UAE DOCUMENTS CLEARING SERVICES

Mingle With 33+ Years Of PRO Experience

CORPORATE PRO PARTNERSHIP PROPOSAL

Your Dedicated UAE Government Relations Partner

ABOUT US

UAE Documents Clearing Services is a leading PRO service provider in the UAE, offering comprehensive and reliable government liaison solutions to businesses of all sizes. Team of experienced professionals and strong relationships with government departments.
we ensure all your documentation and compliance needs are handled
efficiently, accurately, and on time.

WHY CHOOSE US

- Experienced & Professional PRO Team
- Strong Government Relations
- Fast & Reliable Service
- 100% Compliance & Confidentiality
- Dedicated Account Manager
- Transparent Pricing No Hidden Charges

DEAR SIR/MADAM,

Thank you for considering UAE Documents Clearing Services as your trusted PRO partner.
We understand the importance of timely approvals and regulatory compliance for your business.
Our goal is to handle all your government-related processes professionally and efficiently, allowing you to focus on your core operations while we take care of the rest.

OUR PRO SERVICES

IMMIGRATION & ICP SERVICES

- Employment Visas
- Residence Visas & Renewals
- Entry Permits & Status Change
- Visa Cancellations
- Family Sponsorship Visas
- Golden Visa Assistance

MOHRE SERVICES

- Work Permits
- Labour Contracts
- Labour Card Services
- Employee Processing
- Temporary & Part-Time
- Work Permits

CORPORATE SERVICES

- Trade License Renewal
- Establishment Card Services
- Company Amendments.
- Immigration File Management
- Government Approvals

DOCUMENTATION SERVICES

- Document Atestation
- Legal Translation
- Police Clearance Certificate (PCC)
- Power of Attorney
- Notary Coordination

GENERAL PRO SUPPORT

- Regular Follow-up with Government Departments
- Collection & Submision of Documents
- Employee Onboarding & Offboarding Support Compliance
- Reminders & Updates
- Dedicated Support via WhatsApp, Email Phone

Government procedures shouldn't slow down your business. We handle the paperwork, approvals, and follow-ups — so you can focus on growth.

COMMERCIAL PROPOSAL

To accommodate different business requirements, we offer two flexible pricing options.

OPTION 1 - MONTHLY PRO RETAINER

AED 2,000
PER MONTH

- ✓ Complete corporate PRO support
- ✓ Unlimited consultation
- ✓ Routine MOHRE & ICP services
- ✓ Employment visa applications
- ✓ Residence visa renewals
- ✓ Visa cancellations
- ✓ Government application submissions
- ✓ Labour and immigration follow-ups
- ✓ Trade licence & establishment card assistance
- ✓ Document collection and submission (within Dubai)
- ✓ Dedicated client support

EXCLUDED FROM MONTHLY RETAINER

Government fees, visa fees, Emirates ID fees, medical fitness fees, labour & immigration charges, translation fees, document attestation fees, courier charges, and any third-party expenses.

OPTION 2-SERVICE-BASED CHARGES

SERVICE	PROFESSIONAL SERVICE FEE (AED)
New Employment Visa Processing	300
Employment Visa Renewal	200
Visa Cancellation	100
Partial / Temporary Work Permit Process	150
Corpate Tax Registration	200
Emirates ID / Medical Application	30
Status Change	30
Family Visa Processing	Quotation upon request
Establishment Card Services.	100
Trade Licence Renewal Assistance	500
Company Amendments	Starting from 300
Document Attestation Assistance	Starting from 100
Police Clearance Certificate (PCC) Assistance	30
Legal Translation Coordination	As per document
Other Government Services	Quotation upon request

Note: Government fees, official charges, translation, courier, attestation, and other third-party costs are not included in the above service fees and will be charged separately.

TERMS & CONDITIONS

- Service Fees: Client covers all government, third-party, and administrative costs (e.g., visa fees, attestation, courier).
- Retainer Scope: Covers routine PRO services only; extra volume or specialized tasks require a separate quote.
- Payment: Invoices must be paid per agreed terms.
- Termination: Requires 30 days' written notice from either party.

OUR COMMITMENT

We are committed to delivering professional, confidential, and efficient PRO services with integrity, transparency, and exceptional customer support. Our team strives to ensure every government transaction is completed accurately and on time, helping your businessremain compliant with all applicableUAE regulations.

READY TO PARTNER WITH US?

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+971 50 330 6234
www.uaedocumentsclearing.com

Let us handle the paperwork. so you can focus on growing your business.

ACCEPTANCE

We confirm that the above proposal is accepted and we agree to the terms & conditions.

Company Name: _____

Authorized Signatory: _____

Designation: _____ Date: _____

Signature: _____ Company Stamp: _____

Shop No. 04, Street 30 Wasl Amber Building, Al Karama, Dubai, UAE