

Introduction

The ADGM Registration Authority (“RA”) has introduced a new permit called a Temporary Work Permit (“TWP”) pursuant to the ADGM Employment Regulations 2019 (Engaging Non-Employees) Rules 2020 (the “Rules”). A TWP is a permit issued by the RA, and is required for all non-employees, such as Secondees, Outsourced Individuals, Interns and Temporary Freelancers.

In accordance with the Rules, an ADGM licensed person as defined in the Commercial Licensing Regulations 2015 (“ADGM Business”) with which a non-employee is engaged is responsible for obtaining (before starting the engagement), maintaining and paying the cost of the TWP.



How to apply

Applying for TWPs is an easy process which is done via the *ACCESSADGM* portal.

In order to apply for your non-employees’ TWPs, please follow the below steps:

- 1 Login to *ACCESSADGM* client portal: <https://access.adgm.com/accessadgmlogin>
- 2 Click on Government Services on the left side bar menu
- 3 Go to the Visa Section > Work Permit > New Temporary Work Permit
- 4 Within the form select the Temporary Work Permit Type> complete all relevant engaged individual details, click Agree, then save
- 5 Upload engaged individual’s photo in the “Applicant Photo” section > Upload required documents in the “SR Documents” section then Submit and Pay

The ADGM RA will verify your request, after which you will receive an email notification that the TWP has been issued.

When to apply for a TWP

All existing non-employees must have a TWP by **13 May 2020**. Furthermore, starting from 13 May 2020 all new nonemployees must have a TWP before working in ADGM.

Fees - Currently Waived Due to COVID-19

ADGM has implemented support and relief measures to assist ADGM Businesses 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.

Categories of individuals who require a TWP

1. Secondees

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

The required documents are:

- Clear coloured copy of the passport with visa page;
- Copy of the secondment agreement or a letter from the ADGM Business demonstrating details of the relationship with the individual;
- Applicant’s photograph with white background in .jpg format with a resolution of more than 200dpi;
- Copy of the commercial license of the sponsor; and
- Clear coloured copy of the passport with visa page.

2. Outsourced Individuals

Outsourced Individuals are individuals temporarily working in ADGM for one or more ADGM Business(es) under an outsourcing agreement and who have the right to work in the UAE but do not hold a visa facilitated by the Registrar.

The required documents are:

- **Copy of the outsource agreement;**
- **Applicant's photograph with white background in .jpg format with a resolution of more than 200dpi; and**
- **Copy of the commercial license of the sponsor.**

3. Interns

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

The required documents are:

- **Clear coloured copy of the passport with visa page;**
- **Copy of the Internship Letter or Agreement; and**
- **Applicant's photograph with white background in .jpg format with a resolution of more than 200dpi.**

4. 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 Business, and who hold a freelancer license from a UAE free zone.

The required documents are:

- **Clear coloured copy of the passport with visa page;**
- **Copy of the engagement/freelance agreement;**
- **Applicant's photograph with white background in .jpg format with a resolution of more than 200dpi; and**
- **Copy of the freelancer license.**

Registrar's Requirements Applicable to TWPs

1. It is the responsibility of the ADGM Business to apply for a TWP for any temporary engagement;
2. The individual that a TWP is being issued to must have a valid UAE residence visa, facilitated other than by the Registrar, or is a UAE/GCC national;
3. The validity of the UAE residence visa referred to in paragraph 2 above must be longer than the requested TWP duration.
4. TWPs can be issued for 3, 6 or 12 months' validity and are renewable, subject to paragraph 5 below;
5. TWPs issued to Secondees and Interns have a maximum validity of 12 months after which it is not renewable.
6. 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; and
7. Temporary Work Permits for Outsourced Individuals and Temporary Freelancers can be renewed without a maximum validity.

More Information

For more information regarding Temporary Work Permits, please refer to the ACCESSADGM portal or email: accessadgm.cases@adgm.com.