

CHECKLIST OF REQUIREMENTS

RE-HIRE SKILLED WORKER

NOTE: SUBMIT IN TWO (2) SETS

1	Employment Contract (see sample form) - <i>signed and stamped on all pages</i>
2	ADDENDUM - Employment Contract (see sample form)
3	Trade/Business License of the Company
4	Company Profile (see sample form)
5	Passport Copy/Emirates ID and Visa (for non-Emiratis) of the Employer
6	Contingency Plan (see sample form)
7	Affidavit of Undertaking (see sample form)
8	New Visa of the Worker
9	Passport Copy of the Worker
10	Old Visa of the Worker
11	Pictures of Company and Accommodation (if provided by the company)

Note: Please arrange the documents according to the list.

INCOMPLETE DOCUMENTS WILL NOT BE ACCEPTED.

INSUFFICIENT SUBMISSIONS SHALL BE RETURNED FOR COMPLIANCE.