

## KAIMOO TRAVELS & HOTEL SERVICES PVT LTD.C0489/1979

Policy Title	DEPENDENT VISA
Applicable To	Head of Departments & higher
Policy No	HRPP 002
Effective Date	22 <sup>nd</sup> April 2019

### DEPENDENT VISA.

Dependent Visa is given at the sole discretion of the Management and with prior approval of the Directors. HR Department of Head Office will assist in the application for dependent visa for employees who are under an employment agreement and are who holds a valid work permit and work visa. Visa will be provided up to the expiry of the employment contract or work permit. Related fees will be borne by the Employee.

A letter of undertaking is to be given by the Employee agreeing on terms and conditions and the payment of related fees

Any damages or loss incurred by the company in relation to a dependent visa will be deducted from the dues to the Employee.

### ELIGIBILITY

Spouse & children under the age of 18 of HOD Level & higher employees, who have completed probation and is under a valid Employment Agreement and work permit.

### DEPENDENT VISA REQUEST

Employee who wish to bring their immediate family under dependent visa must apply in writing on the pre approved format (sample attached) with following documents to the HR Department of Head Office.

- 1) Proof of relationship (Marriage certificate for spouse, Birth certificate for child in English)
- 2) Passport Copy & Photo of dependents (on white background)
- 3) Signed request letter of undertaking.

Note: The Employer has the right to decline a request of a dependent visa at any time.

### PAYMENT

All payments related to dependent visa is to be borne by the Employee. Payroll deductions or salary advances on fees are not allowed.

Dependent visa fees as at April 2019:

- a) Mandatory Insurance: MVR550
- b) Visa fee: MVR250 per month. (minimum visa fee- 3 months)
- c) Visa card: MVR50
- d) Medical report: MVR600-750

Note: Visa fees subject to change as per government regulations.

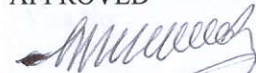
### TERMS & CONDITIONS OF UNDERSTANDING


1. Agreement by the Employee for all payments.
2. Respect the rules & regulations of all local authorities and that of the Company.
3. Dependents will not engage in any form of employment or work in the Maldives.
4. Independently arrange and provide accommodation and food and all other expenses at employees cost.
5. Indemnify the Company of any fines, charges or legal fees in connection of a dependent breaching any law or that of any legal action.


### VISA CANCELLATION

Upon termination of Employment, dependent visa will be cancelled with immediate effect.

APPROVED

  
Mohamed Riza  
Company Secretary

  
Mohamed Manih Ahmed  
Managing Director

  
Aishath Neena Ahmed  
Executive Director.





DEPENDENT VISA POLICY- HRPP002-  
Effective: 22 April 2019

### DEPENDENT VISA APPLICATION PROCEDURE

**ELIGIBLE:** Spouse & children under the age of 18 of HOD level and higher employees who have completed probation and is under a valid employment agreement and work permit.

#### EMPLOYEE REQUEST FOR VISA WITH FOLLOWING DOCUMENTS.

1. Letter of Undertaking with supporting documents as per policy.

#### APPLY FOR MANDATORY INSURANCE

1. Signed sponsorship form IM21 by Employer.
2. Passport Copy
3. Mandatory Insurance Fee.

Fill sponsorship form IM21 signed by Employer and apply with the following supporting documents to Department of Immigration prior to 5 working days of arrival.

1. Passport copy of dependent (colour)
2. Mandatory Insurance
3. Company Registration.

#### DEPENDENT VISA

Upon arrival of Dependent on sponsorship visa, submit for dependent visa IM23 form with following documents.

1. Medical Report
2. Marriage Certificate(for spouse, translated in English)
3. Birth Certificate (for children, translated in English)
4. Passport size photo
5. Employment Approval and work visa copy of Employee
6. Passport copy of Dependent.



#### DEPENDENT VISA CANCELLATION

Upon termination of Employment, dependent visa will be cancelled with immediate effect.

1. Apply with ticket copy and passport prior to departure
2. If dependent out of Maldives, write a letter to Department of Immigration with supporting documents for cancellation.

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