



**Cabinet RESOLUTION NO. (15) of 2017 on
The Service Fees and Administrative Fines in the Ministry of Human
Resources and Emiratization**

The Cabinet,

- HAVING REVIEWED THE CONSTITUTION,
- FEDERAL LAW NO. (1) OF 1972 ON THE COMPETENCIES OF THE MINISTRIES AND POWERS OF THE MINISTERS AND ITS AMENDMENTS,
- FEDERAL LAW (8) OF 1980 AND ITS AMENDMENTS GOVERNING LABOR RELATIONS,
- FEDERAL LAW NO. (1) OF 2011 ON PUBLIC REVENUES OF THE STATE,
- FEDERAL DECREE-LAW NO. (14) OF 2016 ON ADMINISTRATIVE VIOLATIONS AND PENALTIES IN THE FEDERAL GOVERNMENT,
- CABINET RESOLUTION NO. 25 OF 2010 ON INTERNAL WORK PERMITS APPLICABLE IN THE MINISTRY OF LABOR, AS AMENDED,
- CABINET RESOLUTION NO. 26 OF 2010 ON THE CLASSIFICATION OF ESTABLISHMENTS GOVERNED BY THE LABOR LAW AND THE BANK GUARANTEES APPLICABLE THERETO, AS AMENDED,
- CABINET RESOLUTION NO. 40 OF 2014 ON THE FEES OF SERVICES RENDERED BY THE MINISTRY OF LABOR AND
- AT THE PRESENTATION OF THE MINISTER OF FINANCE, AND THE APPROVAL OF THE CABINET,

Has decided:



Article 1

Definitions

In the application of the provisions of this Decision, the following words and expressions shall have the meanings assigned against each, unless the context requires otherwise:

State: United Arab Emirates

Ministry: The Ministry of Human Resources and Emiratization

Establishment: Every economic, technical, industrial or commercial unit where workers are employed, aiming at producing or marketing goods or providing services of any kind and is governed by Federal LAW NO. 8 of 1980 referred to above.

Category: categories used to classify establishments in Cabinet RESOLUTION NO. 26 of 2010 referred to above.

Article 2

a- Fees shall be charged for the following services rendered by the Ministry, as provided for in the schedules attached herewith:

1. Registration of establishments.
2. Work permits inside the state.
3. Work permits outside the state.
4. Work assignment permits outside the state.
5. Renewal and amendment of work permits and contracts.
6. Workers' work for a new employer.
7. Special recruitment agencies.
8. Support service workers category.

No	Service Category	Fees (AED)
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1	Category 1	25
2	Category 2	50
3	Category 3	100
4	Category 4	150
5	Category 5	200
6	Category 6	300
7	Category 7	400
8	Category 8	500

b– The following fees shall be charged for the services rendered through the systems of the Ministry:

c– The Minister, or his authorized person, shall determine the services under each of the categories referred to in item (b) of this Article.

Article 3

Administrative Fines

For the violations set out in the following table, the fines shown next to each shall be charged:

No	Description of the Violation	Fines (AED)
1	Failure to provide the Ministry with the employment contract within sixty (60) days from the date of the worker's entry into the state or modification of his status.	AED 100 per month, subject to a maximum of AED 2,000.
2	Failure to renew the work permit within sixty (60) days from the date of its expiry.	AED 200 per month, subject to a maximum of AED 2,000.



3	Failure to provide the Ministry with the employment contract for an assignment outside the state within thirty (30) days from the date of the worker's entry into the state	AED 100 per day, subject to a maximum of AED 2,000.
4	Failure to renew the work assignment permit within seven (7) days from its expiry.	AED 100 per day, subject to a maximum of AED 2,000.
5	Practicing false Emiratisation.	AED 20,000 for every Emirati worker
6	Entering incorrect data in the Wage Protection System to circumvent the provisions of the system.	AED 5,000 per worker, subject to a maximum of AED 50,000 if there are more than one worker.
7	Failure to pay the wage due to the worker through the Wages Protection System within the time limits set out under a decision by the Minister.	AED 1,000 per worker.
8	Making the workers sign formal documents stating that they received their dues.	AED 5,000 per worker.
9	The accommodation does not comply with the Ministry's standards.	AED 20,000 per each case, irrespective of the number of the workers.
10	Failure to use the services of the worker for a period exceeding two months from his entry into the State or issuing a work permit for him.	AED 20,000 per worker.



11	Making the worker pay the costs of his expatriation and employment established by the Ministry or making any deductions from his wage without a legal cause.	AED 5,000 per worker.
12	Failure to observe the established procedures of employing citizens or ending their service.	AED 20,000 per case.
13	Failure to respond to several notices from the Ministry, in the cases determined by the Minister and according to the procedures he issues in this regard.	AED 10,000 per each case.
14	Failure to observe the Ministry's established procedures regarding reporting the worker's absence from work for more than ten (10) business days without a legal cause.	AED 20,000 per worker.
15	Submitting a vexatious or formal complaint regarding the worker's absence from work.	AED 20,000 per worker
16	Failure to observe the provisions of Ministerial Decrees regarding the prohibition of work during midday hours.	AED 5,000 per worker, subject to a maximum of AED 50,000 if there are more than one worker
17	Submission of false documents or details to the Ministry to obtain a service or benefit.	AED 20,000 per incident
18	Failure to observe work conditions and requirements provided for in Federal LAW NO. 8 of 1980 referred to above, the Ministerial Decrees	AED 10,000 per incident



	issued in this regard or in the employment contract.	
19	Failure to observe occupational health and safety standards provided for in Ministerial Decrees issued in this regard or failure to observe established procedures to eliminate a danger to the health and safety of the workers.	AED 10,000 per incident
20	Failure to advise the Ministry of labor injuries, occupational illness or the worker's death according to the provisions of Federal LAW NO. 8 of 1980 referred to above.	AED 10,000 per incident
21	Failure to correct accommodation standards violation according to the procedures and deadlines set by the Ministerial Decrees issued in this regard.	AED 10,000 per incident
22	Failure to renew mediation agency license within sixty (60) days from the date of its expiry.	AED 2,000 per month, subject to a maximum of AED 20,000.
23	Failure to renew the temporary employment agency license within sixty (60) days from the date of its expiry.	AED 2,000 per month, subject to a maximum of AED 20,000.
24	Conducting mediation or temporary employment agency activities without a license issued by the Ministry.	AED 50,000 per incident



25	Failure to observe the standards of the operation guide, the licensing guide, the technical specifications guide or the visual identity guide of contracted service centers set out in Category 1.	AED 10,000 per violation
26	Failure to observe the standards of the operation guide, the licensing guide, the technical specifications guide or the visual identity guide of contracted service centers set out in Category 2.	AED 10,000 per violation

Article 4

Grievances

An interested person may submit a written grievance to the Ministry regarding any of the administrative fines referred to in Article 3 hereof imposed against him, within ten (10) business days from advising him of the grieved decision, provided the said grievance must be reasoned and supported by all the required documents. A decision shall be issued regarding the grievance within twenty (20) days from the date of its submission, according to the Ministry's applicable procedures.

Article 5

Revenue Allocation Agreement

An agreement was concluded between the Ministry and the Ministry of Finance to allocate a part of the fees charged for the services referred to in Article 2(b) hereof to develop the Ministry's systems and services, as well as to determine the share of service providers for the services they render.



Article 6

An establishment shall be exempted from the fees referred to in Article 2(a) hereof, if:

- a– It is a fishing boat.
- b– The fees are chargeable on the establishment due to its employment of an Emirati or GCC citizen.

Article 7

Exemption from Administrative Fees and Payment in Instalments

The Minister may decide exemptions and payment in instalments of the administrative fines referred to in Article 3 hereof, provided such exemptions and the mechanism of their payment in instalments, including the required conditions, controls and procedures, shall be determined by a decree to be issued by the Minister in coordination with the Ministry of Finance for this purpose.

Article 8

Settlement of Administrative Fines

All administrative fines due on an establishment (subject to a maximum of AED 2,000 per worker) for its failure to issue or renew the labor card shall be settled, if such fines are due before the effective date of Cabinet RESOLUTION NO. 40 of 2014 referred to above, or if they result from the committing of any of the violations provided for in Article 3(1) –(4) thereof.

Article 9

Amendment of Administrative Fees and Fines

The Cabinet may amend the administrative fees and fines provided for herein though addition, deletion or modification.



Article 10

Collection of Administrative Fees and Fines

The administrative fees and fines provided for herein shall be collected through the methods decided by the Ministry of Finance in this regard.

Article 11

General

- a– For the purposes of collecting the administrative fees and fines set out in Articles 2 & 3 hereof, a part of a day shall be regarded as a day and a part of a month shall be regarded as a month.
- b– The Minister shall determine the conditions, controls and standards of services and violations set out herein.
- c– The Minister shall determine the controls and procedures regulating the conclusion and renewal of employment contracts and the terms, guarantees and details they must contain, according to applicable law in the state.
- d– The Ministry, and any entity authorized by it, may conclude contracts with any public and private establishments and companies to provide any of these services.
- e– The Ministry shall collect the financial guarantees required for the transactions of supportive labor category, by a decree to be issued by the Minister in coordination with the Minister of Finance for this purpose, provided the said decree shall provide for the conditions and controls of collecting these financial guarantees and the exemption therefrom.
- f– The Minister of Finance, in coordination with the Minister, shall raise an annual report to the Cabinet on the revenues and financial allocations for the development of the Ministry's systems and services.



Article 12

Issuance of Executive Decisions

The Minister shall issue the executive decision required to enforce the provisions hereof.

Article 13

Transitional Provisions

The provisions of service fees provided for in Cabinet RESOLUTION NO. 40 of 2014 referred to above shall remain effective for six (6) months of the date of publishing this Decree in the Official Gazette, provided the said Resolution shall be cancelled after the said period. Moreover, any and all provisions to the contrary of or in conflict with this Decree shall be cancelled.

Article 14

Entry into Force

This Decree shall enter into force from the date of its issuance, except for the following:

- a- The administrative fines set out in Article 3(18), (24), (25) and (26) hereof shall enter into force 45 days from the date of its publication in the Official Gazette.

Article 15

Publication

This Resolution shall be published in the Official Gazette.

By Mohamed Bin Rashid Al Maktoum

Issued on 17 Shaaban 1438 H

Corresponding to 14 May 2017 G

UNITED ARAB EMIRATES
MINISTRY OF HUMAN RESOURCES
& EMIRATISATION



الإمارات العربية المتحدة
وزارة الموارد البشرية
والتوظيف



TABLES ATTACHED WITH CABINET RESOLUTION NO. 15 OF 2017
ON THE SERVICE FEES AND ADMINISTRATIVE FINES APPLICABLE IN THE
MINISTRY OF HUMAN RESOURCES AND EMIRATISATION

Table (1) Registration of Establishments													
No	Type of Service	Fee (AED)											
		Category 1		Category 2								Category 3	
				A		B		C		D			
		Skilled	With limited skills	Skilled	With limited skills	Skilled	With limited skills	Skilled	With limited skills	Skilled	With limited skills	Skilled	With limited skills
1	Opening An Establishment File	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
2	Issuance of An Electronic Signature Card	250	250	250	250	250	250	250	250	250	250	250	250
3	Issuance of a non-national PRO card valid for 2 years.	200	200	200	200	200	200	200	200	200	200	200	200

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Table (2)
Work Permits from Inside the State

Table (2)													
Work Permits from Inside the State													
No	Type of Service	Fee (AED)											
		Category 1		Category 2								Category 3	
				A		B		C		D			
		Skilled	With limited skills	Skilled	With limited skills	Skilled	With limited skills	Skilled	With limited skills	Skilled	With limited skills	Skilled	With limited skills
1	Application for a work permit for a person on his parent's residency	200		200		200		200		200		200	
2	Issuance of a work permit for a person on his	300	300	500	1,000	1,000	2,000	1,500	2,500	2,000	3,000	5,000	5,000



	parent's residency, valid for 2 years												
3	Application for a work permit for a minor	100	100	100	100	100	100	100	100	100	100	100	100
4	Issuance of a work permit for a minor	500	500	500	500	500	500	500	500	500	500	500	500
5	Application for a temporary work permit	100	100	100	100	100	100	100	100	100	100	100	100
6	Issuance of a temporary work permit	100 per month	100 per month	100 per month	100 per month	100 per month	100 per month	100 per month	100 per month	100 per month	100 per month	100 per month	100 per month
7	Application for a part-time work permit	100	100	100	100	100	100	100	100	100	100	100	100
8	Issuance of a part-time work permit	100 per month	100 per month	100 per month	100 per month	100 per month	100 per month	100 per month	100 per month	100 per month	100 per month	100 per month	100 per month
9	Application for a training work permit	100	100	100	100	100	100	100	100	100	100	100	100

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10	Issuance of a training work permit	100 per month	100 per month	100 per month	100 per month	100 per month	100 per month
11	Application for a work permit to test a worker	100	100	100	100	100	100
12	Issuance of a work permit to test a worker	100 per month	100 per month	100 per month	100 per month	100 per month	100 per month



Table (3)													
Work Permits from Outside the State													
No	Type of Service	Fee (AED)											
		Category 1		Category 2								Category 3	
				A		B		C		D			
		Skilled	With limited skills	Skilled	With limited skills	Skilled	With limited skills	Skilled	With limited skills	Skilled	With limited skills	Skilled	With limited skills
1	Application for a Work Permit.	200		200		200		200		200		200	
2	Issuance of a Work Permit valid for 2 years	300	300	500	1,200	1,000	2,200	1,500	2,700	2,000	3,200	5,000	5,000



Table (4)													
Work Permits for an assignment from Outside the State													
No	Type of Service	Fee (AED)											
		Category 1		Category 2								Category 3	
				A		B		C		D			
		Skilled	With limited skills	Skilled	With limited skills	Skilled	With limited skills	Skilled	With limited skills	Skilled	With limited skills	Skilled	With limited skills
1	Application for a Work Permit for an assignment.	100		100		100		100		100		100	
2	Issuance of a Work Permit for an assignment.	100 per month		100 per month		100 per month		100 per month		100 per month		100 per month	



Table (5)

Renewal and Amendment of Work Permits and Employment Contracts

No	Type of Service	Fee (AED)											
		Category 1		Category 2								Category 3	
				A		B		C		D			
		Skilled	With limited skills	Skilled	With limited skills	Skilled	With limited skills	Skilled	With limited skills	Skilled	With limited skills	Skilled	With limited skills
1	Renewal of a work permit for 2 years.	300	300	500	1,200	1,000	2,200	1,500	2,700	2,000	3,200	5,000	5,000
2	Amendment of a work permit	200		200		200		200		200		200	
3	Amendment of employment contract.	200		200		200		200		200		200	
4	Renewal of a work permit for an assignment.	100 per month		100 per month		100 per month		100 per month		100 per month		100 per month	



Table (6)
WORKERS' WORK FOR NEW EMPLOYERS

No	Type of Service	Fee (AED)											
		Category 1		Category 2								Category 3	
				A		B		C		D			
		Skilled	With limited skills	Skilled	With limited skills	Skilled	With limited skills	Skilled	With limited skills	Skilled	With limited skills	Skilled	With limited skills
1	Application for a permit to work for a new employer.	100		100		100		100		100		100	
2	Issuance of a permit to work for a new employer, valid for 2 years.	150	150	250	500	500	1,000	750	1,250	1,000	1,500	2,500	2,500



3	Application for a permit to work for an establishment owned by the same owner or partner.	100	100	100	100	100	100
4	Issuance of a permit to work for an establishment owned by the same owner or partner, valid for 2 years.	100	100	100	100	100	100



Table (7) Private Recruitment Agency			
No	Type of Service	Fee (AED)	
		New	Renewal
1	An Mediation Agency License, valid for 1 year	50,000	25,000
2	A Temporary Employment Agency License, valid for 1 year.	100,000	50,000

Table (8) Support Workers			
No	Type of Service	Fee (AED)	
		New	Renewal
1	An electronic work permit for a support service worker, valid for 2 years (for Emiratis), and 1 year (non-nationals)	100	100
2	A support service worker employment contract, valid for 2 years (for Emiratis), and 1 year (non-nationals)	50	50

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