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:

1Failure 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 2,000.2Failure 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 2,000.3Failure 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 stateAED 100 per day, subject to a maximum of AED 2,000.4Failure to renew the work assignment permit within seven (7) days from its expiry.AED 100 per day, subject to a maximum of AED 2,000.5Practicing false Emiratisation.AED 20,000 for every Emirati worker.6Entering incorrect data in the Wage Protection System to circumvent the provisions of the system.AED 1,000 per worker, subject to a maximum of AED 5,000 per worker.7Failure 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 20,000 per worker.8Making the workers sign unreal documents stating that they received their dues.AED 20,000 per worker.9The accommodation does not comply with the Ministry's standards in this regard.AED 20,000 per worker.10Failure to use the services of the worker for a period from the date of issuing a work permit for him.AED 20,000 per worker.11Making the worker pay the costs of his expatriation and employment established by the Ministry or making any deductions from his/her wag	No	Description of the Violation	Fines (AED)
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employment established by the Ministry or making any		from the date of issuing a work permit for him.	
	11	Making the worker pay the costs of his expatriation and	AED 5,000 per worker.
deductions from his/her wage without a legal cause.		employment established by the Ministry or making any	
		deductions from his/her wage without a legal cause.	

12	Failure to observe the established procedures of	AED 20,000 per case.
	employing citizens or ending their service.	
13	Failure to respond to several notices from the Ministry, in	AED 10,000 per each case.
	the cases determined by the Minister and according to the	
	procedures he issues in this regard.	
14	Failure to observe the Ministry's established procedures	AED 20,000 per worker.
	regarding reporting the worker's absence from work for	
	more than ten (10) business days without a legal cause.	
15	Submitting a vexatious or unreal complaint regarding the	AED 20,000 per worker
	worker's absence from work.	
16	Failure to observe the provisions of Ministerial Decrees	AED 5,000 per worker, subject to
	regarding the prohibition of work during midday hours.	a maximum of AED 50,000 if
		there are more than one worker.
17	Submission of incorrect documents or data to the	AED 20,000 per incident
	Ministry to obtain a service or enjoy a benefit.	
18	Failure to observe work conditions and requirements	AED 10,000 per incident
	provided for in Federal Law No 8 of 1980 referred to	
	above, the Ministerial Decrees issued in this regard or the	
	employment contract.	
19	Failure to observe occupational health and safety	AED 10,000 per incident
	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.	
20	Failure to advise the Ministry of labor injuries,	AED 10,000 per incident
	occupational illness or the worker's death according to	
	the provisions of Federal Law No 8 of 1980 referred to	
	above.	
21	Failure to remedy a violation to accommodation	AED 10,000 per incident
	standards according to the procedures and deadlines set	
	by the Ministerial Decrees issued in this regard.	
22	Failure to renew mediation agency license within sixty	AED 2,000 per month, subject to a
	(60) days from the date of its expiry.	maximum of AED 20,000.
	(60) days from the date of its expiry.	maximum of AED 20,000.

23	Failure to renew the temporary employment agency	AED 2,000 per month, subject to a
	license within sixty (60) days from the date of its expiry.	maximum of AED 20,000.
24	Conducting the activities of mediation or temporary	AED 50,000 per incident
	employment agencies without a license issued by the	
	Ministry.	
25	Failure to observe the standards of the operation guide,	AED 10,000 per violation
	the licensing guide, the technical specifications guide or	
	the visual identity guide of engaged service centers set out	
	in Category 1.	
26	Failure to observe the standards of the operation guide,	AED 10,000 per violation
	the licensing guide, the technical specifications guide or	
	the visual identity guide of contracted service centers set	
	out in Category 2.	

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 though 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.

<u>Article 10</u>

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

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)						
					Registra	tion of Es	tablishment	ts					
No	Type of Service	Fee (AED)											
		Categ	gory 1				Categ	ory 2				Categ	gory 3
			-	ŀ	٩		В	(-	[)		
		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

	Table (2) Work Permits from Inside the State												
No	Type of Service			1			Fee	(AED)				1	
		Cate	gory 1			1	Cate	gory 2		1		Cate	gory 3
			1		A		B		c	1	D		1
		Skilled	With limited skills										
1	Application for a work permit for a person on his parent's residency	1	00	1	00	1	00	1	00	1	100		00
2	Issuance of a work permit for a person on family residency, valid for 2 years	300	300	300	300	300	300	300	300	300	300	300	300
3	Application for a work permit for a minor		50		50	5	50	5	50	5	50		50
4	Application for a temporary work permit	5	50		50		50	50		50			50
5	Application for a part-time work permit		50		50	5	50	50		50			50

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

	Table (3)												
					Work	Permits fron	1 Outside	the State					
No	No Type of Fee (AED)												
	Service	Categ	ategory 1 Category 2 Category 3										
					А	В		(C	()		
		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.	1(00		100	100)	1	00	1(00	1(00
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)						
		Cate	Category 1 Category 2 Category 3											
			A B C D											
		Skilled With limited skills Skilled Skilled With limited skills With limited skills With limited skills With limited skills Skilled Skilled Skilled Skilled Skilled Skilled Skilled				With limited skills	Skilled	With limited skills						
1	Application for a Work Permit for		50		50		50		50		50		50	
	an assignment.													

						Table	e (5)						
	Renewal and Amendment of Work Permits and Employment Contracts												
No	Type of Service						Fee	e (AED)					
		Cateş	ategory 1 Category 2 Category 3										
					А	В		(C	ſ)		
		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.	150	Image: Solution of the second secon										
2	Amendment of employment contract.	1(00	100 100 100 100 100						00			

				11/0		Table	(6) R NEW E <i>M</i>		5				
				wo	KKEKS W	OKK FUI		IPLUYER	5				
No	Type of Service						Fee	(AED)					
		Cate	egory 1 Category 2								Cate	gory 3	
					A		В		С	I	D		1
		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.	5	0	5	50	5	50	5	50	5	60		50
2	Issuance of a permit to work for a new employer, valid for 2 years.	75	150	125	500	250	1,000	375	1,250	500	1,500	1,250	2,500
3	Application for a permit to work for an establishment owned by the same owner or partner.	5	0	5	50	5	50	5	50	5	60		50

	Table (7)										
	Private Recruitment Agency										
No	Type of Service Fee (AED)										
		New	Renewal								
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								

Table (8)			
Domestic Workers			
No	Type of Service	Fee (AED)	
		New	Renewal
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