

مدينة إكسبو دبي  
EXPO CITY DUBAI

# How to obtain your Freelance Permit in Expo City Dubai



## Expo City Dubai

Expo City Dubai is the pioneering legacy of Expo 2020 Dubai, and has been at the core of our planning since the very beginning. An innovation-driven, people-centric city of the future that is committed to protecting the environment, it forms a key part of the Dubai 2040 Urban Master Plan. As a blueprint for sustainable living, Expo City Dubai (hereinafter known as ECD) expects all entities operating within the city to align with its goals and targets to create a climate friendly, smart community that exists in harmony with nature.

Expo City is packed with an array of educational, cultural and entertainment offerings, as well as offices, residences, leisure facilities, dining options, event venues, wellness and exercise grounds, and more.

## How to get started

Individual professionals seeking to operate independently in their own capacity at ECD can apply for the ECD Freelance Permit. ECD 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 ECD Free Zone services both virtually through the Expo City Portal and physically through the Client Relations Centre located within ECD.

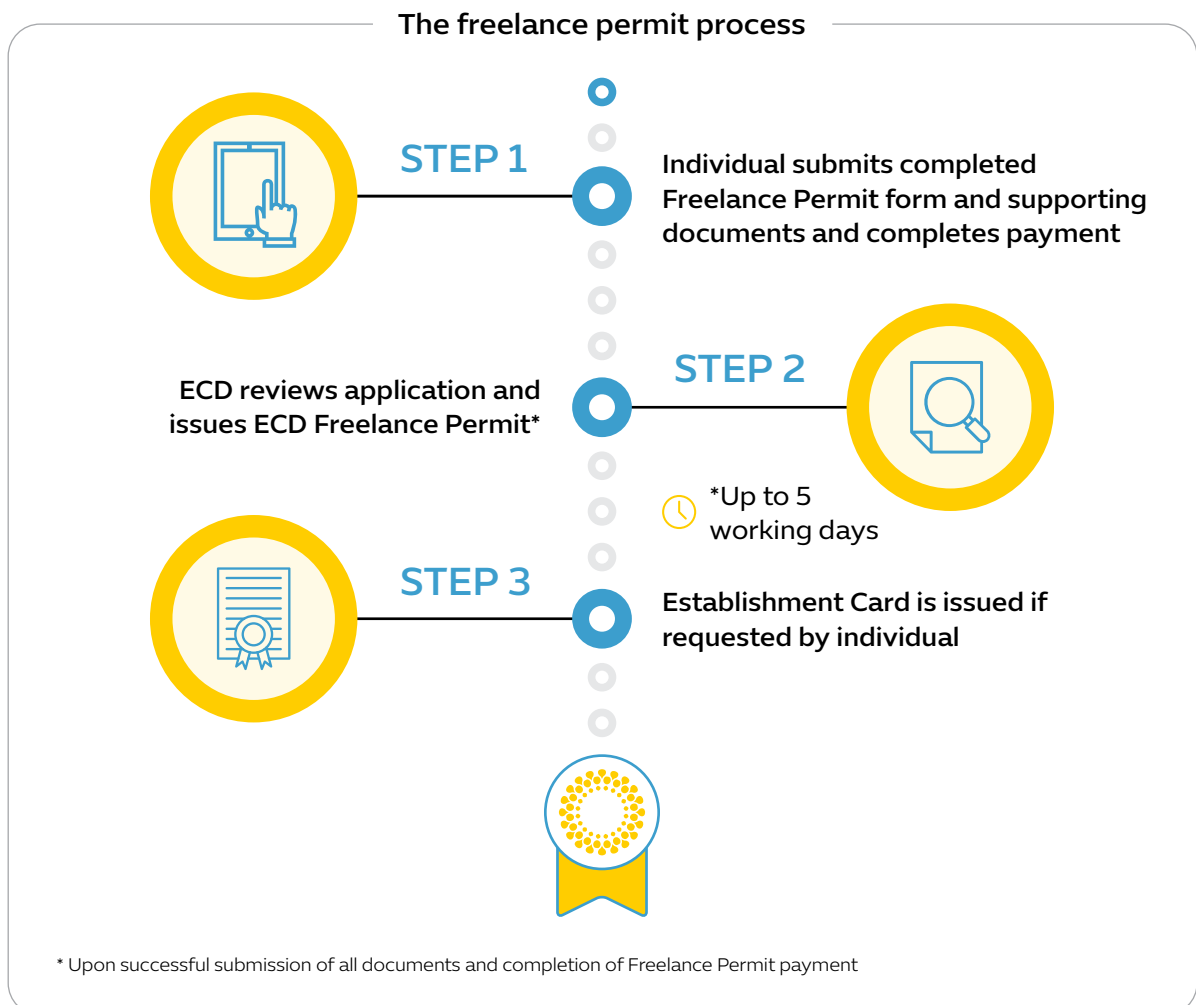


Figure 1 Expo City Dubai freelance permit process

### Step 1 – New application submission for Freelance Permit

The first step of the process requires the individual to submit a Freelance Permit application form, supporting documentation (listed below) and complete an AED 7,000 payment, which includes a non-refundable AED 500 application fee to ECD.

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)	
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) <ul style="list-style-type: none"> <li>▪ Mandatory to be provided by UAE citizens</li> <li>▪ GCC citizens should provide the GCC ID card</li> </ul>	✓	✓	✓	✓
Clear, passport size studio photograph of applicant, in colour with white background	✓	✓	✓	✓
No Objection Certificate (NOC) signed by authorised person in sponsoring company		✓	✓	
Copy of the sponsor's passport		✓		
Copy of the sponsor's company licence			✓	

Table 1 Documents required for the ECD Freelance Permit

### **Step 2 – ECD review and approval**

ECD 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 Establishment Card and UAE residence visa (if applicable).

### **Step 3 – Establishment Card**

A single ECD Establishment 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 Establishment Card is a mandatory document for the freelancer to obtain their UAE residence visa and engage in commercial contracts. 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 Client Relations Centre at [CRC@expocitydubai.ae](mailto: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.