

Emiratisation Compliance Checklist 2026

A Practical Guide for UAE Businesses

Before You Start

Company Name: _____
Industry: _____
Mainland / Free Zone: _____
Total Skilled Employees: _____
Current Emirati Employees: _____

Workforce Audit

- Count skilled employees only (MOHRE Skill Levels 1–3)
- Calculate required Emiratisation quota
- Verify current Emirati employees
- Identify hiring gaps
- Review workforce records

Compliance Checklist

- Register with MOHRE (where applicable)
- Review employment contracts
- Update payroll records
- Register eligible employees with Nafis
- Monitor monthly compliance

Required Documents

- Trade Licence
- Establishment Card
- Emirates IDs
- Employment Contracts
- Payroll Records
- MOHRE documentation

Common Mistakes

- Counting all employees instead of skilled employees
- Delaying recruitment until year-end
- Ignoring Nafis incentives
- Failing to review compliance regularly

Penalty Risk Assessment

Use this section to perform an internal review.

Compliance Area	Status
Workforce Audit	■
Quota Calculated	■
Documents Complete	■
Nafis Reviewed	■
Hiring Plan Ready	■
Monthly Review Scheduled	■

Need Help?

OnTime UAE can assist with Emiratization compliance, PRO services, HR outsourcing, payroll, recruitment, and workforce planning. Contact us for a personalised compliance assessment.