

CORPORATE RETAINER FOR

EMPLOYEE VISAS

Introduction

The Corporate Retainer service simplifies employee visa management by outsourcing the administrative and governmental processes to a dedicated PRO partner like Federated Advisory.

Benefits

- Streamlined visa renewals and new applications
- Dedicated PRO and government liaison
- Time and cost efficiency for HR teams
- Real-time tracking and compliance updates
- Priority handling of urgent applications

Document Requirements

- Valid trade license
- Establishment card copy
- Immigration and labour portal access
- Employee passport and visa copies
- Corporate agreement

Eligibility

- Registered UAE companies with active operations
- Valid establishment card and trade license
- Minimum employee base or projected hiring plan
- Corporate approval for external PRO representation





Process and Steps

1. Sign annual retainer agreement with Federated Advisory
2. Submit company and employee details
3. Federated manages visa renewals, cancellations, and new applications
4. Regular reporting and document tracking
5. Compliance monitoring and timely renewals

Timeline

- Onboarding: 1–2 working days
- Visa handling per case: 5–10 working days
- Continuous ongoing support throughout contract term

Disclaimer: Processing times are approximate and may vary depending on application category, volume, and other external factors.

