

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
					<input type="checkbox"/> Yes <input type="checkbox"/> No

Documents required

- Completed Household Staff Registration Form (available at your main Security Office)
- 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 cleaning company
- The household staff 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 are aware of and comply with the Master Community Rules and regulations. Once my contract with the person(s) is/are terminated, or I vacate the community, I will update the Community Security accordingly and ensure that the security pass is returned to them.

Homeowner's / tenant's signature _____ Date: _____

Community Security | **Phone:** 04 362 7278 | **Fax:** 04 362 7915 | **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"/>		