

# **GUIDELINES FOR INDIANS**



**भारत का राजदूतावास, अबू धाबी**  
**Embassy of India**  
**Abu Dhabi**

**AMBASSADOR OF INDIA  
ABU DHABI**



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**Message**

The Embassy of India in UAE and its Consulate General in Dubai strive to constantly improve the quality, the range and efficiency with which services and welfare measures are delivered to the large Indian community in UAE.

As part of the effort to improve accessibility, both the Embassy and the Consulate have put in place "Open House" which allows any Indian citizen access to concerned officials without any appointment between 10.00 AM and 12.00 Noon on every working day in order to address and introduce greater transparency in our work by communicating more effectively with all stakeholders, by actively working together with all media organizations and by using every modern method of communication available, including social media.

The Community Affairs Wing of the Embassy is particularly engaged in reaching out to every citizen in need with the active support of Ministry of External Affairs, Ministry of Overseas Indian Affairs, State Governments, Indian community associations, business and professional groups and other well-wishers. The publication of "Guidelines for Indians" is yet another initiative to improve the access to services by sharing information with the general public and enhancing a culture of transparency.

I hope you will find this publication to be a useful reference guide.

  
**(T.P. Seetharam)**  
**Ambassador**

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## Disclaimer

This booklet is intended for the use of Indians living in the United Arab Emirates. The contents of the booklet is drawn from various sources and compiled for the convenience of the reader. Neither the Embassy nor its officers are responsible for any information contained here that is not authentic. The reader should take the information provided here as a guidance and professional advice is taken before proceeding further. The Embassy will not be liable for any damages or any kind of claims by any one, by referring to this booklet.



## UAE – A Brief Introduction

The United Arab Emirates (UAE) is a Federation of States located at the southeastern region of the Arabian Peninsula. It is bordered by Saudi Arabia in the west and Oman in the north and south-east.

The UAE is a Federation of Seven emirates namely, Abu Dhabi, Dubai Sharjah, Ajman, Umm al-Quwain, Ras al-Khaimah and Fujairah. The national capital is Abu Dhabi. Historically, the various emirates of the UAE were known as the Trucial States, based on a 19<sup>th</sup> century truce between the local rulers and the United Kingdom, prior to its independence and emergence as a nation on 2<sup>nd</sup> December, 1971.

The climate is hot and humid in summer (May-Oct), with maximum temperature crossing 50°C sometimes and moderately cool in winter (Dec-March), with temperature between 14°C and 23°C. The average annual rainfall is 42 mm, but Ras al-Khaimah is more temperate, with 150 mm average annual rainfall.

The UAE follows federal system of government with specific powers delegated to Abu Dhabi-based UAE Federal Government. However, each of the seven emirates enjoys a substantial amount of political autonomy as well.

While Arabic is the official language of the UAE, English is also widely spoken, followed by Hindi, Urdu and a variety of

other languages. Although Islam is the official religion of the State, the Constitution of the UAE guarantees freedom of religion in accordance with established customs and traditions.

India and UAE share deep historical, cultural, political and economic ties based on shared ideas and aspirations of growth, prosperity, peace and stability. The robust economic cooperation and presence of vibrant Indian investments and expatriates in UAE are testimony to this fact.

### UAE – Basic Facts

<b>Capital</b>	Abu Dhabi
<b>President, Ruler of Abu Dhabi</b>	H.H. Sheikh Khalifa Bin Zayed Al Nahyan
<b>Vice-President Prime Minister, Ruler of Dubai</b>	H.H. Sheikh Muhammad Bin Rashid Al Maktoum
<b>Working Days</b>	Sunday - Thursday
<b>Currency</b>	Dirham (AED) 1 USD = AED 3.67
<b>Population</b>	8.26 million (as per NBS 2010 estimates).
<b>Legal System</b>	Combination of Sharia and Civil Legislative law and separate system for common law".
<b>Major Trading Partners</b>	India, China, USA, Germany, Japan
<b>Major Export Items</b>	Crude Oil, Natural Gas, Re-exports, Aluminum, Fish
<b>Major Import Items</b>	Manufactured goods, Machinery, Food stuffs, Transportation equipment.

### Who may be employed in the UAE?

A person between 18 - 60 years of age, with required professional and academic qualifications, physically and medically fit, and passport valid for at least 6 months may be employed in the UAE.

### What is the procedure for recruiting Indian workers in to UAE?

Generally, through the registered (from MOIA) recruiting agents present in India. Specific permission is required if the foreign employer intends to directly recruit Indian workers.

### What are the expenses charged to the employee?

Neither a foreign employer nor recruiting agents in India can demand any amount of money from the employee for the latter's recruitment, except the placement fee (maximum Rs. 20,000). All charges towards Visa, Air tickets, transit accommodation etc. have to be borne by UAE employer.

### What are the important things to be noted before accepting the employment?

- Verification of the Credentials of Company through a known contact in the UAE or the Indian Embassy or the Indian Consulate in UAE.
- Careful perusal of the texts of contract with a focus on following aspects:
  - ✓ Date of commencement, term of Contract and designation of employee.
  - ✓ Amount of basic salary-should be at least 40 percent of total salary.
  - ✓ Accommodation and Conveyance - to be provided or paid for by the employer; no charges should be imposed on the employee for the same.
  - ✓ Clarification on food allowance-salary should not include any food charges.
  - ✓ Annual leave entitlements.

- ✓ Air Travel fare on the journey from India for joining duty in the UAE and return air ticket after completion of contract-should be borne by employer.
- ✓ Allowances, if any.

### How important is Employment contract?

Duly signed Employment Contract between employee and employer, written both in Arabic and English, is a very important document and is required for recognition of the employee and subsequent issue of Labour Card. It should be made in three copies - one each for employee, the employer and the competent labor department. The template for such employment contracts is provided by the Ministry of Labour, UAE and may be referred as the MoL Contract. Alternatively, a copy may also be downloaded from the website of the Ministry of Labour. Additionally, if the employer provides an offer letter or any other memorandum or written instrument to the employee which contains certain terms and conditions of employment and is signed by both the employer and employee, then the same shall also have the same effects as an the Mol contract and will be treated as a supplement to the Mol Contract. In the event of conflict between applicability of concurrent provisions of the MoL Contract and of the supplementary contract, the provisions which are more beneficial to the employee shall be applicable eventually. The employee should be in possession of all employment related documents including the offer letter from the employer, the Mol Contract, any other memorandum / written agreements /addendums or amendments to employment contracts, throughout the term of employment.

### **What is the importance of a Health Card?**

Soon after arrival, in order to obtain a residency permit, an employee has to undergo a medical and blood test for examination of the employee's physical fitness (the tests which are conducted under supervision of the Ministry of Health, is generally arranged by the employer).

### **What is the importance of an e-Labour Card?**

An e-labour card indicates name and place of work of an employee. The employer should obtain a labor card for the recruited employee within 60 days of the latter's arrival to the UAE and after the successful completion of the medical check-ups. Otherwise, the employee should inform the Labor Department about his employment and entry (at [callcenter@mol.gov.ae](mailto:callcenter@mol.gov.ae) or toll free number 800665). An e-labor card is issued for two years (government employees for three years) and is further renewable for a similar period provided it should be renewed within 50 days from the date of expiry. It is learnt that starting July 2014, the plastic labour cards will be phased out and shall be replaced with e-labour cards. However, the employer should pay the necessary fees relating to the employment contract and e-labour card as well as the fines incurred by the non-issuance or non-renewal of the card within the given period.

### **What is Emirates ID Card?**

Emirates ID card (also called the Resident Identity Card/National Identity Card) is an identification card, issued by the Emirates Identity Authority (EIDA), which all UAE residents are required to obtain. It is required to use any local government service. Applicant needs

to visit authorized typing centers with original passport and photos for initial application. Upon Successful submission an SMS is sent to the applicant's mobile from EIDA where proper time for appointment is given to capture the Biometric data of the applicant. Processed Cards are then sent by courier to the preferred address provided by the applicant. Employers are required to arrange and pay for EIDA charges.

### **What are the working hours?**

The working hour is 8 hours per day or 48 hours a week. During Ramadan ordinary working hours decreases by two hours. The overtime earns basic salary for the ordinary working hours plus a certain percentage of that basic salary. Depending on the nature of the job, regular breaks are allowed in between the working hours for rest, meals and prayers.

### **Is Friday a holiday for all employees?**

Friday is weekend for all workers, except for per day manpower. If employee works on Friday, then another day to relax is given as the weekly holiday. Otherwise employee receives basic salary for the ordinary working hours plus at least 50% of that salary.

### **What are the entitlements regarding annual leave?**

Normally two days for each completed month of service, if the term of service is between 6 to 12 months. Beyond one year, 30 days annual leave is the norm. However, it should be mentioned in the employment contract for its enforcement.

### **When the sickness leave or medical leave can be utilized? And how it is computed?**

The employee becomes eligible for the sick leave only after the completion of probationary period. If the employee falls sick after 3 months of continuous service, post the probationary period, then he/she would be entitled to a sick leave of not more than 90 consecutive or intermittent days for each year of service. The pay is full for first 15 days, half for next 30 days, and no pay thereafter.

### **What is the provision for maternity leave?**

If service is more than a year, then a maternity leave of 45 days, with full pay, is admissible, during pre and/or post natal period. If service rendered is less than a year, half pay is granted during the leave.

### **What are other leaves allowed for employee?**

10 days of official holidays per year. In addition, Hajj leave, not exceeding 30 days and without pay, is granted to Muslim employee once during the terms of service.

### **What is the compensation for work related injuries and disabilities?**

The UAE Labour Law makes it obligatory for employer to meet all the medical expenses incurred by employee on injuries sustained during the performance of work. In addition, employee is entitled for full salary during the first six months or till the completion of the treatment, whichever is earlier. In case the treatment continues beyond six months, then the entitlement is half pay for the next six months.

### **What is the compensation in case of death from work related injuries of an employee?**

Obligation on the employer to pay death compensation equivalent to 24-months basic salary, subject to a min of AED 18,000 and a max of AED 35,000, in case of death resulting from work related injuries. Death from negligence or suicide, however, nullifies compensation. Maximum time limit to file the civil case at concerned courts is 3 years.

### **What is the forum available for settling the Labour Disputes?**

As a prerequisite, and in strict compliance with Labour Law, all claimants must first file a complaint with the Ministry of Labour or the relevant free zone authority in which the claimant was employed. The Ministry/free zone authority will attempt to mediate between the parties to reach an amicable settlement on the disputed issues. In the event that no such settlement is possible, the Ministry/free zone authority is obliged to issue a 'transfer letter' to allow the matter to be filed and heard before the Labour Court. During the pendency of the trial, the employee can apply for temporary work permit if he is having an offer of employment. He may apply to the Ministry of Labour for a permit to work temporarily until his case is over, after providing the Ministry of Labour that he has a case before the court. Upon submission of this required proof, Ministry will decide on the matter and issue temporary work permit. During trial in the court ask for a translator.

### **Is there a time limit for filing cases in Labor disputes?**

The Labour Court does not accept any case filed after elapse of one year post the occurrence of the events which led to the dispute.

### **Guide to disputes at the Ministry of Labour.**

If you as an employee have a dispute with your employer, you must first file an application to settle the dispute at the Ministry of Labour. You may consult a Indian lawyer (Free counselling Services available in IWRC, 800 46342). The typist in Labour department then translates the information which the lawyer has prepared for you in Arabic on an official Ministry of Labour application. You must take with you a copy of your employment contract issued by your employer and the employment contract submitted by your employer to the Ministry of Labour in addition to your passport and Labour card. After you file the case, you will then appear along with your employer at the Ministry of Labour hearing. If the matter is not resolved at the hearing, the dispute will be forwarded to the Courts for settlement.

### **Under what conditions can the employment contract be terminated?**

The employment contract may be terminated in any of the following situations.

- By mutual consent of both parties provided that employee's consent is made in writing.

- On expiry of the period specified in the contract unless the contract is expressly or implicitly extended in accordance with the provisions hereof.
- At the discretion of either party in unlimited employment contracts provided both the parties abide by the provisions of Law regarding notice for termination of contract, and valid causes for termination of the contract. A written notice must be served at least 30 days prior to the termination.

In case of day employee, the period of notice is one week if he/she has been working for more than 6 months but less than a year, two weeks if working for at least a year, and one month if working for at least five years.

The employer may dismiss the worker without notice in the following cases:

- Submission of false identity or nationality.
- Submission of forged documents or certificates.
- During probationary period.
- Substantial material loss to employer due to an error caused by employee provided that the employer reports the same to Labour department within 48 hours of the incident.

- Violation of safety instructions displayed in writing at the premises or communicated verbally (for illiterate employee).
- Negligence or failure to perform duties as mentioned in the contract despite previous warnings and investigations by the employer
- Breach of confidential information.
- Conviction and award of final judgment by the competent court in respect of an offence prejudicing honor, honesty or public morals.
- Consumption of alcohol or under the influence of drugs during working hours.
- Assault on employer, manager or related persons during work.
- Absence from duty without lawful reasons for more than 20 intermittent days or for more than seven successive days during a year.

### **What are the end of service Benefits?**

The worker, who has completed one year or more in the continuous service, is entitled to the end of service benefit (EoSB) at the completion of his/her service. Days of absence from work without pay are not included in computing the

period of service. The EoSB is 21-days pay for each year for first five years of service and 30-days pay for each additional year provided that the total EoSB shall not exceed 2 years pay. The EoSB is computed on the basis of the last salary which employees were entitled to, in respect of those drawing their salary per month, week or day. While those drawing their wages on piece work basis, it is computed on the basis of the average daily wage stipulated in Article (57). Allowances are not taken into account for calculating the EoSB.

If an employee, under a contract with unlimited period, leaves work voluntarily after a continuous service of not less than one year and not more than three years, he/she is entitled to  $\frac{2}{3}^{\text{rd}}$  of the end of service gratuity provided for in the previous Article. If it exceeds 3 years, but less than 5 years, two thirds of such gratuity is the entitlement. However, if it exceeds 5 years, entitlement is a full benefit.

If an employee, under a contract with limited period, leaves work before the end of the contract period, it nullifies EoSB unless the period of continuous service exceeds exceeds five years.



The employee could be fully deprived of EoSB in any of the following cases:

- a) Dismissal from service for any reason in accordance with Article (120) of the Labour Law.
- b) Voluntarily leaving work without notice in cases other than those enumerated in Article (121) of the Labour Law with respect to unlimited period contracts or before he/she completes five years of continuous service with respect to limited period contracts.

### **Who all could change the Sponsorship?**

Employees cannot change their sponsors except those included in the categories of Engineers, Doctors, Pharmacists and Nurses, Universities and higher college teachers, experts, legal consultants, economists, financial and management staff, holder of university higher degrees, computer/information system analysts and programmers , who hold university degrees in these fields specialists and technicians in the field of oil and gas exploration and other related fields, Athlete's coaches for different sports; Specialists in sea and air navigation; Heavy duty driver and other categories subject to Ministry's approval.

### **What are the conditions under which the sponsorship could be transferred?**

- ✓ Same occupation in the new Sponsor as was with the previous sponsor.
- ✓ Holding Passport stamped with a valid residence visa.
- ✓ Must have completed at least 2 years of service with previous employer.
- ✓ The new job on offer must provide a salary in accordance with an individual's educational qualifications;
- ✓ No UAE or GCC citizen, who is registered as job applicant with the competent authorities is available to occupy the job, subject to matter of the visa transfer.

### **What is the procedure for repatriation after the expiry of the contract?**

The employee's residence is deemed illegal if he/she stays beyond the term of service in UAE. The Employer (or last employer/sponsor in case of change of sponsors) makes arrangements for cancellation of the work permit and also bears the expenses incurred on repatriation of employee. However, the employee bears the cost of repatriation in case of termination of employment due to own fault, if he/she possesses sufficient means. In case of death of an employee, the sponsor bears the expenses incurred on transportation of mortal remains.

## Accommodation

If the employer/company does not provide accommodation, it can be searched in the nearby vicinity by taking assistance of the company's human resources manager, colleagues, friends, or members of any clubs and associations. In addition, advertisements in local newspapers and magazines and notice boards outside accommodation blocks can also be explored. Generally, it is easier to find a shared accommodation for bachelor in comparison with families.

### **Important Checklists before taking an accommodation on rent.**

- Preferably from owner directly (or from an individual or a company authorized by owner to sub lease).
- 24-hour security and availability of proper supply of water and electricity.
- Preferably in a new pest free building.
- Owner bears the expenditures on maintenance and service. Onus on payment of Air-Conditioning Fees must be clarified in the beginning.
- Insured against fire, theft and natural calamities.
- Preferably having facilities such as covered indoor parking, gym, swimming pool, and community hall, TV cable connection from Etisalat or Du or DTH access.
- Preferably far from construction site or workshop, chemical or sewage treatment plant and close to area having facilities of supermarket, hospitals, etc.
- Inventory should be taken for furnished apartments and to be reconciled with property owner.
- Condition of furniture, fixture and other goods to be checked before moving in and any damage or fault should be reported. Failure to any of this may result in deduction from security deposit.



### What are the requirements for driving a vehicle in the UAE?

A valid UAE driving license is required which can be obtained after training from an authorized driving school in UAE. If you are 18-21 years of age, you can apply for a probationary license. Indian driving license older than 5 years reduces the number of training classes.

### What are the documents required?

Passport (original & copy) with residence stamp, No-Objection Certificate from the employer and photographs.

### What are the major steps involved?

- The file would be opened in Traffic Department through your school.
- Get an eye test done either at an optician or at your driving school.
- Receive temporary driving license, which always need to be carried.
- Once all internal tests like theoretical, garage and parking, are passed, then road training is provided.
- A Road Test is conducted after training, passing of which earns UAE Driving license.

### What are norms to be followed in UAE to avoid traffic rule violations?

- ✓ Accompanying persons sitting in front seat should always wear the seat belt.
- ✓ Must adhere to speed limits posted on the traffic signs.

- ✓ Children below ten years are not allowed to sit in the front seat
- ✓ While driving, mobile phone communications is not allowed except the use of aerpieces.
- ✓ In case of accidents immediately call 999.
- ✓ Driving the vehicle under the influence of alcohol is strictly prohibited and it may lead to imprisonment and deportation.
- ✓ Do not throw trash (cigarette butts) out of vehicle window.
- ✓ Refrain from any hand gesture or any aggressive behavior deemed to be offensive to other commuters while driving.

### How to get an International Driving License?

International driving licenses are necessary for UAE nationals and residents who wish to drive while staying abroad. Automobile & Touring Club of the United Arab Emirates (ATCUAE) is the only authorized agency in the country to issue international driving licenses. Documents needed for issuing an international driving license:

1. Passport Copy
2. Valid UAE driving license
3. 2 passport size photographs

Applicants can visit any of the ATCUAE offices or the Emirates Post Offices and apply for an international license after a payment of fees of AED 150 “for one year”.

## Services offered by Indian Missions (Embassy and the Consulate)

Indian Mission has outsourced part of non-judgmental official processes to various service providers. Currently, Indian Passport and Visa Application Processing Services have been outsourced to **BLS International Services**; the work related to Attestation of documents and Sworn Affidavits have been outsourced to **IVS Global**, and; the management of Indian Workers Resource Center is outsourced to **Alankit Assignments**. Detailed Contact Details of the service providers are mentioned in the last chapter.

### Passport Services (Can be applied In BLS centers):

- ☞ Renewal / Reissue of passport on Expiry of validity / Exhaustion of visa pages.
- ☞ Extension of short validity passport.
- ☞ New passport in married name in case of ladies.
- ☞ New passport in maiden name after obtaining passport in married name, consequent upon divorce/death of husband, in the case of ladies.
- ☞ New passport in the case of re-married ladies applying for change of name/spouse name in the present passport
- ☞ New passport for change of name of other than above cases.
- ☞ New passport for change of photograph.
- ☞ New passport in lieu of lost Passport.
- ☞ New passport in lieu of damaged passport
- ☞ Registration of Birth, issue of Birth Certificate and passport for a child born in the UAE
- ☞ Change of Address (For endorsement only).
- ☞ Change of Address (New Passport Booklet).
- ☞ Police Clearance Certificate.
- ☞ Cancellation of ECR endorsement.
- ☞ NRI certificates (For educational purpose only)
- ☞ Certification for Date/Place of birth, Marital Status, Spouse name etc. as per in the entries of passport
- ☞ Extract from birth register (issue of Birth Certificate who are born in UAE and birth has been registered in the Embassy or the Consulate)
- ☞ Endorsement of spouse's name in passport.
- ☞ Correction of Date/Place of birth involving issue of new passport.
- ☞ Surrender of Indian Passport.
- ☞ Certificate of Genuineness of Indian Passport.
- ☞ Arabic translation of passport particulars for obtaining visa for Libya.

### Attestation Services (To be applied in IVS Global Centers):

The documents which are being attested by Embassy of India/Consulate General of India are Birth Certificate, Death Certificate, Marriage Certificate, Divorce Decree, Education/Transfer Certificate, Medical Certificate (issued from India), Salary/Experience Certificate, Other Documents (such as Court Affidavit, Survey Bond, Indemnity Bond etc.), NOC for issuance of Passport for Spouse/children in India, Sponsorship Declaration, Undertaking Expenses for Studies, Driving Licence, Bachelorhood Certificate, Housemaid 'No Relationship' Affidavit, Life Certificate, Power of Attorney, Will, Gift Deed, Director Identification Number (DIN) Application/Trade Documents (Sales Deeds/MoU/Agreements).

Valid passport in original is mandatory for any attestation service. An applicant is required to sign in the presence of the consular officer. Document is processed the same day within 45-60 minutes of submission. For requirements and fees related information you may call or please visit the website.

### Indian Workers Resource Center (IWRC) Services:

IWRC assists in handling issues related to Overseas Employment and Immigration of migrant workers. In particular, the functions of IWRC include:

- ✓ To operate a toll free 24 x 7 helpline number **800 46342 (800 INDIA)** with multilingual staffs.
- ✓ To receive, register and monitor the grievance petitions received through various channels.
- ✓ To arrange legal, financial and psychological counselling session for deserving cases.
- ✓ To make persuasive calls to sponsors or Individual for specific cases.
- ✓ To refer serious issues to Indian Embassy or Consulate.
- ✓ To conduct awareness campaigns on a weekly basis across UAE.

IWRC can be contacted in following various ways:

- 24 hour Helpline number 800 46342/ 800 (India).
- Fax: 044340899
- SMS: 0558703725
- Website: [www.iwrcuae.in](http://www.iwrcuae.in)
- Email Address: [help@iwrcuae.in](mailto:help@iwrcuae.in).
- Location: IWRC Center, Alankit Assignments, 15L, Silver Tower, Cluster-I, Jumeirah Lake Towers, Dubai (All days of week from 3pm to 7 pm).

## FAQ on most availed Services:

### How to get a registration of birth, issue of birth certificate and passport for a child born in UAE?

The birth should be registered in the Indian Embassy or Consulate within a period of 1 year from the date of birth. The following documents need to be submitted at the BLS center:

- Application, in the prescribed format, for registration of birth and issue of birth certificate.
- Application in EAP I form duly filled in and signed by both the parents and complete in all respects.
- 5 recent photos with white/light background with dark dress and frontal view. (51mm x 51mm). Ears, forehead & chin to be completely visible. Eyes should be open. No Kajal Marks on face is allowed.
- Birth Certificate of the child in original duly authenticated and attested by the Ministry of Foreign Affairs and Ministry of Health of the Government of UAE, along with its photocopy. Authentic English translation of the Birth Certificate if the original birth certificate is in Arabic.
- Valid passports of both the parents (in original) and photocopy of all pages containing valid visa and other relevant pages (1, 2, last two pages, any other endorsement pages and visa page). Either of the parents has to submit their passport in original with the child's application.
- Personal presence of both the parents with the child is mandatory.
- In case father of the child is presently staying outside UAE, notarized sworn affidavit stating "no objection" signed by the father and duly attested by the Home Department of the concerned State Government in India or by the Indian Mission/Post at the place where the father is staying outside India.
- If a spouse's name is not endorsed in the other spouse's passport, the same should be endorsed by following the procedure outlined in "Endorsement of Spouse's Name."
- Both the parents should carry same address in each other's passport.
- If one of the parents is a non-Indian, NOC from the Embassy/Consulate of the country to which that parent belongs indicating that they have not issued a passport to the child. Same should be submitted in original.
- Fees for Registration of birth is AED 95, Passport is AED 190, Tatkal Service is AED 855, Service Charge is AED 9, and Indian community welfare fund is AED 10
- *Time taken:* 10 working days. Tatkal scheme – in 5 working days.

## How to get Endorsement of spouse name in passport?

- Application in EAP II Form.
- 3 recent photos of 51mm x 51mm size (not older than three months, no uniform) in white/light background with dark dress and frontal view. Ears, forehead to chin to be completely visible.
- Signature should be in **dark black ink** and should not touch the lines of the box.
- Present Passport in original with photocopy (of first, last, address page if separate page, any other endorsement pages and visa page with additional booklets, if any).
- If Spouse having the passport copies of the relevant pages required.
- Personal appearance of applicant is compulsory to establish physical identity.
- Original and a copy of Marriage Certificate issued by Registrar of Marriages duly attested by the Home Department of the concerned State in India where the marriage is registered. If married abroad then the certificate needs to be attested from an Indian mission of that country.
- Joint Sworn Affidavit from the Consulate/Embassy to be signed in the presence of the consular official, if both husband and wife are present. (Only in case of

Marriage certificate not attested from the concerned state Home Department and both husband and wife are of Indian Nationality).

- Personal appearance of applicant is compulsory to establish physical identity.
- In the case of passports issued by other Passport Issuing Authorities –Personal Particulars Form (in Triplicate with pasted photos).
- Photo ID card copy (Driving License, Emirates Id Card, Health Card, Labour Card, Election Commission card, etc.).
- Any Changes to be amended in the passport should be accompanied with documentary evidence.

## How to Renew/Reissue a passport on Expiry of validity/Exhaustion of visa page?

- Application in form **EAP – I** (External). All particulars in the application should tally with those in the present passport.
- 3 recent photos of 51mm x 51mm size (not older than three months, no uniform) in white/light background with *dark dress* and frontal view. *White or light grey hair* person photo should be in light blue background. Ears, forehead to chin to be completely visible.
- Signature should be in **dark black ink** and should not touch the lines of the box. In case of Minor Child Application, both parents' signature is required in Parents Details Column.

- Current Passport in original with photocopy (of first, last, address page if separate page, any other endorsement pages and visa page with additional booklets, if any. For minors (up to 18 years) parents' passport copies and visa page are required. Either of the parents should present at the time of submission with the child.
- A passport expired for more than six months should be supported by a Sworn Affidavit explaining the circumstances and the reasons for late renewal. The Sworn Affidavit is to be signed by the applicant in the presence of the Consular Officer.
- The applicant should submit the application in person for identification.
- In the case of passports issued by other Passport Issuing Authorities –Personal Particulars Form (in Triplicate with pasted photos).
- Photo ID card copy(Driving License, Emirates Id Card, Health Card, Labour Card, Election Commission card School Identity card in case of Minors...etc.
- Any Changes to be amended in the passport should be accompanied with documentary evidence.

#### Fees:

- ☞ For Adults (36 pages booklet) - AED 285

- ☞ For Adults (60 pages jumbo booklet) - AED 380
- ☞ For minors - AED 190
- ☞ For Tatkal Service - AED 855 (36 pages booklet)
- ☞ For Tatkal Service - AED 950 (60 Pages)
- ☞ Services Charge - AED 9
- ☞ Indian community welfare fund - AED 10

#### Time Taken:

- ☞ 5 working days if issued from same passport issuing Authority.
- ☞ 40 working days if Passport issued by other PIAs (Passport Issuing Authorities).
- ☞ 3 Working days if application is under Tatkal scheme (subject to the clearance from the concerned PIA).

**I have to apply for new passport for my children / wife in India and I have been asked to submit a NOC.**

#### What are the documents required for obtaining NOC?

You are required to send a No Objection (NOC) affidavit to apply for new passport for children and wife in India. Apply through IVS Global designated Centers. The following documents are required for the same:

- ☞ Personal presence of the father /mother/ husband making the NOC affidavit.

- ☞ Valid passport in original and a photocopy (first / last and valid visa page).
- ☞ Sworn Affidavit in the prescribed format along with a photocopy. (This document has to be signed in the presence of the Consular Officer).
- ☞ In case of minor born in India, copy of the birth certificate in English has to be produced.
- ☞ Old passport copy in case passport is being renewed.
- ☞ Spouse name has to be endorsed for giving NOC to new/renew passport of the other spouse or children. The attestation fees for attesting the NOC are as under:

Attestation Fee	AED 40
ICWF Fee	AED 10
Service Fee	AED 4.50
<b>Total Payable</b>	<b>AED 54.50</b>

\*Additional documents may be needed depending upon the documents presented for attestation. Document is processed on the same day within 45-60 minutes of submission.

### **What is the procedure for getting a Power of Attorney attested?**

Power of Attorney can either be on a plain paper or stamp paper as per your requirement or as advised by your lawyer. Personal presence of the executants(s) at the IVS Global Attestation Center with the following documents is required:

- ☞ Valid passport in original with photocopy (first / last and valid visa page) of the executants(s).
- ☞ Original Power of Attorney and its photocopy. This document has to be signed in the presence of the Consular Officer.
- ☞ Two current passport size photographs of the executants(s).
- ☞ Fees may vary in case of documents to be used for commercial purpose.
- ☞ No separate form is required.

### **Power of Attorney for personal needs/assets**

Attestation Fee	AED 80
ICWF Fee	AED 10
Service Fee	AED 4.50
<b>Total Payable</b>	<b>AED 94.50</b>

A company can give a power of Attorney when authorized to do so by its Memorandum or Articles of Association or by a statute and based on a Board Resolution attested by the competent authority.

### **Power of Attorney for company purpose**

Attestation Fee	AED 190
ICWF Fee	AED 10
Service Fee	AED 4.50
<b>Total Payable</b>	<b>AED 204.50</b>

\*Additional documents may be needed depending upon the documents presented for attestation. Document is processed on the same day within 45-60 minutes of submission.

The legal system of UAE is founded upon Sharia law with Islamic principles as the source of criminal law and civil law principles. Nevertheless, federal law is also applied. Application of Sharia law is mainly confined to personal matter including family law cases like divorce, inheritance etc. Federal codes of law are applicable and dealt with the fundamental principles of law which include civil, commercial, civil procedure, intellectual property, labour law etc. UAE Federal constitution permits each emirate to have its own judiciary with Dubai and Ras Al Khaima retaining its own courts and judges. In addition, DIFC came into existence in 2004 and has its own courts and facility for arbitration.

Most of the cases are related to labour, family disputes, bad debts and setting up of business in UAE.

### **Labour Law and most common issues**

In UAE all aspects of labour and employment issues are governed by the Federal Law No 8 of 1980 and applies to all employees except Government ones, whose employment is governed by relevant

civil service law. All matters relating to labour matters must be filed before the Ministry. If not resolved it is referred to the federal court within two weeks of filing the complaint.

### **Personal Status Law Cases**

Matters relating to personal status such as marriage, divorce, inheritance, lineage etc can be heard by the court in such a manner as not to be in conflict with the definitive provisions and fundamental principles of the Islamic Shari'ah. Federal law no 28 of 2005 regarding the UAE personal affairs law (the personal affairs law) specifically allows expatriate the right to choose the law of their country in the case of personal matters.

### **Matrimonial Issues**

Firstly, the case is to be registered at the family guidance section in courts. If the reconciliation is still not possible the matter will be transferred to the court. Non-Muslims are permitted to ask for the law of their home countries to be applied to their cases. The provisions of the Personal Status Law in UAE are applicable to marriage, divorce, guardianship maintenance, inheritance etc. The law does not allow a Muslim man



to marry a woman who is not a Muslim, Christian or Jew and vice versa. By virtue of judicial co-operation treaty between India and UAE and due to the force of international treaty signed between them, the decree of courts are respected by each other and decree can be executed. Since Sharia law is not applicable to non-Muslims personal law cases can be heard according to the provisions of law applicable in India. Taking into consideration the wide spectrum of issues pertaining to divorce cases in UAE, it is advisable to follow the Indian laws so that the judgments will be accepted in India.

### **Inheritance Issues and Wills**

UAE Civil code stipulates that inheritance shall be governed by the law of the deceased at the time of the death. Therefore the law of domicile applies. However in relation to real property, as an exemption, UAE Law specifically states that 'the law of the United Arab Emirates shall apply to wills made by aliens disposing of their real property located in the State.'

### **Procedure to register Wills**

The UAE courts permit only expatriates with valid residence visa to register and legalize the will. Firstly, the Will should be attested by Indian Embassy/Consulate. Then,

it is attested by the UAE's Ministry of Foreign affairs, after which it should be translated into Arabic. The testator of the will is then required to visit the court and to register the will in the presence of two Muslim men as witnesses.

### **Debt Related Issues**

Bounced Cheque invites criminal liability irrespective of the reasons for the issuance of the cheque. Before availing facilities of credit cards and loans, the payment system and the interest on default and its impact must be carefully studied. The defaulter may face a travel ban and immigration black list.

It is normal to sign a blank cheque while availing credit card or a bank loan in UAE. The bank will strictly act upon its policy in case of default and will adopt all ways to recover the amount due to them.

### **Business Set-Up**

It is always advisable to consult professionals and to take legal advice while setting up business in UAE. Make sure that the proper documentation and registration of companies are made complying with the laws and regulations of UAE.

### **Is it necessary to register death of an Indian national in UAE in Indian Mission?**

Yes. If an Indian national dies in Abu Dhabi or Al Ain, the death must be registered with the Embassy of India, Abu Dhabi. If it happens in Dubai or Northern Emirates, it must be registered at Consulate General of India, Dubai.

### **Can anybody take the dead body to the hospital mortuary, if he finds his room-mate or relative died at residence?**

Death must be intimated to the local police immediately. After the inspection by the medical officer of the police Department a medical report is issued which confirms whether the death is natural and nothing suspicious is involved. Thereafter, the body is transferred to the Government Mortuary in police Ambulance or as directed by police.

### **What is the first step of death registration?**

A consent letter from next of kin of the deceased (from wife, if the person is married or from one of the parents, if he is unmarried) should be faxed to Embassy of India or

Consulate authorizing a person to do the death registration and either to take the body to India or for burial/cremation in UAE.

### **Who will issue Death Certificate? What is the procedure to obtain it?**

The sponsor of the deceased or any of the relative should approach the 'Death Section' of the Preventive Medicine at the Central Hospital with passport copy of the deceased. The Preventive Medicine Dept. will issue a death notification. The notification along with the passport copy of the deceased must be handed over to the police station at the area of death proceedings. The police Department will issue a no objection certificate to the Preventive medicine to issue the Death Certificate. On the basis of this letter the Preventive Medicine will issue a 'Death certificate'.

### **Is it necessary to get a legal English translation of Death Certificate in order to submit to the Indian Embassy?**

No, upon additional payment, the Preventive medicine Dept. will issue an additional Death Certificate in English as well. If not, translation is required.

### **What is the procedure involved after getting the Death Certificate from the Preventive Medicine?**

Once the Death Certificate is obtained from the Preventive Medicine, visa and labour card of the deceased must be cancelled from the Department of Immigration and Ministry of Labour.

### **After the cancellation of visa and labour card what would be next procedure?**

After the cancellation of visa and labour card, the passport of the deceased person needs to be cancelled. The procedure would be different for Repatriation and for local burial/cremation. The steps followed in Indian Embassy and Indian Consulate may also differ as per the rules of corresponding emirate. In cases where death is due to highly contagious diseases like Hepatitis B&C, Anthrax, Typhus, Plague, Rabies, Viral hemorrhage, Yellow fever, HIV, bodies are not embalmed and have to be disposed off locally.

### **Procedure followed for Repatriation of deceased in Indian Embassy, Abu Dhabi:-**

☞ Cargo booking must be done and a confirmation letter must be

obtained. For booking, a copy of death certificate, passport copy of the deceased and passport copy of the accompanying person must be submitted to the Airlines office.

☞ Thereafter, Preventive Medicine Department has to be approached with the copy of air cargo booking for getting an embalming certificate and a No Objection Letter addressed to the Airport to transport the dead body.

☞ After obtaining these three certificates from the health department the Indian Embassy should be approached with the following documents:

- a. Death certificate, Embalming Certificate and No Objection Letter issued by Preventive Medicine Department along with 10 copies of each certificate and letters.
- b. Original Passport of the deceased along with two copies.
- c. Two copies of the passport of the accompanying person.
- d. Copy of the flight confirmation letter.

e. Sponsor's letter regarding the settlement of dues, pending salary, death compensation etc. to fill up a proforma, which is available in the Embassy and on its website.

☞ The Embassy will register the death and issue a Death Certificate, cancel the passport of the deceased, attest the three certificates issued by the Preventive Medicine Department, and issue a letter to the Airport for easy passage of the dead body.

### **Procedure followed for Repatriation of deceased in Indian Consulate, Dubai:**

Get the passport of the deceased cancelled at the Consulate. For the purpose, bring the following documents:

- ☞ Original Passport of the deceased.
- ☞ Three copies each of
  - Passport of the deceased.
  - Ministry of Health death certificate.
  - Annex -1 and Annex – 2 Forms (available on Consulate Website)
- ☞ Two copies of passport of the accompanying person.

☞ Letter of authorization from the next of Kin of the deceased for repatriating/cremating the body.

☞ Letter from the company or sponsor stating that they will carry out the settlement of dues and repatriation procedures.

Upon cancellation of the passport, a death certificate is issued from the Consulate which is done on the basis of the Death Certificate issued by the Ministry of Health. The Consulate issues a No Objection Letter for transporting/repatriating the body, which is required by Airlines and Indian authorities. In addition, a copy of the Death Certificate issued by the Ministry of Health is attested at the Consulate. This is required for insurance claims in India.

Once again report to the police station with the cancelled passport and the documents received from the Consulate. Collect the following three documents which are issued by the Police Station:

- ✓ Letter to the mortuary authorities for releasing the dead body
- ✓ Letter to Hospital for embalming the dead body

- ✓ Letter to Airport authorities permitting repatriation of the dead body. Other documentation in case of departure from different Airport.

**In case of local burial or cremation,** all the above-mentioned documents are required except Embalming Certificate and No Objection Certificate addressed to the Airport. In such cases the Embassy or the Consulate will issue letters to the local government (i.e. concerned Municipality and authorities) requesting for the same.

Local Burial for Muslims in Abu Dhabi is carried out at Abu Dhabi Muslim Cemetery. For Non-Muslims, St Andrews Church (024461631) can be contacted for burial in Abu Dhabi Christian Cemetery. Local Burial and Cremation are available at the new facility located at Al Foah, Al Ain and available to non-Muslims (056-7373618). In addition cremation facilities are also available in Dubai and Sharjah.

**Is the Death Certificate issued by the Govt. of UAE valid in India?**

No. Death Certificate issued by the Embassy/Consulate at the time of death registration only is valid in India for the Legal Heirs.

**Is there any fee for death registration?**

No. Death registration and cancellation of the Passport of the deceased are free of cost.

**Procedure for getting employment benefit, blood money, insurance etc for legal heirs.**

The legal heirs of a deceased expatriate are entitled to get the employment and other benefits. They can issue the power of attorney in favour of the Consulate / Embassy or any of their friends or relatives to collect the employment benefits, diya money etc if it is deposited with the court. The required documents to get the benefits from the custody of court in UAE are the legal heirship/succession certificate and also guardianship certificate for the minors from the concerned courts in India having the jurisdiction. There after these certificates are to be legally attested and submitted to the concerned court in UAE with a request to invoke the personal law applicable for the division of shares according to respective law of India governing the deceased.

## Import of drugs and medicines in UAE : Necessary Guidlines

- ☞ As certain chemicals and drugs are banned in UAE, it is essential to check and ensure that the medicines which someone is carrying does not contain a banned or restricted substance. List of drugs and medicines banned in UAE are available on the [website: www.uaeinteract.com/travel/drug.asp](http://www.uaeinteract.com/travel/drug.asp).
- ☞ If for medical or emergency reasons one needs to carry any medicines, it should be ensured to have a medical prescription from a UAE licenced doctor. If treatment was undertaken outside UAE, one must carry both a doctor's prescription as well as detailed medical report, both of which should be suitably attested.
- ☞ Residents and non-resident patients can bring into the UAE a maximum of 3 month supply of prescription medicine, for their personal use.
- ☞ Psychotropic medicines can be brought by non-residents to cover their personal consumption for a maximum of 3 month period.
- ☞ Psychotropic medicines can be brought in by resident in a quantity sufficient for 1 month consumption. However, residents can bring a maximum 3 month supply if the medicine is not available in the UAE provided that they obtain the prior approval of the Drug Control Department.
- ☞ Resident and non-resident patients should not bring narcotic medicines into the country without the prior approval from the Ministry of Health. Each case will be studied and approved. A valid prescription and medical report from the concerned hospital or department will be required.
- ☞ Medicines that arrive in the country via postal courier cannot be released to the patient unless the above requirements are fulfilled.

For more information related to restrictions on carrying of medicines, drugs and chemicals into UAE, one must check Dubai Customs website or [www.dubai.ae](http://www.dubai.ae) beforehand.

## Do's and Don'ts in UAE

### General Conduct

- ☞ Women can wear Indian/Western clothes but conservatively.
- ☞ In Mosques, women are required to put on headscarves and wear long loose fitting clothes.
- ☞ Smoking, eating and drinking are strictly prohibited in mosque area.
- ☞ Remove shoes before entering mosque.
- ☞ Don't eat or drink in public during Ramdan.
- ☞ Cross the road through Zebra crossing.

### Financial Do's and Don't's

- ✓ Do think before you get a Credit Card issued. The banks are always keen to sell a credit card as they charge high interest rate on credit card dues.
- ✓ Do ensure that if you have a credit card, you pay the credit card dues on time and in full since banks charge a very high interest of 36% per year on credit card dues (i.e. 3% per month).
- ✓ Do remember the interest on credit card is applicable for the whole month even if the over dues are for just one day.
- ✓ Do not ever withdraw cash from credit cards, since that is very expensive. You pay an upfront fee of 3% and subsequently, all your other outstanding balance starts getting charged a high interest.
- ✓ Be extremely careful if you are using your credit cards for online shopping. In case there is a

security compromise, you could be liable for a huge bill!

- ✓ Do not use credit cards to pay for your investments and settling loan installments as the interest on credit cards is highest.
- ✓ Do not take a personal loan unless it is for family emergencies such as medical expenses. While these loans are at low interest rate of 8-10 percent, often people find it difficult to service these loans.
- ✓ The safest investment products are National Bonds and Bank fixed Deposits.
- ✓ If you really need to take cash loan your priority list should be Salary Transfer loan or Loan against Asset like gold, fixed deposit, car.
- ✓ Don't sign a blank cheque to get credit cards.
- ✓ Always try to save a part of your salary or income.
- ✓ Make sure that the guarantee cheque furnished for obtaining a credit card is cancelled or received back often the cancellation of credit card.
- ✓ Don't give the copy of your passport to any third person. Don't allow the employer to keep your passport as a guarantee in court cases. Don't sign in any paper without knowing the contents of it.

✓ **Must keep copies of the Passport, Visa and Employment Contract.**

## Welfare Schemes of Government of India

The Government of India has initiated several schemes for the welfare of Overseas Indians living outside the country which, inter alia, include:

### Indian Community Welfare Fund

Ministry of Overseas Indian Affairs has established the Indian Community Welfare Fund (ICWF) in all Indian Missions across the world to meet contingency expenditure incurred by the Indian Missions for carrying out the activities related to welfare of Overseas Indian Citizens particularly the distressed ones. The fund is specifically aimed at providing the following services on the means tested basis:

- ✓ Boarding and lodging for distressed overseas Indians in Household/domestic sectors and unskilled labourers in exigencies,
- ✓ Airlifting of mortal remains to India or local cremation/burial of the deceased overseas Indian in

such cases where a sponsor is unable or unwilling to do so as per the contract and the family is unable to meet the cost,

- ✓ Extending emergency medical care to the overseas Indians in need,
- ✓ Providing air passage to stranded overseas Indians in need,
- ✓ Providing initial legal assistance to the overseas Indians in deserving cases,
- ✓ Payment of penalties for illegal stay where the Indian national is not intentionally at fault subject to a maximum of USD 1000,
- ✓ Payment of small fines/penalties in case of Indian nationals in jails/detention centres subject to a maximum of USD 2500 provided such payment would lead to his release.



## **Mahatma Gandhi Pravasi Suraksha Yojana (MGPSY)**

MOIA has introduced a Pension and Life Insurance fund scheme called Mahatma Gandhi Pravasi Suraksha Yojana (MGPSY) for the Overseas Indian workers having Emigration Check Required (ECR) passports. The aim of MGPSY is to encourage and enable overseas Indian workers by giving government contributions to save for their return and resettlement, save for their old age and obtain a life insurance cover against natural death during the period of coverage. The government contribution available under MGPSY is for a period of five years or till the return of subscribed worker back to India, whichever is earlier. The main attractions of MGPSY are:

Government contribution of Rs.2,000 per annum for all MGPSY subscriber who save between Rs.1,000 and Rs.12,000 per year in NPS-Lite.

☞ An additional government contribution of Rs.1,000 per annum by MOIA for the overseas Indian women workers who save between Rs.1,000 to Rs.12,000 per year in NPS-Lite.

☞ A special government contribution of Rs.900 by MOIA towards Return and Resettlement (R&R) of the overseas Indian workers who save Rs.4,000 or more per annum.

## **Pravasi Bhartiya Bima Yojana (PBBY)**

The Pravasi Bharatiya Bima Yojana is a compulsory insurance scheme for overseas Indian workers having Emigration Check Required (ECR) passport going to ECR countries. The premium, along with other benefits, is as follows:

✓ Maximum sum for which insured under the PBBY - Rs.10 lakh in case of accidental death

- ✓ Hospitalization (Medical Expenses) covering injuries/sickness/ailment/diseases - Rs.75,000
- ✓ Repatriation covers for medically unfit - Actual one-way economy class air fare
- ✓ Family Hospitalisation in India - Rs.50,000
- ✓ Maternity - Rs.25,000
- ✓ Attendant - Actual one way economy class air fare
- ✓ Legal expenses - Rs.30,000.

Actual Premium to be charged (without any hidden costs) - Rs.275 for 2 years policy period; Rs.375 for 3 years policy period (+ taxes).

## Important Contact Details

Embassy of India, Abu Dhabi	Consulate General of India, Dubai
<p><b>Embassy of India</b>, Plot No.10, Sector W-59/02 , Diplomatic Area off the Airport Road, P.O. Box 4090 Abu Dhabi, United Arab Emirates Tel:+9712 4492700 Fax:+9712 4444685/+9712 4447768 Email: hoc@indembassyuae.org amboffice@indembassyuae.org help@indembassyuae.org Website:www.indembassyuae.org Sunday-Thursday 8:30am to 5:00pm Consular services 9am to 12pm</p>	<p>Al Hamariya, Diplomatic Enclave Bur Dubai, P.O. Box 737, Dubai United Arab Emirates Tel: +9714 3971222 / 3971333 Fax: +9714 3970453 E-mail:cgidubai@eim.ae, cgoffice@cgidubai.com Website: www.cgidubai.com Sunday - Thursday 8:00am to 4:30pm Consular Services 9am - 12pm Hotline for Death Registration: 050 7347676 (24x7) Distressed Housemaids: 050 4559594</p>
Indian Workers Resource Center	IVS Global
<p>15L , Alankit Assignments, AG Tower (Silver Tower) Jumeirah Lake Towers, Dubai. Phone 800-46342 (24x7 multilingual toll-free helpline), SMS: 055 8703725 Fax: 04 4307492 Nearest Landmark: Next to Al Mas Tower E-mail: help@iwrcauae.in Web:http://www.iwrcauae.com Working Hours for walk-ins: Dubai center all days of week From: 3:00pm to 7:00pm</p>	<p>Abu Dhabi: Office No. 201, 2nd Floor Al Nahyan Camp, Sector E-25, Plot C-37, Abu Dhabi Nearest Landmark-U.A.E. Red Crescent Tel: +9712 4456994 E-mail: feedback-ad@ivsglobal.in, Dubai: Business Atrium, 201 &amp; 202 2nd Floor Oud Metha, Dubai. Nearest Landmark- Oud Metha Metro Station. Tel: +9714 3579585 E-mail:feedback-dxb@ivsglobal.in Web:http://www.ivsglobalattestation.com Working Hours: Sunday to Thursday From : 8:00am to 3:30pm on Consulate-working Days.</p>

## BLS International Centers' Details

Call Center: 04-2555530

Website: [www.blsindiavisa-uae.com](http://www.blsindiavisa-uae.com)

Working Hours: 08.00 AM to 06.30 PM – Saturday to Thursday

BLS Centers	
Emirate	Address
<b>Dubai (Premium Lounge)</b>	507, Habib Bank AG Zurich Al Jawarah Building, Bank Street, Bur Dubai, Next to ADCB Bank, Tel: 04 3861133 / 04 3861100, FAX: 04 3861144, Email: blspremiumdx@blsindiavisa-uae.com
<b>Abu Dhabi (Premium Lounge)</b>	M02 Building # 2202 Building Name: Hamad Obaid Hamad Ahmed Al Mehairi, Al-Nahyan -2, Sixth Building from Mawaqif Customer Service Center, Muroor Road. Tel: 02 491 3572 / 02 4913570, FAX: 02 4913573, Email: blspremiumauh@blsindiavisa-uae.com
<b>Dubai</b>	105, Al Khaleej Center, Opposite Al Ain Center, Mankhool Road, Bur Dubai
	Unit no 118 -119, Mezzanine floor Al Khaleej Center, Opposite Al Ain Center, Mankhool Road, Bur Dubai
	IIInd FLOOR, 202, Dubai National Insurance Building, NEAR FLORA CREEK HOTEL ,Plot No. 315 (129-134)Port Saeed, DIERA, DUBAI.
<b>Abu Dhabi</b>	M-1, Plot No. 159, Shark Lot (19/2), Abu Dhabi. Opposite to Taxi Stand on Muroor road and opposite Aramex building.
<b>Sharjah</b>	C-146, Ist Floor, Damas Tower (Burj 2000), Rolla, Sharjah. Opposite to Sharjah Central Post Office. (Access Point Gate No # 6 Opposite to Message Book Store).
<b>Umm Al Quwain</b>	Jawasat Road, Riqqah Area, Opposite Lulu Center
<b>Ras Al Khaimah</b>	Shop No. 3, Opposite SHOES 4 US, Safeer Department Stores, Awwad Trading, Behind Subaru Showroom (Aikah Establishment) And Near RAK Municipality 2nd Cross

## BLS Centers functioning from Indian Association Premises in UAE.

Emirate	Address
<b>Dubai</b>	Dubai Kerala Muslim Cultural Centre, Al Shirawi Building, Al Sabkha Road, Deira Dubai, 042 274899
<b>Sharjah</b>	Indian Association, Al Manakh, Sharjah, 06-5610845
<b>Ajman</b>	Indian Association, Opp. Lu Lu Hypermarket, Al Ittihad Street, Al Sawan, 06-7474212, 06-7422771
<b>Ras Al Khaimah</b>	Indian Association, Al Mamoyhra, Muntazar Road, Near Old Mamoura Police Station, 07-2288345
<b>Fujairah</b>	Indian Social Club, Al Fazil Road, Opp. Hilton Hotel , Fazeel , Fujairah. 09-2221155
<b>Khorfakkan</b>	Indian Social Club, Behind Indian School, Kabba, Khorfakkan. 09-2387677
<b>Kalba</b>	Indian Social and Cultural Club, Opp. Kalba Police Station Near Bin Moosa Pharmacy, Kalba. 09-2777357
<b>Al Ain</b>	Indian Social Center, Al Saroj District, Al Ain. 03-7221080

## Important Websites

1.	<a href="http://www.indembassyuae.org">www.indembassyuae.org</a>	Embassy Of India
2.	<a href="http://www.cgidubai.com">www.cgidubai.com</a>	Consulate General Of India, Dubai
3.	<a href="http://www.iwrcuae.in">www.iwrcuae.in</a>	Indian Workers Resource Center
4.	<a href="http://www.blsindiavisa-uae.com">www.blsindiavisa-uae.com</a>	Passport & visa services
5.	<a href="http://www.ivsglobalattestation.com">www.ivsglobalattestation.com</a>	Attestation services
6.	<a href="http://www.mea.gov.in">www.mea.gov.in</a>	Ministry Of External Affairs
7.	<a href="http://www.moia.gov.in">www.moia.gov.in</a>	Ministry Of Overseas Indian Affairs
8.	<a href="http://www.poeonline.gov.in">www.poeonline.gov.in</a>	Protector Of Emigrants
9.	<a href="http://www.mha.gov.in">www.mha.gov.in</a>	Ministry Of Home Affairs
10.	<a href="http://www.passportindia.gov.in">www.passportindia.gov.in</a>	Indian Passport Authority
11.	<a href="http://www.india.gov.in">www.india.gov.in</a>	National Portal Of India
12.	<a href="http://www.uaeinteract.com">www.uaeinteract.com</a>	UAE official web site
13.	<a href="http://www.mol.gov.ae">www.mol.gov.ae</a>	UAE Ministry of Labour
14.	<a href="http://www.dubai.ae">www.dubai.ae</a>	Government of Dubai
15.	<a href="http://www.uaeinteract.com/travel/drug.asp">www.uaeinteract.com/travel/drug.asp</a>	List of Controlled Medicines
16.	<a href="https://indianvisaonline.gov.in">https://indianvisaonline.gov.in</a>	Online portal for visa application to India

## IMPORTANT PHONE NUMBERS

Embassy of India	02 4492700
Consulate General of India, Dubai	04 3971222 / 3971333
IWRC Toll-Free Helpline	800INDIA (80046342)
BLS Helpline (Passport & Visa Services)	04 2555530
IVS Helpline (Attestation Services)	02 4456994 Abu Dhabi 04 3579585 Dubai
Ministry of Labour	800665
Police & Emergency	999
Ambulance	998
Civil Defence / Fire	997
Electricity	991
Water	992
Municipality	993
Telephone Directory	181 (Etisalat) 199 (Du)
Abu Dhabi Government	800555
Flight Inquiry	02 5757500 (Abu Dhabi) 04 2245777 (Dubai)



सत्यमेव जयते

## Embassy of India Abu Dhabi

### Embassy of India, Abu Dhabi

Plot No.10, Sector W-59/02,  
Diplomatic Area off the Airport Road,  
P.O. Box 4090 Abu Dhabi, United Arab Emirates.  
Tel: +9712 4492700,  
Fax: +9712 4444685/+9712 4447768.  
Email: [hoc@indembassyuae.org](mailto:hoc@indembassyuae.org)  
[amboffice@indembassyuae.org](mailto:amboffice@indembassyuae.org)  
[help@indembassyuae.org](mailto:help@indembassyuae.org)  
Website: [www.indembassyuae.org](http://www.indembassyuae.org)  
Sunday – Thursday 8:30 am to 5:00pm  
Consular services 9 am -12pm

### Consulate General of India, Dubai

Al Hamariya, Diplomatic Enclave,  
Bur Dubai,  
P.O.Box 737, Dubai, United Arab Emirates.  
Tel: +97143971222/3971333  
Fax: +97143970453  
Email: [cgidubai@eim.ae](mailto:cgidubai@eim.ae)  
[cgooffice@cgidubai.com](mailto:cgooffice@cgidubai.com)  
Website: [www.cgidubai.com](http://www.cgidubai.com)  
Sunday – Thursday 8 am to 4:30pm  
Consular services 9 am -12pm