

### 01. New E-Sign Card for Owners

1. Original Emirates ID of Local Owner
2. Labour personal number of owner

Fee: 373 AED

### 02. Issuing the smart card for existing PRO

1. Original Emirates ID of PRO
2. E-signature card
3. Copy of PRO card

Fee: 373 AED

### 03. Activate new smart card for Owner/PRO

1. Original Emirates ID of owner and pro
2. E-signature card

Fee: Free

### 04. Add Electronic PRO

1. Passport copy + family book for local PRO
2. Passport copy + visa for resident PRO
3. E-signature card
4. Certificate of good conduct
5. Trade license
6. Company labour card

Fee: 283 AED

### 05. Update Establishment Information

1. Original Emirates ID of Local Owner
2. Original Emirates ID for other Owners
3. E-signature card

Fee: 83AED

Note: In case of evaluation, AED 430 - will be added to the application fee.

### 06. Typing new job offer letter

1. Passport copy
2. Salary detail
3. E-signature card

Fee: 83AED

### 07. New Electronic Work Permit

1. Passport copy
2. Employment visa stamped with entry date or changed status with approval date
3. Photo of applicant
4. E-Signature card

Fee: 83AED

### 08. Renew Electronic Work Permit

1. Old visa of the applicant
2. Pass-Photo of the applicant
3. Certificate copy as per position
4. E-signature card copy

Fee: 83AED

### 09. Pre Approval for Work Permit Payment Fees

1. Company number in labour

Transfer Work Permit Fees				
Category	A	B	C	D
Skilled	328	453	578	703
Unskilled	703	1203	1453	1703
Work Permit Fees				
Category	A	B	C	D
Skilled	453	703	953	1203
Unskilled	1403	2403	2903	3403

### 10. Electronic Work Permit /Pre Approval for Work Permit Fines

1. Passport copy
2. Labour card copy

Fee: 43 AED for application

Note: Government fee for new person 100AED per month, 200AED for renewal per month

### 11. Company Fines

1. Company number in labour

Fee: 43 AED

Note: The value of the fine: according to the fine prescribed by the Ministry of Human Resources and Emiratization

### 12. Submit Renew Labour card application

1. Passport copy + visa
2. Certificate copy as per position
3. The final labour contract signed or stamped

Category	A	B	C	D
Skilled	453	703	953	1203
Unskilled	1483	2483	2983	3483

### 13. New Electronic work permit & Mission Electronic Work Permit application

1. Attend the lecture
2. Final labour contract signed/finger stamped
3. Employment visa

Fee: 163 AED for skilled category 3/4/5  
83 AED for skilled category 1/2