

CHECKLIST OF REQUIREMENTS FOR INDIVIDUAL CONTRACT VERIFICATION

SKILLED / COMPANY-SPONSORED WORKERS

1. Valid employment contract corresponding the worker's visa/Emirates ID with minimum basic wage of AED1,500 per month (2 copies) .

- In case of discrepancy in job titles indicated in the contract and visa/EID, a company explanation letter or certificate of employment confirming the actual work must be submitted.
- In case of discrepancy in company names indicated in the contract and visa/EID, any document showing the relationship between the companies reflected in the documents will be required, such as: old and new trade licenses with the same license number, memorandum of incorporation or change of name, explanation letter from the employer, etc.
(If basic wage is below 1,500dhs, the worker will be required to have his/her contract amended to reflect a basic wage of at least 1,500dhs which is the prescribed minimum basic wage).

2. Valid passport of the worker (2 copies) .

3. Valid visa / Emirates ID of the worker issued in Dubai/Northern Emirates (2 copies) .

- If the worker's visa was issued in Abu Dhabi/Al Ain, a proof of the actual work address in Dubai/Northern Emirates will be required.

Notes:

For workers without previous overseas employment record and/or those with changes in their line of work and/or those employed in companies with MOHRE violations, supplemental documents which would prove the legitimacy of employment may still be required as may be applicable, e.g., Trade License, WPS records, etc.

For representatives submitting documents on behalf of the worker/sponsor, an appropriate authorization letter and copy of the Emirates ID (of the representative) will be required.