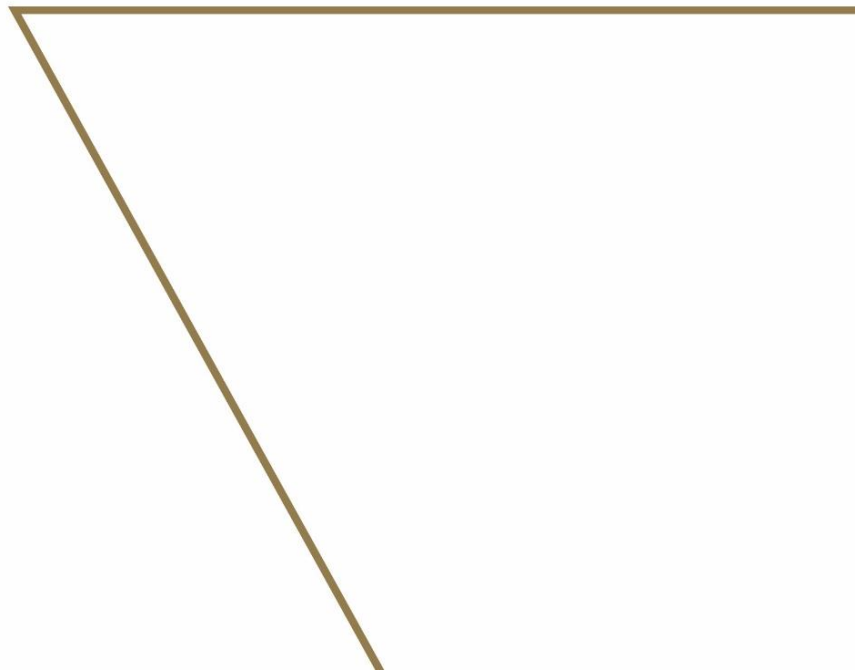


# Work Permit Guide

Registration Authority

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## *Introduction*

Abu Dhabi Global Market (“**ADGM**”) is a broad based international financial centre, established pursuant to Federal Law No. 8 of 2004, Federal Decree No. 15 of 2013 and Abu Dhabi Law No. 4 of 2013 (“**ADGM Founding Law**”) as a financial free zone in the Emirate of Abu Dhabi, with its own civil and commercial laws based on the English common law. ADGM offers the local, regional and international business community a world-class legal system and regulatory regime.

This guidance (“**Guide**”) has been prepared by the Registration Authority of Abu Dhabi Global Market (“**ADGM Registration Authority**”) to support ADGM licensed persons as defined in the Commercial Licensing Regulations 2015 (“**ADGM Entities**”) to understand and assist compliance with ADGM’s work permits requirements.

This document provides an overview of the different types of ADGM work permits that ADGM Licensed Persons are required to obtain for both their employees as well as to individuals (non-employees) engaged by these entities to work in or from ADGM.

## **Legal Framework**

Federal Law No. 8 of 2004 exempts financial free zones and financial activities conducted within these zones from federal, civil and commercial laws. As the regulation of employment relationships is a civil matter, Federal Law No. 8 of 1980 on Regulation of Labour Relations does not apply in the ADGM.

The ADGM Board of Directors, in exercise of its powers under article 6(1) of the ADGM Founding Law, enacted the ADGM Employment Regulations 2019 (the “**Regulations**”), which applies to the ADGM and its authorities, as well as ADGM Licensed Persons and their employees.

This Guide should be read in conjunction with the Regulations and the ADGM Employment Regulations 2019 (Engaging Non-Employees) Rules 2020 (the “**Rules**”).

The Regulations and Rules are available on the ADGM website by following [this link](#).

There are two types of ADGM Work Permits. Work permits for employees and temporary work permits for individuals engaged on a temporary basis.

### **Part1: Work Permits**

An ADGM work permit is a document granting an employee of an ADGM Licensed Person permission to work in or from Al Maryah Island, the geographical jurisdiction of ADGM (“**Work Permit**”).

The ADGM Registration Authority is the sole issuing authority for Work Permits.

As per the Regulations, the ADGM Licensed Person shall be responsible for obtaining, maintaining and paying the cost of an employee’s work permit and, as applicable, the UAE residency visa and UAE identity card.

In order for an ADGM Licensed Person to obtain an employment visa and/or Work Permit for its employees, the entity must hold a valid establishment card and an E-Channels account with ADGM, for more information please email [accessadgm.cases@adgm.com](mailto:accessadgm.cases@adgm.com).

The Corporate Relations division of ADGM Registration Authority processes applications for Work Permits for employees of ADGM Licensed Persons through ACCESSADGM portal. For more information regarding the process of application, please refer to the ACCESSADGM portal or email [accessadgm.cases@adgm.com](mailto:accessadgm.cases@adgm.com).

ADGM Licensed Persons must obtain Work Permits when employing the individuals categorised below:

***Employees sponsored by ADGM Licensed Persons***

This category covers employees who are not UAE/GCC nationals and are sponsored by an ADGM Licensed Person. Employment visas for these employees shall be facilitated by the ADGM Registration Authority.

The Work Permit will be issued upon the issuance of the employment visa.

***Full time Non-Sponsored Employees***

***a. Employee sponsored by spouse/parent***

This category covers individuals directly employed by an ADGM Licensed Person but, who remain on a visa sponsored by their spouse or parent.

For more information regarding the required documentation to be provided upon submitting the application for a Work Permit, please refer to the ACCESSADGM portal or email [accessadgm.cases@adgm.com](mailto:accessadgm.cases@adgm.com).

***b. UAE & GCC Nationals***

UAE and GCC nationals are not required to obtain an employment visa; however, the ADGM Licensed Person must obtain a Work Permit for those employees that enables them to work on Al Maryah Island.

**Fees**

**Table 1 - Issuance of Employees' Work Permits**

The below tables set out the applicable fees for obtaining and renewing an employee's Work Permit, as well as the requirements to apply for a Work Permit:

Category of Employees	3 months	6 months	12 months	3 years
Employee under ADGM Licensed Person/ADGM Authority sponsorship	N/A	N/A	N/A*	N/A*
Employee under spouse or parent sponsorship	300	600	1200	N/A
UAE/GCC National	N/A	N/A	N/A	300

\* Permit valid for 1 or 3 years depending on the length of employment visa selected. The fee is included in the visa package, no additional fees to be paid.

*The above fees are in United Arab Emirates Dirhams.*

**Table 2 – Work Permit Requirements**

Work Permit Type	Required Documents
Employee under ADGM Licensed Person/ADGM Authority sponsorship	<ul style="list-style-type: none"> <li>No documents required, Work Permit will be issued as part of the residence visa package</li> </ul>
Employee under spouse or parent sponsorship	<ul style="list-style-type: none"> <li>Clear coloured copy of the passport, including the personal details page and visa stamp page;</li> <li>Clear coloured copy of Sponsor’s passport, including the personal details page and visa stamp page;</li> <li>Applicant’s photograph with white background in .jpg format with a resolution of more than 200dpi;</li> <li>Copy of employment contract signed by the authorised signatory of the ADGM Licensed Person and the employee; and</li> <li>Sponsor’s NOC.</li> </ul>
UAE/GCC National	<ul style="list-style-type: none"> <li>Clear coloured copy of the passport and Emirates ID;</li> <li>Applicant’s photograph with white background in .jpg format with a resolution of more than 200dpi; and</li> <li>Copy of the employment contract signed by the authorized signatory of the ADGM Licensed Person and the employee.</li> </ul>

**To apply for a Work Permit, please follow the below steps:**

1. Login to [ACCESSADGM](#) Client Portal
2. Click on Government Services on the left side bar menu
3. Go to the Visa Services Section > Work Permits > New Work Permit - Non-Sponsored Full time Employee
4. Within the form select the Permit Type> complete all relevant employee details, click Agree, then save
5. Upload employee’s photo in the “Applicant Photo” section > Upload required documents in the “SR Documents” section then Submit and Pay

The ADGM Registration Authority will verify your service request, after which you will receive an email notification that your e-permit has been issued.

To view and download your e-permits, please follow the below steps:

1. Click on link sent to you in the Email Notification
2. The link will direct you to the Service Request page
3. Within the Service Request page, scroll down to the SR documents section
4. Click to View and Download the generated Work Permit for the relevant employee

**Part 2:**  
**Temporary Work Permits**

An ADGM temporary work permit is a document issued, pursuant to the Rules, by the ADGM Registration Authority to an individual, who will work for the ADGM Licensed Person on a temporary basis, and who does

not fall under the definition of an employee (as defined in the Regulations) (“**Temporary Work Permit**”). The Temporary Work Permit permits such individuals to work in or from Al Maryah Island.

The Registrar is the sole authority to issue, renew and revoke Temporary Work Permits.

As per the Rules, the ADGM Licensed Person with which the individual is engaged is responsible for obtaining, maintaining and paying the cost of the required Temporary Work Permit.

The ADGM Licensed Persons must obtain Temporary Work Permits when engaging the individuals categorised below (prior to the commencement of their engagement):

### ***Secondees***

Secondees are individuals, temporarily engaged by an ADGM Licensed Person, on a secondment basis, and have the right to work in the UAE but do not hold a visa facilitated by the Registrar.

### ***Outsourced Individuals***

Outsourced Individuals are individuals temporarily working in ADGM for one or more ADGM Licensed Persons under an outsourcing agreement<sup>1</sup> and who have the right to work in the UAE but do not hold a visa facilitated by the Registrar.

### ***Interns***

Interns are students and/or trainees who work, with or without pay, in order to gain work experience with an ADGM Licensed Person.

### ***Temporary Freelancers***

Temporary Freelancers are individuals, not being employees, who provide services in or from ADGM on a temporary basis, who are not under the exclusive direction and control of an ADGM Licensed Person, and who hold a freelancer license from a UAE free zone.

### ***Registrar’s Requirements Applicable to Temporary Work Permits***

1. The ADGM Licensed Person must apply for a Temporary Work Permit for any temporary engagement;
2. Individuals, the recipients of a Temporary Work Permit, must have a valid residence visa in the UAE, or is a UAE/GCC national;
3. Temporary Work Permits can be requested for 3, 6 or 12 months’ validity;
4. A maximum validity of 12 months for Secondees’ and Interns’ Temporary Work Permit - after which the Temporary Work Permits are not renewable;
5. The Registrar may grant an exemption, determined on a case by case basis, in regard to the maximum validity of a Secondee’s Temporary Work Permit.
6. Temporary Work Permits for Outsourced Individuals and Temporary Freelancers can be renewed without a maximum validity; and
7. The individuals’, the recipients of a Temporary Work Permit, residence visa must be valid for more than the requested permit duration.

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<sup>1</sup> Outsourcing agreement or any other agreement as may be determined by the ADGM Registration Authority pursuant to the powers given to it in the Rules.

## Fees

### Temporary Work Permits Fees (Currently Waived Due to COVID-19)

ADGM has prepared support and relief measures to assist ADGM Licensed Persons and the community through the COVID-19 pandemic period. Therefore, the Board of Directors of the ADGM has approved a **100% waiver on the issuance, renewal and late application fees for TWPs until 25 March 2021.**

**Table 3 – Temporary Work Permit Requirements**

Temporary Work Permit Type	Required Documents
Secondee	<ul style="list-style-type: none"> <li>• Clear coloured copy of the passport with visa page;</li> <li>• Copy of the Secondment agreement or a letter from the ADGM Licensed Person demonstrating details of the relationship with the individual;</li> <li>• Individual’s photograph with white background in .jpg format with a resolution of more than 200dpi; and</li> <li>• Copy of the commercial license of the sponsor.</li> </ul>
Outsourced Individual	<ul style="list-style-type: none"> <li>• Clear coloured copy of the passport with visa page;</li> <li>• Copy of the outsource agreement;</li> <li>• Individual’s photograph with white background in .jpg format with a resolution of more than 200dpi; and</li> <li>• Copy of the commercial license of the sponsor.</li> </ul>
Intern	<ul style="list-style-type: none"> <li>• Clear coloured copy of the passport with visa page;</li> <li>• Copy of the Internship Letter or Agreement; and</li> <li>• Individual’s photograph with white background in .jpg format with a resolution of more than 200dpi.</li> </ul>
Temporary Freelancer	<ul style="list-style-type: none"> <li>• Clear coloured copy of the passport with visa page;</li> <li>• Copy of the Engagement/freelance agreement;</li> <li>• Individual’s photograph with white background in .jpg format with a resolution of more than 200dpi; and</li> <li>• Copy of the freelance license.</li> </ul>

**To apply for a Temporary Work Permit, please follow the below steps:**

6. Login to ACCESSADGM Client Portal
7. Click on Government Services on the left side bar menu
8. Go to the Visa Services Section > Work Permits > New Temporary Work Permit
9. Within the form select the Temporary Work Permit Type> complete all relevant non-employee’s details, click Agree, then save
10. Upload the non-employee’s photo in the “Applicant Photo” section > Upload required documents in the “SR Documents” section then Submit and Pay

The ADGM Registration Authority will verify your service request, after which you will receive an email notification that your e-permit has been issued.

To view and download your e-permits, please follow the below steps:

5. Click on link sent to you in the Email Notification
6. The link will direct you to the Service Request page
7. Within the Service Request page, scroll down to the SR documents section
8. Click to View and Download the generated Temporary Work Permit for the relevant employee

For more information on obtaining Temporary Work Permits, please email [accessadgm.cases@adgm.com](mailto:accessadgm.cases@adgm.com).

### *Disclaimer*

This Guide is a non-binding indicative guide and should be read together with the relevant legislation, in particular, Employment Regulations 2019, Employment Regulations 2019 (Engaging Non-Employees) Rules 2020 and any other relevant regulations and enabling rules, which may change over time without notice. Information in this Guide is not to be deemed, considered or relied upon as legal advice and should not be treated as a substitute for specific advice concerning any individual situation. Any action taken upon the information provided in this Guide is strictly at your own risk and the ADGM Registration Authority will not be liable for any losses and/or damages in connection with the use of, or reliance on, information provided in this Guide. The ADGM Registration Authority makes no representations as to the accuracy, completeness, correctness or suitability of any information provided in this Guide.