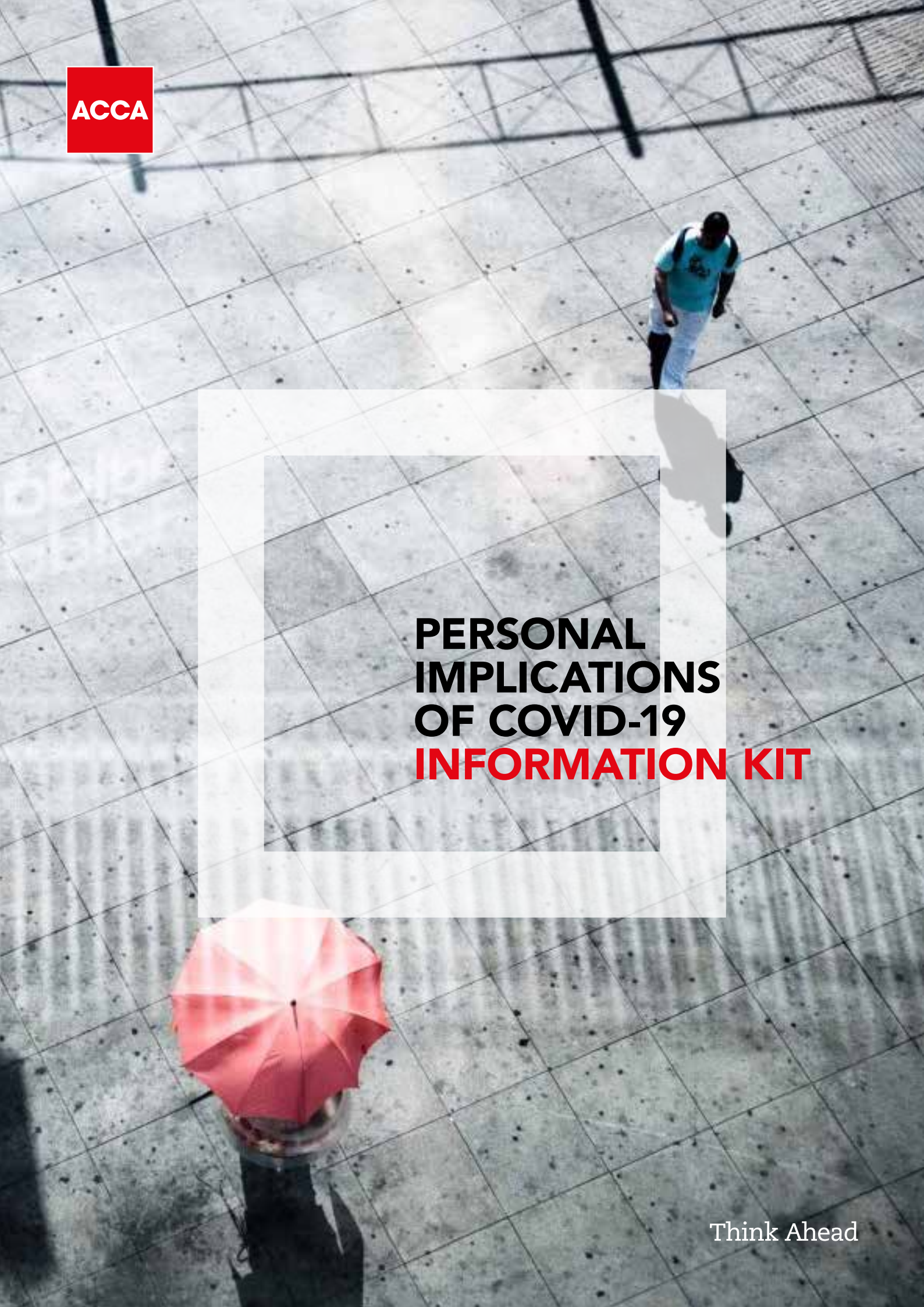


The ACCA logo is a red square with the letters "ACCA" in white, bold, sans-serif font.

**ACCA**

An aerial photograph of a paved plaza with a grid pattern. A person in a light blue shirt and white pants is walking in the upper right. A red umbrella is in the lower left. A large white rectangle is centered over the image, containing the title text.

# **PERSONAL IMPLICATIONS OF COVID-19 INFORMATION KIT**

Think Ahead



# ADVICE FOR ACCA AFFILIATES AND MEMBERS

To say we're living in difficult times is an understatement. Over recent weeks we've heard both concerns and hopes from our stakeholders.

We know this is a particularly difficult time for many of you and you are unsure of your next steps.

Many of you have been affected whether it's the first time for you to work from home, through to the unfortunate circumstances of losing your job. In this region, we are acutely aware of the implications that come when your employment has drastically changed.

To further support our ACCA Affiliates and Members during this time, we've created this support document to provide you with practical advice and information.\*

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\*correct at time of publication

# YOUR EMPLOYMENT

Many of you have experienced some form of work displacement. Whether that be, Job loss, reduced hours, unpaid leave or a new way of working. Here are a few particle tips we feel will help you.

## JOB LOSS

It's an unfortunate situation to be in and we know that right now you're experiencing many emotions that comes with losing your job. According to experts, this is time that you need to remain calm and focused.

First thing is to know your rights. For a full guide to the UAE's Labour Law, please visit: [mohre.gov.ae/en/laws-legislation/labour-law.aspx](https://mohre.gov.ae/en/laws-legislation/labour-law.aspx). There have been many changes included helping employees and employers make this transition easier, including the launch of a virtual labour market.

## FINDING A NEW JOB

There are still many companies hiring talent like yours. The first thing you need to do is make yourself stand out from the competition. It's important you approach this methodically and get the basics right.

You know that circulating a generic CV is unlikely to bring you success. So why not have your CV appraised by a CV consultant from CV Writers, the official CV partner to ACCA Careers. They will provide an overall assessment and give helpful tips and advice on how to improve it.

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## CLAIM YOUR FREE CV REVIEW

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## APPLYING FOR A NEW JOB

Look at this as an opportunity for you to step out of your comfort zone and apply for a new role within the accounting and finance industry. The first place to search will be the global ACCA career's portal [jobs.accaglobal.com](https://jobs.accaglobal.com) which gives you an opportunity not only to apply for roles in the Middle East, but across the globe. The bonus of applying for roles on the ACCA careers portal, is those employers prioritise ACCA Members and Affiliates, which helps get your CV higher up the consideration list.

ACCA Job Board is the leading employability portal for accountancy and finance professionals. With over 36,000 live jobs, the opportunities include a wide range of roles in various locations from UK & Europe through to Asia.

Browse the ACCA career's portal and apply here: [jobs.accaglobal.com](https://jobs.accaglobal.com)



IF YOU'VE NOT NEEDED TO APPLY FOR A NEW JOB IN A WHILE, IT MIGHT BE WORTH CONSIDERING IF YOUR CV IS MAKING AN IMPACT FOR ALL THE RIGHT REASON!

LinkedIn is a valuable source of information, networking and recruitment. Globally someone is employed from the LinkedIn jobs platform every eight seconds and we're sure many of you know someone or have even hired someone through this platform. Many of the companies looking for talent like yours are actively using LinkedIn and are easier accessible on this platform than other means of communication.

#### Other key tips for making your LinkedIn profile are:

- > Let people know your available: Change your status to 'actively looking'.
- > Turn your headline into something great: The default headline is your current position. Make your headline stand out to recruiters by using keywords that highlight your relevant professional skills.
- > Use a clear and professional-looking headshot – LinkedIn represents you as a professional.
- > Tell a consistent story: make sure your LinkedIn information aligns with your CV.
- > Elaborate on your career story. Typically, with a two page CV you don't have much opportunity to 'tell your story' – use your LinkedIn profile to highlight your notable achievements.
- > Become an active member. Join groups and follow the organizations you're interested in and have been connected to in the past.
- > Demonstrate your thought leadership: Write posts that are relevant to your areas of expertise, it's a great way to start getting your profile recognised.
- > Network. Connect to old colleagues and business contacts that you previously had good working relationships with, these people can act as references going forward.

A recent article by LinkedIn's CEO stated that the top three important tasks for your profile are:

- > Ensure your profile is up to date and current.
- > You have been comprehensive about current skills and objectives.
- > Ensure your most recent experience is highlighted.

You can also explore other leading job websites and recruiters in the Middle East by clicking on the following links:

1. [bayt.com](https://bayt.com)
2. [monstergulf.com](https://monstergulf.com)
3. [efinancialcareers.com/uae](https://efinancialcareers.com/uae)
4. [dubaicityguide.com/geninfo/jobs.asp](https://dubaicityguide.com/geninfo/jobs.asp)
5. [robertwalters.ae](https://robertwalters.ae)

WE KNOW THESE TIMES ARE TESTING, BUT WE ENCOURAGE YOU NOT TO STRESS. BY FOLLOWING THE ABOVE STEPS, YOU HAVE PREPARED YOURSELF FOR ANY CHANGES ON THE JOB FRONT AND ARMED YOURSELF WITH THE RIGHT INFORMATION TO MOVE FORWARD AS QUICKLY AS POSSIBLE. WE KNOW THAT WHEN THIS IS OVER YOU'LL EMERGE STRONGER WITH A LARGER PROFESSIONAL NETWORK.



# YOUR VISA

We know that typically in the UAE after you have been asked to leave employment, you will be given a certain amount of time in which your employer will remove your work and residence visa.

Due to COVID-19 the government has put in place several measures to protect individuals and give them stability in regard to their legal right to stay.

Please keep yourself up to date with the latest government announcements here:

- [natlawreview.com/article/covid-19-issuance-ministerial-resolution-no-279-2020-what-employers-united-arab](https://natlawreview.com/article/covid-19-issuance-ministerial-resolution-no-279-2020-what-employers-united-arab)
- [jdsupra.com/legalnews/covid-19-issuance-of-ministerial-79072](https://jdsupra.com/legalnews/covid-19-issuance-of-ministerial-79072)
- [migrant-rights.org/wp-content/uploads/2020/04/Ministerial-Resolution.pdf.pdf](https://migrant-rights.org/wp-content/uploads/2020/04/Ministerial-Resolution.pdf.pdf)



IF YOU FALL OUTSIDE ANY OF THE CRITERIA MENTIONED IN THE COVID-19 MANDATE, THERE ARE OTHER WAYS YOU CAN EITHER RETAIN YOUR EXISTING VISA OR OBTAIN A NEW ONE.

## NEGOTIATE A VISA EXTENSION

Many employers are not wanting to let go of their staff, we recommend you try to negotiate a visa extension with your employer. Ask your employer not to cancel your visa until you are able to get another job, many are open to supporting you at this time of year.

## APPLY FOR YOUR OWN VISA

There are two options for applying for your own visa.

An e-traders license with the Dubai Economic Department (DED). This license is not specific to the accounting and finance industry as it permits you to sell/promote your business using your social media accounts. The process to obtain the E-trader license in Dubai is simple and quick, you can easily apply for the E-trader license in Dubai on the DED Trader website.

You'll be required to create a DED Trader account, register and then make the payment. You will also need to provide information about your social media accounts when registering for the license.

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**TYPICALLY, YOU'LL GET THE CONFIRMATION FOR THE LICENSE WITHIN FIVE TO TEN MINUTES, WHICH YOU CAN THEN PRINT OUT AS WELL!**

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THE E-TRADER LICENSE  
MUST BE RENEWED EVERY  
YEAR. THE DUBAI E-TRADER  
LICENSE FEE IS CURRENTLY:

**AED 1,070**

To find out more: <https://u.ae/en/information-and-services/business/ecommerce/ded-trader-licence-from-dubai>

As a last resort, there is the option to secure your own visa should you have enough savings. This option is by far the most complicated and expensive as it has opening and closing fees.

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**WE WOULD ONLY RECOMMEND THIS IF YOU ARE SERIOUSLY CONSIDERING YOUR OWN PRACTICE AND HAVE THE RELEVANT AND REQUIRED PRACTICING CERTIFICATES NEEDED.**

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You can process your own personal visa either as a partner or full ownership. A free zone license from Ajman, Ras Al Khaimah or Fujairah is affordable and will permit you to live anywhere in the UAE.

- Ras Al Khaimah free zone  
**[www.rakez.com](http://www.rakez.com)**
- Ajman Free Zone  
**[www.afz.ae](http://www.afz.ae)**
- Fujairah Free Zone  
**[www.fujairahfreezone.com](http://www.fujairahfreezone.com)**

WITH EACH OF THESE FREE ZONES,  
YOU CAN GET A VIRTUAL OFFICE SPACE,  
CUSTOMIZED COMPANY SET – UP AS PER  
YOUR BUDGET AND REQUIREMENTS,  
A BANK ACCOUNT, BUSINESS CENTER  
AND A 100% COMPANY OWNERSHIP.



# YOUR MEDICAL INSURANCE

## SECURING YOUR HEALTH

Medical care in the UAE can be costly and without the luxury of corporate coverage, we highly recommend that remaining covered is a priority. Right now, the UAE government has issued a mandate that all government hospital will provide medical coverage free of charge.

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**HOWEVER, DOWN THE LINE, YOU MAY NEED TO ARRANGE THIS FOR YOURSELF AND HERE'S OUR TOP TIPS.**

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## NEGOTIATE MEDICAL INSURANCE EXTENSION.

The same as with your visa, many employers are not wanting to let go of their staff, try to negotiate the extension of your medical insurance with your employer. Ask your employer if it's possible to extend your medical to match your visa extension until you are able to get another job.

## PURCHASE YOUR OWN MEDICAL INSURANCE

Basic health insurance coverage gives you access to hospitals and clinics under DHA (Dubai Health Authority). The basic health insurance coverage is specifically designed for ex-pats with lower salaries and is the perfect 'bridge' until you find new employment.

The basic health coverage costs employers an estimated **600 to 700 AED** a year and offers medical coverage of up to **150,000 AED**.

These websites can help you get competitive health insurance packages are:

1. <https://insurancemarket.ae>
2. <https://yallacompare.com/insurance/uae/en/health>



# YOUR FINANCE

One of the major worries when losing a job is financial commitments. It's important that you have a clear plan of action when it comes to managing this.

## GET YOUR CREDIT IN PLACE

If you have any credit, you need to face this head on and understand how much and with whom you have credit with.

**ONCE YOU UNDERSTAND WHERE YOU ARE, IT'S WISE TO CHECK THE CENTRAL BANK'S COVID-19 TARGETED ECONOMIC SCHEME IN PARTICULAR SECTION 3 TO SEE WHAT RELIEF YOU'RE ENTITLED TOO.**

**CLICK HERE**

## LOANS:

- > When your last salary is paid it is often marked as Final Salary, some banks will immediately freeze your bank account – review the above TES scheme to understand your rights. If you do not have the money to pay your loan off in full, it's important you speak with the bank to avoid future issues and take advantage of the TES scheme.

## CREDIT CARDS:

- > If you can, pay any credit card bills and restrict the usage of them. However, if you're struggling, the TES Scheme has set guidance on assistance.

## RENT:

- > Did your company pay your rent in advance? You need to understand how much you owe your employer as this will be deducted in your final settlement – it's worth negotiating a payment plan.

Do you have a rent cheque pending? Many landlords are offering rent-free periods, speak to yours and see if you can negotiate a rent free period.

## ACCA FEES:

For assistance with your ACCA fees visit:

**Payment Plan options:** [accaglobal.com/content/dam/ACCA\\_Global/Students/email/paymentoptions.pdf](https://accaglobal.com/content/dam/ACCA_Global/Students/email/paymentoptions.pdf)

**Benevolent fund:** [accaglobal.com/lk/en/member/membership/benevolent-fund.html](https://accaglobal.com/lk/en/member/membership/benevolent-fund.html)





MORE INFORMATION

WITH THE INCREASING CHALLENGES PRESENTED BY COVID-19, WE'VE BROUGHT TOGETHER SOME USEFUL RESOURCES FOR WORKING AND WELLBEING FOR BOTH YOU AND YOUR STAFF.

VISIT THE

**ACCA COVID-19 hub**



Dubai Knowledge Village  
Block No. 19  
Office No. S01  
Dubai  
tel: +971 (0)4 391 5451  
fax: +971 (0)4 366 4068

[info@ae.accaglobal.com](mailto:info@ae.accaglobal.com)  
**[www.accaglobal.com](http://www.accaglobal.com)**

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Think Ahead