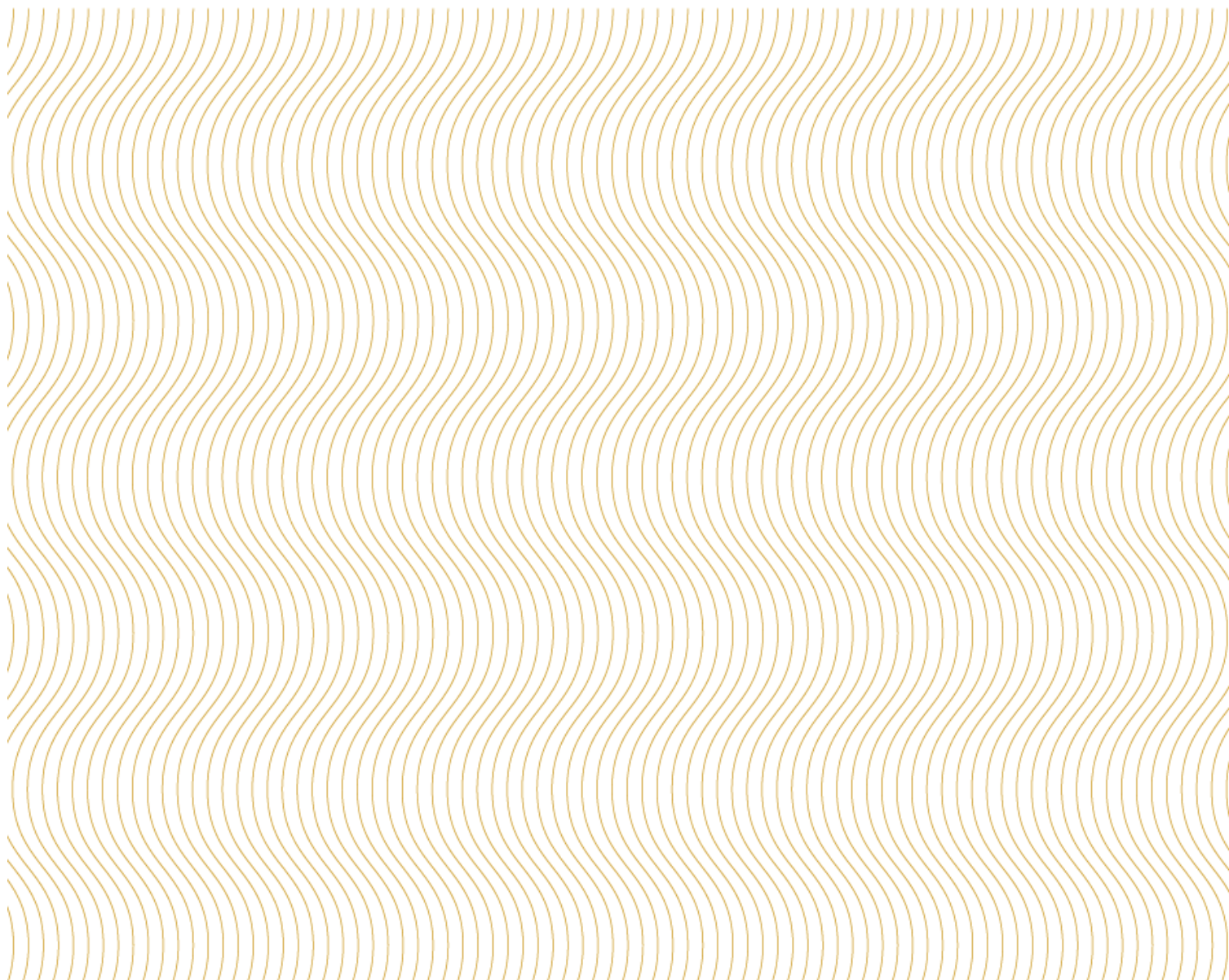


ADGM Work Permits Guidance



ABU DHABI GLOBAL MARKET
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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 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 registered establishments with attracting and retaining the best talents in the market.

This document provides an overview of the different work permits that are issued by the ADGM Registration Authority to employees of ADGM licensed entities as well as to individuals (non-employees) engaged by these ADGM 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 Law concerning ADGM, enacted the ADGM Employment Regulations 2019 (the “**Regulations**”), which applies to the ADGM and its authorities, ADGM entities and ADGM employees.

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

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

ADGM Work Permits

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

The ADGM Registration Authority is the sole authority approved to issue Work Permits.

As per the Regulations, the ADGM entity shall be responsible for obtaining, maintaining and paying the cost of their employee's UAE employment visa, Work Permit and UAE identity card.

In order for an ADGM entity to obtain an employment visa and Work Permit for its employees, the entity must hold a valid establishment card with ADGM.

The Corporate Relations Office at ADGM process applications for Work Permits for employees of ADGM entities. For more information regarding the process of application, required documentation and fees, please refer to the [ACCESSADGM](#) or email accessadgm.cases@adgm.com.

The categories of individuals entitled to obtain Work Permits are explained below:

Employees sponsored by ADGM entities

Employees who are not UAE/GCC nationals and are sponsored by an ADGM entity.

Employment visas for these employees shall be facilitated by the ADGM Registration Authority and the Work Permit will be issued upon the issuance of the employment visa.

Required Documents:

- Medical fitness test;
- Original passport;
- Emirates ID application form; and
- Copy of health insurance card.

Employee sponsored by spouse/parent

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

Required Documents

- Clear coloured copy of Employee's passport (including the personal details page and visa stamp page);
- Clear coloured copy of sponsor's passport (including the personal details page and visa stamp page);
- Employee's photograph with white background in .jpg format with a resolution of more than 200dpi;
- Copy of the employment contract signed by the employee and the authorized signatory of the ADGM Entity; and
- Sponsor's NOC.

UAE & GCC Nationals

UAE and GCC nationals are not required to obtain an employment visa; however, they must obtain an ADGM Work Permit that enables them to work on Al Maryah Island.

Required Documents

- Clear colored copy of the Employee's passport;
- Clear colored copy of the Employee's Emirates ID;
- Employee's photograph with white background in .jpg format with a resolution of more than 200dpi; and
- Copy of the employment contract signed by the Employee and the authorized signatory of the ADGM Entity.

Temporary Work Permits

A temporary work permit is an official document issued, pursuant to the Rules, by the ADGM Registration Authority to individuals who do not fall under the definition of employees (as defined in the Regulations) (“**Temporary Work Permit**”). The Temporary Work Permit permits such individuals to work in or from Al Maryah Island, which is the geographical jurisdiction of ADGM.

The ADGM Registration Authority is the sole authority to issue, renew and revoke Temporary Work Permits.

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

The categories of individuals entitled to obtain Temporary Work Permits are explained below:

Secondees

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

Required Documents

- Passport copy with visa page (if applicable);
- Copy of secondment agreement;
- A white background passport photo; and
- A copy of the commercial license of the sponsor.

Outsourced Individuals

Outsourced Individuals are individuals temporarily working in ADGM for one or more ADGM entities under an outsourcing agreement¹ and who have the right to work in the UAE but do not hold an employment visa facilitated by the ADGM Registration Authority.

Required Documents

- Applicant’s passport copy with visa page (if applicable);
- Copy of outsource agreement;
- A white background passport photo; and
- A copy of a valid commercial license of the sponsor.

Interns

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

Required Documents

- Passport copy with visa page (if applicable);
- Copy of internship agreement; and
- A white background passport photo.

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

Temporary Freelancers

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

Required Documents

- Passport copy with visa page (if applicable);
- Copy of freelance/service agreement;
- A white background passport photo;
- Copy of a valid commercial license of the engaging service provider; and
- Copy of a valid freelancer license from another jurisdiction.

General Terms and Conditions applicable to Temporary Work Permits

1. The ADGM registered entity must apply for a Temporary Work Permit for any temporary engagement;
2. Applicant of a Temporary Work Permit must have a valid employment 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 one year for a secondees' Temporary Work Permit which is not renewable (subject to rules issued by the ADGM Registration Authority);
5. Outsourced Individuals and Temporary Freelancers can renew their Temporary Work Permit with no time restriction, upon payment of the renewal fees; and
6. The applicant's residency/employment visa must be valid for more than the requested permit duration.

Fees

Fees for obtaining Work Permits and Temporary Work Permits

The below tables set out the applicable fees for obtaining and renewing a Temporary Work Permit:

Table 1 - Issuance of Temporary Work Permit

Category of Non-Employee	3 months	6 months	12 months
Seconded	300	600	1200
Outsourced Individual	300	600	1200
Intern	300	600	1200
Temporary Freelancer	300	600	1200

Table 2 - Renewal of Temporary Work Permit

Category of Non-Employee	3 months	6 months	12 months
Seconded	300	600	1200
Outsourced Individual	300	600	1200
Intern	300	600	1200
Temporary Freelancer	300	600	1200

Table 3 – Delayed Applications

Delay	Fee
If filed within 1 week after the Non-Employee commences its engagement	250
If filed more than 1 week after the Non-Employee commences its engagement	500

The above fees are in United Arab Emirates Dirhams and are inclusive of VAT.

For more information on the applicable fees for obtaining Work Permits and Temporary Work Permits, please refer to the [ACCESSADGM](#) portal or email accessadgm.cases@adgm.com.

Disclaimer

This Guide is a non-binding indicative guide and should be read together with the relevant legislation, in particular, ADGM Employment Regulations 2019 and Employment Regulations 2019 (Engaging Non-Employees) Rules 2019 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 a specific advice concerning any individual situation. Any action taken upon the information provided in this Guide is strictly at your own risk and ADGM Registration Authority will not be liable for any losses and 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.