سلطـــة مـــدينة إكــسبو دبـــي
EXPO CITY DUBAI AUTHORITY

How to obtain your Freelance Permit in Expo City Dubai

Expo City Dubai

Expo City Dubai is a sustainable, innovation-driven, people-centric city of the future. It is an integral part of the Dubai 2040 Urban Master Plan, which emphasises the need for sustainable growth and greener, healthier communities.

Expo City Dubai is an integrated community to work, live and play. A city built on sustainability and designed for wellbeing, where all daily needs are within a 15-minute walk or bike ride.

As a blueprint for eco-conscious urban planning, Expo City Dubai expects entities operating within the city to align with its goals in creating a balanced community that thrives in harmony with the environment.

How to get started

Individual professionals seeking to operate independently in their own capacity at Expo City Dubai (hereinafter known as ECD) can apply for the ECD Freelance Permit. The Expo City Dubai Authority (hereinafter known as ECDA) offers a simplified and efficient permit issuance process and eligibility for a United Arab Emirates (UAE) Residence Visa.

To obtain an ECD Freelance Permit, the client must submit the mandated documents and complete the steps below.

Once registered, individuals will be provided with fully integrated access to all Government and ECDA services both virtually through the Expo City Dubai Authority Portal (hereinafter known as ECDA Portal) and physically through the Client Relations Centre located within ECD on level 2 of the Women's Pavilion in the Sustainability District.
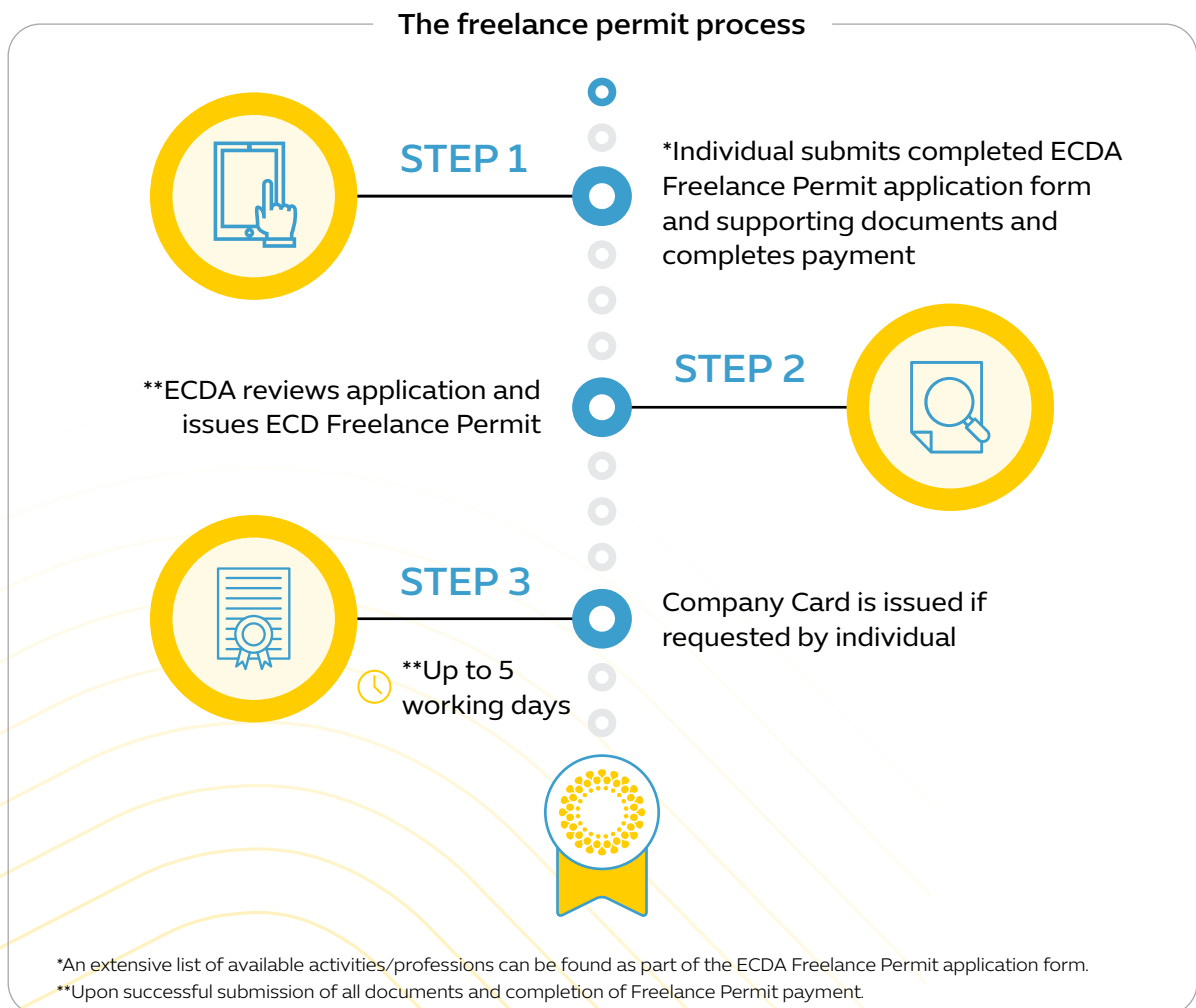
The freelance permit process

STEP 1
*Individual submits completed ECDA Freelance Permit application form and supporting documents and completes payment

STEP 2
**ECDA reviews application and issues ECD Freelance Permit

STEP 3
Company Card is issued if requested by individual

**Up to 5 working days

*An extensive list of available activities/professions can be found as part of the ECDA Freelance Permit application form.
**Upon successful submission of all documents and completion of Freelance Permit payment.

Figure 1 Expo City Dubai freelance permit process

Step 1 – New application submission for Freelance Permit

Once the individual gets in touch with ECDA and receives their ECDA Portal credentials, the first step of the process requires the individual to login to the ECDA Portal to submit the ECDA Freelance Permit application form, supporting documentation (listed below) and complete a AED 7,000 payment, which includes a non-refundable AED 500 application fee to ECDA.

Documents required for ECD Freelance Permit	Non-sponsored individuals	Sponsored individuals		Self sponsored individuals (Golden Visa/UAE National/ GCC National)
		If the applicant is sponsored by a spouse/parent	If the applicant is sponsored by a business entity (company)	
ECDA Freelance Permit application form	☑	☑	☑	☑
Qualification certificates and/or work portfolio and/or other evidence to support the profession being applied for	☑	☑	☑	☑
Copy of applicant's passport (in colour, valid for at least 6 months)	☑	☑	☑	☑
Copy of applicant's UAE visa (if available)		☑	☑	☑
Copy of applicant's Emirates ID (both sides, in colour - if available) ▪ Mandatory to be provided by UAE citizens ▪ Mandatory for GCC citizens along with their GCC ID card		☑	☑	☑
Clear, passport size studio photograph of applicant, in colour with white background	☑			
A No Objection Certificate (NOC) signed by the sponsor		☑	☑	
Copy of the sponsor's passport		☑		
Copy of the sponsor's company licence			☑	

Table 1   Documents required for the ECD Freelance Permit

Step 2 – ECDA review and approval

ECDA will review all documents received to ensure requirements are met and necessary approvals obtained. Applicants will be notified of any additional documentation, such as a work portfolio, that must be submitted to further support the profession that has been requested for the Freelance Permit.

Once approval is obtained, the ECD Freelance Permit and ECD Identification Card will be issued to the individual.

Additionally, an invoice will be issued for payment of the Company Card and the UAE Residence Visa (if applicable).

Step 3 – Company Card (if applicable)

A single ECD Company Card will be issued to the individual and will include a serial number, name of the individual, an expiry date and a quota of one visa for the freelancer. The Company Card is an optional requirement for the freelancer where it is only required should the freelancer wish to obtain a UAE Residence Visa. For individuals that are UAE citizens or self-sponsored, a residence visa is not applicable.

For any further queries or clarifications please contact the Expo City Dubai Authority Client Relations Centre at **CRC@expocitydubai.ae**

ECD Freelance Permit requirements are subject to change and the client may be required to provide additional documentation to complete the permit process. Please refer to the latest requirements as set out in the 'How to obtain your Freelance Permit in Expo City Dubai' guidelines.