



RE-HIRE

Checklist of Requirements

SKILLED WORKERS

This checklist is applicable to employers who have previously sponsored the worker that they are intending to hire.

- 1. STANDARD EMPLOYMENT CONTRACT** (Must be stamped and signed on all pages)
- 2. COMPANY TRADE/BUSINESS LICENSE**
- 3. EMPLOYER'S PASSPORT/EMIRATES ID** (For Emiratis)
EMPLOYER'S PASSPORT, EMIRATES ID, & VISA (for Non-Emiratis)
- 4. WORKER'S NEW VISA (ENTRY PERMIT) COPY**
- 6. WORKER'S PASSPORT COPY**
- 5. WORKER'S OLD VISA**
- 7. UAE RESIDENCY/ VISA DETAILS**
- 8. ADDITIONAL REQUIREMENTS**
 - ✓ **COMPANY PICTURES** (office/work area, with company signage and logo)
 - ✓ **ACCOMMODATION PICTURES** (with exact location address, if company provided) – bedroom, bathroom, kitchen, dining area

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- ALL DOCUMENTARY REQUIREMENTS MUST BE SUBMITTED IN **TWO SETS**. Please arrange the documents according to their order in the list.
 - For representatives, appropriate authorization letter and EID copy will be required.
 - **Incomplete documents will not be accepted.**