



Visa Quota Amendment

1

Log in to the eServices Portal

- Access your account and navigate to **Company Services > Update Visa Quota**.

2

Fill in the Visa Quota Details

- Choose your Visa Quota type from the dropdown menu.
- If “**Upgrade**” was chosen, fill out the rest of the requested information.

3

Upload Required Documents

- For Visa Quota Increase or Decrease, please submit the following documents:
 1. **Request Letter**- it should be on company letterhead, signed and stamped by the shareholders.
 2. **Current Lease Agreement**- The existing lease should be valid. In case the lease is due for renewal or expired, the client needs to confirm whether the existing lease will be renewed or terminated.
 3. **New lease Agreement**- It should be valid for one year minimum.
- For Visa Quota Increase without additional office space, please submit the following documents:
 1. **Request Letter** with valid justification for the increase in visa quota without additional office space.
 2. Copy of the **existing/valid lease agreement**.

4

Review and Approval

Once submitted, the documents will be reviewed and forwarded for approval by DWTC Authority.

- Upon approval, DWTC Authority will issue an invoice. Payments can be made online using your preferred payment method under the Invoices & Statements section on the eServices Portal. Credit card payments reflect on the same day, while bank transfers take 5 to 7 days to process.

Notes:

- Visa Quota Increases or Decreases are subject to management review and final approval by GDRFA.
- DWTC Authority reserves the right to request additional documents if required.
- All documents must be in Arabic or English. Documents in other languages must be accompanied by legal translations.
- For visa quota increases without additional office space (applicable only to commercial office entities), the request will be subject to management review and approval.

COST FOR ADDITIONAL VISA QUOTA (without additional office space)

- Visa quota increase with additional office space – **AED 500**
- For each additional visa quota, a fee of **AED 5,000** will apply, with an annual renewal fee of **AED 1,000** per additional visa quota, to be collected during license renewal.