

**ADMINISTRATIVE RESOLUTION NO.(38) OF 2022  
CONCERNING THE GUIDELINES FOR IMPLEMENTING MINISTERIAL  
RESOLUTION NO.(46) OF 2022 REGARDING WORK PERMITS, OFFER  
LETTERS AND EMPLOYMENT CONTRACT FORMS**

**Undersecretary for Human Resources Affairs:**

**Having considered:**

- Federal Law No.(1) of 1972 on the competencies of the Ministries and Powers of the Ministers and amendments thereof
- Federal Decree-Law No. (33) of 2021 concerning Regulation of Labour Relations
- Cabinet Resolution No. (25) of 2016 and Cabinet Resolution No. (33) of 2022 concerning the organizational structure of the Ministry of Human Resources and Emiratisation
- Cabinet Resolution No. (46) of 2022 concerning Work Permits, Offer Letters and Employment Contract Forms.
- Administrative Resolution No. (22) of 2022 concerning the guidelines for implementing Ministerial Resolution No.(46) of 2022 regarding work permits, offer letters and employment contract forms.
- In Pursuance of Public Interest

**Has Resolved**

**Article (1)**

In accordance with the guidelines attached herein, electronic forms (e-Forms) provided in MOHRE system for work permits, offer letters, and employment contracts shall be adopted and implemented.

**Article (2)**

Administrative Resolutions No.(22) of 2022 referred to shall be repealed and any provision inconsistent with the provisions of this resolution is hereby repealed.

**Article (3)**

This decision shall be effective from the day of its issuance. Competent authorities shall take necessary actions required for the implementation of this decision in accordance within their areas of jurisdiction.

**Khalil Ibrahim Al-Khoury**  
**Acting Undersecretary for Human Resources Affairs**

Issued on: 21-06-2022

## GUIDELINES TO WORK PERMITS, OFFER LETTERS, AND EMPLOYMENT CONTRACTS PROCEDURES

### WORK PERMIT - RECRUITING A WORKER FROM OUTSIDE THE COUNTRY:

<b>Service Description</b>	A service provided by the Ministry to establishments wishing to recruit or employ a worker from outside the country.
<b>Permit Duration</b>	Two years
<b>Types of Employment Contracts</b>	Full Time / Part Time / Temporary Work / Flexible Work / Remote Work / Job Sharing
<b>Service Delivery Channels</b>	MOHRE website , MOHRE smart app, Business Centers, TAW-SEEL
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1. Apply through one of the service delivery channels.</li> <li>2. Check that requirements and supporting documents are met for verification and approval.</li> <li>3. Shortfalls will be reported to the establishment for completion.</li> <li>4. Permits will be issued once all requirements and documents have been completed.</li> <li>5. Once approved, the applicant must pay the prescribed federal fees, insurance, and bank guarantees. The employee's signed job offer must be attached.</li> </ol>
<b>Required Documents</b>	<ol style="list-style-type: none"> <li>1. Clear colored photo with a white background</li> <li>2. Copy of a valid passport that must be valid for at least six months</li> <li>3. Official Job Offer Form issued by the Ministry, which includes both the employer's and the employee's signatures.</li> <li>4. Academic Certificates: A clear certificate bearing the name of the employee, attested by the Ministry of Foreign Affairs and International Cooperation for the following skill levels:  Skill levels (1 &amp; 2): Bachelor Degree or higher-attested by the competent authorities  Skill Levels (3 &amp; 4): Diploma graduate or higher- attested by the competent authorities  Skill Level (5): High School Certificate- attested by the competent authorities  <b>State-issued certificates are excluded.</b> </li> <li>5. Professional license issued by the competent authority, example: doctor, nurse, etc. (professional license issued by the Ministry of Health - Department of Health)/ Teacher, teacher assistant (Ministry of Education - Knowledge Authority(Dubai)- Abu Dhabi Education Council- Sharjah Education Council) Fitness Trainer (Youth and Sports Authority)/ Advocate (Ministry of Justice).</li> </ol>

	6. Workers from the following nationalities (Pakistan, Afghanistan, Iraq, and Iran) need to provide a legible and clear copy of both sides of their national ID cards issued by their home countries.															
<b>Terms and Conditions</b>	<ol style="list-style-type: none"> <li>1. E-quota</li> <li>2. The Employee must be 18 years of age or older</li> <li>3. In specialized professions or in any other professions that require a license, the employee must meet the requirements stipulated in the applicable legislation.</li> <li>4. Valid license of the establishment with no violations which may result in the suspension of its activities in accordance with legal requirements.</li> <li>5. Work Permit applications must be submitted by the establishment's authorized signatory</li> <li>6. A candidate to be hired may not possess an active work permit.</li> <li>7. After changing nationality while maintaining the same profession and gender (male/female), a permit may be replaced two times only, provided the entry permit for the replaced worker is canceled by the Federal Authority for Identity and Citizenship, Customs and Ports Security.</li> </ol> <p><b>Note:</b> A new employer must comply with the provisions stipulated in Paragraphs 3 and 4 of Article No. (9) of Federal Decree-Law No. (33) of 2021 concerning the regulation of labor relations..</p>															
<b>Service Response Time</b>	Two working days															
<b>Service Fees</b>	<ul style="list-style-type: none"> <li>▪ Business Centers commission is capped at 72 dirhams per service within the permit package (includes printing of offer letters, employment contract and permit application)</li> <li>▪ Except for federal fees, the service is free of charge via MOHRE's website and smart app.</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="text-align: center;">Service Description</th> <th colspan="3" style="text-align: center;">Federal Fees</th> </tr> <tr> <th style="text-align: center;">Category (1)</th> <th style="text-align: center;">Category (2)</th> <th style="text-align: center;">Category (3)</th> </tr> </thead> <tbody> <tr> <td>Work Permit Application</td> <td style="text-align: center;">50</td> <td style="text-align: center;">50</td> <td style="text-align: center;">50</td> </tr> <tr> <td>Issuance of work permit for two years</td> <td style="text-align: center;">250</td> <td style="text-align: center;">1,200</td> <td style="text-align: center;">3,450</td> </tr> </tbody> </table>	Service Description	Federal Fees			Category (1)	Category (2)	Category (3)	Work Permit Application	50	50	50	Issuance of work permit for two years	250	1,200	3,450
Service Description	Federal Fees															
	Category (1)	Category (2)	Category (3)													
Work Permit Application	50	50	50													
Issuance of work permit for two years	250	1,200	3,450													
<b>Associated Entities</b>	Federal Authority for Identity and Citizenship, Customs and Ports Security															

<b>Next Step</b>	Issuance of Employment Contract
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### WORK PERMIT (TRANSFER):

<b>Service Description</b>	Permit for the transfer of non-national workers to and from establishments registered with the Ministry
<b>Permit Duration</b>	Two years
<b>Types of Employment Contracts</b>	Full Time / Part Time / Temporary Work / Flexible Work / Remote Work / Job Sharing
<b>Service Delivery Channels</b>	MOHRE website , MOHRE smart app, Business Centers, TAW-SEEL
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1. Apply through one of the service delivery channels.</li> <li>2. Check that requirements and supporting documents are met for verification and approval.</li> <li>3. Shortfalls will be reported to the establishment for completion.</li> <li>4. Permits will be issued once all requirements and documents have been completed.</li> <li>5. Once approved, the applicant must pay the prescribed federal fees, insurance, and bank guarantees. The employee's signed job offer must be attached.</li> </ol>
<b>Required Documents</b>	<ol style="list-style-type: none"> <li>1. Clear colored photo with a white background</li> <li>2. Copy of a valid passport that must be valid for at least six months</li> <li>3. Approved Offer letter issued by the Ministry, which includes both the employer's and the employee's signatures.</li> <li>4. Academic Certificates: A clear certificate bearing the name of the employee, attested by the Ministry of Foreign Affairs and International Cooperation for the following skill levels: Skill levels (1 &amp; 2): Bachelor Degree or higher-attested by the competent authorities Skill Levels (3 &amp; 4): Diploma graduate or higher- attested by the competent authorities Skill Level (5): High School Certificate- attested by the competent authorities <b>State-issued certificates are excluded.</b></li> <li>5. Professional license issued by the competent authority, example: doctor, nurse, etc. (professional license issued by the Ministry of Health - Department of Health)/ Teacher, teacher assistant (Ministry of Education - Knowledge Authority(Dubai)- Abu Dhabi Education Council- Sharjah Education Council) Fitness Trainer (Youth and Sports Authority)/ Advocate (Ministry of Justice).</li> <li>6. Workers from the following nationalities (Pakistan, Afghanistan, Iraq, and</li> </ol>

	Iran) need to provide a legible and clear copy of both sides of their national ID cards issued by their home countries.
<b>Terms and Conditions</b>	<ol style="list-style-type: none"> <li>1. The Employee must be 18 years of age or older</li> <li>2. In specialized professions or in any other professions that require a license, the employee must meet the requirements stipulated in the applicable legislation.</li> <li>3. Employee's occupation must be consistent with the establishment's activity</li> <li>4. A valid license of the establishment with no violations which may result in the suspension of its activities in accordance with legal requirements.</li> <li>5. Work Permit applications must be submitted by the establishment's authorized signatory</li> <li>6. A candidate to be hired may not possess an active work permit.</li> <li>7. work permit application must be submitted within 90 days of the cancellation of previous permits</li> <li>8. After changing nationality while maintaining the same profession and gender (male/female), a permit may be replaced two times only, provided the entry permit for the replaced worker is canceled by the Federal Authority for Identity and Citizenship, Customs and Ports Security.</li> </ol> <p><b>Note:</b> The new employer must comply with the provisions stipulated in Paragraphs 3 and 4 of Article No. (9) of Federal Decree-Law No. (33) of 2021 concerning the regulation of labor relations.</p> <ol style="list-style-type: none"> <li>9. According to the terms of service, individuals of all skill levels and professions are eligible to obtain this type of permit.</li> </ol>
<b>Service Response Time</b>	Two working days

<b>Service Fees</b>	<ul style="list-style-type: none"> <li>Business Centers commission is capped at 72 dirhams per service within the permit package (printing of Offer Letters and Employment Contracts as part of the permit application process).</li> <li>Except for federal charges, the service is free of charge via MOHRE's website and smart app.</li> </ul>			
	<b>Service Description</b>	<b>Federal Fees</b>		
		<b>Category (1)</b>	<b>Category (2)</b>	<b>Category (3)</b>
	permit for the transfer of an employee from one establishment to another	50	50	50
Issuance of transfer permit for two years	250	1,200	3,450	
<b>Associated Entities</b>	Federal Authority for Identity and Citizenship, Customs and Ports Security			
<b>Next Step</b>	Issuance of Employment Contract			

### TEMPORARY WORK PERMIT

<b>Service Description</b>	Permits under which workers are employed to complete a task within a timely period.
<b>Permit Duration</b>	Six months
<b>Types of Employment Contracts</b>	Full Time / Part Time / Temporary Work / Flexible Work / Remote Work / Job Sharing
<b>Service Delivery Channels</b>	MOHRE website , MOHRE smart app, Business Centers, TAW-SEEL
<b>Procedures</b>	<ol style="list-style-type: none"> <li>Apply through one of the service delivery channels.</li> <li>Check that requirements and supporting documents are met for verification and approval.</li> <li>Shortfalls will be reported to the establishment for completion.</li> <li>Temporary work permit will be issued once all requirements and documents have been completed.</li> <li>Upon approval of the permit application, electronic approval of the contract will be processed.</li> <li>Once the approval is granted, proceed with payment of federal fees.</li> </ol>
	<ol style="list-style-type: none"> <li>Clear colored photo with a white background</li> <li>A copy of a valid passport that must be valid for at least six months,</li> </ol>

<p><b>Required Documents</b></p>	<p>with a copy of a valid residence visa.</p> <p>3. Approved employment contract issued by the Ministry, which includes both the employer's and the employee's signatures annexed to the permit application.</p> <p>4. Academic Certificates: A clear certificate bearing the name of the employee, attested by the Ministry of Foreign Affairs and International Cooperation for the following skill levels:  Skill levels (1 &amp; 2): Bachelor Degree or higher-attested by the competent authorities  Skill Levels (3 &amp; 4): Diploma graduate or higher- attested by the competent authorities  Skill Level (5): High School Certificate- attested by the competent authorities  <b>State-issued certificates are excluded.</b></p> <p>5. Professional license issued by the competent authority, example: doctor, nurse, etc. (professional license issued by the Ministry of Health - Department of Health)/ Teacher, teacher assistant (Ministry of Education - Knowledge Authority(Dubai)- Abu Dhabi Education Council- Sharjah Education Council) Fitness Trainer (Youth and Sports Authority)/ Advocate (Ministry of Justice).</p> <p>6. Electronic form of the temporary work permit must be approved by the current employer</p> <p>7. A form issued by the court stating the existence of a labor case (for employees who have such cases).</p>
<p><b>Terms and Conditions</b></p>	<ol style="list-style-type: none"> <li>1. The Employee must be 18 years of age or older</li> <li>2. In specialized professions or in any other professions that require a license, the employee must meet the requirements stipulated in the applicable legislation.</li> <li>3. Employee's occupation must be consistent with the establishment's activity.</li> <li>4. Valid license of the establishment with no violations which may result in the suspension of its activities in accordance with legal requirements.</li> <li>5. Work Permit applications must be submitted by the establishment's authorized signatory</li> <li>6. Electronic form of the temporary work permit must be approved by the current employer (employees whose labor complaints are referred to the court are excluded from obtaining employer's approval provided that the current and temporary work permits are canceled after 6 months).</li> <li>7. This Permit is granted only once, with the option to reapply when the permit expires.</li> <li>8. A bank guarantee or insurance is not required</li> <li>9. According to the terms of service, individuals of all skill levels and professions are eligible to obtain this type of permit</li> <li>10. E- quota is not required to obtain temporary work permit.</li> </ol>

<b>Service Response Time</b>	Two working days  <b>Note:</b> Upon completion of the request, the customer will be notified. Customers may follow up their applications by visiting MOHRE inquiry services through <a href="http://www.mohre.gov.ae">www.mohre.gov.ae</a> , MOHRE smart app ,MOHRE call center 600590000 or chatbot
<b>Service Fees</b>	<ul style="list-style-type: none"> <li>▪ Business Centers commission is capped at 72 dirhams</li> <li>▪ Except for federal charges, the service is free of charge via MOHRE's website and smart app.</li> <li>▪ Federal fee of 50 dirhams for establishments of all categories</li> </ul>
<b>Associated Entities</b>	Federal Authority for Identity and Citizenship, Customs and Ports Security
<b>Next Step</b>	N/A

**WORK PERMIT FOR DEPENDENTS SPONSORED BY FAMILY MEMBERS:**

<b>Service Description</b>	Permits issued to establishments registered under the Ministry for employing dependents sponsored by their family members
<b>Permit Duration</b>	Two years
<b>Types of Employment Contracts</b>	Full Time / Part Time / Temporary Work / Flexible Work / Remote Work / Job Sharing
<b>Service Delivery Channels</b>	MOHRE website , MOHRE smart app, Business Centers, TAW-SEEL
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1. Apply through one of the service delivery channels.</li> <li>2. Check that requirements and supporting documents are met for verification and approval.</li> <li>3. Shortfalls will be reported to the establishment for completion.</li> <li>4. Temporary work permit will be issued once all requirements and documents have been completed.</li> <li>5. Upon approval of the permit application, electronic approval of the contract will be processed.</li> <li>6. Payment of Federal fees, bank guarantee or insurance upon approval.</li> </ol>

<p><b>Required Documents</b></p>	<ol style="list-style-type: none"> <li>1. Clear colored photo with a white background</li> <li>2. A copy of a valid passport that must be valid for at least six months, with a copy of a valid residence visa.</li> <li>3. Approved employment contract issued by the Ministry, which includes both the employer's and the employee's signatures.</li> <li>4. Academic Certificates: A clear certificate bearing the name of the employee, attested by the Ministry of Foreign Affairs and International Cooperation for the following skill levels:  Skill levels (1 &amp; 2): Bachelor Degree or higher-attested by the competent authorities  Skill Levels (3 &amp; 4): Diploma graduate or higher- attested by the competent authorities  Skill Level (5): High School Certificate- attested by the competent authorities  <b>State-issued certificates are excluded.</b></li> <li>5. Professional license issued by the competent authority, example: doctor, nurse, etc. (professional license issued by the Ministry of Health - Department of Health)/ Teacher, teacher assistant (Ministry of Education - Knowledge Authority(Dubai)- Abu Dhabi Education Council- Sharjah Education Council) Fitness Trainer (Youth and Sports Authority)/ Advocate (Ministry of Justice).</li> </ol>
<p><b>Terms and Conditions</b></p>	<ol style="list-style-type: none"> <li>1. The Employee must be 18 years of age or older</li> <li>2. In specialized professions or in any other professions that require a license, the employee must meet the requirements stipulated in the applicable legislation.</li> <li>3. Employee's occupation must be consistent with the establishment's activity</li> <li>4. A valid license of the establishment with no violations which may result in the suspension of its activities in accordance with legal requirements.</li> <li>5. Work Permit applications must be submitted by the establishment's authorized signatory</li> <li>6. A candidate to be hired may not possess an active work permit.</li> <li>7. The employee must have a valid residence visa under his family member.</li> <li>8. E- quota is not required to obtain this permit.</li> <li>9. According to the terms of service, individuals of all skill levels and professions are eligible to obtain this type of permit</li> </ol>
<p><b>Service Response Time</b></p>	<p>Two working days</p> <p><b>Note:</b> Upon completion of the request, the customer will be notified. Customers may follow up their applications by visiting MOHRE inquiry</p>

	services through <a href="http://www.mohre.gov.ae">www.mohre.gov.ae</a> , MOHRE smart app ,MOHRE call center 600590000 or chatbot
<b>Service Fees</b>	<ul style="list-style-type: none"> <li>▪ Business Centers commission is capped at 72 dirhams</li> <li>▪ Except for federal charges, the service is free of charge via MOHRE's website and smart app.</li> <li>▪ Application of work permit for family-sponsored dependents: 50 dirhams</li> <li>▪ Issuance of a work permit for family-sponsored dependents: 250 dirhams</li> </ul>
<b>Service links</b>	Federal Authority for Identity and Citizenship, Customs and Ports Security
<b>Next Step</b>	N/A

#### MISSION WORK PERMIT:

<b>Service Description</b>	Permit granted to an establishment registered with the Ministry for the purpose of recruiting a worker from abroad for temporary or fixed-term work.
<b>Permit Duration</b>	Three months, renewable once for a similar period
<b>Types of Employment Contracts</b>	Full Time / Part Time / Temporary Work / Flexible Work / Remote Work / Job Sharing
<b>Service Delivery Channels</b>	MOHRE website , MOHRE smart app, Business Centers, TAW-SEEL
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1. Apply through one of the service delivery channels.</li> <li>2. Check that requirements and supporting documents are met for verification and approval.</li> <li>3. Shortfalls will be reported to the establishment for completion.</li> <li>4. Mission work permit will be issued once all requirements and documents have been completed.</li> <li>5. Upon approval of the permit application, electronic approval of the contract will be processed.</li> <li>6. Payment of Federal fees, bank guarantee or insurance upon approval.</li> </ol>
	<ol style="list-style-type: none"> <li>1. Clear colored photo with a white background</li> <li>2. A copy of a valid passport that must be valid for at least six months.</li> </ol>

<p><b>Required Documents</b></p>	<p>3. Approved employment contract issued by the Ministry, which includes both the employer's and the employee's signatures.</p> <p>4. Academic Certificates: A clear certificate bearing the name of the employee, attested by the Ministry of Foreign Affairs and International Cooperation for the following skill levels:  Skill levels (1 &amp; 2): Bachelor Degree or higher-attested by the competent authorities  Skill Levels (3 &amp; 4): Diploma graduate or higher- attested by the competent authorities  Skill Level (5): High School Certificate- attested by the competent authorities  <b>State-issued certificates are excluded.</b></p> <p>5. Professional license issued by the competent authority, example: doctor, nurse, etc. (professional license issued by the Ministry of Health - Department of Health)/ Teacher, teacher assistant (Ministry of Education - Knowledge Authority(Dubai)- Abu Dhabi Education Council- Sharjah Education Council) Fitness Trainer (Youth and Sports Authority)/ Advocate (Ministry of Justice).</p>
<p><b>Terms and Conditions</b></p>	<ol style="list-style-type: none"> <li>1. The Employee must be 18 years of age or older</li> <li>2. In specialized professions or in any other professions that require a license, the employee must meet the requirements stipulated in the applicable legislation.</li> <li>3. Employee's occupation must be consistent with the establishment's activity</li> <li>4. A valid license of the establishment with no violations which may result in the suspension of its activities in accordance with legal requirements.</li> <li>5. Work Permit applications must be submitted by the establishment's authorized signatory</li> <li>6. A candidate to be hired may not possess an active work permit.</li> <li>7. E- quota is required to obtain mission work permit.</li> <li>8. According to the terms of service, individuals of all skill levels and professions are eligible to obtain this type of permit</li> </ol>
<p><b>Service Response Time</b></p>	<p>Two working days</p> <p><b>Note:</b> Upon completion of the request, the customer will be notified. Customers may follow up their applications by visiting MOHRE inquiry services through <a href="http://www.mohre.gov.ae">www.mohre.gov.ae</a> , MOHRE smart app ,MOHRE call center 600590000 or chatbot</p>

<b>Service Fees</b>	<ul style="list-style-type: none"> <li>▪ Business Centers commission is capped at 72 dirhams</li> <li>▪ Except for federal charges, the service is free of charge via MOHRE's website and smart app.</li> <li>▪ Federal fee for establishments of all categories : 50 dirhams</li> </ul>
<b>Service links</b>	Federal Authority for Identity and Citizenship, Customs and Ports Security
<b>Next Step</b>	N/A

### **PART TIME WORK PERMIT:**

<b>Service Description</b>	A Part-Time Permit allows establishments registered with the Ministry to employ employees under a part-time employment contract, under which working hours or working days are less than those of full-time employees. After obtaining a permit from the Ministry, employees can work for more than one employer.
<b>Permit Duration</b>	One years
<b>Types of Employment Contracts</b>	Full Time / Temporary Work / Flexible Work / Remote Work / Job Sharing
<b>Service Delivery Channels</b>	MOHRE website , MOHRE smart app, Business Centers, TAW-SEEL
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1. Apply through one of the service delivery channels.</li> <li>2. Check that requirements and supporting documents are met for verification and approval.</li> <li>3. Shortfalls will be reported to the establishment for completion.</li> <li>4. Part time work permit will be issued once all requirements and documents have been completed.</li> <li>5. Upon approval of the permit application, electronic approval of the contract will be processed.</li> <li>6. Payment of Federal fees upon approval.</li> </ol>
	<ol style="list-style-type: none"> <li>1. Clear colored photo with a white background</li> <li>2. Copy of a valid passport that must be valid for at least six months.</li> <li>3. Approved employment contract issued by the Ministry, which includes both the employer's and the employee's signatures.</li> <li>4. Academic Certificates: A clear certificate bearing the name of the employee, attested by the Ministry of Foreign Affairs and International Cooperation for the following skill levels: Skill levels (1 &amp; 2): Bachelor Degree or higher-attested by the</li> </ol>

<p><b>Required Documents</b></p>	<p>competent authorities  Skill Levels (3 &amp; 4): Diploma graduate or higher- attested by the competent authorities  Skill Level (5): High School Certificate- attested by the competent authorities  <b>State-issued certificates are excluded.</b>  5. Professional license issued by the competent authority, example: doctor, nurse, etc. (professional license issued by the Ministry of Health - Department of Health)/ Teacher, teacher assistant (Ministry of Education - Knowledge Authority(Dubai)- Abu Dhabi Education Council- Sharjah Education Council) Fitness Trainer (Youth and Sports Authority)/ Advocate (Ministry of Justice).  6. No objection certificate from the current employer.</p>
<p><b>Terms and Conditions</b></p>	<ol style="list-style-type: none"> <li>1. The Employee must be 18 years of age or older</li> <li>2. In specialized professions or in any other professions that require a license, the employee must meet the requirements stipulated in the applicable legislation.</li> <li>3. Employee's occupation must be consistent with the establishment's activity</li> <li>4. A valid license of the establishment with no violations which may result in the suspension of its activities in accordance with legal requirements.</li> <li>5. Work Permit applications must be submitted by the establishment's authorized signatory</li> <li>6. A candidate to be hired must possess a valid residence visa.</li> <li>7. For holders of Ministry-issued work permits</li> <li>8. E- quota is not required to obtain part-time work permit.</li> <li>9. According to the terms of service, individuals of all skill levels and professions are eligible to obtain this type of permit</li> <li>10. A bank guarantee or insurance is not required</li> </ol>
<p><b>Service Response Time</b></p>	<p>Two working days</p> <p><b>Note:</b> Upon completion of the request, the customer will be notified. Customers may follow up their applications by visiting MOHRE inquiry services through <a href="http://www.mohre.gov.ae">www.mohre.gov.ae</a> , MOHRE smart app ,MOHRE call center 600590000 or chatbot</p>
<p><b>Service Fees</b></p>	<ul style="list-style-type: none"> <li>▪ Business Centers commission is capped at 72 dirhams</li> <li>▪ Except for federal charges, the service is free of charge via MOHRE's website and smart app.</li> <li>▪ Federal fee for establishments of all categories : 50 dirhams</li> </ul>

<b>Service links</b>	Federal Authority for Identity and Citizenship, Customs and Ports Security
<b>Next Step</b>	N/A

### JUVENILE WORK PERMIT:

<b>Service Description</b>	With this permit, establishments registered with the Ministry are permitted to employ individuals who have reached the age of 15 years and are younger than 18 years of age.
<b>Permit Duration</b>	One year
<b>Types of Employment Contracts</b>	Full Time / Part Time / Temporary Work / Flexible Work / Remote Work / Job Sharing
<b>Service Delivery Channels</b>	MOHRE website , MOHRE smart app, Business Centers, TAW-SEEL
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1. Apply through one of the service delivery channels.</li> <li>2. Check that requirements and supporting documents are met for verification and approval.</li> <li>3. Shortfalls will be reported to the establishment for completion.</li> <li>4. Juvenile work permit will be issued once all requirements and documents have been completed.</li> <li>5. Upon approval of the permit application, electronic approval of the contract will be processed.</li> <li>6. Payment of Federal fees upon approval.</li> </ol>
<b>Required Documents</b>	<ol style="list-style-type: none"> <li>1. Clear colored photo with a white background</li> <li>2. Written consent signed by the juvenile's guardian, or custodian</li> <li>3. Medical certificate issued by a competent medical authority confirming that the juvenile concerned is medically fit for the job.</li> <li>4. Passport copy with valid visa page</li> <li>5. Approved employment contract issued by the Ministry, which includes both the employer's and the employee's signatures.</li> </ol>
<b>Terms and Conditions</b>	<ol style="list-style-type: none"> <li>1. The occupation shall not include works prohibited for juveniles</li> <li>2. Juvenile's occupation must be consistent with the establishment's activity</li> <li>3. A valid license of the establishment with no violations which may result in the suspension of its activities in accordance with legal requirements.</li> <li>4. Work Permit applications must be submitted by the establishment's authorized signatory</li> <li>5. juvenile to be hired may not possess a valid work permit</li> </ol>

	<p>6. A bank guarantee or insurance is not required</p> <p>7. E-quota is not required to obtain a juvenile work permit</p>
<b>Service Response Time</b>	<p>Two working days</p> <p><b>Note:</b> Upon completion of the request, the customer will be notified. Customers may follow up their applications by visiting MOHRE inquiry services through <a href="http://www.mohre.gov.ae">www.mohre.gov.ae</a> , MOHRE smart app ,MOHRE call center 600590000 or chatbot</p>
<b>Service Fees</b>	<ul style="list-style-type: none"> <li>▪ Business Centers commission is capped at 72 dirhams</li> <li>▪ Except for federal charges, the service is free of charge via MOHRE's website and smart app.</li> <li>▪ Federal fee for establishments of all categories : 50 dirhams</li> </ul>
<b>Service links</b>	Federal Authority for Identity and Citizenship, Customs and Ports Security
<b>Next Step</b>	N/A

### TRAINING AND WORK PERMIT FOR STUDENTS:

<b>Service Description</b>	Establishments registered with the Ministry may train or employ students who have reached the age of 15 years in accordance with specific requirements and controls ensuring suitable training and employment environments are provided.
<b>Permit Duration</b>	Three months
<b>Types of Employment Contracts</b>	N/A
<b>Service Delivery Channels</b>	MOHRE website , MOHRE smart app, Business Centers, TAW-SEEL
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1. Apply through one of the service delivery channels.</li> <li>2. Verification of the online application by the Ministry.</li> <li>3. Shortfalls will be reported to the establishment for completion.</li> <li>4. Student's training and work permit will be issued once all requirements and documents have been completed.</li> <li>5. Upon approval of the permit application, electronic approval of the contract will be processed.</li> <li>6. Payment of Federal fees upon approval.</li> </ol>
<b>Required Documents</b>	<ol style="list-style-type: none"> <li>1. Clear colored photo with a white background</li> <li>2. Copy of EID</li> <li>3. Proof of student status must be provided</li> <li>4. valid residence visa is required for non-national students (wishing to pursue training or employment)</li> <li>5. Written consent signed by the student's guardian, or custodian, if the student is over 15 years' old and under 18 years of age.</li> </ol>

	<p>6. Medical certificate confirming the student's medical fitness for the job issued by a competent medical authority.</p> <p>7. In case of training, a certificate of no objection from the educational institution of the student is required.</p> <p>8. Approved employment contract issued by the Ministry, which includes both the employer's and the student's signatures.</p>
<b>Terms and Conditions</b>	<ol style="list-style-type: none"> <li>1. Training and employment establishment of the student may not be closed or suspended for any reason</li> <li>2. The occupation shall not include works prohibited for juvenile students</li> <li>3. Juvenile's occupation must be consistent with the establishment's activity</li> <li>4. A valid license of the establishment with no violations which may result in the suspension of its activities in accordance with legal requirements.</li> <li>5. Work Permit applications must be submitted by the establishment's authorized signatory</li> <li>6. Student to be hired may not possess a valid work permit</li> <li>7. A bank guarantee or insurance is not required</li> <li>8. E-quota is not required to obtain a student training and work permit</li> </ol>
<b>Service Response Time</b>	<p>Two working days</p> <p><b>Note:</b> Upon completion of the request, the customer will be notified. Customers may follow up their applications by visiting MOHRE inquiry services through <a href="http://www.mohre.gov.ae">www.mohre.gov.ae</a> , MOHRE smart app ,MOHRE call center 600590000 or chatbot</p>
<b>Service Fees</b>	<ul style="list-style-type: none"> <li>▪ Business Centers commission is capped at 72 dirhams</li> <li>▪ Except for federal charges, the service is free of charge via MOHRE's website and smart app.</li> <li>▪ Federal fee for establishments of all categories : 50 dirhams</li> </ul>
<b>Service links</b>	Federal Authority for Identity and Citizenship, Customs and Ports Security
<b>Next Step</b>	N/A

#### UAE NATIONALS/GCC CITIZENS WORK PERMIT:

<b>Service Description</b>	This permit allows establishments registered with the Ministry to employ UAE nationals or citizens of the GCC.
<b>Permit Duration</b>	Two years
<b>Types of Employment Contracts</b>	N/A
<b>Service Delivery Channels</b>	MOHRE website , MOHRE smart app, Business Centers, TAW-SEEL

<p><b>Procedures</b></p>	<ol style="list-style-type: none"> <li>1. Apply through one of the service delivery channels.</li> <li>2. Verification of the online application by the Ministry.</li> <li>3. Shortfalls will be reported to the establishment for completion.</li> <li>4. UAE nationals/GCC citizens work permit will be issued once all requirements and documents have been completed.</li> <li>5. Upon approval of the permit application, electronic approval of the contract will be processed.</li> </ol>
<p><b>Required Documents</b></p>	<ol style="list-style-type: none"> <li>1. Clear colored photo with a white background</li> <li>2. Copy of EID for UAE nationals</li> <li>3. Passport copy for GCC citizens</li> <li>4. Approved employment contract issued by the Ministry, which includes both the employer's and the employee's signatures</li> <li>5. Academic Certificates: A clear certificate bearing the name of the employee, attested by the Ministry of Foreign Affairs and International Cooperation for the following skill levels:   Skill levels (1 &amp; 2): Bachelor Degree or higher-attested by the competent authorities  Skill Levels (3 &amp; 4): Diploma graduate or higher- attested by the competent authorities  Skill Level (5): High School Certificate- attested by the competent authorities  <b>State-issued certificates are excluded.</b> </li> <li>6. Professional license issued by the competent authority, example: doctor, nurse, etc. (professional license issued by the Ministry of Health - Department of Health)/ Teacher, teacher assistant (Ministry of Education - Knowledge Authority(Dubai)- Abu Dhabi Education Council- Sharjah Education Council) Fitness Trainer (Youth and Sports Authority)/ Advocate (Ministry of Justice).</li> </ol>
<p><b>Terms and Conditions</b></p>	<ol style="list-style-type: none"> <li>1. The Employee must be 18 years of age or older</li> <li>2. In specialized professions or in any other professions that require a license, the employee must meet the requirements stipulated in the applicable legislation.</li> <li>3. Employee's occupation must be consistent with the establishment's activity</li> <li>4. A valid license of the establishment with no violations which may result in the suspension of its activities in accordance with legal requirements.</li> <li>5. Work Permit applications must be submitted by the establishment's authorized signatory</li> </ol>

	<p>6. A candidate to be hired must possess a valid residence visa.</p> <p>7. According to the terms of service, individuals of all skill levels and professions are eligible to obtain this type of permit</p> <p>8. E- quota is not required to obtain this permit.</p> <p>9. A bank guarantee or insurance is not required</p>
<b>Service Response Time</b>	<p>Two working days</p> <p><b>Note:</b> Upon completion of the request, the customer will be notified. Customers may follow up their applications by visiting MOHRE inquiry services through <a href="http://www.mohre.gov.ae">www.mohre.gov.ae</a> , MOHRE smart app ,MOHRE call center 600590000 or chatbot</p>
<b>Service Fees</b>	<ul style="list-style-type: none"> <li>▪ Business Centers commission is capped at 72 dirhams</li> <li>▪ The service is free of charge via MOHRE's website and smart app.</li> <li>▪ Federal fee: N/A</li> </ul>
<b>Service links</b>	Federal Authority for Identity and Citizenship, Customs and Ports Security
<b>Next Step</b>	N/A

## WORK PERMIT FOR HOLDERS OF GOLDEN VISAS

<b>Service Description</b>	This service is provided by the Ministry to establishments wishing to employ a male or a female Golden Visa holder from within the country. The validity of the permit is two years.
<b>Permit Duration</b>	Two years
<b>Types of Employment Contracts</b>	Full Time / Part Time / Temporary Work / Flexible Work / Remote Work / Job Sharing
<b>Service Delivery Channels</b>	MOHRE website , MOHRE smart app, Business Centers, TAW-SEEL
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1. Apply through one of the service delivery channels.</li> <li>2. Check that requirements and supporting documents are met for verification and approval.</li> <li>3. Shortfalls will be reported to the establishment for completion.</li> <li>4. Golden visa holder work permit will be issued once all requirements and documents have been completed.</li> <li>5. Upon approval of the permit application, electronic approval of the contract will be processed.</li> <li>6. Payment of Federal fees upon approval.</li> </ol>

<p><b>Required Documents</b></p>	<ol style="list-style-type: none"> <li>1. Clear colored photo with a white background</li> <li>2. A copy of a valid passport that must be valid for at least six months, with a copy of a valid residence visa.</li> <li>3. Approved employment contract issued by the Ministry, which includes both the employer's and the employee's signatures.</li> <li>4. Academic Certificates: A clear certificate bearing the name of the employee, attested by the Ministry of Foreign Affairs and International Cooperation for the following skill levels:  Skill levels (1 &amp; 2): Bachelor Degree or higher-attested by the competent authorities  Skill Levels (3 &amp; 4): Diploma graduate or higher- attested by the competent authorities  Skill Level (5): High School Certificate- attested by the competent authorities  <b>State-issued certificates are excluded.</b></li> <li>5. Professional license issued by the competent authority, example: doctor, nurse, etc. (professional license issued by the Ministry of Health - Department of Health)/ Teacher, teacher assistant (Ministry of Education - Knowledge Authority(Dubai)- Abu Dhabi Education Council- Sharjah Education Council) Fitness Trainer (Youth and Sports Authority)/ Advocate (Ministry of Justice).</li> </ol>
<p><b>Terms and Conditions</b></p>	<ol style="list-style-type: none"> <li>1. The Employee must be 18 years of age or older</li> <li>2. In specialized professions or in any other professions that require a license, the employee must meet the requirements stipulated in the applicable legislation.</li> <li>3. Employee's occupation must be consistent with the establishment's activity</li> <li>4. Valid license of the establishment with no violations which may result in the suspension of its activities in accordance with legal requirements.</li> <li>5. Work Permit applications must be submitted by the establishment's authorized signatory</li> <li>6. A candidate to be hired may not possess an active work permit.</li> <li>7. The employee must have a valid golden residence visa</li> <li>8. A bank guarantee or insurance is not required</li> <li>9. E- quota is not required to obtain this permit.</li> <li>10. According to the terms of service, individuals of all skill levels and professions are eligible to obtain this type of permit</li> </ol>
<p><b>Service Response Time</b></p>	<p>Two working days</p> <p><b>Note:</b> Upon completion of the request, the customer will be notified. Customers may follow up their applications by visiting MOHRE inquiry</p>

	services through <a href="http://www.mohre.gov.ae">www.mohre.gov.ae</a> , MOHRE smart app ,MOHRE call center 600590000 or chatbot
<b>Service Fees</b>	<ul style="list-style-type: none"> <li>▪ Business Centers commission is capped at 72 dirhams</li> <li>▪ Except for federal charges, the service is free of charge via MOHRE's website and smart app.</li> <li>▪ Application of a work permit for golden visa holder : 50 dirhams</li> <li>▪ Issuance of a work permit for golden visa holder : 250 dirhams</li> </ul>
<b>Service links</b>	Federal Authority for Identity and Citizenship, Customs and Ports Security
<b>Next Step</b>	N/A

#### UAE-NATIONAL TRAINEE WORK PERMIT:

<b>Service Description</b>	The permit is made available to establishments registered with the Ministry who wish to train citizens in accordance with their accredited academic qualifications.
<b>Permit Duration</b>	12 months, renewable upon mutual agreement
<b>Types of Employment Contracts</b>	Full Time / Part Time / Temporary Work / Flexible Work / Remote Work / Job Sharing
<b>Service Delivery Channels</b>	MOHRE website , MOHRE smart app, Business Centers, TAW-SEEL
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1. Apply through one of the service delivery channels.</li> <li>2. Check that requirements and supporting documents are met for verification and approval.</li> <li>3. Shortfalls will be reported to the establishment for completion.</li> <li>4. UAE trainee work permit will be issued once all requirements and documents have been completed.</li> <li>5. Upon approval of the permit application, electronic approval of the contract will be processed.</li> </ol>
<b>Required Documents</b>	<ol style="list-style-type: none"> <li>1. Clear colored photo with a white background</li> <li>2. Copy of EID for UAE nationals</li> <li>3. Approved employment contract issued by the Ministry, which includes both the employer's and the employee's signatures.</li> <li>4. Professional license issued by the competent authority, example: doctor, nurse, etc. (professional license issued by the Ministry of Health - Department of Health)/ Teacher, teacher assistant (Ministry</li> </ol>

	of Education - Knowledge Authority(Dubai)- Abu Dhabi Education Council- Sharjah Education Council) Fitness Trainer (Youth and Sports Authority)/ Advocate (Ministry of Justice).
<b>Terms and Conditions</b>	<ol style="list-style-type: none"> <li>1. The Employee must be 18 years of age or older</li> <li>2. In specialized professions or in any other professions that require a license, the employee must meet the requirements stipulated in the applicable legislation.</li> <li>3. Employee's occupation must be consistent with the establishment's activity</li> <li>4. Valid license of the establishment with no violations which may result in the suspension of its activities in accordance with legal requirements.</li> <li>5. Work Permit applications must be submitted by the establishment's authorized signatory</li> <li>6. A candidate to be hired may not possess an active work permit.</li> <li>7. Contract term may not exceed 12 months, renewable upon mutual agreement</li> <li>8. The contract must include the trainee citizen's educational qualifications</li> <li>9. A bank guarantee or insurance is not required</li> <li>10. E- quota is not required to obtain this permit.</li> </ol>
<b>Service Response Time</b>	<p>Two working days</p> <p><b>Note:</b> Upon completion of the request, the customer will be notified. Customers may follow up their applications by visiting MOHRE inquiry services through <a href="http://www.mohre.gov.ae">www.mohre.gov.ae</a> , MOHRE smart app ,MOHRE call center 600590000 or chatbot</p>
<b>Service Fees</b>	<ul style="list-style-type: none"> <li>▪ Business Centers commission is capped at 72 dirhams</li> <li>▪ Except for federal charges, the service is free of charge via MOHRE's website and smart app.</li> <li>▪ Federal Fee: N/A</li> </ul>
<b>Service links</b>	Federal Authority for Identity and Citizenship, Customs and Ports Security
<b>Next Step</b>	N/A

## ISSUANCE AND RENEWAL OF EMPLOYMENT CONTRACTS

<b>Service Description</b>	The Ministry provides this service to establishments wishing to issue or renew their employees' employment contracts.
<b>Service Delivery Channels</b>	MOHRE website , MOHRE smart app, Business Centers, TAW-SEEL, Administrative Service Centers
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1. Apply through one of the service delivery channels.</li> <li>2. Application for the renewal of employment contracts must include payment of federal fees and the insurance amount. For new employment contracts, the federal fee will be paid upon issuance of the permit.</li> <li>3. Check that requirements and supporting documents are met for verification and approval.</li> <li>4. Shortfalls will be reported to the establishment for completion.</li> <li>5. After the completion of all requirements and documents, a new or renewal of an employment contract will be approved.</li> <li>6. Upon approval of the application, electronic approval of the contract will be processed.</li> </ol>
<b>Required Documents</b>	1) Approved employment contract issued by the Ministry, including the signatures of both the employer and the employee.
<b>Terms and Conditions</b>	<ol style="list-style-type: none"> <li>1. In specialized professions or in any other professions that require a license, the employee must meet the requirements stipulated in the applicable legislation.</li> <li>2. Valid license of the establishment with no violations which may result in the suspension of its activities in accordance with legal requirements.</li> <li>3. New/ renewal of employment contract application must be submitted by the establishment's authorized signatory</li> <li>4. Services of New Employment Contracts issuance : <ul style="list-style-type: none"> <li>- Applications must be submitted within 60 days of the employee entering the country or changing their status.</li> <li>- For workers with skill levels (5-6-7-8-9), the contract will be delivered in workers awareness centers.</li> </ul> </li> <li>5. Services of Employment Contracts renewal: <ul style="list-style-type: none"> <li>- A work permit may be renewed (60) days prior to its expiration date</li> <li>- For workers with skill levels (5-6-7-8-9), the contract will be delivered in workers awareness centers.</li> </ul> </li> </ol>
<b>Service Response Time</b>	<p>Two working days</p> <p><b>Note:</b> Upon completion of the request, the customer will be notified. Customers may follow up their applications by visiting MOHRE inquiry</p>

	services through www.mohre.gov.ae , MOHRE smart app ,MOHRE call center 600590000 or chatbot			
<b>Service Fees</b>	<ul style="list-style-type: none"> <li>Business Centers commission is capped at 72 dirhams</li> <li>Except for federal fees, the service is free of charge via MOHRE's website and smart app.</li> </ul>			
	<b>Service Description</b>	<b>Federal Fees</b>		
		<b>Category (1)</b>	<b>Category (2)</b>	<b>Category (3)</b>
Work permit renewal for two years	250	1,200	3,450	
<b>Service links</b>	Federal Authority for Identity and Citizenship, Customs and Ports Security			
<b>Next Step</b>	N/A			

## MODIFICATION OF WORK PERMITS / EMPLOYMENT CONTRACTS

<b>Service Description</b>	This service is provided to establishments wishing to modify the details of work permits or employment contracts.
<b>Service Delivery Channels</b>	MOHRE website , MOHRE smart app, Business Centers, TAW-SEEL, Administrative Service Centers
<b>Procedures</b>	<ol style="list-style-type: none"> <li>Apply through one of the service delivery channels.</li> <li>Federal fees to be paid at the time of application submission</li> <li>Check that requirements and supporting documents are met for verification and approval.</li> <li>Shortfalls will be reported to the establishment for completion.</li> <li>After the completion of all requirements and documents, modification to the work permit or the employment contract will be approved.</li> <li>Upon approval of the application, electronic approval of the contract will be processed.</li> </ol>
<b>Required Documents</b>	<ol style="list-style-type: none"> <li>Approved employment contract issued by the Ministry, including the signatures of both the employer and the employee.</li> <li>Academic Certificates: A clear certificate bearing the name of the employee, attested by the Ministry of Foreign Affairs and International Cooperation for the following skill levels: Skill levels (1 &amp; 2): Bachelor Degree or higher-attested by the</li> </ol>

	<p>competent authorities Skill Levels (3 &amp; 4): Diploma graduate or higher- attested by the competent authorities Skill Level (5): High School Certificate- attested by the competent authorities <b>State-issued certificates are excluded.</b></p> <p>3. Professional license issued by the competent authority, example: doctor, nurse, etc. (professional license issued by the Ministry of Health - Department of Health)/ Teacher, teacher assistant (Ministry of Education - Knowledge Authority(Dubai)- Abu Dhabi Education Council- Sharjah Education Council) Fitness Trainer (Youth and Sports Authority)/ Advocate (Ministry of Justice).</p>
<b>Terms and Conditions</b>	<p>1. In specialized professions or in any other professions that require a license, the employee must meet the requirements stipulated in the applicable legislation. 2. In the event of an occupation change, the new occupation must be consistent with the establishment's activity 3. Valid license of the establishment with no violations which may result in the suspension of its activities in accordance with legal requirements. 4. Modification application must be submitted by the establishment's authorized signatory</p>
<b>Service Response Time</b>	<p>Two working days</p> <p><b>Note:</b> Upon completion of the request, the customer will be notified. Customers may follow up their applications by visiting MOHRE inquiry services through <a href="http://www.mohre.gov.ae">www.mohre.gov.ae</a> , MOHRE smart app ,MOHRE call center 600590000 or chatbot</p>
<b>Service Fees</b>	<ul style="list-style-type: none"> <li>▪ Business Centers commission is capped at 72 dirhams</li> <li>▪ Except for federal fees, the service is free of charge via MOHRE's website and smart app</li> <li>▪ Federal fee for establishments of all categories : 50 dirhams</li> </ul>
<b>Service links</b>	Federal Authority for Identity and Citizenship, Customs and Ports Security
<b>Next Step</b>	N/A

## CANCELLATION OF WORK PERMITS / EMPLOYMENT CONTRACTS

<b>Service Description</b>	This service is provided to establishments wishing to cancel work permits or employment contracts.
<b>Service Delivery Channels</b>	MOHRE website , MOHRE smart app, Business Centers, TAW-SEEL, Administrative Service Centers
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1. Apply through one of the service delivery channels.</li> <li>2. Check that requirements and supporting documents are met for verification and approval</li> <li>3. Shortfalls will be reported to the establishment for completion.</li> <li>4. Upon completion of documents and requirements, approval of the cancellation will be processed.</li> </ol>
<b>Required Documents</b>	<ol style="list-style-type: none"> <li>1. Cancellation form issued by the Ministry</li> <li>2. Attach relevant documents according to the type of cancellation: <ul style="list-style-type: none"> <li>- Cancellation of a worker who is outside the country :Residence visa details</li> <li>- Cancellation of a worker who has a contagious disease: medical fitness form (unfit)</li> <li>- Cancellation of an e-work permit of a deceased worker upon receipt of a death certificate issued by the relevant authority</li> <li>- Cancellation of the initial approval of used work permit: the cancellation form must include the signatures of both parties.</li> <li>- Cancellation of the initial approval of unused work permit: the cancellation form must include the employer's signature only.</li> <li>- Cancellation of e-work permit: the cancellation form must include the signatures of both parties</li> <li>- Cancellation of a worker's residence visa/ records following administrative deportation: Residence visa details</li> </ul> </li> </ol>
<b>Terms and Conditions</b>	<ol style="list-style-type: none"> <li>1. Payment of any delay fines incurred as a result of the late issuance or non-renewal of work permits (if any). Excluded are unused work permits.</li> <li>2. Statement of the establishment confirming that the worker's rights and dues have been fully paid.</li> <li>3. Signature of the employee agreeing to the cancellation, and acknowledgement of receipt of all labor dues. Excluded from this are employees who are outside of the country, deceased, ill with contagious diseases, or who have been administratively canceled after being cancelled by the Federal Authority for Identity, Nationality, Customs, and Port Security.</li> </ol>
	Two working days

<b>Service Response Time</b>	<b>Note:</b> Upon completion of the request, the customer will be notified. Customers may follow up their applications by visiting MOHRE inquiry services through <a href="http://www.mohre.gov.ae">www.mohre.gov.ae</a> , MOHRE smart app ,MOHRE call center 600590000 or chatbot
<b>Service Fees</b>	<ul style="list-style-type: none"><li>▪ Business Centers commission is capped at 72 dirhams</li><li>▪ Except for federal fees, the service is free of charge via MOHRE's website and smart app.</li><li>▪ Federal fees: N/A</li></ul>
<b>Service links</b>	Federal Authority for Identity and Citizenship, Customs and Ports Security
<b>Next Step</b>	N/A