

# IMMIGRATION CARD – RENEW



## Definition

Once a company's Immigration Card is close to expiry, it must go through the renewal process in order to continue any activity pertaining to the issuance, renewal or cancelation of Visas under the company.



## Process



Receive notification of Immigration Card renewal

1.



Submit required documents

2.



Settle payment

3.



Receive timeline

4.



Receive renewed Immigration Card copy via email

5.



## Timeline

- 2 to 7 business days



## Fees

- AED 1,500



## Documents Required

- Two passport size photos (shareholders/managers)
- Previous Residence Visa Copy or Entry Stamp Copy

### Document Specifications

#### Passport Photo

- White background
- Teeth should not be visible
- Light coloured shirts not allowed
- Jewellery and eyeglasses not allowed
- No handwritten marks allowed on the photos