



# The UAE

Country Guide 2024



# About Us

Access Financial is the leading global provider of contract management, outsourced payroll and umbrella services. We offer customised and compliant solutions to corporate clients, recruitment agencies and professional contractors. We specialise in mitigating tax liability, fully subscribing to labour law and supporting immigration.

The numerous benefits of partnering with Access Financial as your trusted provider include:

- Boosting take-home pay;
- Minimising administration for contractors, recruiters and corporates;
- Providing customised software for better payroll management;
- Ensuring compliance with all relevant laws and regulations;
- Providing complete data security and confidentiality of all payroll information.

## Our Solutions



Employed



Employer of Record (EOR)



Limited Company



# United Arab Emirates

Capital Abu Dhabi

Spoken Language Arabic, English

Currency Dirham (AED)

Minimum monthly wage There is no minimum salary set by law in the UAE

The UAE is a constitutional federation of seven Emirates, situated on the Asian continent, with a warm climate and a rapidly expanding infrastructure in technology, economics and construction. There are more than 200 nationalities living and working there, and it boasts a literacy rate of close to 95%.

And while their social security system may not yet be up to par with other countries, the UAE has some of the highest pay thanks to its tax-free salaries.

## Employment Entry Visa

An Employment Entry Visa (Pink Visa) is obtained by the employer via the Ministry of Labour (MOL), provided they get approval for a visa quota. The MOL must also approve the job contract, to make sure that the position could not be filled by a UAE national.

Upon entry to the UAE, the prospective employee has 60 days to obtain a residence visa and work permit.

## Work Permit / Residence Permit

Individuals must apply for a bio-metric Emirates ID, and go through medical screening. After this step, the residence permit can be obtained by providing the aforementioned documents along with their passport and copy of the hiring company's commercial license. The employee must then fill in a work permit application form and provide the employment contract in order to get the work permit and start their employment.

A residence visa is valid for 1-3 years and has the possibility of renewal.

## Working Hours

The maximum allowed working hours are 8 hours a day/ 48 hours a week since the standard working week is 6 days. During the month of Ramadan, the working hours are reduced by 2 hours a day.

## Public Holidays

- **New Year's Day**, 01 Jan
- **Eid Al Fitr**, (5 days, usually in April/May)
- **Arafat Day**, (Not a standard date)
- **Eid Al Adha**, (3 days, starts the day after Arafat)
- **Islamic New Year**, (Not a standard date)
- **Birthday of Prophet Mohammed**, 15 Sept
- **Commemoration Day**, 01 Dec
- **UAE National Day**, 02 – 03 Dec

## Social Security

There are no social security contributions for foreign nationals working in the UAE.

## Vacation Allowance

Employees are entitled to 30 days of annual leave after they have completed one year of service. If a year has not yet passed, the allowance is 2 days per month after 6 months. If the employee does not use all of their annual leave, they may carry it forward to the next year, or receive monetary compensation.

## Sick Leave

Employees are entitled to 45 days of paid sick leave per year.

## Maternity / Paternity Leave

**Maternity:** Up to 60 days after the 6<sup>th</sup> month of pregnancy.

**Paternity:** 5 days within 6 months after the day of birth.

**Bereavement:** 5 days in case of death of a spouse. 3 days in case of death of a close family member.

## Termination & Severance

### Limited-term contracts

If the employer terminates the contract, the employee is entitled to the following severance pay:

| Period of Employment | Severance Pay                      |
|----------------------|------------------------------------|
| < 1 Year             | 0                                  |
| 1 – 5 Years          | 21 day's basic pay per year worked |
| > 5 Years            | 30 day's basic pay per year worked |

### Unlimited contracts

Upon termination of the contract from either side, the employee is entitled to the following severance pay:

| Period of Employment | Severance Pay                             |
|----------------------|---|
| < 1 Year             | 0   |
| 1 – 3 Years          | 1/3 of 21 day's basic pay per year worked |
| 3 – 5 Years          | 2/3 of 21 day's basic pay per year worked |
| > 5 Years            | 21 day's basic pay per year worked        |

## Notice Period

The minimum notice periods is 30 days, and the maximum is 90 days. This applies to both employer and employee.

## Pension

Foreign employees in the UAE are not entitled to any pension benefits.

## Taxation

There is no personal income tax in the UAE.

## Health Insurance

Foreign nationals employed in Abu Dhabi and Dubai are required to have health insurance. This is paid fully by the employer, and in the case of Abu Dhabi must also cover the employee's spouse and up to 3 children.

## Cost of Living

The cost of living in the UAE can be quite expensive, especially in cities such as Dubai or Abu Dhabi, with most of the expense going towards accommodation. The estimated monthly cost for a single person is around AED 10,000, with AED 6,500 going to rent.

## How We Can Help

It can be challenging to figure out how to employ a team, incorporate a subsidiary, and set up payroll in the UAE; it requires great attention to detail and a deep understanding of local best practices.

We provide a full set of services in the UAE allowing corporate clients, recruitment agencies and professional contractors to operate in an optimal manner while ensuring that all local employment obligations are taken care of.

Access Financial offers the following solutions in the UAE:

- Employed
- Limited Company
- Employer of Record (EOR)

If you would like to discuss how Access Financial can help, please [contact us](#).

## Disclaimer

We have prepared this as a guide only; it does not form part of an offer. Please request illustrations based on your specific case from one of our solution managers.





### Switzerland (Head office):

Access Financial S.a.r.l  
Chemin de Précossy 7, CH-1260  
Nyon, Switzerland  
Tel: +41 22 365 4620



### The United Kingdom

Access Tax and Accounting Ltd.  
6 London Street, New London House,  
EC3R 7LP London, UK  
Tel: +44 20 7017 3110



### Cyprus

AFSS Access Financial Group Ltd.  
Michael Zavou 85, Limassol 4107,  
Cyprus  
Tel: +357 25 820 640



### India

AFSS Consultancy Private Limited  
Regus Level 16th, World Trade Tower,  
Noida Sector 16, Near Metro Station  
Sec-16, Noida – 201301, UP, India  
Tel: +91 (0120) 682 9432



### China

Access Financial China LLC.  
Room 302, Mayfair Tower No. 83 Fu  
Min Road Jing An district, Shanghai  
200040 PR, China  
Tel: +86 21 5269 8801



### Luxembourg

Tenebras S.a.r.l  
5, Am Brill, L-7774 Bissen,  
Luxembourg  
Tel: +352 62 167 7847



### Germany

Augsight GmbH  
Benzstrasse 9, 64546  
Mörfelden-Walldorf  
Tel: +49 (6105) 4074016



### Malaysia

AFSS Access Business Services Sdn.  
Bhd. 1511, Level 15, Regus Dpulze,  
Cyberjaya Point Timur, Cyber 12, 6300,  
Malaysia  
Tel: +601 66999095



### The United Arab Emirates

AFS Technology Services  
Business Village, Block B, 6th Floor,  
office No. 601, PO Box - 119944,  
Dubai, the UAE  
Tel: +971 503075121

