

## EMPLOYMENT PERMIT TO FREE ZONES PROCESS MAP

### STEP 9: ISSUANCE OF EMIRATED ID CARD

The Emirates ID card must be collected from an Emirates Post Office - the PO Box number will have been detailed on the application form  
Processing time: 2-3 weeks

### STEP 8: RESIDENCE VISA AND FREEZONE ID CARD ISSUANCE

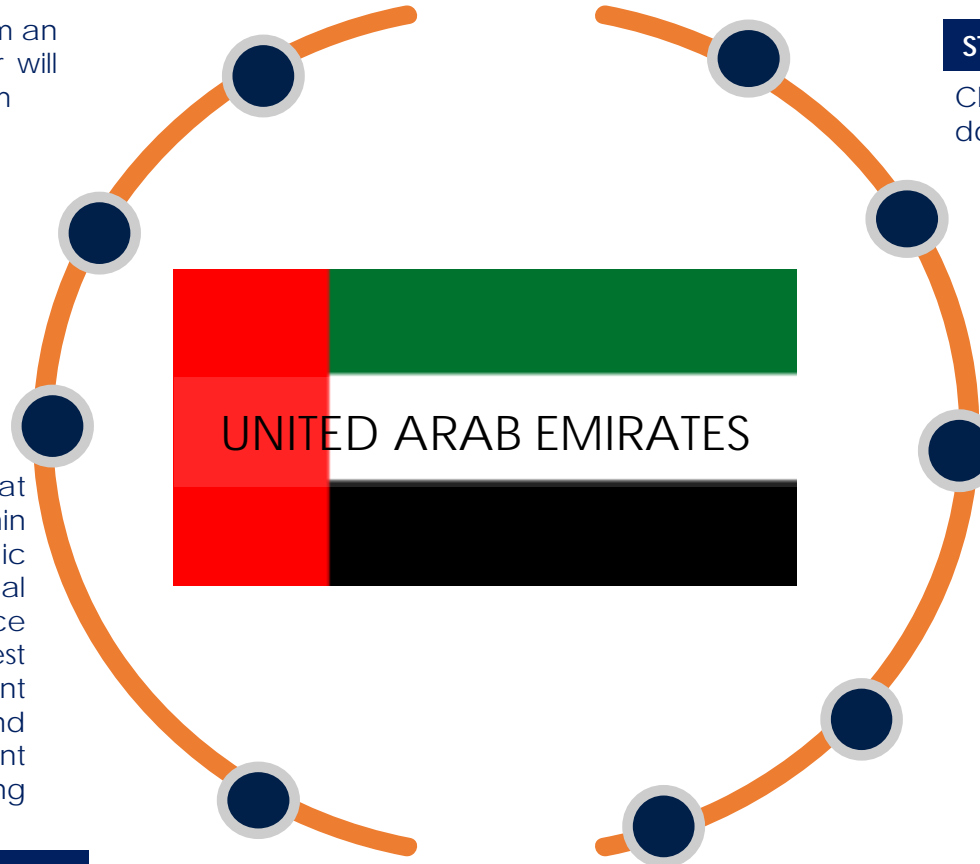
The passport of the main applicant must be submitted to the Immigration authorities for the residence visa endorsement. Assignee can start working after this step.

### STEP 7: MEDICAL EXAMINATION & BIOMETRICS

The applicant must have a medical examination at their chosen clinic which should be carried out within 30 days of arrival. This may be a government clinic (Preventative Medical Centre or a private Medical Fitness Centre. If applying for a first time residence permit, the applicant must have an HIV blood test plus a chest X-ray for tuberculosis. The applicant should then attend a biometrics appointment and have their data captured Medical results will be sent directly to the free zone responsible for processing the applicant's employment visa.

### STEP 6: RESIDENCE VISA AND ID CARD APPLICATION

The applicant should attend an authorised Typing Centre to file online applications for the Residence Visa, Freezone ID card and Emirates ID card, complete medical examination and biometrics registration forms and select the medical centre they will attend.



### STEP 1: INITIATION

Client initiates the case with FGI. FGI reviews the documents and sends the document checklist to client.

### STEP 2: EMPLOYMENT ENTRY PERMIT

Once all the documents are received to FGI, the Employment Permit is submitted by the company Public Relations Officer (PRO) or an authorized representative to the relevant Free Zone Authority.  
Processing time: 1-2 weeks

### STEP 3: BANK GUARANTEE

Once the employment entry permit application has been approved the UAE employer will need to provide a bank guarantee. The amount varies depending on the specific legislation in the area where the application is made.  
Processing time: 1-2 days

### STEP 4: DELIVERY OF APPROVAL

Once the employment entry permit has been approved, a copy will be sent to the assignee and the original permit delivered to the airport where the assignee will enter the UAE.

### STEP 5: ENTRY TO UAE

Within two months of the issuance of the Employment Entry Permit, applicant must enter the UAE with a copy of their permit. The original entry permit is collected at the "visa desk" in the arrivals hall at the airport.