



Trench & Associates DMCC  
Legal Consultants  
Dubai

## **Remote Working Visa**

### **REQUIREMENTS**

1. Passport with 6-month validity (Colored and Clear Scanned copy in PDF Format) with minimum 6 months validity (Passport should be scanned in the normal colored scanner);
2. Health insurance with UAE coverage validity, or Travel Insurance with Healthcare coverage (minimum 1 month validity) (insurance document must have full details mentioned on it, including the name of Policy holder, date of issue of the policy, date of expiry of the policy and area of coverage); and
3. Proof of employment from current employer with at least a one-year contract validity and a minimum income of US\$5,000 per month (should be translated in English and attested if translated)

#### **OR**

If a company owner, the proof of ownership or incorporation certificate of company from the company's registry for one year or more (the ownership copies should be translated in English and attested if translated); and

4. The last 3 months bank statements with a minimum income of US\$5,000 per month (bank Statements should be PDF format, translated into English and attested if translated).

### **FEES**

Visa fees: AED 3,100 – 3,600 (dependent on choice of medical service)

T&A fees: To be advised.

### **STEPS**

1. Fill in application online: <https://www.visitdubai.com/en/business-in-dubai/dubai-for-business/work-remotely-from-dubai>
  2. You will receive an email asking you to send the required docs – reply to email attaching docs
  3. You will receive an email as to whether your application has been accepted or further information is required.
- 3a. Information you may be asked to provide:**
- Mother's name :
  - Permanent address as per Passport :
  - Mobile number :
  - Education :
  - Marital Status :
  - Religion :

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- Please confirm if you are inside the UAE ?
- If you are inside the UAE, please send us "Entry Permit Stamp on the Passport page."
- If you are inside the UAE, please send us E-Visa copy/Entry permit No (You can get it from the nearest AMER center)

4. You will receive a link for Submission payment - **AED 1,901**
5. You will receive your Entry permit via email – either for stamping on arrival at Dubai or you request for a change of status (if inside country)
6. Medical / EID typing
- 6a. You will receive an email to choose Medical center, service type and EID post office. As below:

Kindly send us the below information to proceed with the typing for your Medical and EID applications:

- Exact address in UAE :
- Nearest Medical Center :
- UAE Phone Number :
- Post Office Box :
- Email :

**Below is a guide for the required documents & Details for Medical + Emirates ID + Visa Stamping**

Required Documents for Medical	<ul style="list-style-type: none"> <li>• Two recent passport size photographs (less than three months old)</li> <li>• A colored scanned copy of the original passport</li> <li>• Bring the original passport for blood tests</li> <li>• Applicant's Dubai Full Address with <b>P O box No.</b></li> <li>• Mobile No.</li> <li>• Email ID</li> <li>• Need to mention medical Centre name</li> </ul>		
<a href="https://www.ica.gov.ae/en/emirates-id-centers/registration-centers.aspx">Emirates ID Registration Centers</a>	<a href="https://www.ica.gov.ae/en/emirates-id-centers/registration-centers.aspx">https://www.ica.gov.ae/en/emirates-id-centers/registration-centers.aspx</a>		
	<b>Once typing is done Suggest to Applicant to carry below Documents"</b>		
	1	Original Passport	
	2	Photo	
	3	Visa Copy	
<b>Medical Service Type</b>			
<u>1</u>	<u>DHA Normal Service</u>	<u>330.5</u>	<u>Report within 4 days of Medical Test</u>
<u>2</u>	<u>DHA Urgent 48 Hours</u>	<u>532.5</u>	<u>Report within 2 days of Medical Test</u>
<u>3</u>	<u>DHA Urgent 24 Hours Service</u>	<u>632.5</u>	<u>Report within 1 days of Medical Test</u>
<u>4</u>	<u>DHA VIP Medical Service</u>	<u>802.5</u>	<u>Report within 4 hours of Medical Test</u>

**List of Medical Centers:**

NORMAL	48 HOURS	24 HOURS	VIP	VIP 2 hrs
Al Lusaily Health Center	Al Lusaily Health Cen	Al Lusaily Health Center	Al Lusaily Health Center	Smart Salem center -
AL Muhaisnah Medical fitness Center	AL Muhaisnah Medic	AL Muhaisnah Medical	AL Muhaisnah Medical fitness Center	
Al Rashidiya medical FitnessCenter	Al Rashidiya medical	Al Rashidiya medical F	Al Rashidiya medical FitnessCenter	
Al Quoz Mall medical Center	Al Quoz Mall medica	Al Quoz Mall medical C	Dubai Land Center	
Hatta Hospital	Hatta Hospital	Hatta Hospital	Smart Salem center - city walk	
Al Yalayis medical fitnessCenter	Al Yalayis medical fit	Al Yalayis medical fitne	Al Yalayis medical fitnessCenter	
Al garhoud Medical Fitness center	Al garhoud Medical F	Al garhoud Medical Fit	Al garhoud Medical Fitness center	
Al Nahda Medidla Fitness center	Al Nahda Medidla Fit	Al Nahda Medidla Fitne	Al Nahda Medidla Fitness center	

**Names of Post Office from where you can pick up your Emirates ID.** (Please select one which is nearest to your home address in Dubai)

- Deira Main
- Al Quoz 4
- Al Ittihad Square
- Al Musalla
- Al Ramool
- Naif
- Rashidiya
- Al Qusais

7. Payment: **AED 1173 - 1675** (Medical *depending option chosen* + Emirates ID processing fees AED 210 + Residency visa processing AED 660)
8. You will receive medical and EID application forms via email – to go for fingerprint and medical at chosen location
9. Once you receive your medical fitness certificate and stamped EID application form, you need to send copies to the team.
10. Visa stamping in your passport

**CONTACT:**

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