Abu Dhabi Employee Relocation Checklist

For HR and mobility teams. 2026/27 edition. Seven stages, from the offer letter to the first anniversary.

Last updated 10 November 2026. Companion to the full guide at relocate2uae.com/abu-dhabi-employee-relocation-guide

Employee		Start date in Abu Dhabi	
Role and MOHRE skill level		Employing entity	
Family members moving		HR owner	

How to use it: tick each task when it is done, add an owner and a due date, and keep one copy per employee. Stages follow the 12-month plan in the guide, and every month of the year belongs to one stage.

1 Before arrival 8 to 12 weeks out

	Task	Suggested owner	Owner	Due
☐	Confirm the employing entity (mainland, ADGM or free zone) and that it can sponsor the visa	HR		
☐	Check Emiratisation and MOHRE quota position will not block the permit (mainland only)	HR		
☐	Confirm job title and MOHRE skill level	HR		
☐	Issue the offer letter on the MOHRE form; agree the basic salary and allowance split	HR		
☐	Start attestation: degree, marriage certificate, children's birth certificates	Employee, HR		
☐	Check home-country tax and social security position	Employee, adviser		
☐	Check the employee's own government travel advisory and record the check	HR		
☐	Brief the employee on medicines, banned items and the medical test	HR		
☐	Enrol the employee and dependants on DoH-compliant health insurance	HR		
☐	Apply to two or three ADEK schools; request transfer certificates	Employee		
☐	Book temporary accommodation (at least 30 days for families)	HR		
☐	Apply for the work permit and entry permit	HR, PRO		
☐	Pets: import permit and vaccination timeline started	Employee		

2 Arrival and legal status Month 1, weeks 1 to 4

	Task	Suggested owner	Owner	Due
☐	Employee arrives on the employment entry permit, or changes status	Employee		
☐	Medical fitness test (DoH-approved centre) in week 1	Employee		
☐	Emirates ID biometrics	Employee		
☐	Residence visa issued (ICP) and contract registered	HR, PRO		
☐	Local SIM card and UAE Pass set up	Employee		
☐	UAE bank account or WPS card ready for first payroll	Employee, HR		
☐	ILOE unemployment insurance registered (deadline: four months from the work permit)	Employee, HR		
☐	Emergency contacts and embassy registration recorded	HR, Employee		

3 Home and family Month 2, weeks 5 to 8

	Task	Suggested owner	Owner	Due
☐	Tenancy signed and registered on Tawtheeq	Employee		
☐	TAQA Distribution account and 5% municipality fee set up	Employee		
☐	Dependants enter; residence visas filed within 60 days of entry	Employee, HR		
☐	Dependants added to health insurance	HR, Employee		
☐	School start confirmed; transport arranged	Employee		
☐	Driving licence exchanged through TAMM; car registered on Darb	Employee		
☐	Orientation: workplace culture, Ramadan, local law, support contacts	HR		

4 Settling in Months 3 and 4

	Task	Suggested owner	Owner	Due
☐	Settling-in check-in with the employee and partner (around week 12)	HR		
☐	Mid-probation review with clear feedback	Manager		
☐	Documents, insurance cards and payroll details checked	HR		
☐	ILOE premiums confirmed as paid	HR		

5 End of probation Months 5 and 6

	Task	Suggested owner	Owner	Due
☐	Probation confirmed in writing (six months at the latest)	HR		
☐	Leave accrual of 2 days a month set up in the HR system	HR		
☐	Ramadan and summer plans made, if they fall in the coming months	Manager		

6 Business as usual Months 7 to 9

	Task	Suggested owner	Owner	Due
☐	Second check-in with the employee and partner	HR		
☐	First annual leave and flight allowance planned	Employee, Manager		
☐	Health insurance use reviewed ahead of renewal	HR		
☐	Year-two decision made: extend, localise or end (by the end of month 9)	HR, Manager		

7 Renewals and anniversary Months 10 to 12

	Task	Suggested owner	Owner	Due
☐	Tenancy notice terms checked; under the ADREC rent freeze (in place at 10 November 2026) renewals should not increase	Employee		
☐	Children re-enrolled for the next school year	Employee		
☐	Health insurance renewed and plan reviewed	HR		
☐	Tenancy renewed and Tawtheeq registration renewed	Employee		
☐	30 days' annual leave entitlement applied from the first anniversary	HR		
☐	Gratuity eligibility recorded: 21 days' basic salary per year	HR		
☐	Package and performance review	Manager, HR		
☐	If the assignment ends: permit and visa cancelled, final pay and gratuity settled, ILOE closed, grace period agreed	HR		

Key figures for Abu Dhabi, checked 10 November 2026

Government fees per employee (permit, visa, medical, Emirates ID)	**AED 3,500 to 6,000, indicative**
ILOE premium	**AED 5 a month (basic up to AED 16,000) or AED 10**
ILOE late registration fine	**AED 400**
Emiratisation contribution (mainland, 50+ staff)	**AED 120,000 a year per unfilled role; deadline 31 December 2026**
Minimum salary to sponsor family	**AED 4,000, or AED 3,000 plus accommodation**
Municipality fee	**5% of annual rent or rental index value**
Rent increase on renewal	**0%, frozen since 2 June 2026 until further notice**
Probation / annual leave / gratuity	**Max 6 months / 30 days after a year / 21 days' basic per year**
Darb toll	**AED 4 per crossing at peak; no cap**

Official sources to check before acting

UAE Government portal: u.ae

ILOE unemployment insurance: iloe.ae

TAMM: Abu Dhabi services: tamm.abudhabi

ADEK: schools: adek.gov.ae

MOHRE: work permits, Emiratisation: mohre.gov.ae

ICP: residence visas, Emirates ID: icp.gov.ae

Department of Health Abu Dhabi: doh.gov.ae

ADGM: employment regulations: adgm.com

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