

## OUR PROPOSAL FOR COMPANIES

**Subject: QUOTATION (Applications & Services) – Clearance/ PRO Service**

We are glad providing you the interested services details as below for your good firm:-

EMPLOYEMENT VISA STEPS & APP. CHARGES			
No.	Particulars	Normal Fee	Urgent Fee (Additional)
1	Quota Applying Fee (Single) MOL	70	
2	Quota Payment Fee MOL	270	
3	Work Permit Application MOL	70	
4	Labour Card Fee Payment Depends Upon Company Category (Category A 690/- AED Category B 1590/- AED Category C 2090/- AED MOL	-	
5	Update Work Permit Application MOL	70	
6	Labour Bank Guarantee 3000/- MOL	3050	
7	New Entry Permit Visa App. In FAWRI System	350	100
8	Blood Test (Price may vary depending on Visa type)	250	
9	Labour Contract App.	95	
10	Tarheel/ Scanning App. (Labour Contracts)	80	
11	Emirates ID App. (2 Years)	270	
12	Health Insurance Card (Charges vary on selected health plans)	/	
13	Residence Visa Stamping App. (2 Years)	400	100
14	Relative Work permit App	80	
15	Passport size Photo 6pc	20	
16	Arabic Letters to authorities (MOL, MOI, ADM, Police etc)	30	

**DOCUMENTS REQUIRED:-****Company Documents:-**

- 1- Trade License COPY
- 2- MOI (Munshaa) Card COPY (Immigration)
- 3- MOL (Munshaa) Card COPY (Ministry Of Labour)
- 4- E- Sign Card ORIGINAL
- 5- Passport COPY (E-Sign Card Holder)
- 6- UAE ID COPY (E-Sign Card Holder)
- 7- Office Tenancy Contract COPY -. *(For Applications Required in MOL system)*
- 8- Business Card COPY - OR - Contact Details such as Tel, Fax and Coordinator/ HR Officer Mobile No. etc. *(For Applications Required in MOL system)*
- 9- FAWRI: Username & password details.
- 10- MOL: Username & password details. (If exists)

**Employee Details & Documents Required (New/ Renewal)**

- 1- Passport Colour COPY
- 2- Passport Size PHOTO - OR - Email us Clear SCAN > we will print Hard copies/ PHOTOS
- 3- Salary Details. For Example (Basic = 4800, Accommodation = 2000, Air fare = 200, Allowance = 1500 and TOTAL = 8500 AED)
- 4- Certificate/ Degree COPY (Colour) or ORIGINAL
- 5- Profession of Appointed Employee (eg - Clerk, Engineer, Secretary or Manager Etc.)

- 6- Employee's Home Country Address.
- 7- Employee's Home Country Contact No.
- 8- Employee's Mother Name

### **Services Inclusion:-**

- 1- At your HR's (PR Coordinator's) notification to RAS for the specified service, documents will be collected from your office/ or advised place and after process dispatched all the time at need.
- 2- Health Insurance DAMAN, new/ renewal/ addition all related paper work and follow up services.
- 3- Special cases; additional follow up for the minor problems in Applications of staff all necessary actions will be taken.
- 4- Transportation Service: Taking staff from Office to Screening center for Blood Test and EID authority for Biometrics scanning, Employee will be fully assisted in all and after clearing the necessary paperwork staff will be sent back to office.
- 5- Blood Test Reports will be collected from Screening Center.
- 6- MOL & MOI Office will be visited for staff concerned Applications several times.
- 7- If the contract period passes more than 3 months the Trade License Renewal (With No amendments) will be done without any additional SERVICE charges.
- 8- Air Port service, Entry Permit will be dropped at counters in advance for the arrival of NEW Visa holder. (For Non E-Visas)

- 9- MAWAQIF – parking permits will be extracted for staff Accommodation/ Office.
- 10- TAWTHEEQ – Tenancy Contract Registration in Abu Dhabi Municipality concerned to Office & Management
- 11- ADDC (Water & Electricity) Registration & Clearance.
- 12- Court documents preparation & Assistance. (POA, Memorandum of Association etc.)

**OPTION 1:-**

The above services including all will be on monthly basis with a signed contract (Renewable) between two parties.

**Total Service charges / Month = 8000/- Dhs.**

**OPTION 2:-**

If the interest goes for individual assignments and services instead monthly basis, the following will be the charges list for services:-

**SERVICE CHARGES**

- Visa Cancellation Clearance = 500/- AED per employee.
- New Residence Visa including every step clearance = 1700 AED/- per employee.
- Residence Visa Renewal including every step clearance = 1300 AED/- per employee.
- MOL Blocked system follow up clearance = 600 AED/- per employee.
- Relative Work permit MOL clearance = 600 AED/- per employee.
- Health Insurance Individual addition clearance = 200 AED/- per employee.

- Health Insurance Cancellation/ refund clearance = 200 AED/- per employee.

And many other company related affairs to government follow up and clearance, other interested services charges will be furnished upon request.

We look forward to build a relation with your company for best services in addition we can.

Upon interest an official confirmation is highly appreciated.

**Thank you**

**ROBOA ALSHAMAL PRINTING  
SERVICES (Abu Dhabi - UAE)**