

Global Mobility Compliance Checklist

Ensure smooth visa processing, relocation, and compliance across UAE, KSA, GCC, and Bangladesh.

1. Pre-Move Planning

- Define role eligibility & assignment type (short-term, project, permanent)
- Check visa quotas & employer registration status
- Budget estimation for relocation & payroll sync

2. Visa & Work Permit Processing

- Collect required documents (passport, contracts, photos, medical)
- Submit applications on government portals (UAE MOHRE, Saudi Qiwa, etc.)
- Track approvals, rejections, and re-submissions

3. Compliance & Risk

- Check labor law updates in UAE, KSA, GCC
- Verify document expiry tracking system
- Audit-ready process with digital filing

4. Relocation Logistics

- Book flights, airport meet & assist, temporary housing
- Organize schooling for dependents & cultural briefings
- Arrange household goods shipping & customs clearance

5. Payroll & Benefits Integration

- Align start date with visa stamping & residence issuance
- Sync allowances, EOS benefits, and tax/social security
- Enroll into company HRIS/Payroll system

6. Post-Arrival Compliance

- Medical checks, biometrics, Emirates ID/iqama issuance
- Dependent visa stamping & renewals tracking
- Renewal & cancellation workflows documented