EMPLOYMENT REGULATIONS (~~TEMPORARY~~NON-EMPLOYEE WORK PERMIT) RULES ~~2025~~2026

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The Board of Directors of Abu Dhabi Global Market in implementation of section 70 of the Employment Regulations 2024, hereby makes the following rules:-

1. INTRODUCTION

(1) Citation, commencement and interpretation

(a) These Rules may be cited as the Employment Regulations (~~Temporary~~Non-Employee Work Permit) Rules ~~2025~~2026.

(b) These Rules shall come into force on the Date of Publication.

(c) Unless the context suggests otherwise, terms used in these Rules which are defined in the Regulations shall have the meanings given to them in the Regulations.

In these Rules –

(i) "ADGM Entity" means a licensed person, as defined in the Commercial Licensing Regulations 2025, an exempt person, as defined in the Commercial Licensing Regulations (Exemptions) Order 2025, the holder of a Temporary Commercial Permit, as defined in the Commercial Permits Regulations (Temporary Commercial) Rules 2025, or the Abu Dhabi Global Market as governed by Abu Dhabi Law No. 4 of 2013, as amended;

(ii) "Non-Employee" means a person who does not have an active Employee Work Permit and is performing work or providing services for an ADGM Entity, or through a third party engaged by such ADGM Entity, for a period of at least 30 consecutive calendar days within the geographical boundaries of the Abu Dhabi Global Market in circumstances where the relationship between the person performing the work or providing the services and the ADGM Entity is not that of an Employer and Employee and therefore no Employment Contract ~~of Employment~~ is issued to the person performing the work or providing the services;

(iii) "Regulations" means the Employment Regulations 2024;

(iv) "Fines Scale" means the standard fines scale set out in Schedule 1 of the Administrative Regulations 2025; and

(v) "~~Temporary~~Non-Employee Work Permit" means an Abu Dhabi Global Market ~~temporary~~ work permit that is issued for a Non-Employee.

(2) Application

These Rules apply to every ADGM Entity that engages or intends to engage a Non-Employee ~~for a period of at least 30 days in any 12-month rolling period~~.

(3) Purpose

The purpose of these Rules is to supplement the Regulations and to set out the conditions for the issuance of a ~~Temporary~~Non-Employee Work Permit in Abu Dhabi Global Market as well as applicable fines for non-compliance with these Rules.

2. ~~TEMPORARY~~NON-EMPLOYEE WORK PERMIT

(1) Registrar's Powers and Authority

(a) The Registrar shall administer these Rules and perform the functions and exercise the powers conferred by these Rules.

(b) The Registrar is the sole authority to issue a ~~Temporary~~Non-Employee Work Permit.

(c) The Registrar may, in its sole discretion, revoke a ~~Temporary~~Non-Employee Work Permit ~~approved~~issued under ~~subsection~~ Rule 2(1)(b) if deemed to be in the best interest of Abu Dhabi Global Market.

(d) The Registrar has the power to monitor (including by means of inspections) ADGM Entities for compliance with these Rules at such time and place as may reasonably be specified by the Registrar, and to impose and enforce fines for contraventions.

(e) The Registrar may give directions to an ADGM Entity requiring it to provide such documents or provide such information or data as may be specified in the directions. The Registrar may take copies of, or extracts from, a document produced under such direction.

(2) Responsibility for Obtaining, Renewing and Cancelling a ~~Temporary~~Non-Employee Work Permit

(a) The ADGM Entity engaging the Non-Employee is responsible for:

(i) obtaining the required ~~Temporary~~Non-Employee Work Permit prior to the Non-Employee's provision of any work or services in the Abu Dhabi Global Market to that ADGM Entity;

(ii) renewing the ~~Temporary~~Non-Employee Work Permit if the Non-Employee continues to provide services in the Abu Dhabi Global Market to that ADGM Entity after the expiry of a previously issued ~~Temporary~~Non-Employee Work Permit;

(iii) cancelling the ~~Temporary~~Non-Employee Work Permit within one month from the expiry of the ~~Temporary~~Non-Employee Work Permit if the Non-Employee no longer will provide services in the Abu Dhabi Global Market to that ADGM Entity; and

(iv) paying all fees related to the ~~Temporary~~Non-Employee Work Permit and any renewals thereof as may be prescribed in rules by the Board.

(b) The ADGM Entity engaging a Non-Employee shall keep records of the following:

(i) the Non-Employee's name;

(ii) the date on which the Non-Employee's ~~engagements~~engagement began;

(iii) documentation evidencing the nature of the engagement; and

(iv) the date on which the Non-Employee's ~~engagements~~engagement concluded.

(c) Records prescribed in ~~subsection~~ Rule 2(2)(b) shall be in English, kept at the ADGM Entity's registered office in the Abu Dhabi Global Market and may be retained in electronic format.

(d) The ADGM Entity engaging the Non-Employee must not:

(i) request, demand or accept any sum from the Non-Employee as reimbursement for costs and expenses incurred by the ADGM Entity in satisfying its obligations under Rule 2(2)(a);

(ii) request, demand or accept any sum from the Non-Employee as reimbursement for costs and expenses incurred by the ADGM Entity in cancelling the Non-Employee Work Permit for the Non-Employee; and

(iii) make the cancellation of the Non-Employee Work Permit for the Non-Employee by the ADGM Entity conditional on the Non-Employee waiving any rights under the Regulations or these Rules.

(3) **General Requirements for a ~~Temporary~~Non-Employee Work Permit**

(a) Before a ~~Temporary~~Non-Employee Work Permit is issued, the ADGM Entity will be required to provide documentary evidence in a form acceptable to the Registrar that supports the engagement of the Non-Employee.

(b) In order to be granted a ~~Temporary~~Non-Employee Work Permit, the individual, if not a UAE or GCC national, must hold a valid UAE residence visa which shall be valid for longer than the requested duration of the ~~Temporary~~Non-Employee Work Permit.

(c) ~~Temporary~~Non-Employee Work Permits can be issued for validity periods of 3, 6 or 12 months.

(d) Subject to ~~subsection~~Rule 2(1)(c), a ~~Temporary~~Non-Employee Work Permit can be renewed indefinitely upon payment of the applicable fees as prescribed in rules by the Board.

(e) An ADGM Entity that engages or intends to engage a Non-Employee for a period of less than 30 consecutive calendar days ~~in any 12-month rolling period~~ is not required to obtain a ~~Temporary~~Non-Employee Work Permit for such Non-Employee.

(4) **Specific Requirements**

If the Non-Employee is between 15 and 18 years of age, the ADGM Entity shall take all appropriate measures to ensure that conditions for that Non-Employee's engagement are safe, reasonable and appropriate for their age and wellbeing.

(5) **Late Filings and Contraventions**

(a) A delay in filing an application for a ~~Temporary~~Non-Employee Work Permit or the renewal thereof will attract, in addition to the applicable filing or renewal fee, a delayed application or late filing fee as may be prescribed in rules by the Board.

(b) A delay in filing a notification of cancellation of a ~~Temporary~~Non-Employee Work Permit will attract a late filing fee as may be prescribed in rules by the Board.

(c) An ADGM Entity's failure to comply with ~~subsection~~ Rule 2(2)(~~2~~a) by either:

(i) ~~Failing~~failing to obtain a ~~Temporary~~Non-Employee Work Permit for a Non-Employee within ~~1 month~~30 calendar days after the Non-Employee commences to perform work or provide services for the ADGM Entity within the Abu Dhabi Global Market; ~~or~~

(ii) ~~Failing~~failing to renew a ~~Temporary~~Non-Employee Work Permit more than ~~13 months~~120 calendar days after the expiry date of the ~~Temporary~~Non-Employee Work Permit while the Non-Employee continues to perform work or provide services for the ADGM Entity, or

(iii) failing to cancel a Non-Employee Work Permit for a Non-Employee within 30 calendar days after the expiry of the Non-Employee Work Permit, if the Non-Employee no longer will provide services for the ADGM Entity within the Abu Dhabi Global Market,

will be considered a contravention of these Rules and the ADGM Entity shall be liable to a fine not exceeding level 3 on the Fines Scale for each such contravention.

(d) An ADGM Entity, on which more than 10 fines have been imposed under ~~subsection~~ Rule 2(5)(c) above in any 12-month rolling period, shall be liable to a fine not exceeding level 7 on the Fines Scale.

(e) Unless otherwise provided for in these Rules, if the Registrar considers that an ADGM Entity has contravened a relevant requirement, it may impose on the ADGM Entity a financial penalty which may be in such amount and may be payable on such terms, as the Registrar considers appropriate, provided that the financial penalty does not exceed the amount specified for level 5 on the Fines Scale.

(f) In these Rules, a "relevant requirement~~;~~" means a requirement with which an ADGM Entity must comply under these Rules.

3. EMPLOYMENT REGULATIONS (TEMPORARY WORK PERMIT) RULES ~~2024~~2025

The Employment Regulations (Temporary Work Permit) Rules ~~2024~~2025 are repealed.