Procedure Manual

For

Ministry of Labour

United Arab Emirates

Version 2.7

This document is prepared based on the procedure manual provided by the Ministry of Labour. MBS has made enhancements to this document based on the inputs received from the Ministry of Labour employees. Content of this document are yet to be authenticated by the Ministry of Labour Management.
B-Labour Permit

Once the firm has got the license and a digital signature card the next step would be Labour Permit. The company would require an approval from MOL to get laborers skilled/unskilled to UAE.

B1-Group Labour Permit

Definition

It is a service provided by the Ministry to any firm wishing to bring in more than 50 workers without the need of giving individual details in the first stage. The company should give details of number of workers, nationality and the profession. After approval the company will be granted a period of six months to complete formalities for the approved group labour permit.

Implementation Stages

Stage 1: Approval of group permit
Stage 2: Submission of individual labour permits under an application called (approval for completing the group labour permit procedure)

Stage 1: Approval of group permit

1. Submission of an application mentioning nationality, profession, gender and number of people, along with the prescribed fees and required documents for the approval of group labour permit.

Application Form
Application for group labour permit

Conditions

- The company will present documents justifying the need for workers (e.g. list of projects, building permits, contracts, etc.)
- The company must have a clear track record free of any violations. Specifically, it must fulfill the following:
  - No labour cards un-renewed for more than two months or labour permits un-renewed for more than six months
  - The salary security reports need to be submitted (as per the requirement of the Ministry).
  - Its record is free from persistent group labour disputes arising from unpaid wages, lack of suitable accommodation, or any other employer obligation stipulated by law.
  - It should not have employed illegal workers of any kind or if the trade license has not been renewed for two months then they should not have any workers employed in that firm.
- The other firms of the owner must not have on records any labour cards not renewed for 3 months or labour permits not renewed for 6 months or any violations registered against it.
- The authorized person should have a digital signature card
Documents Required

- A valid trade license.
- List of projects as per the contract should include the name of parties, subject, budget of the project, starting date, ending date and service / quality level.
- Copies of contracts, duly translated if in a foreign language, and attested according to Ministry’s regulations, if they are sub-contracts.
- Copies of building permits from the municipal authorities (if the firm is contracting company)
- Copies of ownership or lease agreement for office or workers’ accommodation (for existing workers)
- Copies of ownership or labour accommodation lease agreement (for workers to be imported as per group permit). It is required to indicate the number of rooms and whether they are suitable to accommodate the workers, together with photographic illustrations. In case no accommodation is available, the Ministry may, on approval by the Undersecretary or Assistant Undersecretary, accept an undertaking from employer to provide the same. After the final approval, the permit will be granted subject to the satisfactory report from the Inspection Department.
- List of company’s machinery and vehicles which can also includes transportation rental contracts mentioning the number of buses which need to be approved by the traffic Dept.
- Settlement of expired labour cards, labour permit and license of other firms owned by the applicant attested from Labour Establishment.
- A sketch drawing of firm’s site and workers’ accommodation, along with photos of the company and facilities.
- Company’s pay-roll for the last two months (excluding the month the application is filed and for the month preceding it).

Steps to Follow

1. Type the group permit application for submission, together with the fees and necessary documents (no application will be typed for group labour permit if the firm has any violations as per the records in the Ministry).
2. The application would be approved and attested by the Ministry with an undertaking letter stating that the owner /authorized person would submit all the required documents and abide to all the conditions necessary for the completion of group labour permit procedure.
3. If all the documents and conditions are fulfilled, the application is typed with following documents attached:
   - An undertaking by the owner that he takes responsibility of fulfilling all conditions and documents required for group labour permit.
   - A statement mentioning work details and percentage of worker.
4. Submit the application with required documents at the counter in the Inspection Department at the Ministry HQ in Abu Dhabi or Dubai or the concerned Labour office.
5. The application is vetted, scrutinized and checked for complete documents . The following documents need to be submitted:
   - Statement mentioning work details and percentage of work.
   - Copy of contracts (translated in Arabic) and attested as per the requirements of the Ministry in case of sub contract. Copy of building permit needs to be attached if it is a contracting company.
- Copies of ownership or labour accommodation lease agreement (for workers to be imported as per group permit). It is required to indicate the number of rooms whether there are suitable to accommodate the workers together along with photographic illustrations. In case no accommodation is available the Ministry may, on approval of Undersecretary or Assistant Undersecretary, accept an undertaking from the employer to provide the same on approval of group labour permit.

6. The applicant will be given a receipt for the submitted documents and it will mention that he will have to provide any other document if necessary (on request by the staff at Ministry counter).

7. Once all the documents are completed, the firm is notified for the date of inspection to assess the volume of work and ensure the firm’s compliance with inspection conditions. The Inspection Department will then submit its report.

8. The application will then be referred to the Permits Committee for processing and would be either approved or disapproved based on documents and the inspection report. The application then is referred to the Assistant Undersecretary for the final approval.

9. Following the final approval / disapproval the application is referred to the Permit Dept’s. Counter for issuing a letter of approval or apology incase of rejection. If approved the applicant is informed to pay the fees in one installment and to submit individual labour permit.

10. If the approval is subject to any conditions specified by the Inspection Department, the applicant needs to fulfill this condition (before the payment of fees is done).

Where to Apply?
All applications will be submitted to the Inspection Dept. at the Ministry HQ in Abu Dhabi or Dubai or the concerned Labour Office.

Fees

<table>
<thead>
<tr>
<th>Group Labour Permit Application</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
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<tbody>
<tr>
<td>200/worker</td>
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</table>
Stage 2: Submission of Individual Labour Permits

Definition

This includes fulfillment of all conditions (if approved) and payment of prescribed fees for group labour permit in one installment and submission of individual labour permit within 6 months. All formalities need to be completed within this stipulated period.

Application Form

- Application form for payment of fees for group labour permit approval
- Application form for the group labour permit to complete the procedures
- Application form for change of nationalities on the group application form

Conditions

- The fee will be paid in one installment.
- Accommodation or any other unmet requirement should be provided.
- Passport must be valid for at least six months.
- Age should range between 18 years minimum and 60 maximum.
- If the firm wishes to change the nationality (approved) and if the category of the company changes the difference in fees arising due to change in category from lower to higher is to be paid for entire approved in group labour permit (not only for changes done for few but for the group altogether)

Documents Required

- Copy of the computer card
- Passport copy
- Passport-size photo.
- Copy of valid license
- In case of applying for driving profession, the driving license should be verified through post and submitted along with a list of number of vehicles from traffic or concerned department.
- A certified approval from the Ministry of Health & academic qualification if applying for medical doctors, pharmacists, nurses, or other medical technician professions
- Approval of the Ministry of Education if applying for teaching professions in private schools
- Industrial production certificate from Ministry of Finance and Industry in case of industrial licenses.
- Certificate for Bachelors and Post Graduates should be verified through post and certificates for Undergraduate should be attested by Ministry of Foreign Affairs.
- The company needs to submit a letter stating that, if there are any extra charges they will bear it.
- A certified approval from the General Authority of Youth and Sports if applying for sports coaches/trainers.
Steps to Follow

1. The applicant needs to go to the Inspection Department to fulfill the conditions (accommodation and any other conditions) as per the Inspection report. The applicant then has to submit the report to Permits Department.

2. Pay labour permit approval fees in one installment at typing offices or firms participating in smart card program.

3. Type labour permits application (procedure to be completed after approval) at typing offices or firms' participating in smart card program.

4. It is electronically transferred to the MOL with all documents for audit and check that all conditions are fulfilled.

5. The application may be approved or rejected after electronic auditing based on whether any documents are missing, or if the worker has a ban, or already has a labour card as per the Ministry's records or if the firm does not have a clear track record as per records of the Ministry.

Where to Apply?

- All applications will be submitted to the Permits Dept. at the Ministry HQ in Abu Dhabi or Dubai or the concerned Labour Office.
- Application for Individual Labor Permits, as well as Application for change in nationalities can be submitted at the Ministry HQ in Abu Dhabi or Dubai or the concerned Labour Office.

Fees will be paid in one installment and the permit is valid for six months only.

| Fees for approval of Group Labour Permit | 1000 | 2000 | 3000 |
| Fees for changing the nationality (approve) in case of change in category form A to B | The difference fee in arising due to change in category from lower to higher paying category because of change in nationalities |

Note: The fee should be paid in one installment within the period of 6 months without extension and is non-refundable.
Points to remember:-

- Group A 29 people of the same nationality.
- Group B 30 – 69 people of the same nationality.
- Group C 70 and above people of the same nationality.
- If there a change of number of people from A to B extra money needs to be paid.
- If there is a mistake all forms are returned for correction.
- If one labour has labour card, it will be considered as an individual case.
- There will be no extra payment for issuing labour cards; the owner can print them online later.
- The change from B to C or B to A takes 6 months time in the MOL, only on hiring locals it is immediate.
B2-Individual Labour Permit

Definition

It is an application submitted by firms wishing to bring in a worker from abroad as per the form and fees specified for the purpose.

Application Form

Application for Labour Permit – External (Outside UAE)

Conditions

- The profession assigned to the expatriate worker must commensurate with the activities of the firm.
- Passport must be valid for six months.
- Age should range between 18 years minimum and 60 maximum.

Documents Required

- Copy of Signature card.
- Passport copy of the worker
- Coloured photo of the worker.
- Copy of valid trade license
- In case of applying for driving profession, the driving license should be verified and submitted along with list of number of vehicles from the traffic or concerned department.
- A certified approval from the Ministry of Health if applying for doctors, pharmacists, nurses, or any other technician involved in medical profession.
- Approval of the Ministry of Education if applying for teaching professions in private schools
- Industrial production certificate from Ministry of Finance and Industry in case of industrial licenses.
- Certificate for Bachelors and Post Graduates are verified through post and certificates for undergraduates need to be attested by Ministry of Foreign Affairs.
- A certified approval from the General Authority of Youth and Sports, if applying for sports trainers / coaches.
Steps to Follow

- Type labour permit application (expatriates) at typing offices or firms participating in smart card program along with the prescribed fees.
- Present application to counter at the Ministry HQ in Abu Dhabi or Dubai or the concerned Labour office.
- The application is referred to Permits Committee for auditing who will either approve / reject or refer it to Inspection Department. In case of missing documents the applicant is asked to complete the same.

4. If the application is accepted, it will be referred to Data Audit Section for capturing the data electronically through the website www.mol.gov.ae. In case of rejection it is referred to Inspection department or in case of missing documents, the applicant is informed through mail.

5. The applicant can access the website www.mol.gov.ae to check the status of the application by entering the IN number. He can get a print out of the work permit approval, bank guarantee payments.

6. The payment of the bank guarantee and the prescribed fees can be done at the typing offices or the bank.

7. The applicant should submit the approval at the counter at the Ministry HQ in Abu Dhabi or Dubai or the concerned Labour office. The applicant will be then guided for the procedures of Emigration Department.

8. The application is processed at Labour office in Dubai and referred to the Emigration Dept. electronically. The applicant can access the website www.mol.gov.ae and enter the IN Number. The applicant gets a print out from the website.

9. He can approach the Emigration Dept. in Dubai to complete the required procedures to issue the permit.

Where to Apply?

All applications will be submitted to the Permits Dept. at the Ministry HQ in Abu Dhabi and Dubai or the concerned Labour Office or sent directly by mail.

Fees

<table>
<thead>
<tr>
<th>Permit Application (Expatriate)</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
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<tbody>
<tr>
<td>200</td>
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<tr>
<td>Permit Approval (Expatriate)</td>
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<tr>
<td>Permit Approval (Expatriate)</td>
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</tbody>
</table>

For above 60 years of age & I. Card for one year

<table>
<thead>
<tr>
<th>Permit (Expatriate) Extension for 10 Days</th>
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Note

The validity of the permit is 60 days and can be extended based on some conditions:

1. Fees, bank guarantee needs to be paid within 60 days

2. 500 AED is the fee for a ten day extension starting from the date of expiry of validity or from the first extended date.

3. In case the fee and the bank guarantee is not paid within 60 days , the labour permit will be cancelled automatically by the Ministry . The permit then needs to be reapplied for.
B2(2)-Work Permit for those who are under the sponsorship of their Relatives

Definition of Service

It is a service provided to any establishment wishing to employ a person residing in UAE under his relative’s sponsorship, after the payment of the prescribed fees.

Application Form

Application form for a work permit for those under sponsorship of their relatives.

Conditions

- The profession of the labour should be in accordance with the activities of the establishment.
- Passport should be valid for 6 months or more.
- The age limit should be within a minimum of 18 and a maximum of 60 years.
- Valid Trade License.
- Residence visa of guardian should be valid.
- Work permit will be granted to those under sponsorship of their family (father / spouse) for wife and children.

Documents Required

- Copy of the Computer Card in the absence of Digital Signature Card.
- Labor’s passport copy.
- Guardian's passport copy with valid residence.
- Photograph of labour.
- Valid trade License.
- In case of application for a driver, the driving license should be verified through post along with a list of number of vehicles from the Traffic department or the concerned authority.
- In case of an application for doctor, pharmacist, nurse or any other technicians involved in the medical professions, a letter of acceptance from the Ministry of Health should be attached.
- In case of an application for private school teachers, a letter of acceptance from the Ministry of Education should be attached.
- In case of an application for sports trainers, copies of training certificates approved by General Authority of Youth and Sports should be attached.
- Copy of educational certificate attested by concerned authorities as per procedures of the Ministry, graduation certificates should be verified through post and other certificates need to be attested through Ministry of Foreign Affairs.
Steps to follow

- Application form for a work permit for those under sponsorship of relatives should be typed at the typing centers or establishments participating in smart card program.
- The application should be submitted at the counter for vetting and scrutiny to confirm that all the conditions are fulfilled.

1. In case of fulfillment of conditions and procedure the applicant gets an approval directly at the counter.
2. The applicant needs to pay the prescribed fees at the typing center.
3. The labour card along with the work contract will be typed and printed to be sent through post.
4. In case of missing documents the applicant is notified of the same and is required to submit the missing documents in order to complete the procedures.

Where to apply

Application form for a work permit for those under sponsorship of relatives should be submitted at labour permits Department at the Ministry headquarters in Abu Dhabi and Dubai or concerned labour offices.

Fees

<table>
<thead>
<tr>
<th>Application for work permit for those under sponsorship of their relatives</th>
<th>Category (A)</th>
<th>Category (B)</th>
<th>Category (C)</th>
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<tbody>
<tr>
<td>200</td>
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<tr>
<td>Approval of work permit for those under sponsorship of their relatives</td>
<td>1000</td>
<td>2000</td>
<td>3000</td>
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</tbody>
</table>
B2(3)-Substitution for a worker on the applied work permit

Defining the Service

It is an establishment's request for replacement of a worker on the approved work permit, after the payment of the prescribed fees.

Application Form

Application form for work permits substitution.

Conditions

- Valid Trade License.
- Prescribed fees and bank guarantee must be paid.
- Substitution can be done within the valid period or renewed period of 60 days.
- Substitution can be done a maximum of two times.
- A letter from the Naturalization and Residence department showing that the work permit was not used, should be submitted.
- No changes can be made in profession and gender. In case of change in nationality, the establishment should pay any extra charges arising due to changes in category of the company.
- Passport should be valid for 6 months.
- The age limit should be within a minimum of 18 years and maximum of 60

Documents Required

- Application form for substitution of a worker on the work permit applied for.
- Copy of Computer card in case authorized signatory has no Digital Signature Card.
- Passport copy of the worker.
- Colored photograph of the worker.
- Copy of valid trade license.
- In case of application for a driver, the driving license should be verified through post along with a list of number of vehicles from the Traffic department or the concerned authority.
- In case of an application for doctor, pharmacist, nurse or any other technicians involved in the medical professions, a letter of acceptance from the Ministry of Health should be attached.
- In case of an application for private school teachers, a letter of acceptance from the Ministry of Education should be attached.
- In case of an application for sports trainers, copies of training certificates approved by General Authority of Youth and Sports should be attached.
- In case of industries, a copy of industrial production certificate from Ministry of Finance & Industry should be attached.
- Copy of educational certificate attested by concerned authorities as per procedures of the Ministry, graduation certificates should be verified through post and other certificates need to be attested through Ministry of Foreign Affairs.
- The Original work permit / entry permit or any other relevant document issued by Department of Naturalization and Residence should have the cancellation seal on it.
Steps to follow

- Application Form should be typed at the typing centers or establishments participating in smart card program.
- The application should be submitted through “Tas-Heel”.

1. Documents will be checked.
2. In case of missing documents the applicant is notified of the same and is required to submit the missing documents in order to complete the procedures.

Where to Apply

Application form for Work Permit Substitution should be submitted at labour permits Department at the Ministry headquarters in Abu Dhabi and Dubai or concerned labour offices.

Fees

<table>
<thead>
<tr>
<th></th>
<th>Amount (AED)</th>
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<tbody>
<tr>
<td>Application of Work Permit Substitution.</td>
<td>N/A</td>
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</tbody>
</table>
B2(4)-Work Permit Amendment

Definition of Service

It is a service provided by the Ministry for any firm wishing to make Amendments in the details of the Work Permit, after the payment of the prescribed fees.

Application Form

Application form for Work Permit Amendment

Conditions

- Trade License should be valid.
- Prescribed fees and bank guarantee has to be paid.
- Amendments can be made within the valid period or renewed period of 60 days.
- Profession, Gender & nationality cannot be amended.
- Age cannot be less than 18 years and more than 60 years

Documents Required

- Application form for Work Permit Amendment.
- Labor’s passport copy.
- Copy of Computer Card incase of absence of Digital Signature Card.

Steps to follow

- Application Form for Work permit Amendments should be typed at the typing centers or establishments participating in smart card program.
- Documents will be scanned and sent through “Tas-Heel” to get it checked.

1. In case all the conditions and document requested for are met the application will be directly sent through the internet to the MOL website www.mol.gov.ae to finish with the emigration.
2. In case of missing documents the applicant is notified of the same and is required to submit the missing documents in order to complete the procedures.

Where to apply

- Application form for Work Permit Amendments should be submitted at labour permits Department at the Ministry headquarters in Abu Dhabi and Dubai or concerned labour offices.
- Firms that has Smart forms and “Tas-Heel”.
### Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Category (A)</th>
<th>Category (B)</th>
<th>Category (C)</th>
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<tbody>
<tr>
<td>Application for work permit Amendment</td>
<td>200</td>
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B3-Temporary Work permit (6) Months

Definition of Service:

It is a request from an establishment for recruitment of people who are already employed with other establishments / sponsor in UAE after the payment of the prescribed fees. The temporary permit can be for a maximum period of 6 months.

Application Form

Application form for Temporary Work permits.

Conditions

- Trade license of both establishments should be valid.
- The employee should have a valid labour card or residence while applying for a Temporary work permit.
- Temporary Work Permit shall not exceed 6 months.
- For a 3 years contract, the Temporary Work Permit can be issued for not more than two times.
- Employee should have completed one year with the original employer / sponsor.
- A No Objection Letter and an undertaking that he will settle all dues as per employment contract and stipulated laws should be given by the original employer.
- The Ministry may exempt the provisions of completion of one year in work and condition of consent of employer / sponsor in the following cases:
  a) In case the employee has a labour lawsuit referred from the Ministry to the court.
  b) If it is affirmed according to the reports from Inspection / Relation department that the employee has not received his salary for a period of two months or more.
  c) Any other cases approved by Undersecretary or his deputy.

Documents Required

- Copy of Trade License of both establishments.
- Copy of Computer Card of both establishments incase of absence of a Digital Signature Card.
- Labour’s passport copy.
- Labour’s photograph.
Steps to follow

- Application form should be typed at the typing centers or establishments participating in smart card program.
- The application should be submitted at the counter for vetting and scrutiny to confirm that all the conditions are fulfilled.

1. In case all the conditions and document requested for are met the application will be directly processed at the counter and the applicant receives a letter of acceptance.
2. In case of missing documents the applicant is notified of the same and is required to submit the missing documents in order to complete the procedures.

Where to apply

Application form for Temporary Work Permit should be submitted at labour permits Department at the Ministry headquarters in Abu Dhabi and Dubai or concerned labour offices.

Fees

<table>
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<tr>
<th></th>
<th>Category (A)</th>
<th>Category (B)</th>
<th>Category (C)</th>
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<tbody>
<tr>
<td>Application for temporary work permit</td>
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B4 Mission Work Permit:

Definition

The MOL grants a qualified establishment an electronic mission permit for the purpose of contracting temporary work or completing a short term project within a period of 90 days or less, subject to a one-time renewal approval of an application for an EWP is issued electronically.

How to access the EMP service:

This service comprises the following:

1. Subscription to the EMP service/granting of a quota to an establishment.
2. Issuance of an approval of an EMP.
3. Retrieval of an Electronic mission card and/or contract.
5. Cancellation of an EMP or an electronic mission card.

Phase 1: Subscribing to the EMP service (Granting of a Quota to an establishment):

A “Quota” refers to the number of permits a given establishment is eligible to apply for, it is determined as follows.

1. Standard Quota:
   a) MOL registered establishments employing 500 workers or less:
      And subject to their compliance with the terms of this guide, are eligible to receive a computer generated quota equivalent to 50% of the total number of workers they employ that are covered by bank guarantees.
      Establishments employing more than 500 workers are eligible to a Quota equivalent to 100% of the number of workers they employ and are covered by bank guarantees (up to the maximum amount). This quota is adjusted according the number of hired workers who are subject to bank guarantees, or the number of outstanding permits.

   b) New establishments that employ no workers:
      Are eligible to a computer generated quota of five permits, subject to posting a bank guarantee of AED 24000.

2. Additional Quota:
An establishment may apply for more than its standard allotted quota by submitting an application to MOL along with supportive documents demonstrating its need for additional permits. Approval of the application is at the discretion of MOL.

Application

Application to be filled for additional Quota.

Condition

- Authorized signatories on behalf of the establishment must possess an electronic signature card in conformity with Ministry procedures.
- The establishment must be in compliance with the ministry’s requirement to report on the protection of workers wages, if applicable.
- The establishment must have no record of employing illegal workers of any kind.
- The establishment’s records must show no labour cards that have expired over 3 months prior, or permits that have expired over 6 months prior.
- The establishment cannot be party to collective dispute (Work stoppage) for reasons of nonpayment of wages or denial of adequate housing within one year prior to the date of application.
- All establishments belonging to a single owner must have undergone consolidation in accordance with Ministry procedures. They must show no records of labour cards that have expired over 3 months prior, permits that have expired over 6 months prior or licenses that have expired over 70 days prior; the latter condition extends to establishments in which the owner is a partner or Co-Owner.

Required documents

- A valid license.
- Documents supporting an application for additional Quota (Contracts m project documents

Steps to follow

- Standard Quota:
  - First: establishments currently employing workers:
    A computer generated quota is allotted, as previously described in this guide.
  - Second: New establishments that employ no workers:
    A computer generated quota of five permits is allotted upon submitting a bank guarantee in the amount of 24000. No visit to ministry premises is require.
• Additional quota:
  - The establishments submits an application for an additional Quota to the department of labour licenses at the ministry’s offices in AD or DXB or accredited labour offices along with supportive documents (Contracts, project documents).
  - The application is forwarded to the labour permits committee for approval or denial.
  - The establishment is notified of the decision by consulting the MINISTRY Electronic services website at (www.mol.gov.ae)

Where to submit application
  - Applications may be filed at the departments of labour licenses at the ministry’s offices in AD or DXB, or at authorized labour offices.

Fee

NA
Phase 2: Issuance of an approval of an EMP:

The establishment applies for a workers visa under an EMP by filling the appropriate forms.

**Required Application**

- Application for an EMP.
- Application for an Electronic mission card and contract.

**Condition**

1) Submission of a bank guarantee in the amount of AED 3000 Per permit, along with authorization allowing the ministry to access the fund, at its discretion and without the need to obtain the establishments further approval, in order to pay the workers back wages or return travel, or to collect fees or penalties owed by the establishment.

*Note: The AED 3000 fee is not applicable o establishments that have reached the bank guarantee cap.*

2) The worker cannot be subject to a work suspension of one year or six months.

3) The establishment is required to cancel the permit if the worker is not brought in within a period of three months from the date of permits expiration, or pay a fee of AED 500 if the deadline is not met.

4) The establishment may substitute an EMP that has been granted an not used a maximum of two times, in accordance with current regulations.

**Required Documents**

- A copy of the workers passport.
- A photograph.

**Steps to follow**

1) Fill out the appropriate form and pay an application form of AED 100 at an authorized printing service or at an establishment that subscribes to the smart forms program. The computing system will automatically generate a card and a contract application forms.
2) The application and supporting documents are electronically forwarded to the ministry; the client retains the card and contract application forms until the worker has entered the AE and undergone the required medical testing and processes the applications as described later in this guide.

3) Ministry IT staff will check the worker’s data and verify that the worker is subject to no work restrictions.

4) A decision of approval or denial is generated electronically and posed on the ministry’s electronic services website (www.mol.gov.ae).

5) The client accesses the website and enters the transaction number (IN) to inquire about the status of the application and print out the “notice of approval” if applicable.

6) The client provides a bank guarantee, if applicable.

7) The client presents the notice of approval to the reception desk at the department of labour permits at ministry premises or at labour permits sections designated labour offices where staff will print the approval form EMP and surrender it to the client; the client will then process the entry visa application at the department of nationality and residence.

8) The Dubai labour offices automated system automatically forwards the EMP to the department of nationality and residency. The client accesses the Ministry’s electronic services website www.mol.gov.ae by entering (IN) and print the notice forward to the department of nationality and residence.

9) The client presents the notice when applying for a mission entry visa at the department of nationality and residence.

Where to Submit

- An EMP application from may be filled at an authorized printing service or at an establishment that subscribes to the smart forms program.
- A notice of approval is granted after payment of fees and presentation of a bank guarantee at the reception desk at the department of labour permits at ministry premises or at permits sections at accredited labour offices.

Fee
Phase 3: Retrieval of an electronic mission card and/or contract

Obtaining an EMP card and contract for the worker.

Application

- Application form for an EMP card and contract.

Required Documents

- A copy of the medical certificate.
- A copy of an EMP entry permit with the date of entry clearly marked, or regularization of stay.
- A copy of the employment contract.

Conditions

1) The establishment must arrange for the worker to undergo medical testing immediately following the worker’s entry to the UAE and attach the medical certificate to the EMP card and contract application forms.
2) The establishment must secure the card and contract within 30 days from the worker’s entry date to avoid the levy penalties.
3) Failure to meet the latter deadline will result in a penalty of AED 500 for each 5 days of delay (or part of) effective 30 days after the date of the worker’s entry to the UAE.

Steps to follow

1) Submission of an electronic mission card and contract application at authorized printing service or a subscriber to “Tas-Heel” or the postal service (Empost).

<table>
<thead>
<tr>
<th>Document</th>
<th>Fee (in Dirham)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for a 90 day EMP</td>
<td>100</td>
</tr>
<tr>
<td>Approval of application</td>
<td>500</td>
</tr>
<tr>
<td>Bank guarantee per worker</td>
<td>3000</td>
</tr>
</tbody>
</table>
2) The application is forwarded electronically and is either approved, denied or returned with a notice of deficient or incomplete data.
3) The Successful applicant receives Ministry attested mission card and contract by mail.
4) In case the application is deficient or incomplete (illegible stamp, no medical certificate attached, expired medical certificate copy of the mission entry visa missing. The customer is duly notified.
5) Deficient or incomplete data is corrected using “Tas-Heel” system at an authorized printing service or another subscriber.
6) Ministry staff reviews the submitted documents and attests to their validity.
7) The card and contract are forwarded to the establishment by mail.
8) A customer is duly notified of a decision to deny the application and may consult the reception desk at the ministry to provide any missing documents or date.

Where to submit

An application is filed at an authorized printing service or a subscriber to “Tas-Heel” or VIA Empost.

Fee

Late fee for each 5 days “or a portion thereof) counting 30 days after the day of entry to the UAE or regularization of status 500 AED
Phase 4: Renewal of an electronic mission card:

Renewal of an electronic mission card for a one time 90 day renewal.

Application

Application form duly filled up to renew an EMP.

Required Documents

NA

Conditions

- Payment of renewal fee and late fees if applicable.

Steps to follow

1) A card renewal application form is filed at an authorized printing service or an establishment that subscribes to the smart forms program.
2) The application is electronically forwarded to the ministry’s database for auditing and validation of supporting documents.
3) If the application is valid, the card and the mission contract are renewal and sent by mail.

Where to submit

- An application to renew an EMP Card is filled at authorized printing service an establishment that subscribes to the smart forms program.

Fee

90 day renewal of electronic mission card 500 AED
Phase 5: Cancellation of an EMP or Card:

When an establishment settles a mission workers’ dues and processes his or her exit from the UAE, it is required to cancel the workers’ mission card after his/her departure and pay applicable late fees, or the permit if unused.

Required Documents

1) Application to cancel the permit of a worker currently outside the UAE.
2) Application to cancel an unused labour permit.

Condition

1) Worker to have departed the UAE within 7 days from the date of expiration of the card.
2) Payment of fees for late cancellation of EMP or card, if applicable.
3) Transactions with an establishment, including consideration of new EMP application, will be terminated two months after the date of expiration of a mission card or three months after the date of expiration of an EMP that are registered to the said establishment.

Steps to follow

1) Completion of the workers’ departure formalities.
2) Filling out an application to cancel the permit of a worker currently outside the UAE, accompanied by a computer print-out from the department of nationality and residence attesting that the worker has not entered the UAE (Un used permit).
3) Submission of the application to cancel the permit of a worker currently outside the UAE or the application to cancel an unused labour permit to the department of labour of labour permits at the ministry premises in AD or DXB or the labour permits sections at the labour offices.
4) Payment late fees, if applicable.
5) Payment of a fee of AED 500 if more than three months have elapsed from the date of expiration of the permit when applying to cancel an unused permit.

Where to submit:

1- An application to cancel the permit of a worker currently outside the UAE or the application to cancel an unused labour permit are available to fill out at any authorized printing service or an establishment that subscribes to the smart forms program.
2- The applications are submitted to the department of labour permits at the ministry premises in AD or DXB or the labour permits sections at labour offices.

Fee:

1) Cancellation of an unused EMP more than 90 days after the permits expiration 500 AED
2) Late fee for canceling an EMP more than 30 days after the date of entry, applying to each 5 days or part thereof until the date of departure, and in case no card has been issued 500 AED.
3) Late fee for canceling an EMP card, applying to each five days or part thereof counting from 7 days past the date of the card’s expiration and until the date of departure 500 AED.
B4(1)- Permits for Labour workers in the age group sixty and above

1- All workers aged 60 – 65 irrespective of their profession can now renew their labour cards yearly after paying all the transaction fees.

2- Workers aged 65 – 70 can only renew their labour cards if they belong to one of the eleven professions:
   - Engineers
   - Doctors
   - University professors
   - Accountants or Auditors
   - Technicians working on electronic equipments or in a laboratory
   - Specialists in privately owned oil companies
   - Specialists in MEDIA
   - Lawyers
   - Translators
   - Consultants in all fields
   - Or any other profession the Undersecretary or the Assistant Undersecretary approved of.

3- Workers aged 60 – 65 can apply for a new labour permit (outside the country) only if they belong to one of the eleven professions.

4- Transfer of sponsorship is possible for workers irrespective of profession upon payment of the prescribed fees and "if required" the bank guarantee. Workers aged 65 – 70 can also change sponsors "if and only if" they belong to the eleven professions on payment of the prescribed fees.
B5-Transfer of Sponsorship

B5 1-From a Sponsor to Another

Definition
It's changing the job from the current sponsor to a new sponsor, who will have to follow all the conditions and the procedures designed for the transfer.

Step 1: First approval
The new employer should get permission from previous employer to apply for transfer of sponsorship of a worker associated in his firm, after getting an approval from the Ministry of Labour.

Step 2:
Final approval

Application Form
Internal Labour Permit application (Transfer of Sponsorship)

Conditions

- The worker must have a valid residence permit affixed to his passport.
- The worker must have a valid labour card.
- If there is no suitable UAE National or GCC citizen to fill up the post.
- The job that will be performed by the worker with the new sponsor must be in conformity with the worker’s qualifications and experience and the activity of the firm.
- The worker must have spent a specified period in the service of the original sponsor prior to his transfer. This period will be calculated from the date the labour card is issued or renewed, and will be as follows for all categories:
  - One year for holders of Masters and PhD degrees. They are allowed to transfer their sponsorship for unlimited number of times.
  - At least two years for holders of Bachelors degree or its equivalent. They are allowed to change their sponsorship twice during their stay in the country. However, they may be
exempted from the condition of service period upon payment of a fee at AED 3,000 and provided they have spent at least one year with the original employer.

- At least three years for other categories with lower qualifications, who are allowed to transfer their sponsorship only once during their tenure in the country. They may also be exempted from the condition of service period upon payment of a fee at AED 3,000 and provided they have spent at least one year with the original employer.

- All labour categories can be exempted from the condition of service period provided they pay AED 3,000 under the following conditions:
  - if the company announces its bankruptcy, is closed down or liquidated as a result of a court ruling;
  - in the event the Ministry of Labour cancels the company’s license (firm card);
  - if the ownership of a company has been transferred to another owner;
  - if a company has been merged or incorporated within another company;
  - if the company has been divided to heirs after its owner’s death or any other reason;
  - in case a stake of the company has been sold to another company; or,
  - If the company’s owner dies, leading to its closure.

- The 1 year clause can be exempted based on the following conditions
  - The approval from the current sponsor
  - The minimum qualification should be a high school certificate
  - The following fees should be paid:
    - transfer of sponsorship approval fees
    - The fees for the exemption of the service period (3000 AED)
    - 500 AED for each month to complete the one year service period
  - The approval from the Minister or the Undersecretary.

Documents Required

- Application form for an internal labour permit (sponsorship transfer)
- Coloured photo.
- Passport copy with valid residence
- Copy of academic qualification duly authenticated. Degree verification should be done through post where as high school certificates should be attested from Ministry of Foreign Affairs.
- Copy of signatory’s authorization card for both the original and new firms.
- Copy of trade license for both establishments.

Steps to Follow

- Type labour permit application – internal – (Sponsorship Transfer) at typing offices or firms participating in smart card program
- Present application to counter for scrutiny and vetting of attached documents, the application is directly processed and would be either approved or rejected or sent back in case of missing documents
Upon approval of application, the applicant receives a notice along with a cancellation form, valid for 60 days from the date of approval, subject to renewal three times according to the following conditions:
- Prescribed fees have to be paid within 60 days.
- The application and the prescribed fees are to be paid at least within the last 30 days following the initial approval.
- Payment of 500 AED for each 10 day extension

Where to Apply?

Applications will be submitted to the Internal Labour Permits Dept. at the Ministry HQ in Abu Dhabi or Dubai or the concerned Labour Office and the transaction is dealt with directly at the counter.

Fees

<table>
<thead>
<tr>
<th>Category</th>
<th>Application (Sponsorship Transfer)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category A</td>
<td>200</td>
</tr>
<tr>
<td>Category B</td>
<td>200</td>
</tr>
<tr>
<td>Category C</td>
<td>200</td>
</tr>
</tbody>
</table>

Note
- The new employer should get an approval from the previous employer before paying any prescribed fees for Transfer Of Sponsorship, as the Ministry will not take any ownership or refund the amount remitted by the new employer incase the previous employer does not give his consent for the transfer.

Final Approval

At this stage, sponsorship will be finally approved and a certificate issued to this effect to Emigration and Residence Dept to finalize the transfer and new residence permit.

Conditions

- Following the approval of the original sponsor, the worker’s card will be cancelled and his sponsorship is transferred to the new employer.

- The Ministry may waive the requirement regarding the original employer’s consent and the period specified for sponsor transfer, provided the prescribed fees be paid, under the following conditions:
  - If the current employer fails to pay salaries for three months or more according to reports presented by the Labour Inspection Department or Labour Relations Department
  - If ownership of a company has been transferred to another owner.
  - If the company is closed down administratively, by a court ruling or upon a report by the Labour Inspection Department.
- If it is proved by documents that the company’s owner has died, leading to the closure of the company.
- If workers file a complaint against their employers at the Ministry and their complaint is referred to the courts. In this case the courts may decide to grant workers permission to change sponsorship.
- Any other cases approved by the Minister.

Documents Required

- Sponsorship transfer form, approved by the Ministry
- Labour card cancellation form, signed by the original employer and the worker (and attached to transfer approval form)
- Labour Card application for sponsor change purposes, signed by the new employer, along with the work contract, duly signed by the two parties and coloured photographs of the worker.
- Copy of passport with a valid residence.
- “Bank guarantee” if requested.
- A receipt showing the remittance of the fees.

Steps to Follow

1. Documents will be checked and audited to ensure that they are complete and comply with the conditions.
2. Final approval will be given to the applicant i.e. sponsor transfer certificate addressed to Emigration and Residence Dept.
3. Applicant will receive notice that the new card will be delivered through post.

Where to Apply?

Application will be submitted to the Permits Dept. at the Ministry HQ in Abu Dhabi or Dubai or the concerned Labour Office and the transaction is processed directly at the counter.

Fees and Fines

<table>
<thead>
<tr>
<th>Document Description</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsorship Transfer Approval (for Masters &amp; PhD holders)</td>
<td>1500</td>
<td>2500</td>
<td>3500</td>
</tr>
<tr>
<td>Sponsorship Transfer Approval (For holders of Bachelors &amp; equiv.)</td>
<td>3000</td>
<td>3500</td>
<td>4000</td>
</tr>
<tr>
<td>Sponsorship Transfer Approval (for other categories)</td>
<td>5000</td>
<td>5500</td>
<td>6000</td>
</tr>
<tr>
<td>Sponsorship Transfer Approval (for all categories above 60 of age &amp; labor card for one year)</td>
<td>5000</td>
<td>5000</td>
<td>5000</td>
</tr>
</tbody>
</table>
B5 2-To Same Sponsor and Same Emirate but different company

Definition of service

It is a service provided to any firm wishing to transfer an employee from one of its firms to another owned by the same sponsor within the same Emirate.

Application Form

Application form for transfer of sponsorship to the same sponsor within the same Emirate.

Conditions

- The labour should have a valid residence visa stamped in the passport.
- The employee should have a valid labour card.
- The establishment to which the employee is being transferred to should have a valid Trade License.
- The employee's profession should be in accordance with his qualification and experience, as well as match with the activities of the firm.
- Both establishments should be owned by the same sponsor or under his partnership. The service agent should not be considered as the owner or partner in such establishment.
- All fines and fees incase of expired labour cards should be paid as per the category of the establishment.
- Paying the bank guarantee should be at the begin before the first approval of the permit.

Documents Required

- Application form for transfer of sponsorship to the same sponsor within the same Emirate.
- Copy of passport affixed with a valid residence.
• Copy of signature card for both firms.
• Copy of trade licenses for both establishments.
• Copy of partners extension for both establishments.

Steps to Follow

• Application Form for transfer of sponsorship to the same sponsor within the same Emirate should be typed at the typing centers or establishments participating in smart card program.
• The application should be submitted at the counter for vetting and scrutiny to confirm that all the conditions are fulfilled.

1. At the counter the application is either approved or rejected. In case all the conditions and document requested for are met the application will be directly processed at the counter. If it is rejected the applicant is notified of the same.
2. In case of missing documents the applicant is notified of the same and is required to submit the missing documents in order to complete the procedures.
3. The applicant gets the final approval at the counter.

Where to apply
Application form for transfer of sponsorship to the same sponsor within the same Emirate should be submitted at labour permits Department at the Ministry headquarters in Abu Dhabi and Dubai or concerned labour offices.

Fees

<table>
<thead>
<tr>
<th>Application form for transfer of sponsorship to the same sponsor within the same Emirate</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>500</td>
<td>500</td>
<td>500</td>
<td></td>
</tr>
</tbody>
</table>

Note: Incase of transfer of sponsorship from one establishment to another owned by the same sponsor in another Emirate, the procedure followed will be the same as that of transfer of sponsorship to a different sponsor.
B6-Labour Cards

B6 1-New Labour Cards

Definition

This service is provided by the Ministry to any firm wishing to obtain a new labour card using the appropriate forms designed for the purpose following the submission of the required documents.

Application Form

Application for New Labour Card

Conditions

- The salary package of the worker must be commensurate with his job in the company.
- A valid trade license.
- The applicant has to be medically fit.
- The prescribed fines have to be paid, if the labour card is not issued on time.

Documents required

- Copy of signatory’s authorization card.
- Passport copy
- Coloured personal photos.
- Copy of entry visa
- Valid medical certificate
• Three copies of the work contract, one signed by the employer and other signed by the employee and the third one should be stamped by the company's official stamp.

Steps to Follow

1. The forms would be printed from the tying centre or firms participating in the smart program
2. The form would be submitted by the typing center through "Tasheel"
3. The officer at MOL will vet and scrutinize the documents.
   • If all the requirements are met then the labour card and the contract will be sent through post.
   • If documents are found missing then the checklist mentioning the missing documents would be sent to the applicant who then needs to submit these missing documents for completion of the procedures.
   • The Ministry will not allow the firm to apply for any work permits unless they complete the missing documents.
4. The applicant will be issued the labour card on submission of the missing documents through post along with the work contract.

Where to Apply?

Application will be submitted to the Permits Dept., cards section at the Ministry HQ in Abu Dhabi or Dubai or the concerned Labour Office, or directly posted.

Fees and Fines

<table>
<thead>
<tr>
<th>New Labour Card and work contract</th>
<th>Included in the Labour Permit cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labour Card for more than 60 days and up to 6 months</td>
<td>1000</td>
</tr>
<tr>
<td>Labour card for more than 6 months up to 12 months</td>
<td>3000</td>
</tr>
<tr>
<td>Labour card for 12 months</td>
<td>5000</td>
</tr>
</tbody>
</table>
B6 1 (1) Labour Card Detail Amendment

This service is provided by the Ministry to any firm wishing to make amendments in the labour card details using the appropriate forms designed for the purpose along with the documents required.

Application Form
Application for Labour Card Detail Amendment

Conditions

- A valid trade license is required
- The changes in the labour card and the work contract can be made only after 6 months from the original in case of change in profession.
- Amendments can be made only after 1 year in Abu Dhabi, Al Ain & after 6 months in the other emirates from the date of issue of the labour contract.

Documents required

- Copy of authorized signatory’s card.
- Copy of the passport.
- Colored photos.
- A certified approval from the Ministry of Health, in case of changing the profession to a doctor, nurse, pharmacist or any other medical technicians.
- Approval of the Ministry of Education in applying for teaching profession changes in private schools.
- A certified approval from the General Authority of Youth and Sports if the change in profession is to that of sports trainer/coaches
• Academic qualifications (Degree and above) should be verified from the concerned Dept. / or Post according to the Ministry’s procedures, whereas School certificates should be attested by the Ministry Of Foreign Affairs

Steps to Follow

1. The labour card amendment application is typed in the typing offices or by the firms participating in the smart card program
2. The application is vetted and scrutinized as per the following
   - If all the conditions are met and the documents submitted, the application is processed and the new labour card with the amendments is sent through post.
   - In case of missing documents the applicant is notified of the same either directly at the counter or through the post along with a checklist of missing documents.
   - The applicant has to then submit the missing documents directly at the counter or through post.

Where to Apply

Application will be submitted to the Permits Dept. at the Ministry HQ in Abu Dhabi or Dubai or the concerned Labour Office, or directly posted.

Fees

<table>
<thead>
<tr>
<th>Document</th>
<th>Fees (in Dirham)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labour Card Amendment Application</td>
<td>200</td>
</tr>
</tbody>
</table>
B6 2-Renewal of Labour Cards

Definition

This service is provided by the Ministry to any firm wishing to renew a labour card using the appropriate forms designed for the purpose.

Application Form

Application for Labour Card Renewal

Conditions

- A valid trade license
- Prescribed fees have to be paid for the renewal
- Fines have to be paid in case of failure to renew the labour card on time

Documents required

- N/A

Steps to Follow

1. The labour card renewal application is typed in the typing offices or by the firms participating in the smart card programme
2. The application is referred electronically to MOL system for vetting and scrutinizing.
3. The application is vetted and scrutinized as per the following:
   - If all the conditions are met and the documents submitted, the application is processed and
     the renewed labour card is sent through post.
   - In case of missing documents the applicant is notified of the same either directly at the
     counter or through the post along with a checklist of missing documents.
   - The applicant has to then submit the missing documents directly at the counter or through
     post.

Where to Apply?

- Application will be submitted to typing offices or firms participating in smart card program

### Fees and Fine

<table>
<thead>
<tr>
<th>Category</th>
<th>Labour card renewal (3 years)</th>
<th>Labour Card for more than 60 days and up to 6 months Labour:</th>
<th>Labour card for more than 6 months up to 12 months</th>
<th>Labour card for 12 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labour card renewal (3 years)</td>
<td>500</td>
<td>1000</td>
<td>3000</td>
<td>5000</td>
</tr>
<tr>
<td>Labour Card for more than 60 days and up to 6 months Labour:</td>
<td>1500</td>
<td>2000</td>
<td>4000</td>
<td>5000</td>
</tr>
<tr>
<td>Labour card for more than 6 months up to 12 months</td>
<td>2500</td>
<td>3000</td>
<td>5000</td>
<td>5000</td>
</tr>
<tr>
<td>Labour card for 12 months</td>
<td>5000</td>
<td>5000</td>
<td>5000</td>
<td>5000</td>
</tr>
</tbody>
</table>
B6 3-Work Contract Amendment

Definition

This service is provided by the Ministry to any firm wishing to amend a work contract using the appropriate forms designed for the purpose along with the required documents.

Application Form

Application for Work Contract Amendment

Conditions

- The salary package of the worker must be commensurate with his job in the company.
- Amendment will be made six months after the original contract.
- Changes could also be in decrease of salary upon approval from the Administration of Labour Relation Department.
- Trade license should be valid.

Documents required

- Authorized signatory’s card.
- Three copies of the work contract, signed by the two parties bearing the company stamp.
- Copy of the old contract.
• Approval from the department of labor relations, in case if the salary will be decreased.

Steps to Follow

- The work contract amendment application is typed in the typing offices or by the firms participating in the smart card program.
- The application will be sent electronically.
- The application is vetted and scrutinized as per the following:
  - If all the conditions are met and the complete documents are submitted, the application is processed and the new work contract with the amendments is sent through post.
  - In case of missing documents the applicant is notified of the same either directly at the counter or through the post along with a checklist of missing documents.
  - The applicant has to then submit the missing documents through “Tas-Heel”.

Where to Apply?

Application will be submitted through “Tas-Heel” or the Smart card.

Fees

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Work Contract Amendment</td>
<td>200</td>
<td>200</td>
<td>200</td>
</tr>
</tbody>
</table>

Other Scenarios

In case of contracts issued for school staff the form has to be duly signed by the Ministry of Education and hence is different from those applications used for company staff.

Contracts issued can be of 2 types

- Limited period
- Unlimited period

  - A limited period contract would have details such as the duration specified for work in terms of a start date to the expiry date of the working term.
  - An unlimited contract has no such time duration specified but the start date.
  - If there is a substantial increase in the salary 3 months bank statements with revised salary has to be produced.
- In case of a change in profession showing an upward trend, e.g. to a manager level or highly skilled professionals like a doctor, engineer etc the basic qualification is a degree.

- The time duration for issuing new labour cards and work contract agreements may take a maximum of 2 days.

- Company A mostly comprises of Locals, Indian, Pakistani etc. The company has to be owned by Local.

- Company B comprised of both locals and expiates.

- Company C comprised of only 1 particular nationality.

- The qualifications are duly verified, there is a specific degree verification form which can be obtained at the typing office, this has to be filled and submitted with a fee of 490 AED for certificate verification at the E post office. The blue receipt also needs to be submitted along with the work contract amendment application.

- A receipt is issued with the date of submission with a fee of 10 AED which is payable at any post office.

Note: The certificate of the Master's, Bachelors, PhD, and Diploma holders are verified according to the job title by certain companies authorized to perform these verifications through the typing offices.

B6 4-Replacement of Lost Cards

Definition

This service is provided by the Ministry to any firm wishing to obtain a substitute labour card for a lost one or a damaged card using the appropriate forms designed for the purpose.

Application Form

Replacement of lost labour card
Replacement of damaged labour card

Conditions

- A valid trade license

Documents required

- Authorized signatory's card.
- Passport copy
- Colored photographs.
- Certificate from the police regarding the lost card
- Original card incase it is damaged
Steps to Follow

1. The replacement of lost/damaged labour card application is typed in the typing offices or by the firms participating in the smart card programme.
2. The application is submitted electronically.
3. The application is vetted and scrutinized as per the following:
   - If all the conditions are met and the documents submitted, the application is processed and the new labour card is sent through post.
   - In case of missing documents the applicant is notified of the same either directly at the counter or through the post along with a checklist of missing documents.
   - Missing documents will be submitted through “Tas-Heel”.

Where to Apply?

Application will be submitted to the Permits Dept. at the Ministry HQ in Abu Dhabi or Dubai or the concerned Labour Office, or directly posted.

Fees

<table>
<thead>
<tr>
<th>Category</th>
<th>Application for a Replacement of lost Card</th>
<th>500</th>
<th>1500</th>
<th>2500</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fee (in Dirham)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B7-Cancellation

B7 1-Cancellation of a Worker’s Labour Card

Definition:

This service is provided by the Ministry to any firm wishing to cancel a worker’s labour card using the appropriate forms designed for the purpose.

Application Form:

Application for Cancellation of a Labour Card

- 2 applications forms for cancellation of a labour card: a) one for cancellation office in MOL b) second to Dubai emigration Department. In case the Dubai emigration Department did not get a copy the labour card can be activated at any time.

Conditions:

- All documents requested for application must be complete.
- The application form bearing the firm seal must be signed by both parties (the employer and the worker) and stamped with the same firm seal on the computer card.
- The prescribed fine must be paid at least two months after expiration of the card.
- In the absence of the worker’s signature on the passport, either the applicant has to bring the labour contract or the labourer will be requested to appear personally.
Documents required

- Copy of signatory’s authorization card.
- Original passport, or in case it is not available, a certificate from the Emigration Dept. with date of exit.
- PRO card.
- Original card, or in case it is lost, report from the Police, stamped by Inspection Department.

Steps to Follow

1. Application for cancellation of a labour card is typed at typing offices or firms participating in smart card program
2. Application is submitted to the counter for scrutiny and vetting of attached documents.
3. The application is processed at the counter and referred to Emigration Dept for cancellation of the worker’s Residence.

Where to Apply?
Application will be submitted to the cancellation Dept. and Permits Dept. at the Ministry HQ in Abu Dhabi and Dubai or the concerned Labour Office.

Fees

<table>
<thead>
<tr>
<th>Document</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Worker’s L. Card Cancellation Request</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Fines

*Failure to obtain or renew the Labour Card in time will render the defaulter liable to fine in the manner shown below:*

<table>
<thead>
<tr>
<th>Labour Card:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>for more than 60 days and up to 6 months</td>
<td>1000</td>
<td>2000</td>
<td>3000</td>
</tr>
<tr>
<td>Labour Card:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>for more than 6 months and up to 12 months</td>
<td>3000</td>
<td>4000</td>
<td>5000</td>
</tr>
<tr>
<td>Labour Card:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>for more than 12 months</td>
<td>10000</td>
<td>10000</td>
<td>10000</td>
</tr>
</tbody>
</table>
Definition:

This service is provided by the Ministry to any firm wishing to cancel an illegal worker’s labour card using the appropriate forms designed for the purpose.

Application Form:

Application for Cancellation of an Illegal Worker’s Labour Card

Conditions:

- All documents requested for application must be complete.
- Both the employer and worker must sign the application.
- The prescribed fine must be paid at least two months after expiration of the card.

Documents required

- Copy of signatory’s authorization card.
- Worker’s passport copy.
- Personal photo.
- Worker’s original card.

Steps to Follow
1. Application for cancellation of an illegal worker’s labour card is typed at typing offices or firms participating in smart card program
2. Application is submitted to the counter for scrutiny and vetting of attached documents.
3. The application is processed at the counter and referred to emigration dept for cancellation of the worker’s residence.

Where to Apply?

Application will be submitted to the Permits Dept. at the Ministry HQ in Abu Dhabi and Dubai or the concerned Labour Office.

Fees

<table>
<thead>
<tr>
<th>An Illegal Worker’s L. Card Cancellation Request</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td>200</td>
<td>200</td>
<td></td>
</tr>
</tbody>
</table>

Fine

*Failure to obtain or renew the Labour Card in time will render the defaulter liable to fine in the manner shown below:

<table>
<thead>
<tr>
<th>Labour Card: for more than 60 days and up to 6 months</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>2000</td>
<td>3000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Labour Card: for more than 6 months and up to 12 months</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000</td>
<td>4000</td>
<td>5000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Labour Card: for more than 12 months</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000</td>
<td>5000</td>
<td>5000</td>
<td></td>
</tr>
</tbody>
</table>
B7 3-Cancellation of labour card without Sponsor’s Consent

Definition:

This service is provided by the Ministry to Labor for employees who wants to cancel a worker's labor card without the consent of his sponsor, using the appropriate forms designed for the purpose.

Application Form:

Application for Cancellation of a Worker’s Labour Card

Conditions:

- All documents requested for application must be complete.
- Employee must sign the application.
- Approval of Labour Relations Dept. and the Undersecretary or the Minister's seal.
- Prescribed fine must be paid at least two months after expiration of the card.

Documents required

- Original worker’s passport.
- Worker’s original card.
- Two copies of the cancellation form with NOC.

Steps to Follow
1. Application for cancellation of a worker’s labour card is typed at typing offices or firms participating in smart card program.
2. Application is submitted to the counter for scrutiny and vetting of attached documents.
3. The application is processed at the counter and referred to Emigration Dept for cancellation of the worker’s Residence.

Where to Apply?

Application will be submitted to the cancellation Dept. and Permits Dept. at the Ministry HQ in Abu Dhabi and Dubai or the concerned Labour Office.

Fees

<table>
<thead>
<tr>
<th>Document Category</th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancellation of labor card without Sponsor’s Consent</td>
<td>200</td>
<td>200</td>
<td>200</td>
</tr>
</tbody>
</table>

Fine

Failure to obtain or renew the Labour Card in time will render the defaulter liable to fine in the manner shown below:

<table>
<thead>
<tr>
<th>Labour Card:</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>for more than 60 days and up to 6 months</td>
<td>1000</td>
<td>2000</td>
<td>3000</td>
</tr>
<tr>
<td>for more than 6 months and up to 12 months</td>
<td>3000</td>
<td>4000</td>
<td>5000</td>
</tr>
<tr>
<td>for more than 12 months</td>
<td>5000</td>
<td>5000</td>
<td>5000</td>
</tr>
</tbody>
</table>
B7 4- Cancellation of an Employee’s Labour Card / Labour Permit (used labour permit), and for those whose Labour Card has not been issued

Definition

This service is provided by the Ministry to any firm wishing to cancel an employee’s labour card / labour permit, using the appropriate forms designed for the purpose.

Application Form

Application for Cancellation of a labour card
Application for Cancellation of used labour permit

Conditions

• The prescribed fine must be paid following the expiration of the card or failure to obtain it on time.

Documents required

• copy of computer card
• worker’s original passport
• Worker’s original labour card or a certificate from the police incase it is lost

Steps to Follow
1. Application for Cancellation of a Worker's Labour Permit is typed at typing offices or firms participating in smart card program
2. application is submitted to the counter for scrutiny and vetting of attached documents
3. Incase the conditions are met, the cancellation application for the labour card and the Visa is directly processed at the counter
4. Incase of missing document, the applicant is directly notified to submit the missing documents and re-apply, to complete the procedures.

Where to Apply?

Application will be submitted to the Cancellation Managements and Permits Dept. at the Ministry HQ in Abu Dhabi or Dubai or the concerned Labour Office.

Fees and Fine

<table>
<thead>
<tr>
<th>Used Labour Permit cancellation request</th>
<th>N / A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labour Card for more than 60 days and up to 6 months</td>
<td>1000</td>
</tr>
<tr>
<td>Labour card for more than 6 months up to 12 months</td>
<td>3000</td>
</tr>
<tr>
<td>Labour card for 12 months</td>
<td>5000</td>
</tr>
</tbody>
</table>

Note:
- The prescribed fines are calculated from the date of entry (provided the labour card is not issued) or from the first date of the card expiry until the cancellation date.
- The cancellation application is valid only till the prescribed fines are paid or for a maximum period of 30 days.
B7 5-Cancellation Worker’s Labour Card (Outside the country)

Definition

This service is provided by the Ministry to any firm wishing to cancel the labour card of a worker who has left the UAE, using the appropriate forms designed for the purpose.

Application Form

Application for Cancellation of Worker’s Labour Card (outside the country)
Application for Cancellation of Worker’s Labour Card who has been outside the country for less than 6 months

Conditions

- Cancellation can be done only after 6 months from the date of exit
- The original passport incase of cancellation of a worker who has been outside the country for less than 6 months
- Prescribed fees and fines need to be paid for not issuing the Labour card or renewing it on time.

Documents required
• Copy of computer card
• A printout from Emigration Dept. showing the date of exit
• Worker’s original passport incase of cancellation of a worker who has been outside the country for less than 6 months

Steps to Follow

1. Application for Cancellation of Worker’s Labour card (outside the country) is typed at typing offices or firms participating in smart card program
2. Application is submitted to the counter for scrutiny and vetting of attached documents.
   In case the conditions are met the application will then be processed at the counter.
3. The employee's labour card will be cancelled directly at the counter and it will be referred to Emigration counter for cancellation of the worker’s Residence.

Where to Apply?
Application will be submitted to the Permits Dept. at the Ministry HQ in Abu Dhabi or Dubai or the concerned Labour Office.

Fees and Fine

<table>
<thead>
<tr>
<th>Request for the cancellation of a labour card (outside the country)</th>
<th>200</th>
<th>200</th>
<th>200</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labour Card for more than 60 days and up to 6 months Labour:</td>
<td>1000</td>
<td>2000</td>
<td>3000</td>
</tr>
<tr>
<td>Labour card for more than 6 months up to 12 months</td>
<td>3000</td>
<td>4000</td>
<td>5000</td>
</tr>
<tr>
<td>Labour card for 12 months</td>
<td>5000</td>
<td>5000</td>
<td>5000</td>
</tr>
</tbody>
</table>

Note: Fine will be calculated from the date of entry (in case the labour card is not issued) or from the first date of expiry of the labour card till the date of exit.
B7 6-Cancellation of Labour Card for labour Disputes

Definition

This service is provided by the Ministry to any firm wishing to cancel the labour card / used labour permit (even if labour card was not issued) of a worker who is involved in a labour dispute and whose case has been transferred to the court, using the appropriate forms designed for the purpose.

Application Form

Application form for a Worker Involved in a Labour Dispute

Conditions

- Prescribed fines should be paid in case of expiry of the card or failure to obtain the card on time.

Documents required

- Copy of computer card
- Copy of the worker's passport

Steps to Follow

1. Application for cancellation of a worker’s labour card is typed at typing offices or firms participating in smart card program
2. Application is submitted to the counter in Labour Relation Department at the Ministry HQ in Abu Dhabi or Dubai or the concerned Labour Office.
3. Application is processed at the counter after payment of prescribed fee and referred to Emigration counter for cancellation of the worker’s Residence.

Fees and Fines

<table>
<thead>
<tr>
<th>Category (A)</th>
<th>Category (B)</th>
<th>Category (C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for the cancellation of labour card for workers involved in disputes</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Labour Card for more than 60 days and up to 6 months Labour</td>
<td>1000</td>
<td>2000</td>
</tr>
<tr>
<td>Labour card for more than 6 months up to 12 months</td>
<td>3000</td>
<td>4000</td>
</tr>
<tr>
<td>Labour card for 12 months</td>
<td>5000</td>
<td>5000</td>
</tr>
</tbody>
</table>
Where to Apply?

Application will be submitted to the Permits Dept. at the Ministry HQ in Abu Dhabi or Dubai or the concerned Labour Office.

Note:

- The prescribed fines are calculated from the date of entry (in case the labour card was not issued) or from the first date of expiry until the date of transference of the case to the court.
B7 7-Cancellation of a Deceased Worker’s Labour Card

Definition

This service is provided by the Ministry to any firm wishing to cancel the labour card of a worker because of his death, using the appropriate forms designed for the purpose.

Application Form

Application for Cancellation of a Dead Worker’s Labour Card

Conditions

• The prescribed fine must be paid following the expiration of the card or in case of failure to obtain a labour card on time.

Documents required

• Copy of computer card
• Worker’s original passport in case he dies in the country
• Death certificate attested from the concerned Dept.

Steps to Follow

1. Application for cancellation of a dead worker’s labour card is typed at typing offices or firms participating in smart card program
2. Application is submitted to the counter in MOL for scrutiny and vetting of attached documents in case all the requirements are met, application is processed at the permits counter.
3. It will then be referred to Emigration counter for cancellation of the worker’s Residence.

Where to Apply?

Application will be submitted to the Permits Dept. at the Ministry HQ in Abu Dhabi or Dubai or the concerned Labour Office.
<table>
<thead>
<tr>
<th>Labour card cancellation request for a deceased worker</th>
<th>N/A</th>
<th>N/A</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labour Card for more than 60 days and up to 6 months Labour:</td>
<td>1000</td>
<td>2000</td>
<td>3000</td>
</tr>
<tr>
<td>Labour Card for more than 6 months up to 12 months</td>
<td>3000</td>
<td>4000</td>
<td>5000</td>
</tr>
<tr>
<td>Labour card for 12 months</td>
<td>5000</td>
<td>5000</td>
<td>5000</td>
</tr>
</tbody>
</table>

**Note:**  
- Prescribed fines are calculated from the date of entry (in case labour card was not issued) or from the first date of expiry until the date of death.
B7 8-Deletion of a Worker Registered With another Firm
This procedure is directly though the typing offices

Definition:
This service is provided by the Ministry to any firm wishing to delete the name of a worker who is working for another firm, using the appropriate forms designed for the purpose.

Application Form:
Application for Deletion of a Worker Registered With another Firm

Conditions:

• All documents requested for application must be complete
• Worker must have a labour card or residence permit with another company (for those whose labour card expired on or before 31.12.2005).

Documents required

• Copy of signatories authorization card
• Copy of trade license
• Company’s pay-roll

Steps to Follow

1. Application for deletion of a worker registered with another firm is typed at typing offices or firms participating in smart card program
2. Application is submitted to the counter for scrutiny and vetting of attached documents
3. The application is processed at the counter and the worker is deleted forthwith.

Where to Apply?
Application will be submitted to the Permits Dept. at the Ministry HQ in Abu Dhabi and Dubai or the concerned Labour Office.

Fees

| Deletion of Workers Registered With Other Firms | N/A | N/A | N/A |
B7 9-Deletion of a Worker Whose Name is Repeated

Definition:

This service is provided by the Ministry to any firm wishing to delete the name of a worker whose name appear more than once on the record, using the appropriate forms designed for the purpose.

Application Form:

Application for Deletion of a Worker Whose Name is repeated

Conditions:

- All documents requested for application must be complete

Documents required

- Copy of signatories authorization card
- Copy of trade license
- Company’s pay-roll

Steps to Follow

- Application for deletion a worker whose name is repeated is typed at typing offices or firms participating in smart card program
- Application is submitted to the counter for scrutiny and vetting of attached documents
- Application is processed at the counter and the worker is deleted forthwith.

Where to Apply?

Application will be submitted to typing offices or firms participating in smart card program

Fees

<table>
<thead>
<tr>
<th>Document</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deletion of a Repeated Worker’s Name</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
B7 10-Cancellation of worker’s Labour Card due to a Contagious Disease

Definition

This service is provided by the Ministry to any firm wishing to cancel the labour card of a worker suffering from a contagious disease, using the appropriate forms designed for the purpose.

Application Form

Application for Cancellation of worker’s Labour Card due to a contagious disease

Conditions:

• The prescribed fine must be paid following the expiration of the card or in case of failure to obtain a labour card on time.

Documents required

• Copy of computer card
• Worker’s original passport
• Original medical certificate proving his health condition

Steps to Follow

1. Application for cancellation of a worker's Labour Card due to a contagious disease is typed at typing offices or firms participating in smart card program
2. Application is submitted to the labour relation counter in MOL for scrutiny and vetting of attached documents to process the cancellation application with a Ban
3. Application is processed at the permits counter and referred to Emigration counter for cancellation of the worker’s Residence.

Where to Apply?

Application will be submitted to the Permits Dept. at the Ministry HQ in Abu Dhabi or Dubai or the concerned Labour Office
### Fees and Fine

<table>
<thead>
<tr>
<th>Labour card cancellation request for a worker with a contagious disease</th>
<th>N/A</th>
<th>N/A</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labour Card for more than 60 days and up to 6 months Labour:</td>
<td>1000</td>
<td>2000</td>
<td>3000</td>
</tr>
<tr>
<td>Labour card for more than 6 months up to 12 months</td>
<td>3000</td>
<td>4000</td>
<td>5000</td>
</tr>
<tr>
<td>Labour card for 12 months</td>
<td>5000</td>
<td>5000</td>
<td>5000</td>
</tr>
</tbody>
</table>

**Note:**
- Prescribed fines are calculated from the date of entry (in case labour card was not issued) or from the first date of expiry until the date confirming his medical condition.

### Information on cancellations

**Cancellations are basically of 2 broad categories:-**

- Those including cancellation of the Labour card when the person is within the country (Normal Cancellation). All the normal cancellations are covered in the manual.
- Those including cancellation of the Labour card when the person has left the country (Outside the country)

**Normal Cancellations include the following types:-**

- Cancellation of a worker’s Labour Card
- Cancellation of a worker’s Labour Card without Sponsor’s consent.
- Cancellation of an Illegal Workers Labour Card.
- Cancellation of used Labour Permit.
- Deletion of a worker registered with another firm.
- Cancellations of labour card for labour Disputes.
- Cancellation of Deceased Workers labour card.
- Deletion of a worker whose name is repeated.
Types of cancellation as per Labour Permit department:-

I. Cancellation of a workers permit:-
These cancellations are non transferable and free of charge
   b. No data of the employee in the emigration department
   c. Has a labour Permit with another firm
   d. Partner or investor:-
Initially MOL used to provide Employment Visa for partners or investors however this now comes under the jurisdiction of the Emigration Department that issues Investment Visa to Investors. If a company has 2 Partners and one leaves the company, the other can request MOL to cancel his partner’s visa (pertaining to the former instance).
   e. Administrative cancellation:-
In case of police cases, or accidents or if a person has any court proceedings against him then administrative cancellations are done and the person concerned may be deported to his country by the police.

II. Cancellation outside the country:-
These cancellations have a fee of 200 AED.
   a. Workers less than 6 months outside the country
   b. Workers who are more than 6 months outside the country.

The MOL provides 3 solutions to employers wishing to cancel the Labour Cards of employees who are outside the country.

- Employers can ask their employee to send his original passport in order to cancel the Labour card.
- Employers can wait for 6 months, after which they can prepare an application form for cancellation of the Labour Card for which they pay a fee of 200 AED.
- They can wait till the visa expires and then apply for cancellation or incase the visa has not expired wait for 6 months and then cancel. Fee for this is also 200 AED.
- In the 2 former cases a report from the emigration department would be required to show when he had left the country.

III. Application for cancellation of Labour Card (Normal cancellation)
   b. Cancellation of used Labour Permit:-
      Cancellation when the visa has been used (VISA USED)
      When a person enters the country on an employment visa and then decides not to work for his employer he can apply for a cancellation of his visa provided his labour card was still not made. This condition is referred to as Cancellation of Used Visa.

IV. Cancellation of Unused Labour Permit:-
Cancellation can also be done when a VISA has not been used. (VISA NOT USED)
It is the cancellation of the employment visa that is required to be done at the MOL. There is a form for that called “Approval Cancelled”
V. Other types of cancellations:

- **Cancellations involving Absconding Employees**
  If a person has been reported Absconding and if the emigration department has submitted a report stating that the person has left the country then the cancellation could be done on an Absconding Cancellation form after 3 yrs (Validity Period of the Labour Card). If he has not left the country as per the Emigration report the labour card would not be valid for more than 3 years but cancellations need not be made by his employer. As and when he is found he would be brought to MOL for any further action to be taken by the concerned Department.

- **Old labour cards**
  These are those cards that were done manually before computerization at MOL.