



## Definition

An agreement that defines the relationship between the employer and the employee. It stipulates the terms by which both parties have to comply for a specified period. To obtain this the company must have an Immigration Card and available visa allocation to be issued.



## Process



## Timeline

- 1 to 3 business days



## Fees

- AED 350



## Documents Required

- Request Letter to issue Employment Contract
- Passport Copy of Applicant
- Passport Copy of the Sponsor.
- Residency Copy of the Applicant.
- Residency Copy of the Sponsor.
- NOC from the Sponsor.
- Declaration signed by the employer and employee.
- Offer Letter.
- Emirates ID Copy of the Applicant.
- Emirates ID Copy of the Sponsor.

## Document Specifications

### Passport

- Colored and clear full page passport copy
- Passport should be valid for a minimum of 7 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