

Employment Contract - New



Description

This service allows the company to initiate a contract between itself and its employee stipulating the terms to which both parties are obliged to for the duration stipulated. The company must have an active Establishment Card and an available visa allocation to obtain this service.



SPC | Free Zone

WHERE MORE IS POSSIBLE



Process



Timeline

1 Business Day



Fees

AED 368



Documents Required

Contract details

Contract-Only Applicant:

- Passport, residence Visa and Emirates ID front and back copies of the applicant
- NOC from current sponsor
- License and immigration card copies (if company-sponsored)
- Passport, residence Visa and Emirates ID front and back copies of the sponsor (if dependent)

Visa Applicant:

- Valid Passport copy



Documents Specifications

Passport

- Coloured and clear full page Passport copy
- Passport should be valid for a minimum of 6 months
- Amendment/Modification page should be included (if applicable)
- Additional remarks for below nationalities:
- India – First and last page copy
- Pakistan – First and second page copy
- Sri Lanka – First and fourth page copy
- US – Special comment page copy
- Nepal – First and last page copy