

Client Procedure (CP) for Transfer of Sponsorship

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1. Purpose

The purpose of this procedure is to facilitate information to Trakhees clients regarding the procedural requirements sponsorship transfer for Trakhees clients.

2. Scope

This procedure will apply to all free zone licenses clients with visas under Trakhees sponsor and or under companies within Trakhees jurisdiction need to transfer their visa to other government sector. Or for clients who have visa under government sector and need to transfer the sponsor under companies within Trakhees jurisdiction.

3. Definitions

- 3.1 NOC - No Objection Letter
- 3.2 LD - Trakhees-Licensing Department
- 3.3 RP - Residence Permit

4. Procedure

4.1 Transfer from government sector to Trakhees

4.1.1 Client should ensure that there is a bank guarantee of AED 3,000 for each employment visa and availability of the required amount for service fees in their prepaid account prior submitting for Visa.

4.1.2 Client should request for visa online by uploading the below required documents while each document should be in "JPG" type and less than 100 KP size:



For online application help, please refer to (Section 3.1.6) of below link:

http://trakhees.ae/en/Documents/Online_Admin_ExternalUserManual%20-%20CLD%20web.pdf

- Coloured passport copy valid for 6 months.
- NOC Letter from old company
- Valid Passport copy
- Residence Visa copy, with at least 3 months validity
- Establishment card copies from old and new companies
- Insurance copy from new company
- Passport size photo with white background
- Emirates ID Form
- Contract copy, signed and stamped by the new company.
- Attested Education Certificate (Manager, Director, Engineer, Doctor, Accountant, etc.) the same is not required if the applicant is one of the new company partners.



NOTE: Upon submitting the application online, applicant must also state under “comments” the type of medical appointment before generating the payment, if the client did not mention the type of medical appointment LD will process the request as normal medical test.

4.1.3 Once the applicant received his submission reference number, LD will check the required documents availability and update the system as follow:

4.1.3.1 Accept: If the submissions comply with requirements, payment advice will be generated and will be deducted from the client prepaid account.

4.1.3.2 Reject: If the submissions not comply with requirements. Applicant can apply again with new submission number.

4.1.3.3 More information: If note any missing document or not enough money in the client pre-paid account, LD will request for more information and advice to re-upload the missing information. Applicant should re-upload the requested information with the same submission number.

4.1.4 Once the submission is approved, LD will proceed for sponsorship transfer process., Upon completion, system will be updated and client should collect a signed application form from Trakhees- Passport collection section (only the company manager or PRO are accepted to collect the documents)

4.1.5 Client should collect the stamp and signature from the old and new companies on the Application form and re-submit to LD.

4.1.6 LD will process the request for medical appointment. Upon completion, system will be updated and client should collect the medical appointment form from Trakhees- Passport collection section (only the company manager or PRO are accepted to collect the documents).

4.1.7 Client should go for the medical test as in the appointment form, medical results will be sent to application. Then the client should submit the below documents to Trakhees- Passport Collection section:

4.1.7.1 Medical results

4.1.7.2 Original passport

4.1.7.3 3 copies of the employment contract (CGS-F01a0),

4.1.7.4 Emirates ID application.

4.1.7.5 Insurance card or certificate.

4.1.8 LD will proceeds the RP Stamping, Upon completion client should approach Trakhees- passport collection section and collect the below documents:

4.1.8.1 Stamped passport.

4.1.8.2 Attested Employment Contract.


4.1.8.3 Employment Card.



4.2 Transfer from Trakhees to government sector

4.2.1 Client should ensure the availability of the required amount for service fees in their prepaid account prior submitting for Transfer of sponsorship from Trakhees to government sector.

4.2.2 **Applicant should apply online and mentioned that the cancellation process is to transfer from Trakhees to Government sector, and then upload along with the below required documents;**

	For online application help, please refer to (Section 3.1.14) of below link: http://trakhees.ae/en/Documents/Online_Admin_ExternalUserManual%20-%20CLD%20web.pdf
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- End of Service Entitlement and Cancelation (CGS-F02a)
- Passport copy.
- Residence Visa copy, with at least 3 months validity
- Valid Establishment Card copies from old and new companies

4.2.3 Once the applicant received his submission reference number, LD will check the required documents availability and update the system as follow:

4.2.3.1 Accept: If the submissions comply with requirements, payment advice will be generated and will be deducted from the client prepaid account.

4.2.3.2 Reject: If the submissions not comply with requirements. Applicant can apply again with new submission number.

4.2.3.3 More information: If note any missing document or not enough money in the client pre-paid account, LD will request for more information and advice to re-upload the missing information. Applicant should re-upload the requested information with the same submission number.

4.2.4 Upon approval, Client should approach Trakhees office submit the original copy of the immigration application form signed and stamp by the other company.

4.2.5 Trakhees will review the request and upon approval will sign and stamp the form and give it to client.

5. Service Completion Time

	Service	Completion Time
5.1	Time taken to revise the submission and update the submission status (from the date of submission)	1-2 Working day
5.2	Availability of Immigration application form to be for client collection (from the date of approving the submission)	1 Working day
5.3	availability of the medical appointment form for client collection (from the date of submitting singed application from by the client)	1 Working day

5.4	Availability of the stamped passport, Employment ID and attested contract for client collection (from the date of submission the origin passport and medical results)	3 Working days
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6. Service Fees*

	Service	Fees
6.1	Transfer from government sector to Trakhees	2,050
6.2	Transfer from Trakhees to government sector	310
6.3	Medical Appointment (Normal)	270
6.4	Medical Appointment Urgent (48)**	380
6.5	Medical Appointment Urgent (24) **	480
6.6	Medical Appointment VIP (4)**	700

*The above fees might be subjective to 5% VAT.

* 10 AED Innovation fees and 10 AED for knowledge fees are to be added for each service.

** Medical Appointment fee is included in the transfer of sponsorship from government sector to Trakhees under normal fees. But in case the applicant choose urgent or VIP fees the variance amount of medical fees will be added accordingly.

7. Related Forms

7.1 CGS-F01a Employment Contract.

7.2CGS-F02a End of Service Entitlement and Cancellation

8. References

8.1 Trakhees Rules and Regulation.

8.2 UAE Immigration Rules and Regulation



9. Workflow

