

# **Wages Protection System (WPS) Registration process**

In line with our commitment to keeping you updated about the legislation and regulations; we would like to provide you with below information about Wages Protection System (WPS).

- The Wage Protection System is a system providing for electronic salary transfer, as developed by the Central Bank of United Arab Emirates, and maintained by the UAE Ministry of Human Resources & Emiratization
- As a Freezone company, you must be registered in WPS and transfer all Employees' salaries through the WPS to confirm that all emoluments due have been paid between 1<sup>st</sup> and 15<sup>th</sup> of every month.
- Failure of the Customer to transfer the Employee's salary through WPS by the 15th of the month will result in automatic withdrawal of operations and personnel services. In addition, fines will be imposed on the Customer in the sum of AED 2,500 per month. Jafza shall not make exceptions to this rule and shall have the right to take further action in this respect (Article 14.3.3) in JAFZA Rules & Regulations.

To transfer salary/wage through WPS via banks, bureaux de change, and financial institutions approved by authorities, please follow below guidance:

## **Company Code:**

For the "Company Code", you are requested to use the "CN number" (Account Number) which appears on the "Company License". This code must be Prefixed with the Authority code which is "EZJ" to generate 13 digit Company Code as shown below:

- Prefix for Jafza company: EZJ

➤ Example:

- Prefix: EZJ
- Your Company CN number (Account Number) → 1234
- Prefix with ZEROS to make 10 digits CN number
- Company code will be as below:

E	Z	J	0	0	0	0	0	0	0	1	2	3	4
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### Employee Code:

For the “Employee Code”, you are requested to use the “Company Employment Card (CEC) number” of the employee. This code must be Prefixed with the Authority code which is “EZJ” to generate 14 digit Employee Code as shown below:

➤ Prefix for Jafza company: EZJ

➤ Example:

- Prefix: EZJ
- Employee CEC number → 12345
- Prefix with ZEROS to make 11 digits Employee number
- Employee code will be as below:

E	Z	J	0	0	0	0	0	0	0	1	2	3	4	5
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