


# JAFZA FREEZONE EMPLOYMENT VISA



Presented by  
Dily Omar

# FREEZONE EMPLOYMENT VISA

- Is a process of legally obtaining freezone authority approval for an expat to work under the company which is registered under that Authority and getting the Labor Contract and Residence Visa from the respective Department . Without such Visa, an expat cannot lawfully work for any company in the Free zones.

# Components of JAFZA Free zone Visa

- Visa - Yellow
- Emirates ID
- Residence Visa
- Free zone Employment Contract
- CIC Card

# Prerequisites of JAFZA Employment Visa

- Make sure company is registered in JAFZA Portal(If it is a New Company)
- Have sufficient money in Portal Account

# Required Documents

- Original Passport of the applicant (valid for 6 months having 2 available pages for the visa)
- 8 passport size photos in a white back ground
- Attested degree certificate (if applicable)
- Personal information of the applicant
- Designation and Salary Breakdown(Offer letter Copy)
- Valid Trade License copy
- JAFZA Portal Account user ID and Password
- Authorization Letter to process the application.

# Procedure/Step to follow

## Step 1:

- Get the Portal User Id and password and Login to the relevant Webpage(Register to Portal if it is a New Company) before starting the process.

## Step 2:

- Fill in all the required fields mentioned in the Employment Visa Application available on the Portal.(Make sure all the information entered are at-par with the documents provided)

### Step 3:

- Make the Payment for Visa through Portal Account and submit the physical/original documents to the JAFZA authorities.

### Step 4:

- Collect Yellow Visa(Will be available within 4 to 5 working days).For certain country Nationals it might go to CID clearance , which takes more time.



## Step 5:

- Wait for the Employee to arrive in to UAE if he is out of Country(No need for Visa deposition since it is an electronic visa)

## Step 6:

- Type Medical application. Medical should be completed in the JAFZA medical centre only.

## Step 7:

- Complete the Emirates ID Biometrics immediately after medical.

## Step 8:

- Type the Employee Contract available in the portal and collect the Originals from Authorities to get signatures from the Employer, Employee and Authority.

## Step 9:

Collect Medical report and submit all the documents like Visa, Medical report, Emirates ID registration form, employee contract to JAFZA authorities for stamping of Residence visa.

## Step 10:

- Collect the Resident Visa stamped passport from the Authority after 4 to 5 working days along with Employment contract.

## Step 11:

- Inform your client to provide Medical and Life insurance to their Employee.
- Note: Medical and Life insurance must be from UAE. If they need we can refer them Insurance companies.

## Best Practices :

- Never commit to the client about the time frame.
- Do not give assurance of Residence Visa for restricted nationalities.
- Always be the first person to update to the client rather than its happening the other ways.

## Cost Breakdown:

- Government fee is approximately AED5,500
- Bank Guarantee is 1,5 salary and one way air ticket.

# Questions please



