



Application
Declarations and Legal Compliance Package

AL QADAR MANPOWER

Employee / Potential Employee Application, Declarations and Legal Compliance Package

For UAE manpower supply, visa sponsorship, assignment and pre-employment compliance use only

Document Owner	Al Qadar Manpower
Document Type	Application Form, Legal Declarations, Compliance Undertakings and Acknowledgement
Jurisdiction	United Arab Emirates
Version	July 2026 - UAE Legal Compliance

Important drafting note:

This document has been prepared as a strengthened legal and compliance package for Al Qadar Manpower. It is intended to support MOHRE, immigration, manpower supply, health insurance, data protection and internal compliance processes. It should not be treated as a substitute for a MOHRE standard employment contract or any mandatory government form.

Priority rule: If any provision of this package conflicts with UAE Federal law, MOHRE rules, immigration requirements, health insurance law, an approved MOHRE employment contract, or a final order of a competent authority, the applicable mandatory law, regulation, government procedure or order shall prevail.



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1. Application Form

This section must be completed by each applicant, employee, potential employee, visa beneficiary or sponsored individual before Al Qadar Manpower proceeds with any sponsorship, manpower placement, onboarding, assignment or compliance review.

Full name as per passport	
Previous / alternate names, if any	
Date and place of birth	
Nationality	
Passport number	
Passport issue date and expiry date	
Current visa status in the UAE	
UAE address	
Foreign home address	
UAE mobile number	
Foreign mobile number	
Email address	
Emergency contact name and phone number	
Current employer / client / assignment provider, if applicable	
Expected client / future employer / assignment provider	
Position / work category requested	
Expected start date	
Marital status and dependents in UAE, if applicable	

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2. Mandatory Document Checklist

The applicant must provide clear, genuine and complete documents. Al Qadar Manpower may refuse, suspend or delay an application where documents are incomplete, inconsistent, expired, suspicious, unverifiable or legally insufficient.

Document	Requirement	Provided / Remarks
Passport copy	Clear colour copy of required pages, valid for the period required by UAE procedures.	
Passport-size photo	White background, compliant with UAE identification standards.	
Current UAE visa / entry permit	If already in the UAE.	
Emirates ID copy	If already issued.	
Employment Demand / Assignment Confirmation Letter	Mandatory where requested by Al Qadar Manpower.	
NOC / release confirmation	Where applicable and legally required.	
Medical fitness / health documents	As required by UAE authorities and insurance processes.	
Health insurance proof	To be provided according to Clause 13 and applicable Emirate requirements.	
Education / skill certificates	If required for the role or visa category.	
Contact and address evidence	If requested for verification.	

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3. Passport Copy Guidelines

Important: Acceptable in PDF or high-quality image format only. The copy must be high quality, in full colour, complete and clearly legible.

- Outer front cover page showing passport colour, emblem and issuing country.
- First inside page showing passport number, issue date and expiry date.
- Passport information page showing holder photo, signature and personal details.
- All four corners of each page must be visible.
- The copy must be unobstructed and free from glare, shadows, reflections, cropping or alteration.
- Each page must be properly aligned and clearly readable.
- Any certification, professional partner stamp, signature or date must be included if required by the application.



4. Photograph Guidelines

- The photograph must face the camera directly.
- Plain white background.
- Head and shoulders must be clearly visible.
- Hair or head coverings must not obscure the face, except where legally or religiously permitted and still acceptable for identification.
- No eyewear, jewellery, hat or accessory may obstruct identification.
- The image must be recent, clear, coloured and suitable for government and visa processing.



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5. Legal Status and Purpose of this Package

5.1. Nature of document: This package is an application, declaration, consent and compliance undertaking. It supports pre-employment screening, manpower supply onboarding, visa sponsorship administration and assignment management. It does not replace a mandatory MOHRE employment contract, offer letter, work permit application, visa application, government form or any document required by a competent UAE authority.

5.2. No waiver of statutory rights: Nothing in this package waives any right that cannot lawfully be waived under UAE law. Any clause that is unlawful, unenforceable or inconsistent with mandatory UAE law shall be interpreted, limited or severed to the extent necessary to remain lawful and enforceable.

5.3. Applicant capacity: By signing this package, the applicant confirms that all information is true, complete and not misleading, and that the applicant understands that false, forged or incomplete information may result in rejection, suspension of services, disciplinary action, reporting to competent authorities or termination of employment where permitted by law.

6. Definitions

Term	Meaning
Al Qadar Manpower	Al Qadar Manpower and its authorised managers, officers, employees, representatives and service partners.
Applicant / Employee	Any individual applying for, receiving or maintaining sponsorship, employment, placement, assignment, visa-related support or manpower services through Al Qadar Manpower.
Client Company / Assignment Provider	Any third party requesting, receiving or supervising the manpower services or work assignment of the Applicant or Employee.
Employment Demand Letter / Assignment Confirmation Letter	A written confirmation from the current or prospective client, employer or assignment provider confirming the genuine demand, assignment, role, expected start date and contact details.
Competent Authority	Any UAE federal or Emirate authority, including MOHRE, ICP, GDRFA, Dubai Health Authority, insurance regulators, police, courts or other governmental body.
Applicable Law	All UAE federal and Emirate laws, regulations, ministerial decisions, MOHRE procedures, immigration requirements, health insurance rules, data protection requirements and lawful government instructions applicable from time to time.

7. Applicant General Declarations

7.1. Declaration: All information provided to Al Qadar Manpower is true, complete, current and not misleading.

7.2. Declaration: All documents provided are genuine, valid, unaltered and lawfully obtained.

7.3. Declaration: The applicant has disclosed any current employment, sponsorship, visa, immigration restriction, travel ban, pending labour complaint, police matter or other matter that may affect sponsorship or work authorization.

7.4. Declaration: The applicant will immediately notify Al Qadar Manpower of any change in passport details, visa status, address, phone number, email, marital status, dependents, employment status, assigned work location or client relationship.

7.5. Declaration: The applicant will not work for any client, company or person except in the manner authorised by Al Qadar Manpower and in accordance with UAE law and the applicable work permit or assignment.



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8. No Illegal Recruitment Fees or Improper Payments

8.1. No unlawful fees: Al Qadar Manpower shall not require or accept any payment from an applicant or employee where such payment is prohibited by UAE law, MOHRE rules or applicable recruitment and manpower supply regulations.

8.2. Authorised payments only: Where any lawful administrative payment, reimbursement, deposit or service charge is permitted and expressly approved in writing, it must be paid only through official channels designated by Al Qadar Manpower and must be supported by a receipt or written confirmation.

8.3. No cash to individuals: The applicant must not make cash payments, side payments, commission payments, gifts or benefits to any employee, agent, broker, driver, messenger or third party unless expressly authorised in writing by Al Qadar Manpower and legally permitted.

9. Employment Demand Letter / Assignment Confirmation Letter

9.1. Mandatory requirement: Each applicant, employee or potential visa beneficiary must provide an Employment Demand Letter or Assignment Confirmation Letter from the current or prospective client company, employer or assignment provider whenever requested by Al Qadar Manpower.

9.2. Minimum contents: The letter must state the legal name of the client or employer, contact details, role or assignment, work location, expected start date, expected duration where known, commercial or operational demand for the worker, authorised signatory details and company stamp where applicable.

9.3. Verification: Al Qadar Manpower may verify the letter directly with the issuing party and may reject any letter that is incomplete, suspicious, inconsistent or unverifiable.

9.4. Failure to provide: Failure to provide the required letter within the timeframe specified by Al Qadar Manpower may result in refusal to proceed with the application, suspension of processing, reassessment of sponsorship, disciplinary steps or lawful termination procedures, as applicable.

10. NOC, Release and Current Employment Status

10.1. NOC where applicable: Where legally required, operationally necessary or requested by Al Qadar Manpower, the applicant must provide a valid NOC, release letter, assignment confirmation or other evidence confirming that the applicant may lawfully proceed with the proposed sponsorship, employment or assignment.

10.2. No automatic cancellation wording: Al Qadar Manpower may delay or decline an application where the required NOC or release confirmation is not provided. Any cancellation, transfer, termination or sponsorship step shall be handled only through applicable UAE legal and government procedures.

11. MOHRE, Immigration and Work Authorization Compliance

11.1. Work authorization: The applicant must not commence work, change assignment, change work location, work for a third party, or provide services outside the authorised arrangement unless all required approvals, permits, contracts and internal authorisations have been obtained.

11.2. Government procedures: The applicant must attend biometrics, medical fitness tests, Emirates ID procedures, visa stamping, MOHRE procedures, insurance procedures and any other competent authority appointment when requested.

11.3. No guarantee: Submission of this package does not guarantee employment, visa approval, work permit approval, continuation of sponsorship, client assignment, salary, work location or any benefit. All outcomes remain subject to Al Qadar Manpower approval, client requirements and competent authority decisions.

11.4. Residence entry requirement: The applicant acknowledges that UAE residence status may be affected by remaining outside the UAE beyond the period permitted by immigration rules, including the general 180-day rule where applicable, subject to exceptions and changes in law.



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12. Attendance, Communication and Unauthorized Absence

12.1. Communication duty: The applicant must remain reachable through the registered mobile number, email address and any approved electronic communication channel, and must respond to Al Qadar Manpower within a reasonable time when contacted regarding employment, visa, insurance, payroll, safety or legal matters.

12.2. Unauthorized absence: If the employee fails to report to work, leaves the authorised assignment, refuses to communicate, becomes unreachable, or interrupts work without lawful justification, Al Qadar Manpower may initiate applicable internal, MOHRE and immigration procedures, including reporting unauthorized absence or work interruption where legally permitted.

12.3. 48-hour escalation: Where the employee remains unreachable for more than forty-eight (48) hours, Al Qadar Manpower may escalate the matter internally and to the relevant authorities where permitted by law. This clause shall not be interpreted as an automatic finding of wrongdoing or automatic visa cancellation.

13. Health Insurance and Medical Compliance

13.1. Insurance cooperation: The applicant must fully cooperate with Al Qadar Manpower in arranging, maintaining and renewing health insurance where required by the applicable Emirate, visa category, work arrangement or government procedure.

13.2. 14-day document obligation: Where the applicant or employee is legally or contractually required to provide health insurance documents, medical insurance evidence or dependent insurance evidence, such documents must be submitted to Al Qadar Manpower within fourteen (14) calendar days from visa issuance, employment commencement, renewal, change of status or written request, whichever applies.

13.3. No unlawful transfer of employer duty: Nothing in this clause transfers to the employee any statutory employer duty that cannot lawfully be transferred under UAE or Emirate-specific health insurance laws. The employee must, however, provide all information, documents and cooperation reasonably required to maintain lawful coverage.

13.4. Breach: Failure to provide required health insurance evidence or cooperation within the fourteen (14) day period shall constitute a material breach of this application and declaration and may result in suspension of processing, recovery of lawful costs, disciplinary steps or other lawful action.

14. Medical Fitness, Safety and Fitness for Work

14.1. Medical fitness: The applicant agrees to complete UAE medical fitness tests, vaccinations, screenings or health checks required by competent authorities, insurers, Al Qadar Manpower or client assignment requirements.

14.2. Safety: The applicant must follow all occupational health and safety rules, site safety policies, PPE requirements, accommodation rules, transport instructions and lawful client workplace rules.

14.3. Disclosure: The applicant must disclose any condition, restriction or limitation that may lawfully and reasonably affect ability to perform the assigned role safely, subject to applicable privacy and anti-discrimination protections.



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15. Wages, WPS, End of Service and Client Arrangements

15.1. MOHRE contract prevails: Wages, leave, working hours, notice period, probation, gratuity and other employment terms shall be governed by the applicable MOHRE contract, UAE Labour Law and any lawful internal policy communicated to the employee.

15.2. WPS and payroll: Where required, wages shall be processed in accordance with UAE Wage Protection System requirements and applicable payroll procedures. The employee must provide accurate bank or payroll card details and must immediately report payment issues.

15.3. End-of-service benefits: End-of-service benefits, if applicable, shall be calculated and paid strictly in accordance with UAE Labour Law and the applicable employment contract. The employee is not required to enforce or manage Al Qadar Manpower commercial arrangements with any client company.

15.4. Client funding internal: Any arrangement between Al Qadar Manpower and a client company regarding reimbursement, funding or commercial settlement is an internal commercial matter and does not reduce any non-waivable statutory employment right of the employee.

16. Data Protection, Privacy and Consent

16.1. Consent to processing: The applicant expressly consents to Al Qadar Manpower collecting, using, storing, verifying, processing, transferring and retaining personal data and documents for recruitment, employment, visa, immigration, MOHRE, payroll, insurance, medical, accommodation, transport, client assignment, compliance, audit, dispute, safety and legal purposes.

16.2. Sensitive documents: The applicant acknowledges that Al Qadar Manpower may process passport copies, photographs, visa documents, Emirates ID details, medical fitness confirmations, insurance details, contact details, emergency contact data and employment-related documents where necessary and lawful.

16.3. Sharing with third parties: The applicant consents to Al Qadar Manpower sharing information with competent authorities, insurers, banks, payroll providers, clients, accommodation providers, transport providers, legal advisers, auditors, compliance providers and service providers where necessary for lawful business and employment purposes.

16.4. Accuracy and updates: The applicant must keep personal data accurate and updated. Al Qadar Manpower may request updated documents at any time where reasonably necessary for legal, immigration, insurance, payroll or operational purposes.

16.5. Retention: Al Qadar Manpower may retain documents and records for as long as required or permitted by UAE law, limitation periods, regulatory requirements, audit needs, dispute protection, tax or accounting rules, or legitimate business purposes.

17. Background Checks, Verification and Anti-Fraud

17.1. Verification consent: The applicant authorises Al Qadar Manpower to verify the authenticity of documents, identity, employment history, client confirmation letters, NOCs, qualifications, addresses and contact details where lawful and necessary.

17.2. Sanctions and compliance screening: Where relevant to the role, client, nationality, payment channel or assignment, Al Qadar Manpower may conduct sanctions, AML, adverse media, fraud, litigation, criminal record or other compliance checks in accordance with applicable law and legitimate business requirements.

17.3. Forgery and misrepresentation: Use of forged, altered, false, misleading or third-party documents may result in rejection, termination procedures, cancellation or non-renewal procedures, reporting to competent authorities and recovery of lawful costs or losses.



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18. Electronic Communication and Notices

18.1. Approved channels: Official notices and document requests may be sent by email, SMS, WhatsApp, telephone, postal mail or any official government platform where permitted. Notices to Al Qadar Manpower must be sent to admin@alqadarmanpoweruae.com unless another official channel is communicated in writing.

18.2. Employee responsibility: The applicant must ensure that registered contact details remain active and monitored. Failure to read messages, change of phone number or loss of access to email shall not excuse failure to respond where Al Qadar Manpower used the latest details provided by the applicant.

19. Discipline, Suspension, Termination and Visa Procedures

19.1. Lawful process: Any disciplinary action, suspension, termination, work permit step, visa cancellation, transfer, non-renewal or report to a competent authority shall be handled in accordance with applicable UAE law, MOHRE procedures, immigration procedures and the applicable employment contract.

19.2. No automatic cancellation: No clause in this package creates automatic visa cancellation or automatic forfeiture of statutory rights. Where Al Qadar Manpower has a lawful ground to act, it may initiate the required legal and government procedures.

19.3. Costs and losses: Al Qadar Manpower may seek recovery of costs, damages or losses only where legally permitted, properly documented and not contrary to mandatory labour protections.

20. Applicant Duties During Sponsorship or Assignment

20.1. Duty: Obey all lawful instructions issued by Al Qadar Manpower, the authorised client supervisor and competent authorities.

20.2. Duty: Attend assigned work punctually and perform duties honestly, safely and professionally.

20.3. Duty: Not misuse company documents, uniforms, ID cards, vehicles, accommodation, access cards, systems or client property.

20.4. Duty: Not accept unauthorized work, side jobs, cash jobs or work for third parties outside the approved arrangement.

20.5. Duty: Immediately report accidents, injuries, workplace disputes, police matters, immigration issues, health insurance issues, accommodation issues and client complaints.

20.6. Duty: Respect confidentiality of Al Qadar Manpower, client companies and co-workers.

20.7. Duty: Return all property, documents, access cards and equipment upon request or at the end of the assignment.

21. Complaints, Grievances and Legal Escalation

21.1. Internal reporting: Employees should report concerns, complaints, salary issues, harassment, unsafe work, accommodation issues, insurance issues or assignment disputes promptly to Al Qadar Manpower through the official communication channel.

21.2. No retaliation: Al Qadar Manpower shall not retaliate against an employee for making a good-faith complaint or exercising a statutory right under applicable law.

21.3. Competent authorities: Nothing in this package prevents any employee from contacting MOHRE, police, health authorities, courts or any competent authority where legally entitled to do so.



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22. Language, Understanding and Independent Advice

22.1. Understanding: The applicant confirms that the contents of this package have been read and understood. If translation or explanation is required, the applicant must request it before signing.

22.2. Independent advice: The applicant is encouraged to seek independent legal, governmental or professional advice before signing if any clause is unclear.

22.3. Language priority: If this package is translated, the English version shall prevail unless a mandatory government form or applicable law requires otherwise.

23. Governing Law and Jurisdiction

23.1. Governing law: This package shall be governed by the applicable laws and regulations of the United Arab Emirates and, where relevant, the Emirate in which the employment, visa, insurance or assignment matter arises.

23.2. Jurisdiction: Disputes shall be handled through the competent UAE authorities, MOHRE procedures, courts or other lawful forums having jurisdiction.



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Schedule 1 - Employment Demand / Assignment Confirmation Letter Template

This template may be issued by the current or prospective client company, employer or assignment provider. It should be printed on the issuing company letterhead where possible.

To	Al Qadar Manpower
Subject	Employment Demand / Assignment Confirmation Letter
Applicant Name	
Passport Number	
Client / Employer Legal Name	
Trade Licence / Registration Number	
Work Location	
Position / Work Category	
Expected Start Date	
Expected Duration	
Brief Description of Assignment	
Authorised Signatory Name and Title	
Email and Phone	
Signature and Stamp	

Suggested wording:

We confirm that our company has requested / intends to request the above-named individual for a genuine manpower assignment, employment support or work placement through Al Qadar Manpower. We confirm that the information above is true and may be verified by Al Qadar Manpower directly with us.



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Schedule 2 - Health Insurance and Medical Cooperation Undertaking

I understand that health insurance, medical fitness and related documentation are mandatory components of UAE employment and residence compliance. I undertake to provide all information, documents and cooperation requested by Al Qadar Manpower within fourteen (14) calendar days from any request, renewal, visa issuance, change of status or commencement of employment, as applicable.

Employee Name	
Passport Number	
Current Insurance Provider Policy Number, if any	
Dependents in UAE, if any	
Date	
Signature	



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Schedule 3 - Personal Data Protection Consent

I expressly consent to the collection, use, verification, storage, transfer and processing of my personal data and documents by Al Qadar Manpower for lawful recruitment, employment, manpower supply, visa, MOHRE, immigration, insurance, payroll, medical, compliance, client assignment, audit, legal and dispute-management purposes. I understand that my data may be shared with competent authorities and service providers where necessary and lawful.

Employee Name	
Signature	
Date	



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Schedule 4 - Applicant Final Acknowledgement and Signature

By signing below, I confirm that I have read, understood and agreed to this Application, Declarations and Legal Compliance Package. I confirm that all information and documents provided by me are true, complete and genuine. I understand that any breach may result in rejection, suspension, lawful disciplinary action, work permit or visa procedures, termination procedures or reporting to competent authorities where permitted by UAE law.

Applicant / Employee Full Name	
Passport Number	
Date	
Applicant - Employee Signature	
Al Qadar Manpower Representative Name	
Al Qadar Manpower Representative Signature	



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Schedule 5 - Company Contact and Notices

Official Email for Document Submission	admin@alqadarmanpoweruae.com
Mailing Address	P.O. Box 186 386 - Deira - Dubai - United Arab Emirates
Registered & Visting Office Address	1) YO Business Center, Al Maskan Building, Karama - Dubai - United Arab Emirates 2) Goshi Warehouse Bldg 22, Al Qouz Dubai, United Arab Emirates
Important Payment Warning	Do not pay any person unless the payment is expressly authorised in writing by Al Qadar Manpower and legally permitted. Obtain an official receipt for every authorised payment.