

Work Permit Guide

Registration Authority

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Contents

Contents

Work Permit Guide 1

Legal Framework 4

 Part1: Work Permits 4

 Fees 5

 Part 2: 7

 Temporary Work Permits 7

 Fees 8

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 (“ADGM Founding Law”) 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 licensed persons as defined in the Commercial Licensing Regulations 2015 (“ADGM Entities”) to understand and assist compliance with ADGM’s work permits requirements.

This document provides an overview of the different types of ADGM work permits that ADGM Licensed Persons are required to obtain for both their employees as well as to individuals (non-employees) engaged by these 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 Founding Law, enacted the ADGM Employment Regulations 2019 (the “Regulations”), which applies to the ADGM and its authorities, as well as ADGM Licensed Persons and their employees.

This Guide should be read in conjunction with the Regulations and the Employment Regulations (Temporary Work Permit) Rules (the “Rules”).

The Regulations and Rules are available on the ADGM website by following this link.

There are two types of ADGM Work Permits. Work permits for employees and temporary work permits for non-employees.

Part1: Work Permits

An ADGM work permit is a document granting an employee of an ADGM Licensed Person permission to work in or from the geographical jurisdiction of ADGM (“Work Permit”).

The ADGM Registration Authority is the sole issuing authority for Work Permits.

As per the Regulations, the ADGM Licensed Person shall be responsible for obtaining, maintaining and paying the cost of an employee’s work permit and, as applicable, the UAE residency visa and UAE identity card.

In order for an ADGM Licensed Person to obtain an employment visa/Work Permit for its employees, the entity must hold a valid establishment card and an E-Channels account with ADGM.

The Corporate Relations division of the ADGM Registration Authority processes applications for Work Permits for employees of ADGM Licensed Persons through the ACCESSADGM portal. For

more information regarding the process of application, please refer to the ACCESSADGM portal or email accessadgm.cases@adgm.com.

ADGM Licensed Persons must obtain Work Permits when employing the individuals categorised below:

1) Employees sponsored by ADGM Licensed Persons

This category covers employees who are not UAE/GCC nationals and are sponsored by an ADGM Licensed Person. Employment visas for these employees shall be facilitated by the ADGM Registration Authority.

The Work Permit will be issued upon the issuance of the employment visa.

2) Full time Non-Sponsored Employees

a) Employee sponsored by spouse/parent

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

For more information regarding the required documentation to be provided upon submitting the application for a Work Permit, please refer to the ACCESSADGM portal or email accessadgm.cases@adgm.com

b) UAE & GCC Nationals

UAE and GCC nationals are not required to obtain an employment visa; however, the ADGM Licensed Person must obtain a Work Permit for those employees that enables them to work in the geographical jurisdiction of ADGM.

c) Golden Visa Holders

This category covers individuals directly employed by an ADGM Licensed Person, and have been granted the long term Residence Visa as per the UAE Government Golden Visa Program (Cabinet Resolution No. 56 of 2018).

Fees

Table 1 - Issuance of Employees' Work Permits

The below tables set out the applicable fees for obtaining and renewing an employee's Work Permit, as well as the requirements to apply for a Work Permit:

Category of Employees	3 months	6 months	12 months	3 years
Employee under ADGM Licensed Person/ADGM Authority sponsorship	N/A	N/A	N/A*	N/A*
Employee under spouse or parent sponsorship	N/A	N/A	N/A	AED 300
UAE/GCC National	N/A	N/A	N/A	AED 300
Golden Visa Holders	N/A	N/A	N/A	AED 300

* Permit valid for 1 or 3 years depending on the length of employment visa selected. The fee is included in the visa package, no additional fees to be paid.

Table 2 – Work Permit Requirements

To apply for a Work Permit, please follow the below steps:

1. Login to [ACCESSADGM](#) Client Portal
2. Click on Government Services on the left side bar menu
3. Go to the Visa Services Section > Work Permits > New Work Permit - Non-Sponsored Full time Employee

Work Permit Type	Required Documents
Employee under ADGM Licensed Person/ADGM Authority sponsorship	<ul style="list-style-type: none"> No documents required, Work Permit will be issued as part of the residence visa package
Employee under spouse or parent sponsorship	<ul style="list-style-type: none"> Clear coloured copy of the 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; Applicant's photograph with white background in .jpg format with a resolution of more than 200dpi; Copy of employment contract signed by the authorised signatory of the ADGM Licensed Person and the employee; and Sponsor's NOC.
UAE/GCC National	<ul style="list-style-type: none"> Clear coloured copy of the passport and Emirates ID; Applicant's photograph with white background in .jpg format with a resolution of more than 200dpi; and Copy of the employment contract signed by the authorised signatory of the ADGM Licensed Person and the employee.

4. Within the form select the Permit Type> complete all relevant employee details, click Agree, then save
5. Upload employee's photo in the "Applicant Photo" section > Upload required documents in the "SR Documents" section then Submit and Pay

The ADGM Registration Authority will verify your service request, after which you will receive an email notification that your e-permit has been issued.

To view and download your e-permits, please follow the below steps:

1. Click on link sent to you in the Email Notification
2. The link will direct you to the Service Request page
3. Within the Service Request page, scroll down to the SR documents section
4. Click to View and Download the generated Work Permit for the relevant employee

Part 2: Temporary Work Permits

An ADGM temporary work permit is a document issued, pursuant to the Rules, by the ADGM Registration Authority to an individual, who will work for the ADGM Licensed Person as a non-employee, and who does not fall under the definition of an employee (as defined in the Regulations) ("Temporary Work Permit"). The Temporary Work Permit permits such individuals to work in or from the geographical jurisdiction of ADGM.

The Registrar is the sole authority to issue, renew and revoke Temporary Work Permits.

As per the Rules, the ADGM Licensed Person is responsible for obtaining, maintaining and paying the cost of the required Temporary Work Permit for non-employees.

A non-employee is a person who is performing work or providing services for an ADGM Licensed Person, or through a third party engaged by such ADGM Licensed Person, within the geographical boundaries of the Abu Dhabi Global Market in circumstances where the relationship between the person performing the work or providing the services and the ADGM Licensed Person is not that of an Employer and Employee and therefore no Contract of Employment is issued to the person performing the work or providing the services.

Registrar's Requirements Applicable to Temporary Work Permits

1. The ADGM Licensed Person must apply for a Temporary Work Permit for any non-employee engaged to perform work or provide services;
2. Individuals, the recipients of a Temporary Work Permit, must have a valid residence 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. Temporary Work Permits can be renewed without a maximum validity; and

The individuals', the recipients of a Temporary Work Permit, residence visa must be valid for more than the requested permit duration.

Fees

Table 3 – Temporary Work Permit Fees

Type	3 months	6 months	12 months
Temporary Work Permit	AED 300	AED 600	AED 1200

Table 4 – Temporary Work Permit Requirements

Type	Required Documents
Temporary Work Permit	<ul style="list-style-type: none"> • Clear coloured copy of the Emirates ID (2 sides); • Copy of the agreement or a letter from the ADGM Licensed Person demonstrating details of the relationship with the individual; • Individual's photograph with white background in .jpg format with a resolution of more than 200dpi;

To apply for a Temporary Work Permit, please follow the below steps:

Login to ACCESSADGM Client Portal

1. Click on Government Services on the left side bar menu
2. Go to the Visa Services Section > Work Permits > New Temporary Work Permit
3. Within the form complete all relevant non-employee's details, click Agree, then save
4. Upload the non-employee's photo in the "Applicant Photo" section > Upload required documents in the "SR Documents" section then Submit and Pay

The ADGM Registration Authority will verify your service request, after which you will receive an email notification that your e-permit has been issued.

To view and download your e-permits, please follow the below steps:

1. Click on link sent to you in the Email Notification
2. The link will direct you to the Service Request page
3. Within the Service Request page, scroll down to the SR documents section
4. Click to View and Download the generated Temporary Work Permit for the relevant employee

For more information on obtaining Temporary Work Permits, please 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, Employment Regulations 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 specific advice concerning any individual situation. Any action taken upon the information provided in this Guide is strictly at your own risk and the ADGM Registration Authority will not be liable for any losses and/or 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.