance Details' section also includes fields for Health Insurance Provider, Policy Number, and Expiry Date.

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

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

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

Employee E-Signature Details	
Title	Mr
First Name	John
Last Name	Smith
Employee Email ID	John.Smith@xyz.com
Employee Selected E-signature Method	Via Email
Middle Name	Terry
Employee Mobile Number	+971xxxxxx
Preferred Language	ENGLISH
Employee Job Details	
Job Title	
Basic Monthly Salary	
Accommodation Provided	--None--
Highest Qualification	--None--
Executive Status	--None--
Languages Spoken	Available ARABIC BANGLA BLUSHIEAH CHINESE
Accommodation Type	--None--
Food Provided	--None--
Transport Provided	No
Other Monthly Allowance	
Employment Contract Template	--None--
Employment Contract Type	--None--
Contract Commencement Date	
Probation Period (in months)	--None--
Contract End Date	
Additional Job Details (Not Required for Company's Own Employment Contract)	
Termination During Probation Period	--None--
Notice Period (In days)	
Day of Salary Transfer	--None--
Working Week From	--None--
Number of Working Days Per Week	--None--
Probation Contract can be Terminated by	--None--
Salary Payment method	--None--
Working Week To	--None--
Working Hours	--None--

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.

Employee Job Details	
Job Title	MARKETING MANAGER
Basic Monthly Salary	25000
Accommodation Provided	Yes
Highest Qualification	Diploma
Executive Status	Yes
Languages Spoken	BLUSSHIEAH CHINESE FARSI FRENCH GERMAN
Accommodation Type	Family
Accommodation Allowance	1000
Food Allowance	1000
Transport Allowance	1000
Food Provided	Allowance
Transport Provided	Allowance
Other Monthly Allowance	5000
Employment Contract Template	Standard
Employment Contract Type	Unlimited
Contract Commencement Date	29/06/2017 [29/06/2017]
Probation Period (in months)	3
Contract End Date	[29/06/2017]
Additional Job Details (Not Required for Company's Own Employment Contract)	
Termination During Probation Period	--None--
Notice Period (In days)	
Day of Salary Transfer	--None--
Working Week From	--None--
Number of Working Days Per Week	--None--
Number of Annual Leave (Calendar Days)	
Maternity Leave (Calendar Days)	
Paternity Leave Days	
Air Ticket - Employee Outside UAE	<input type="checkbox"/>
Probation Contract can be Terminated by	--None--
Salary Payment method	--None--
Working Week To	--None--
Working Hours	--None--
Require Sick Leave Certificate After	
Parental Leave (Working Days)	<input type="checkbox"/>
Air Ticket on Limited Contract Renewal	<input type="checkbox"/>

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

Special Employment Terms and Conditions	
Undertaking for Non Competition	Employee Code of Conduct
Select if you wish to execute a non-competition agreement with the employee.	
Service	
Restricted Area	
Non Compete Restricted For	--None--
Non Solicit of Business Restricted For	--None--
Non Solicit of Employees Restricted For	--None--
Employee Address Details	
Home Country Residential Address	
Permanent (Native) Address 2	
Permanent (Native) City	
Permanent (Native) Country	--None--
Permanent (Native) POBox/Postal/Zip Code	
U.A.E. Address	
U.A.E. Address 2	
U.A.E. Address City	
U.A.E. Address Emirates#	
U.A.E. Address PO Box	
Employee Existing Visa Details	
Is the Employee Currently Inside UAE?	--None--
Last date to exit on the current visa	[29/06/2017]
Tick If You Require Visa Amendment	<input type="checkbox"/>
NOC for family hold	<input type="checkbox"/>
Old Visa Type	--None--
Old Visa No	
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	<input style="width: 100%; border: 1px solid #ccc; height: 25px;" type="text" value="--None--"/>
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Employee Existing Visa Details

Is the Employee Currently Inside UAE?	<input style="width: 100%; border: 1px solid #ccc; height: 25px;" type="text" value="No"/>
Last date to exit on the current visa	<input style="width: 100px; border: 1px solid #ccc; height: 25px;" type="text" value="19/02/2020"/> [19/02/2020]
NOC for family hold	<input style="width: 20px; height: 20px;" type="checkbox"/>

10. Please select residence visa validity.

Applicant Existing Visa Details - Please Enter

Is the Employee Currently Inside UAE?	<input style="width: 100%; border: 1px solid #ccc; height: 25px;" type="text" value="--None--"/>
Last date to exit on the current visa	<input style="width: 100px; border: 1px solid #ccc; height: 25px;" type="text" value="5/14/2019"/> [5/14/2019]
Tick If You Require Visa Amendment	<input style="width: 20px; height: 20px;" type="checkbox"/>
NOC for family hold	<input style="width: 20px; height: 20px;" type="checkbox"/>
Residence Visa Validity	<input style="width: 100%; border: 1px solid #ccc; height: 25px;" type="text" value="--None--"/> <input style="width: 100%; border: 1px solid #ccc; height: 25px;" type="text" value="--None--"/> <input style="width: 100%; border: 1px solid #003366; background-color: #e0e0e0; height: 25px; color: #003366; font-weight: bold;" type="text" value="1 Year Valid Employment Visa"/> <input style="width: 100%; border: 1px solid #ccc; height: 25px;" type="text" value="2 Years Valid Employment Visa"/>

Correspondence Details - Please confirm

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 - Please Confirm/Update

Portal User's Email	<input style="width: 100%; border: 1px solid #ccc; height: 25px;" type="text" value="john.smith@xyz.com"/>
Send SMS To Mobile	
<input style="width: 100%; border: 1px solid #ccc; height: 25px;" type="text" value="+971xxxxxxxx"/>	
Customer Comments	

Disclaimer

I Agree	<input checked="" type="checkbox"/>
BG Disclaimer	I hereby confirm and certify that the facts and information provided above are accurate, true and complete to the best of my knowledge and belief. I fully acknowledge and understand that the grant of the residence visa for the Employee is not assured or guaranteed in any way and is subject to the approval of the concerned authorities. I recognise that additional documentation may be requested in order to process the Employment residence visa application and recognise that a AED 3,000 will be deducted from the Company's Visa Guarantee balance in order to be able to submit the Employment residence visa application

Document Details - Information Only

Document Type	CEC Number
<input style="width: 100%; border: 1px solid #ccc; height: 25px;" type="text" value="Document # (Lookup)"/>	
<input style="width: 100%; border: 1px solid #ccc; height: 25px;" type="text" value="Document Number"/>	

Courier Details - Information Only

Courier Collection Required	<input type="checkbox"/>
<input style="width: 100%; border: 1px solid #ccc; height: 25px;" type="text" value="Collection Airway Bill No #"/>	
Courier Delivery Required	<input checked="" type="checkbox"/>
<input style="width: 100%; border: 1px solid #ccc; height: 25px;" type="text" value="Delivery Airway Bill No #"/>	

DNRD Details - Information Only

Document Issue Date	Document Expiry Date
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DMCC Comments - For Your Information Only

DMCC Comments	Rejection Reason
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12. Take a note of the service request number for future follow-ups and company records.

The screenshot shows the DMCC portal interface. On the left, there's a sidebar with links like Employee Services, Company Services, Member Services, Property Services, Value Added Services, and Compliance Services. Below that is a 'Portal Balance' section showing a balance of 18,081.14 AED. The main content area is titled 'Application - New employee residence permit (visa)' with SR No. 2019081. It includes sections for Service Request Details (Record Type: 002-Employee residence permit (visa), Created By: DMCC, Status: Draft, etc.), Company License (License Number: DMCC-32668), and Priority Service (Priority Application checked, I Agree checked). A note at the bottom states: 'I hereby confirm and certify that the facts and information provided and stated below are accurate, true and complete to the best of knowledge and belief, I fully understand that the fast track service for this application is applicable only in the visa stamping stage and does not include the issuance of the entry permit or land change of status, and my application will be treated as fast track application after the submission of the original documents over DMCC member services counters. I fully acknowledge that the employment visa stamping is subject to the approval of the General Directorate of Residency and Foreigners Affairs -Dubai (GDRFA). I recognise that additional documentation may be requested by the GDRFA in order to process the employment visa stamping application.'

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.

Document Name	Person Name/Corporate Name	Instructions	Download/Upload/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 your document size, you may use the following tool: 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 Dpi: 100) To adjust your document size, you may use the following tool: https://ezgif.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 regenerate the document.	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.

Service Request Detail

Service Request Details

SR No	2019081	SR Menu Text	Apply for new-Employee residence permits (visa)-Visa Services
Record Type	002-Employee residence permit (visa)	Submitted Date	
Created By	DMCC, 29/06/2017 10:21	Last Modified By	DMCC, 29/06/2017 10:31
Status	Draft	Owner	DMCC
Parent SR		Applicant / Employee Name	
Customer	DMCC	Close Date	
Health Insurance Membership Number			

Company License

License Number: DMCC-33668

Priority Service

Priority Application:

I Agree:

Priority Disclaimer: I hereby confirm and certify that the facts and information provided and stated below are accurate, true and complete to the best of knowledge and belief. I fully understand that the fast track service for this application is applicable only in the visa stamping stage and does not include the issuance of the entry permit or/and change of status, and my application will be treated as fast track application after the submission of the original documents over DMCC member services counters. I fully acknowledge that the employment visa stamping is subject to the approval of the General Directorate of Residency and Foreigners Affairs –Dubai (GDRFA). I recognise that additional documentation may be requested by the GDRFA in order to process the employment visa stamping application.

Emirates ID Typing Request

Apply for 'Emirates ID Typing' Request:

Employee Health Insurance Details

Health Insurance Provider:

Health Insurance Policy Number:

Send me health insurance offer from DMCC:

Health Insurance Expiry Date:

15. Check the price details and click ‘Confirm’.

Service Request Details

SR Price Items

SR Price Items Name	Price	Product	Pricing Line	Status
SRP-2791917	AED 3,000.00	EMP_SER_EMP_VISA_BG	Employee Bank Guarantee - add	Added
SRP-2791918	AED 440.00	TYPING FOR EID	EID registration form Typing	Added
SRP-2791919	AED 2,000.00	PRIORITY PROCESSING CHARGES	Priority Processing - Inside UAE with Amendment	Added
SRP-2791920	AED 4,515.00	EMP_SER_EMP_VISA_NEW_IC_VISA_AMEND_v2	Visa Amendment Charges	Added
SRP-2791921	AED 20.00	Knowledge Dirham	Knowledge & Innovation Dirham	Added

ABOUT DMCC PORTAL

The DMCC Member Portal enables our members to check their actions items, apply for services, access records, generate reports, ask questions and much more. We are committed to bringing the best solutions to our members so that they can stay focused on the things that matter the most.

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
8389815	31.0	Process Customer Signature	Process Customer Signature	Closed
8389841	34.0	Confirm Visa Amendment by Client	Confirm Visa Amendment	Awaiting Confirmation

21. Click on “awaiting confirmation” and choose “Amendment is required”

▼ Step Transition

Status	Awaiting Confirmation [Change]
Step Notes	
Rejection Reason	

https://uat-dmccpoc.cs114.force.com/customer/apex>StatusLookupData?Id=a011y000000Y6Uq - Google Chrome

https://uat-dmccpoc.cs114.force.com/customer/apex>StatusLookupData?Id=a011y000000Y6Uq

Lookup

Rejection Reason

Select Status Name

Select	Status Name
<input type="radio"/>	Cancelled By Customer
<input type="radio"/>	Visa Amendment Not Required - Client
<input checked="" type="radio"/>	Visa Amendment Required - Client

Proceed to Save Cancel

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

Lookup

Rejection Reason

Select Status Name

Select	Status Name
<input type="radio"/>	Cancelled By Customer
<input checked="" type="radio"/>	Request Entry Permit Cancellation
<input type="radio"/>	Visa Amendment Required - Client
<input type="radio"/>	Visa Amendment Not Required - Client

Proceed to Save Cancel

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.

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	<input type="checkbox"/>	
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	<input type="checkbox"/>
Edit Del	Applicant's Latest Passport		Please upload a clear copy. Poor resolution documents/images are not accepted by FAIC and could result in returns/delays.	Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	<input type="checkbox"/>	
Edit Del	Applicant's Passport		Please upload a clear copy. Poor resolution documents/images are not accepted by FAIC and could result in returns/delays.	Copy & Original	Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	<input type="checkbox"/>
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	<input type="checkbox"/>	
Edit Del	Complain'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	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>

- 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 View e-Document
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 View e-Document
Electronic Entry Permit	Entry permit e-copy to be uploaded by DMCC.	Copy Required	Uploaded 29/06/2017 29/06/2017 View e-Document
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 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 29/06/2017 29/06/2017 View e-Document

Sample of the Electronic Entry Permit:

United Arab Emirates MINISTRY OF INTERIOR General Directorate of Residency & Foreigners Affairs		حكومة الإمارات العربية المتحدة وزارة الداخلية المديرية العامة للإقامة وشئون الأجانب
 PHOTO		
<p>ENTRY PERMIT NO : _____</p> <p>Date & Place Of Issue : _____</p> <p>Valid Until : _____</p> <p>U.I.D. No : _____</p> <p>Allowed to Enter U.A.E to: _____</p> <p>Full Name : _____</p> <p>Nationality : _____</p> <p>Place of Birth : _____</p> <p>Date of Birth : _____</p> <p>Passport No : _____</p> <p>Profession : _____</p> <p>Accompanied by</p> <p>Wife : _____ None</p> <p>Children : _____ None</p>		
Sponsor النيل		
Name :	□ □ □	الاسم :
Address :	□ □ □	العنوان :
Notes :	□ □ □	نوية :
Director of Residency & Foreigners Affairs		
<p>6877430/2</p>  <p>0702014311711348</p>		
<p>للمزيد من المعلومات يرجى الاتصال بـ 8005111 / 04-3139999</p> <p>For any inquiry please call AMER SERVICE</p>		
<p>للحصول على معلومات محدثة عن الأجنحة يرجى الاتصال بـ 8005111</p>		
<p>A safer neighbourhood is a safer home. Toll free 8004888, www.alameen.ae</p>		
  <p>استوفيت الرسوم</p>		

For employees outside UAE, please follow step A to E. For employees inside 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
3773679	40.1	Employee arrival Intimation	Employee Arrival Intimation	Awaiting EMP Arrival	Client Entry User	<input type="checkbox"/>
3773680	31.0	Process Customer Signature	Process Customer Signature	Closed	Client Entry User	<input type="checkbox"/>

- B. Click 'Edit'.

Step Detail		Edit	
SR Details			
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	<input type="checkbox"/>		
Financial Year End Month			

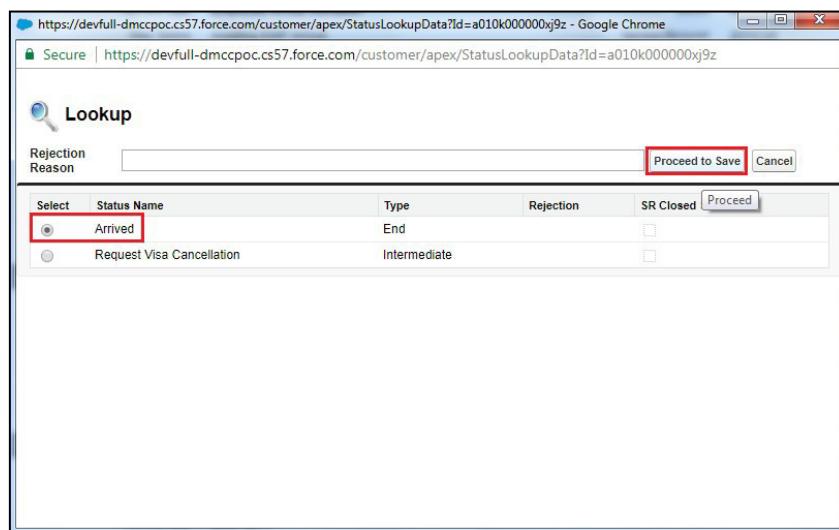
- C. Mention the employee's arrival date and then, save.

SR Step Details			
Step No.	40.1	Summary	Employee arrival Intimation
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	<input type="text" value="09/07/2017"/> [09/07/2017]	Step Notes	
Rejection Reason			
Step Transition			
Arrival Date	<input type="text" value="09/07/2017"/> [09/07/2017]	Step Notes	
Rejection Reason			
Customer Comments			
Customer Comments	<input type="text"/>		
	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="button" value="Save"/>

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

SR Step Details		Step Transition	
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		
		Status	Awaiting EMP Arriva [Change]
		Arrival Date	
		Step Notes	
		Rejection Reason	

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



The screenshot shows a 'Lookup' dialog box from a web application. At the top, there is a search bar labeled 'Rejection Reason' and two buttons: 'Proceed to Save' (highlighted with a red box) and 'Cancel'. Below the search bar is a table with columns: 'Select', 'Status Name', 'Type', 'Rejection', and 'SR Closed'. The first row has a radio button next to 'Arrived' (which is selected), 'End' as the type, and an unchecked checkbox for 'Rejection'. The second row has a radio button next to 'Request Visa Cancellation', 'Intermediate' as the type, and an unchecked checkbox for 'Rejection'.

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

Lookup
**Rejection
Reason**

Select	Status Name
<input type="radio"/>	Cancelled By Customer
<input checked="" type="radio"/>	Request Entry Permit Cancellation
<input type="radio"/>	Visa Amendment Required - Client
<input type="radio"/>	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 Documents		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
<input type="checkbox"/>	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	<input type="checkbox"/>	
<input type="checkbox"/>	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	<input type="checkbox"/>
<input type="checkbox"/>	Applicant's Latest Passport Size Coloured Photo		Please upload a clear copy. Poor resolution documents/images are not accepted by FAIC and could result in returns/delays.	Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	<input type="checkbox"/>	
<input type="checkbox"/>	Applicant's Passport		Please upload a clear copy. Poor resolution documents/images are not accepted by FAIC and could result in returns/delays.	Copy & Original	Uploaded	08/12/2020	09/12/2020	View e-Document	Check Documents	<input type="checkbox"/>
<input type="checkbox"/>	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	<input type="checkbox"/>	
<input type="checkbox"/>	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	<input type="checkbox"/>
<input type="checkbox"/>	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	<input checked="" type="checkbox"/>
<input type="checkbox"/>	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	<input type="checkbox"/>
<input type="checkbox"/>	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	<input checked="" type="checkbox"/>
<input type="checkbox"/>	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	<input checked="" type="checkbox"/>
<input type="checkbox"/>	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	<input checked="" type="checkbox"/>
<input type="checkbox"/>	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://ezgpf.com/resize	Copy Required	Uploaded	09/12/2020	09/12/2020	View e-Document	Check Documents	<input checked="" type="checkbox"/>
<input type="checkbox"/>	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	<input checked="" type="checkbox"/>
<input type="checkbox"/>	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	<input type="checkbox"/>

- 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.



DMCC Admin sent you a document to review and sign.

[REVIEW DOCUMENTS](#)

- 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.

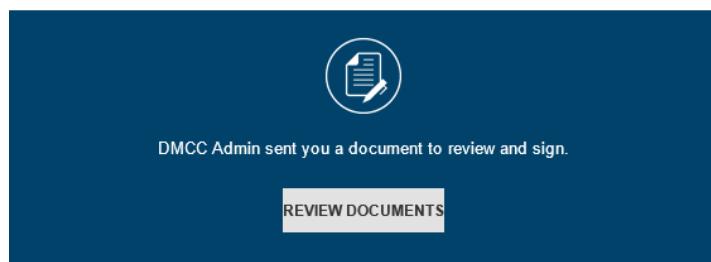
This email contains your employment documentation signed by OLIVE GREEN STUDIOS DMCC and is now ready for you to review and electronically sign in order to process your employment visa.

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=desaiholding.com =example.com@example.com.

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'.

Steps						
Step	Step No.	Summary	Step Name	Step Status	Name	Step Note Added
3773286	31.0	Process Customer Signature	Process Customer Signature	Closed	Client Entry User	<input type="checkbox"/>
SR Documents						
			Download/Upload/Review Doc			
Document Name	Person Name/Corporate Name	Instructions	Requirement	Status	Created Date	Modified Date
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		Uploaded	29/06/2017	29/06/2017
						View e-Document

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
8389815	31.0	Process Customer Signature	Process Customer Signature	Closed
8389841	34.0	Confirm Visa Amendment by Client	Confirm Visa Amendment	Awaiting Confirmation

29. Click on “awaiting confirmation” and choose “Amendment is required”

Step Transition

Status	Awaiting Confirmation [Change]
Step Notes	
Rejection Reason	

https://uat-dmccpoc.cs114.force.com/customer/apex/StatusLookupData?Id=a011y000000Y6Uq - Google Chrome

https://uat-dmccpoc.cs114.force.com/customer/apex/StatusLookupData?Id=a011y000000Y6Uq

Lookup

Rejection Reason

Select Status Name

Select	Status Name
<input type="radio"/>	Cancelled By Customer
<input type="radio"/>	Visa Amendment Not Required - Client
<input checked="" type="radio"/>	Visa Amendment Required - Client

[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.

Steps							
Step	Step No.	Summary	Step Name	Step Status	Name	Step Note Added	
3773286	31.0	Process Customer Signature	Process Customer Signature	Closed	Client Entry User	<input type="checkbox"/>	
3773302	45.0	Awaiting Insurance Details Update	Awaiting Insurance Details Update	Awaiting Insurance Details Update	Client Entry User	<input type="checkbox"/>	

SR Documents		Download/Upload/Review Doc					
Document Name	Person Name/Corporate Name	Instructions	Requirement	Status	Created Date	Modified Date	Preview / Download 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	Uploaded	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 Dpi: 100) To adjust your document size, you may use the following tool https://ezgif.com/resize	Copy Required	Uploaded	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	Uploaded	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,	Copy & Original	Uploaded	29/06/2017	29/06/2017	View e-Document

Documents to be Uploaded									
Action	Name	Person Name/Corporate Name	Instructions	Copy / Original	Original Verified	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 1MB) Exact Height: 1167 Exact Width: 850 Dpi: 100) To adjust your document size, you may use this online tool https://ezgif.com/resize	<input type="checkbox"/>	<input type="checkbox"/>	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 your document size, you may use the following online tool https://ezgif.com/resize	<input type="checkbox"/>	<input type="checkbox"/>	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 Dpi: 100) To adjust size, use https://ezgif.com/resize	<input type="checkbox"/>	<input type="checkbox"/>	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	<input type="checkbox"/>	<input type="checkbox"/>	Uploaded			16/02/2020 08:52
Preview	Electronic Entry Permit		Entry permit e-copy to be uploaded by DMCC.	Copy Required	<input type="checkbox"/>	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	<input type="checkbox"/>	Uploaded			16/02/2020 11:05
Preview	Visa Amendment E-Document		Visa Amendment E-Document	Copy Required	<input type="checkbox"/>	Uploaded			16/02/2020 12:44
Preview	Medical Form - typed by DMCC DNRD typing team		Medical Form - typed by DMCC DNRD typing team	<input type="checkbox"/>	<input type="checkbox"/>	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://ezgif.com/resize	<input type="checkbox"/>	<input type="checkbox"/>	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	<input type="checkbox"/>	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	<input type="checkbox"/>	Uploaded			16/02/2020 12:51
Preview	Company's Own Contract		Upload the signed Company's Own Contract by both parties.	Copy & Original	<input type="checkbox"/>	Uploaded			16/02/2020 12:51

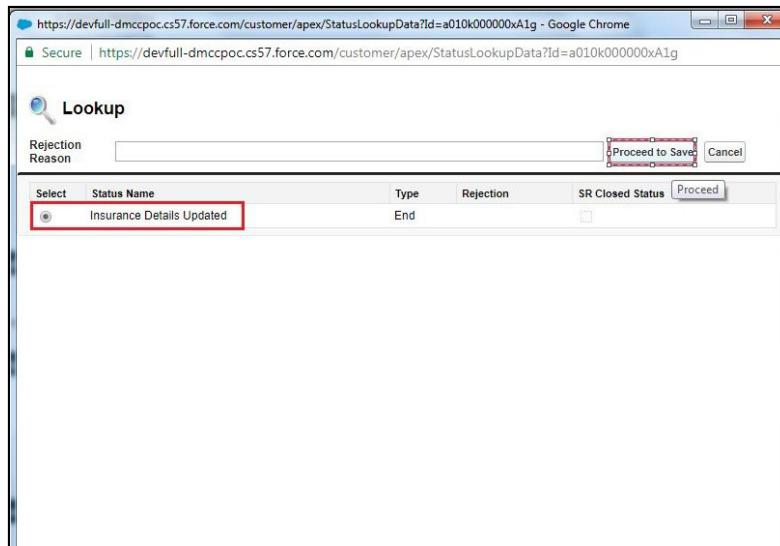
33. Click 'Edit' and enter the mandatory details.

Step Detail		Step History [2]	
Edit Download/Upload/Review Doc			
SR Details			
Customer Name Step	DMCC	Applicant Mobile	+971xxxxxx
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	<input type="checkbox"/>		
Financial Year End Month			
Record Type	Health Insurance Details [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 [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 [Change]		
Step Notes			
Rejection Reason			
Customer Comments			

35. Click ‘Insurance Details Updated’ and ‘Proceed to Save’.



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 Permit	Entry permit e-copy to be uploaded by DMCC.	Copy Required	Uploaded	29/06/2017	29/06/2017	View e-Document
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	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	29/06/2017	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.

<input type="checkbox"/> 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
<input type="checkbox"/> 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
<input type="checkbox"/> 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
<input type="checkbox"/> 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
<input type="checkbox"/> Edit	E-signed Employment 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
<input type="checkbox"/> 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://ezgif.com/resize		Uploaded	4/6/2017	7/2/2017	View e-Document

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	<input type="checkbox"/>	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		<input type="checkbox"/>	Uploaded	29/06/2017 11:07
Preview	Signed Offer Letter	Upload a copy of the signed Offer Letter by both parties.	Copy & Original	<input type="checkbox"/>	Uploaded	29/06/2017 11:07
Preview	Electronic Entry Permit	Entry permit e-copy to be uploaded by DMCC.	Copy Required	<input type="checkbox"/>	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	<input type="checkbox"/>	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	<input type="checkbox"/>	Uploaded	29/06/2017 11:44
Upload	Medical Fitness Certificate	Upload a copy of the Medical Fitness Certificate from Government Approved Hospital or Medical Clinic.	Copy Required	<input type="checkbox"/>	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	<input type="checkbox"/>	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	<input type="checkbox"/>	Uploaded	29/06/2017 12:11

Sample of the Medical fitness Request:

Medical Fitness Application	
APPLICATION ID 	
Date: 23/01/2020 15:49 التاريخ:	
Name	
Request Type	
Urgency Type	New Visa – Urgent (24 hrs)
Medical Center	Jumeira Lake Towers (JLT)
Passport No.	
Emirates ID	
E-mail	
Sponsor Name	
Residency / Entry Permit No.	 2010720118843
	رقم الإقامة / تصريح الدخول

- * 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:

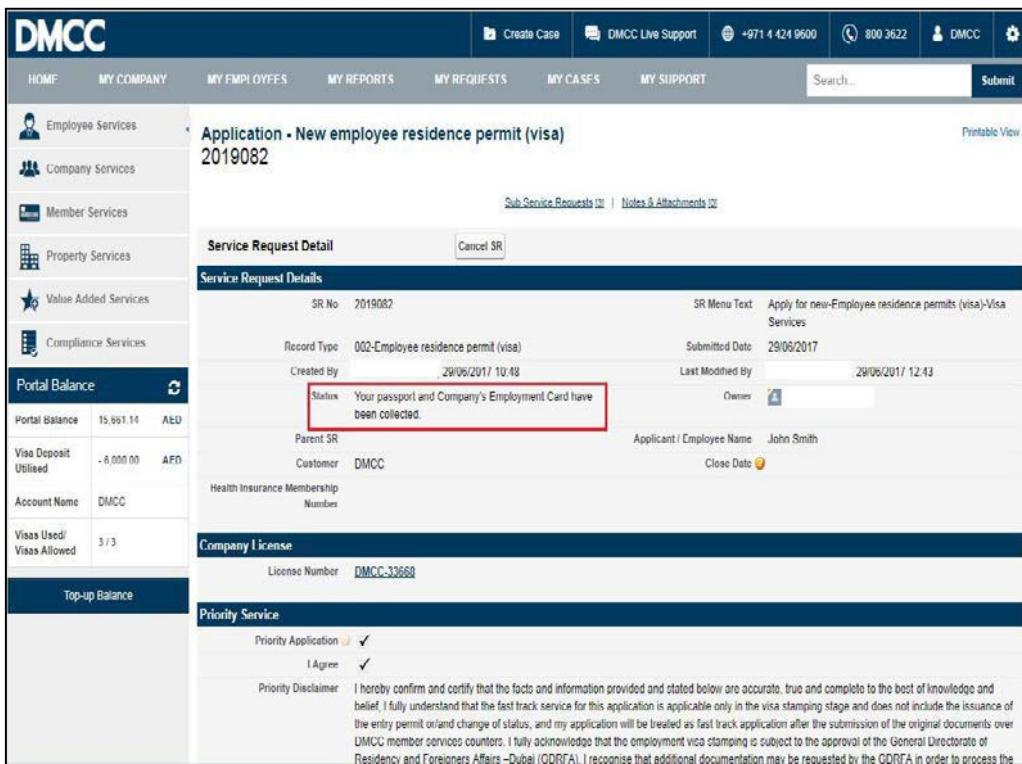
1. Original Passport or EID Card (Mandatory) 2. Residence Permit Copy	1. جواز السفر الأصلي أو بطاقة الهوية (الإلزامي) 2. صورة عن تأشيرة الدخول مع صورة عن الإقامة
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For Status Inquiry, Kindly visit <https://salem.dha.gov.ae>

Sample of the Emirates ID Registration Form:

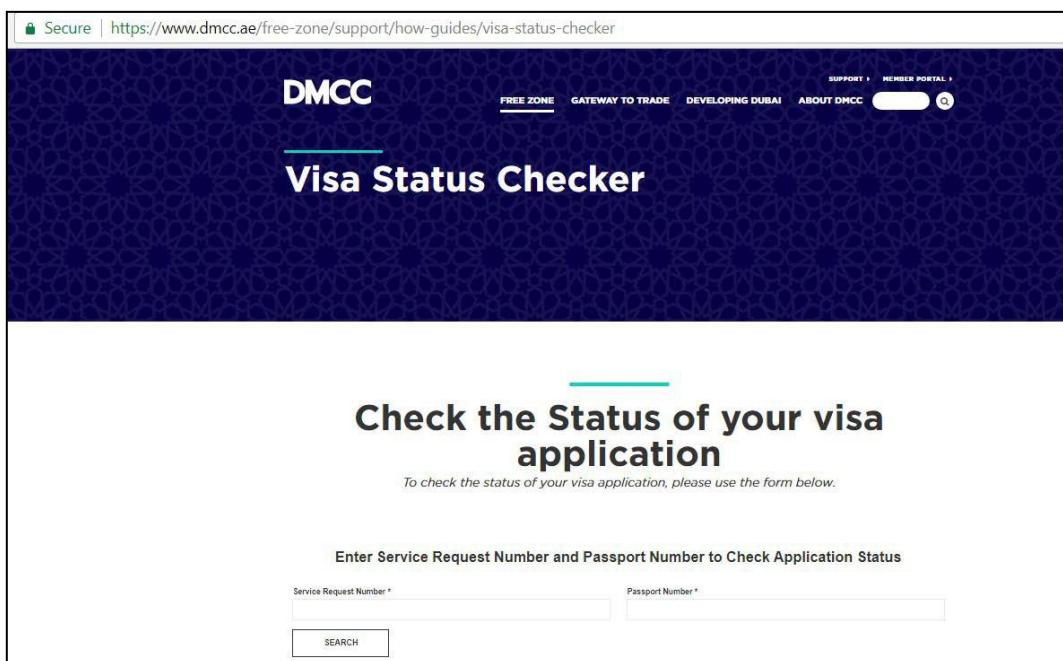
قدمت بتاريخ SUBMITTED ON رقم الايصال RECEIPT NO. رقم المعلمات TRANSACTION N	<p>استمارة تسجيل REGISTRATION FORM</p> <p>رقم الطاولة APPLICATION NUMBER 8001 2011 02 09 12 51 5091 4</p>										
<p><input checked="" type="checkbox"/> سليم التواصل معك في حال وجود تعديل <input type="checkbox"/> طلوب ونيد جاهزية البطاقة للتسليم <input type="checkbox"/> سريعي التأكيد من هذه المعلومات</p> <p>You will be contacted in case of required modification and once your card is ready for delivery. Please make sure this information is accurate.</p>		تحديث بطاقة الهوية <p>القائم لديه طلب فيه الاجراء بإصدار خدمات الإقامة (جديد ، تجديد ، إخلاء ، إقامة) ويسجل مسبقاً بذاته الإقامات للمهنية (بطاقة الهوية المبرأة تجديدها غير متوفرة)</p>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"> الاسم NAME </td> <td style="width: 33%; padding: 5px;"> تاريخ الميلاد DATE OF BIRTH </td> <td style="width: 33%; padding: 5px;"> الجنسية NATIONALITY </td> </tr> <tr> <td style="padding: 5px;"> الجنس GENDER </td> <td style="padding: 5px;"> رقم جواز السفر PASSPORT NUMBER </td> <td style="padding: 5px;"> نحو تاريخ الجواز PASSPORT EXPIRY DATE </td> </tr> <tr> <td style="padding: 5px;"> رقم حلاصه العد Family Book No. </td> <td style="padding: 5px;"> رقم البلدة / رقم الأسرة City Number / Family Id </td> <td style="padding: 5px;"></td> </tr> </table>			الاسم NAME	تاريخ الميلاد DATE OF BIRTH	الجنسية NATIONALITY	الجنس GENDER	رقم جواز السفر PASSPORT NUMBER	نحو تاريخ الجواز PASSPORT EXPIRY DATE	رقم حلاصه العد Family Book No.	رقم البلدة / رقم الأسرة City Number / Family Id	
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<p>NEXT STEP Capture your biometrics at one of our service points</p> <p>An appointment with all details will be sent to you through an SMS on mobile number 0504215559. In case you do not receive an SMS two weeks from submitting your application please call 042376000</p>		<p>الاجراء التالي أخذ الصورات باحد مراكز التسجيل التابعة لهيئة الامارات للهوية</p> <p>سيتم إرسال موعد المسح على خلال رسالة نصية قصيرة على هاتف رقم 0504215559 في حال عدم استلام الرسالة خلال أسبوعين من تاريخ تقديم الطلب الرجاء الإتصال على 042376000</p>									
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<p>الطباعة بواسطة SUBMITTED BY [user name] [typing centre name], [Emirate], [City]</p> <p>تاريخ الطباعة PRINTED ON 01 January 2011, 02:34 PM</p>											

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



The screenshot shows the DMCC Member Portal interface. On the left, there's a sidebar with various service categories like Employee Services, Company Services, Member Services, etc. The main area displays a service request titled "Application - New employee residence permit (visa)" with the number "2019082". A red box highlights the status message: "Your passport and Company's Employment Card have been collected.". Other details visible include the record type (002-Employee residence permit (visa)), creation date (29/06/2017 10:48), and last modified date (29/06/2017 12:43). The applicant's name is listed as John Smith.

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



The screenshot shows the "Visa Status Checker" page on the DMCC website. At the top, there's a navigation bar with links for FREE ZONE, GATEWAY TO TRADE, DEVELOPING DUBAI, and ABOUT DMCC. Below the navigation, the title "Visa Status Checker" is displayed. A large call-to-action button says "Check the Status of your visa application". Below the button, a sub-instruction reads "To check the status of your visa application, please use the form below." A search form is present with fields for "Service Request Number" and "Passport Number", and a "SEARCH" button.