JAFZA
WPS Employee Exclusion User's Manual

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WPS Employee Exclusion

Table Designs

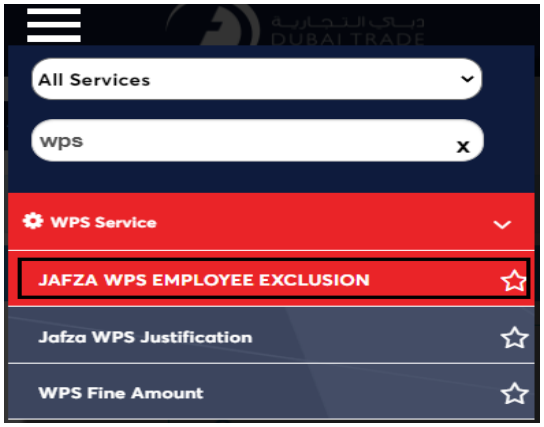
DOCUMENT DETAILS

Document Name	WPS Employee Exclusion
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	25th April 2023
Current Version	2.0

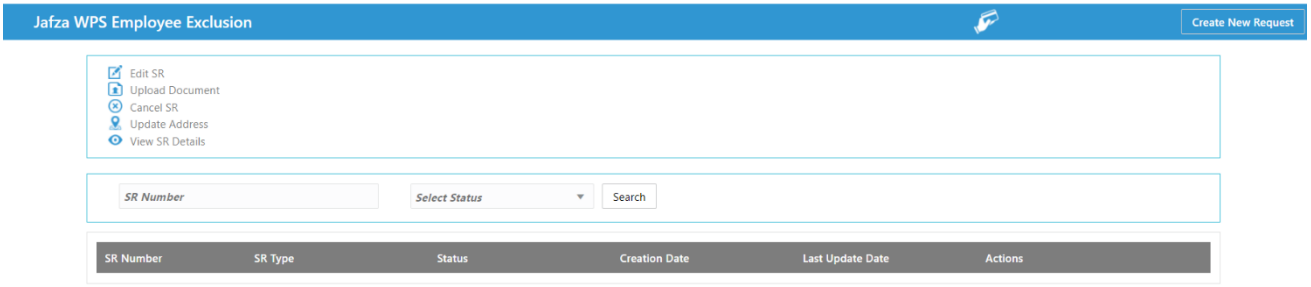
This service is to request JAFZA for Exclusion of Employee from WPS for period of time as the company will not be paying the employee their salary for the mentioned period. If the WPS Employee Exclusion is not submitted and the employee salary is not paid, fines will be applicable.

Navigation:

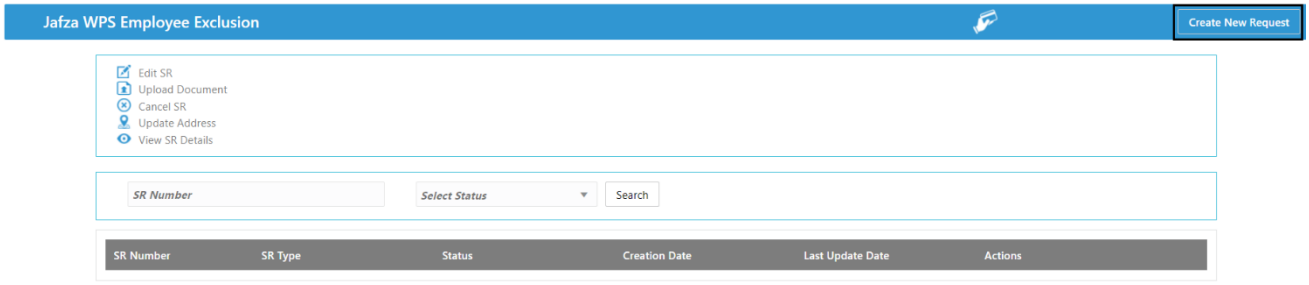
1. Login to **Dubai Trade**
2. Go to **WPS Service** from the menu on the left
3. Then Go to **WPS Employee Exclusion**



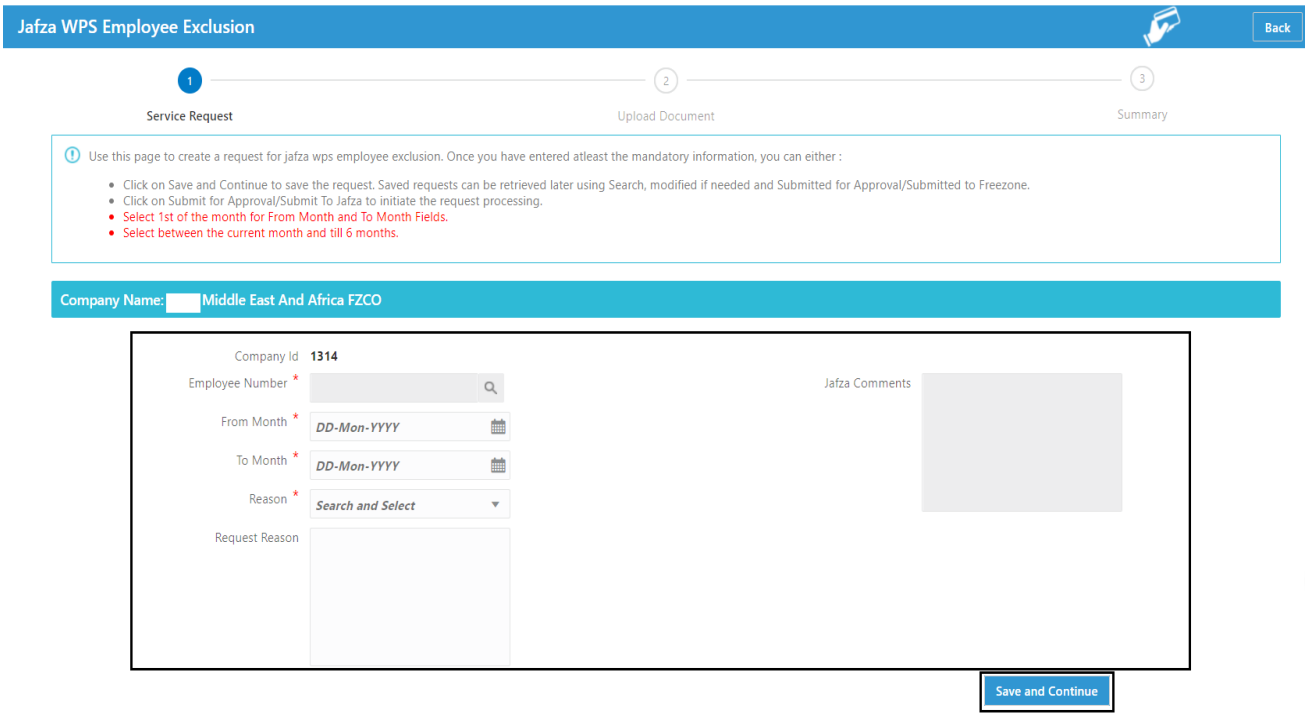
4. The below screen will be displayed where you can **View** or **Search for SR**.



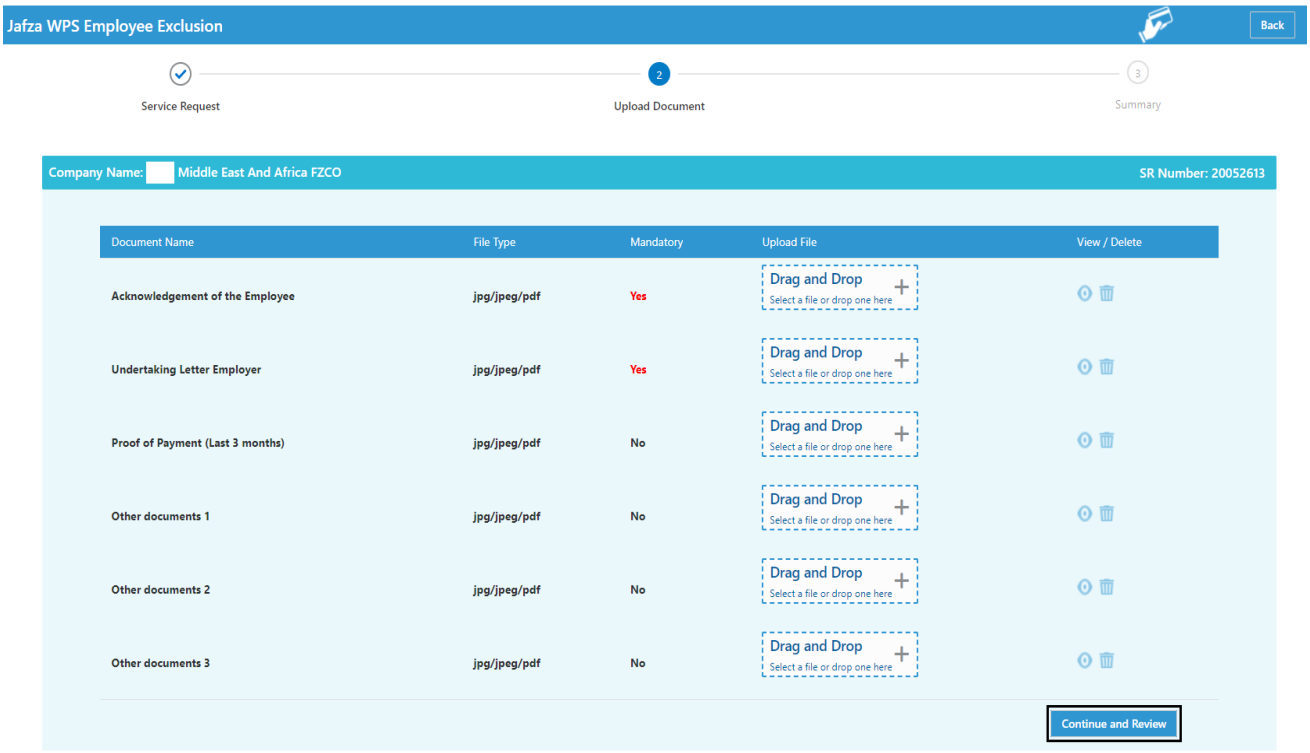
5. Click **Create New Request**



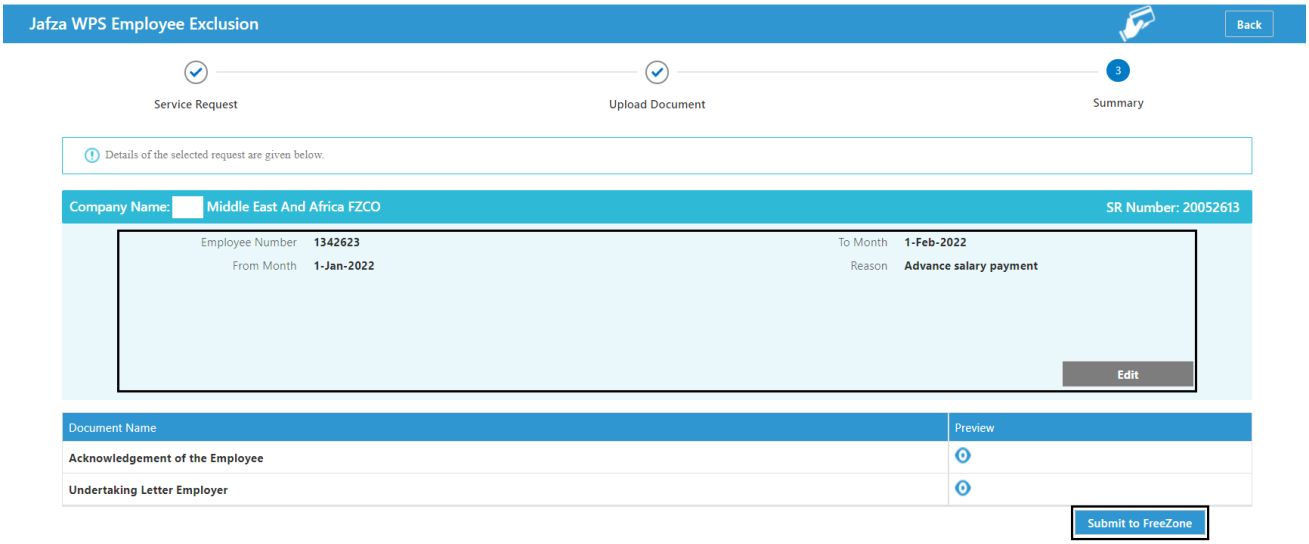
6. Enter the details and click **Save and Continue**



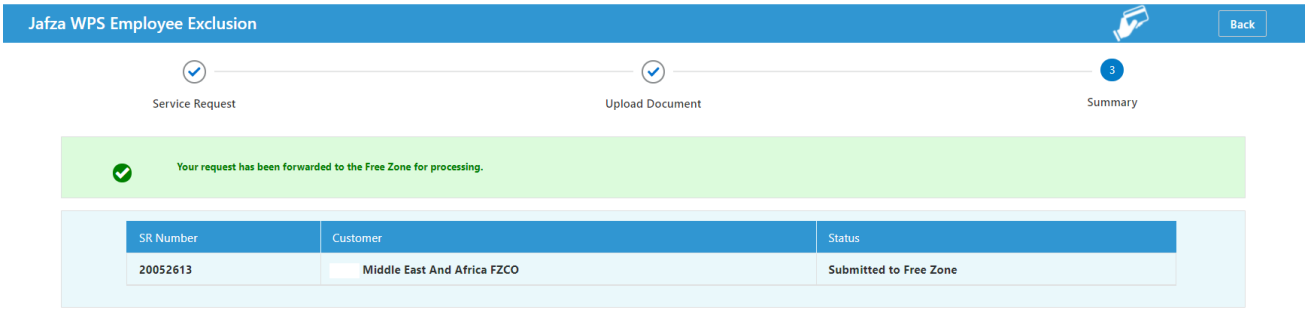
7. Upload the required Documents and click **Continue and Review**



8. Review the details and click **Submit to FreeZone**



The below confirmation will be displayed



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