

Staff accreditation

Service Code : 370.05.050.000

Classification : G2B

Service Type :

Sub Service
Type : Variation

Service Sector / Department

Licensing Department

Service Duration

30 Days

Service Fees

1000 AED

Service Audience

Financial Services Company

Priority Service

No

Service Description

This service enables financial services companies to accredit employees nominated for certain jobs related to professional and financial activities that are licensed by the Authority.

Service steps & procedures

1. Log into the SCA website.
2. Select the service. Then, click "Start Service" to fill in the service application form, and attach the required documents.
3. Pay the fees after obtaining the approval of the Authority.
4. You will receive an email with the accreditation letter via the company's registered email with the Authority.

Requirements & Documents

TERMS AND CONDITIONS:

1. Applicants must have Full eligibility, Honesty and integrity and Compliance.
2. Applicants must have academic qualifications or specialized professional certificates.
3. Applicants must have practical experience is appropriate to the nature of functional tasks.
4. Applicants must Pass the professional licensing tests prescribed by the Authority. [\(link\)](#)
5. There should be no refusal or cancellation of accreditation by other supervisory authorities.

*For more details on the requirements above, see Chapter 6 of the Licensing and Accreditation Booklet at: [Section \(2\): Licensing of the financial activities](#)

REQUIRED DOCUMENTS:

1. The employee's cv.
2. A copy of a (valid) passport and residence for non-nationals non-residents.
3. A University degree or professional certificate appropriate for the job, provided that the Ministry of Education equalizes the university degree in the UAE if issued from outside the country.
4. Certificates of practical experience confirming the completion of the period for the required experience, according to the approved job occupants system.
5. Criminal status investigation certificate (valid). [\(Issuance of clear criminal record certificate Service Card on Ministry of Interior Website\)](#)

Frequently Asked Question

