



Government of Ras Al Khaimah
RAK Investment Authority

RAK INVESTMENT AUTHORITY
EMPLOYMENT VISA
RENEWAL CHECKLIST



EMPLOYMENT VISA RENEWAL CHECKLIST

REQUIRED DOCUMENTS

1. Online visa application form duly filled out and signed by the company's authorised signatory with company stamp
2. Original passport (must be valid for at least 6 months)
3. Two recent passport-sized colour photographs with white background.
In case the medical examination is carried out by RAKIA, two additional photographs should be submitted.
4. Valid trade license copy
5. Original medical report, valid and issued by UAE government hospital.
(applicable in case the medical examination was carried out by the client directly)
6. Copy of Emirates ID renewal form
(applicable in case the medical examination was carried out by the client directly)
7. Original of previous Emirates ID card
8. Copy of tenancy contract (or free hold certificate)
*Acceptance of unattested tenancy contract is subject to Immigration approval.
Note: 6 month hotel reservation can be accepted for Investor/Partner only (subject to Immigration approval)
9. Copy of Company Bank Statement/contracts
(Acceptance of Personal Bank account is subject to the Immigration Authority's approval)

Starting from June 2016 for Investor/Partner renewal ONLY.

REQUIRED FEES (AED)

		NORMAL	URGENT	ROYAL
1. Full Renewal Package including visa renewal, medical test, typing of Emirates ID application, ID card for Investor/Employee	Investor/Partner (3 Years)	3,270	4,270	4,770
	Other Employees (2 Years)	2,455	2,955	3,455
2. Renewal Package without medical & Emirates ID	Investor/Partner (3 Years)	2,400	3,400	3,900
	Other Employees (2 Years)	1,685	2,185	2,685

*Additional AED 500 in case medical examination was carried by RAKIA

*Additional AED 250 in case of an urgent medical examination processing

APPROXIMATE TIME FRAME (WORKING DAYS)

		NORMAL	URGENT	ROYAL
1. Collection of medical result (applicable only for PRO services)	Investor/Partner	4	2	NA
	Other Employees	4	2	NA
2. Visa Renewal (process begins after receipt of medical report)	Investor/Partner	6	4	2
	Other Employees	8	5	2

HOW TO APPLY FOR VISA RENEWAL

- 1** Fill out the online visa application at www.rakia.com/e-services and print the form.
- 2** Submit the application to RAKIA Government Services desk along with the required documents and payment.
- 3** RAKIA will arrange medical test & Emirates ID processing (if applicable)
- 4** The application will be processed by RAKIA and will be sent to RAK Immigration.
- 5** The application will be processed by RAK Immigration and the original passport will be handed over to RAKIA.
- 6** RAKIA will contact the client for collection of passport/ ID card and other related documents.

GENERAL NOTES

- In order to apply for any service from the Government Services Department, the company's trade licence should be valid for at least 30 days.
- Information provided in this document is subject to change without notice. RAK Immigration Authority reserves the right to request for additional documents or proof of company being operational.
- For latest updates on visa rules, please refer to the Visa Rules & Regulations page at <http://www.rakia.com/e-services>
- Process related to visa renewal can experience unexpected delays due to compiling of UID numbers, updating of entry/ exit details at respective UAE airports and/or when Immigration needs to inspect the company's premises. Above all, process can be delayed for attaining security approval as they are controlled by the UAE Immigration Authority.