

UNITED ARAB EMIRATES

The Cabinet

### **Cabinet Resolution NO. 47 OF 2019**

#### **The Service Fees and Administrative Fines in the Ministry of Human Resources and Emiratisation**

**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 DETERMINED BANK GUARANTEES, AS AMENDED,
- CABINET RESOLUTION NO 15 OF 2017 ON THE MINISTRY OF HUMAN RESOURCES AND EMIRATISATION SERVICE FEES AND ADMINISTRATIVE FINES
- 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 Emiratisation

**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.

**Categories:** The categories used to classify establishments in Cabinet Resolution No 26 of 2010 referred to above.

## **Article 2**

### **Service Fees**

- 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. Domestic workers category.
- b- The following fees shall be charged for the services provided by a service provider through the Ministry's systems or any of the channels approved by it as set out in the following table:

No	Service Category	Fees (AED)
1	Category 1	19
2	Category 2	40
3	Category 3	80
4	Category 4	120
5	Category 5	160
6	Category 6	250
7	Category 7	340
8	Category 8	430

- c- Based on the proposal of the Minister of Finance and after coordination with the Minister, the Council of Ministers shall determine the services under each of the categories referred to in item (b) of this Article, within 3 months from the date hereof.

### Article 3

#### Administrative Fines

For the violations set out in the following table, administrative 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/her 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 a work assignment permit 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 unreal documents stating that they received their dues.	AED 5,000 per worker.
9	The accommodation does not comply with the Ministry's standards in this regard.	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 from the date of 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/her 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 unreal 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 incorrect documents or data to the Ministry to obtain a service or enjoy a 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 issued in this regard or the employment contract.	AED 10,000 per incident
19	Failure to observe occupational health and safety standards provided for in Ministerial Decrees issued in this regard or the failure to observe established procedures to eliminate a something that endangers 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 remedy a violation to accommodation standards 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 the activities of mediation or temporary employment agencies 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 engaged 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 the said party of the relevant decision, provided the said grievance must be reasoned and accompanied by all the required supporting 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**

##### **Exempting from the Payment of Fees**

An establishment shall be exempted from paying the fees provided for in Article (2) above in any of the following cases:

- a. If the establishment is a fishing boat.
- b. If the fees are payable by the establishment due to its employment of a UAE or GCC citizen.

#### **Article 6**

##### **Exemption from Administrative Fees and Payment in Instalments**

The Minister may decide to exempt an establishment from paying the administrative fines referred to in Article 3 hereof and payment in instalments of these fines, 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 7**

##### **Amendment of Administrative Fees and Fines**

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

#### **Article 8**

##### **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 9**

##### **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 complete day and a part of a month shall be regarded as a complete 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 the laws applicable 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 services according to approved controls and rules regulating this in the federal government.
- e- The Ministry shall collect the financial guarantees required for the transactions of domestic workers 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.

#### **Article 10**

##### **Issuance of Executive Decisions**

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

#### **Article 11**

##### **Cancellations**

Cabinet resolution No. (15) of 2017 Concerning the Administrative Services and Fines Applicable in the Ministry of Human Resources and Emiratisation, and any and all provisions in conflict herewith shall be cancelled.

#### **Article 14**

**Publication and Entry into Force**

This Decree shall be published in the Official Gazette and shall enter into force as of 07 July 2019.

**Mohamed Bin Rashid Al Maktoum**

**Prime Minister**

**Issued by us on 1 Zul-Qaadah 1440 H**

**Corresponding to 4 July 2019 G**







6	Application for a training work permit	50	50	50	50	50	50
7	Application for a work permit to test a worker	50	50	50	50	50	50

**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.	100		100		100		100		100		100	
2	Issuance of a Work Permit valid for 2 years	150	300	250	1,200	500	2,200	750	2,700	1,000	3,200	2,500	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.	50		50		50		50		50		50	





<b>Table (7)</b>			
<b>Private Recruitment Agency</b>			
<b>No</b>	<b>Type of Service</b>	<b>Fee (AED)</b>	
		<b>New</b>	<b>Renewal</b>
1	A Mediation Agency License, valid for 1 year	25,000	12,500
2	A Temporary Employment Agency License, valid for 1 year.	50,000	25,000

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