

Household Staff Registration Form



Please complete this form so we may have a record of staff members working in your home. This will allow ease of access for all and help maintain security within your community.

Contact details

Homeowner / tenant:	<input type="text"/>	Community:	<input type="text"/>
Home telephone no:	<input type="text"/>	Villa / unit no:	<input type="text"/>
Mobile no:	<input type="text"/>	Street / building:	<input type="text"/>
Email:	<input type="text"/>		

Name of staff	Position held	Nationality	Passport no	Labour card no	Live in
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

Documents required

- Completed Household Staff Registration Form (download from www.ecm.ae/documents.html)
- Passport and visa copy of the homeowner / tenant
- Copy of staff member's Emirates ID card (if available)
- Two passport sized photographs of staff member
- Passport and visa copy of the staff member

Submission: Please submit the documents at your Community Security Office.

Notice

- The household staff member must be under the sponsorship of the homeowner / tenant or employed through a professional household service company
- The household staff member is not permitted to work in any other premises other than that of the sponsor
- The homeowner / tenant is responsible for compliance in this regard
- The card will be valid from the date of issue until the date of expiry on the visa

Undertaking

I, acknowledge that the above person(s) is / are my responsibility. I will ensure that the person(s) mentioned above is / are aware of and comply with the Community Rules and regulations. Once my contract(s) with the person(s) is / are terminated, or I vacate the community, I will update Community Security accordingly and ensure that the security pass(es) is / are returned to them.

Homeowner's / tenant's signature Date:

Community Security: **Arabian Ranches Helpline:** 04 308 9555 | **Emirates Living Helpline:** 04 362 7848 / 49
Email: communities@ecm.ae

For office use only

ID Issued: <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved by: <input type="text"/>
ID No: <input type="text"/>	Signature / Stamp: <input type="text"/>
Date: <input type="text"/>	