



INDIVIDUAL CONTRACT VERIFICATION

Checklist of Requirements*

DOMESTIC WORKERS

1. VALID EMPLOYMENT CONTRACT

- ✓ With minimum **basic wage** of AED 1,500 per month.
- ✓ For those whose **basic wage falls below AED1,500 per month**, please request your employer to **have the contract amended at any Tadbeer center**.

2. ADDENDUM TO THE EMPLOYMENT CONTRACT

3. WORKER'S VALID PASSPORT

4. WORKER'S VALID VISA STAMP (if issued prior to 11 April 2022) or EMIRATES ID (if issued on 11 April 2022 onwards), whichever is applicable.

Additional Requirements:

- For OFWs without previous record with the POEA and for registered BM with change of employer:
 - ✓ **EMIRATES ID OF THE EMPLOYER**
- For Abu Dhabi and Al Ain visa holders who are working in Dubai or the Northern Emirates:
 - ✓ **PROOF OF WORK ADDRESS** (e.g., employer's billing statement, tenancy agreement, etc.)
- ALL DOCUMENTARY REQUIREMENTS MUST BE SUBMITTED IN **TWO SETS**, along with a verification fee of AED 40.00. Please arrange the documents according to their order in the list.
- For representatives, appropriate authorization letter and EID copy will be required.
- For holders of Investor, Partner, or Husband/Wife/Dependent Visa, contract verification is not necessary.

*Pursuant to POEA Memorandum Circular No. 17, Series of 2022