

VISA ALLOCATION – AMEND



Definition

A company is allowed a fixed number of visas that may be issued on its behalf. This number is specified on its Visa Allocation Certificate. A company may change its allocation by amending it and receiving an Amended Visa Allocation Certificate.



Process



Contact Shams to amend Visa Allocation

1.



Submit required documents

2.



Settle payment

3.



Receive timeline

4.



Receive notification and collect Amended Visa Allocation Certificate

5.



Timeline

- 1 to 3 business days



Fees

- AED 1,600 per Visa Allocation per year plus amendment fees of AED 2,000



Documents Required

- Renewal and Amendment Application Form
- Board Resolution