

Issuance of a Public Relations Officer Card (PRO)

Timing :

2 working days

Payment :

- Business centers charge a maximum commission of Dhs.72
- Service provider fees 40 dirhams
- The service is provided free of charge through MOHRE website and smart application

***Please note that the fees shown above do not include tax and collection charges.**

Target Audience :

Employers

Classification :

Subsidiary

Service Type :

Procedure

Service Description :

The PRO card is a Subsidiary Procedures (optional) related to the service of opening and updating the establishment file, which allows the customer to submit the Ministry's transactions on behalf of the establishment at which he is registered.

Service Procedures :

1. Log in using UAE Pass (for online/ smart channels only)
2. Submit an application through one of the service delivery channels.
3. The application will be referred electronically to the Ministry for verification of compliance with the requirements and documents.
4. Upon compliance with all conditions and documents, the application will be approved automatically.

Required Documents :

1. Police Clearance Certificate
2. personal photo

Service Channels :

WEB,MOB,CENTER

Terms And Conditions :

- Applicants must maintain an official file with the Ministry (a valid work permit is required)
- Applicants must possess a good moral character and conduct
- A UAE National PRO may obtain a PRO card for three different owners, provided that the first owner employs 100 or more workers and the second and third owners employ fewer than 100 workers each.
- Only one PRO card may be obtained by an expatriate PRO provided that the owner employs less than 100 workers.
- The applicant must be the owner and the authorized signatory of the establishment
- Payment of fees associated with typing and card issuance

Service Limitation :

None

Working Hours :

Notes:

The customer will be notified once the request has been completed. Applicants can follow up on their applications by visiting

- [Mohre website](#)
- MOHRE Smart App
- [Call center 600590000](#)
- Chabot

For Inquiries call us at: :

[600590000](#)

8 AM - 8 PM

