



INFORMATION ON GATE PASS

Procedure in a nutshell:-

- a. The tenant collects the application forms (charged at AED 1.00 per form) for employees, from DMC office located at ground floor, MBC
- b. The tenant submits the completed application form along with all employee documentations to DMC office at MBC ground floor.
- c. DMC performs a background verification on completeness of the applications submitted
- d. DMC handovers the applications to PCFC
- e. PCFC issues the gate pass and notifies the tenant once passes are ready for collection from PCFC office

Frequently Asked Questions

1. **If the visa of the employee expires within few months of issuance of DMC gate pass, does the tenant need to pay an additional fee of AED 150 again for renewal of DMC gate pass**

The employee should ensure that the visa on the passport is valid for a period of six months (minimum). Annual passes will not be issued to those employees with a validity of less than this period. It is advisable for employees with shorter visa validity periods to apply for monthly or daily pass, based on their working hours and requirements.

2. **Will a 3 or 6 month pass be introduced?**

No. The only passes that will remain in effect are the daily, weekly, monthly and annual gate passes. It is up to the tenant's management to decide the best optimum pass to choose, whilst applying for the gate pass.

3. **Whilst filling in the application form, can the employee choose to fill in the designation as stated on his/her employment contract with the company or should it be as per the visa stamped within the employee passport?**

The employee should mention the designation as stated on their visa.

4. **Does the tenant need to pay for the vehicle at the time of entering DMC**

The tenant does not need to pay for personal vehicles or vehicles such as buses that transport employees/labours to the company. However there will be payment (please see attached tariff) for taxi's entering the city (taxi's entering with a passenger). Please be informed that there will be a payment charged for all taxi's entering DMC premises.

5. **What is the procedure for issuance of a daily visitor pass?**

The tenant needs to prepare an invitation letter addressed to PCFC and submit the standard documentations of the expected visitor to PCFC office.



6. When does the tenant need to pay for the pass?

All passes need to be paid for at the time of collecting the pass from PCFC office

7. Can the payments be completed online?

No. Payments need to be completed manually by visiting PCFC office.

8. What is the process for application of annual, monthly, weekly and daily gate pass?

Please visit DMC for collection of applications for annual gate passes. For all other types of passes, kindly visit PCFC security office (once functional) located in front of MBC.

9. What is the process to obtain a pass for an employee of a company (that has signed a valid contract with DMC), with a visa validity period of less than six months?

Please be informed that in the event the employee visa is valid for a period of less than six months, the employee will not be issued an annual pass and instead monthly/weekly passes will be issued based on the tenant's requirement. Kindly visit PCFC office directly to obtain monthly/weekly/daily passes. Please note the current application form that is being distributed by DMC is only for those employees who will require an annual pass

10. What is the process to obtain a pass for an employee of a company (that has signed a valid contract with DMC), but holds a visa issued by its sister company/mother company based outside DMC?

The mother/sister company should:-

- (i) Submit an official letter addressed to PCFC security. The letter should be in the format of an undertaking letter and state that the company situated/based within Dubai Maritime City falls within the group of companies.
- (ii) A copy of the official attested document by Dubai Court, formed between the mother/branch/sister companies need to be submitted to DMC; such as articles of association, memorandum of association etc.

11. Is the DMC gate pass applicable to tenants within Maritime Business Centre

No. A separate "building and parking access card" will be issued to tenants within MBC, DMC. In case the tenant wishes to access DMC industrial area, the tenant will need to contact PCFC and obtain the applicable pass according to their business requirements.

12. Gate pass for agents/service providers of DMC tenants.

Please visit PCFC office directly to obtain the required pass.



13. Can the manager (if different from the authorised signatory as per the company trade license) in charge of the unit within DMC, sign against the “sponsor’s signature & stamp” on the security pass application form

No. The authorised signatories (as stated on the company trade license) and/or the legally authorised power of attorney, only can sign the security application form.

14. Gate pass for contractors working on behalf of tenants of DMC

Upon submission of the copy of contract signed between the tenant and its contractor, the tenant/contractor can collect the application forms from DMC (in cases where annual passes are being requested for). For all other types of passes, kindly visit PCFC security office (once functional) located in front of MBC.

15. Effective date of implementing the gate pass system

The system will be implemented at the earliest though the date has not been confirmed yet.