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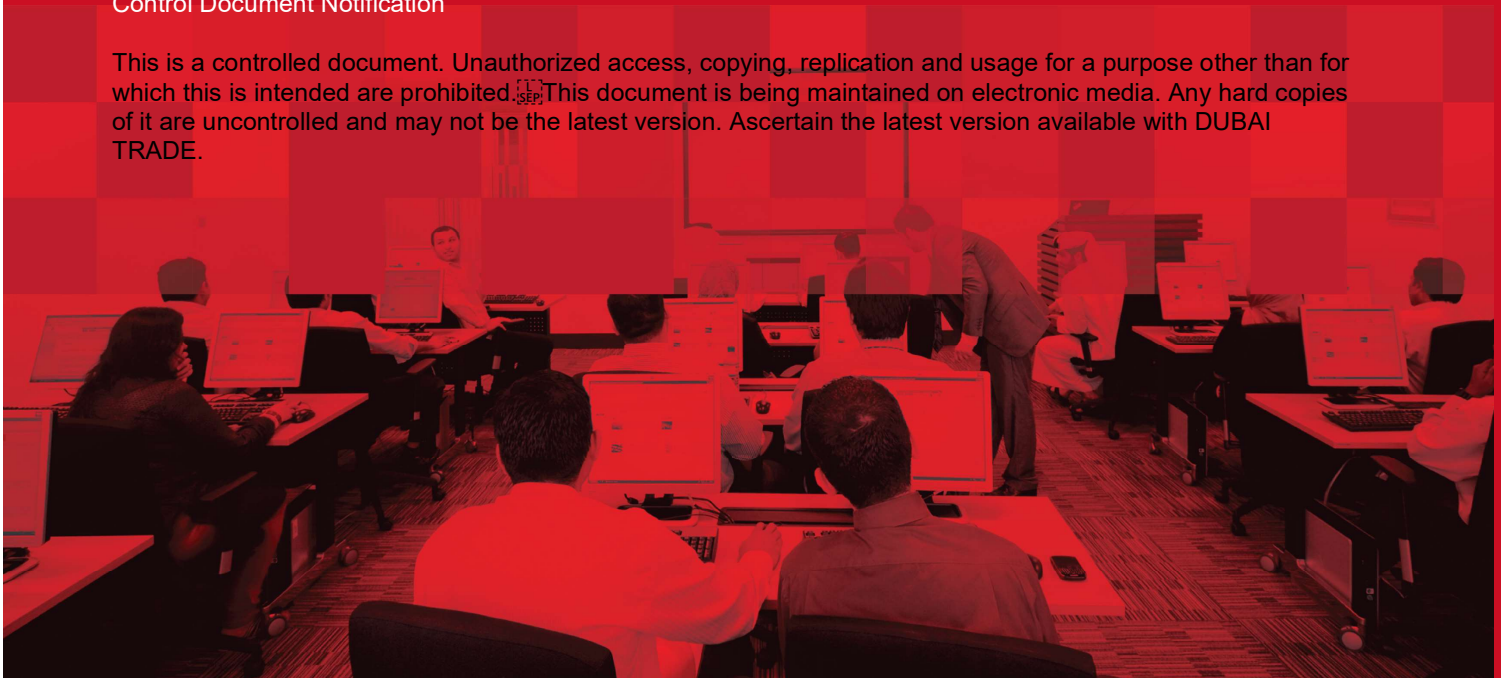
# JAFZA eSERVICES Cancel Emp RP with JAFZA Internal Ban User's Manual

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## DOCUMENT DETAILS

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### Document Information

Document Name	Cancel Emp RP with JAFZA Internal Ban
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Version	Date	Author	Designation	Description of change

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### Distribution

Version	Location

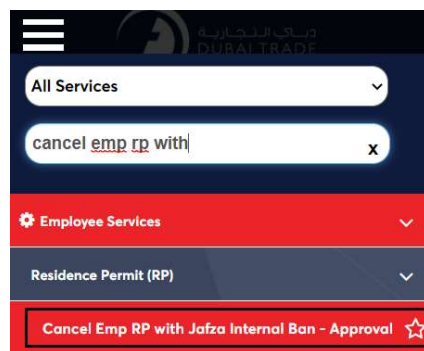
# Cancel Emp RP with JAFZA Internal Ban

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*This service is to request for cancellation of Residence Permit of an employee under your company sponsorship after an employee has resigned or been terminated from the company along with a JAFZA Internal Ban. Cancel Employee RP request must be created prior to creating this request.*

## Navigation:

1. Login to **Dubai Trade**
2. Go to **Employee Services** from the menu on the left
3. Then under **Residence Permit (RP)** go to **Cancel Emp RP with JAFZA Internal Ban - Approval**



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

Jafza Internal Ban

Create New Request

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details

SR Number

Select Status

Search

SR Number	SR Type	Employee Name	Status	Creation Date	Last Update Date	Actions
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5. Click **Create New Request**

Jafza Internal Ban

Create New Request

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details

SR Number

Select Status

Search

SR Number	SR Type	Employee Name	Status	Creation Date	Last Update Date	Actions
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6. Enter the details and click **Save and Continue**

# Cancel Emp RP with JAFZA Internal Ban

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Jafza Internal Ban

1

2

3

Service RequestSummaryPayment Confirmation

1

Use this page to create/modify a request for Employee Cancellation with Internal Ban. Once you have entered atleast the mandatory information, you can :

- Click on Save and Continue to save the request. Saved requests can be retrieved later using Search, modified if needed and Submitted for Approval/Submitted to Freezone.

Company Name:  Dubai

Company Id1673

Employee Number

Ban Reason

Ban From Date31-Jan-2022

Ban To Date31-Jan-2023

Request Reason

Jafza Comments

Save and Continue

## 7. Review the details and click **Confirm and Continue**

Jafza Internal Ban

✓

2

3

Service RequestSummaryPayment Confirmation

1

Details of the selected request are given below:

Company Name:  DubaiSR Number: 20054493

Employee Number214810

Ban ReasonTEST

Ban From Date31-Jan-2022

Ban To Date31-Jan-2023

Edit

Confirm and Continue

## 8. Click **Submit to FreeZone**

# Cancel Emp RP with JAFZA Internal Ban

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Jafza Internal Ban

✓

Service Request

✓

Summary

3

Payment Confirmation

Back

ⓘ

Use this page to re-confirm the details entered for a request. Once you have verified the information, you can either:  
Click on the Submit to Freezone button to initiate the request processing.  
Click on the back button to go to request Overview page.

Please re-confirm the following details before forwarding to FZ Admin. Clicking on Submit to Freezone will reserve the payment for the request from your portal balance.

Current Balance Amount

(Deposit minus amount reserved for submitted requests)

415,294.61 AED

Total Charge Amount:

500.00 AED

Total VAT Amount:

0.00 AED

Total Charge Amount with VAT:

500.00 AED

SR Number	Employee	Customer	Status
20054493	MUHAMMAD	Dubai	Saved

Submit to FreeZone

*The below confirmation will be displayed*

Jafza Internal Ban

✓

Service Request

✓

Summary

3

Payment Confirmation

Back

✓

Your request has been forwarded to the Free Zone for processing. A charge of 500.00 AED and VAT amount 0.00 AED has been reserved for the same.

SR Number	Employee	Customer	Status
20054493	MUHAMMAD	Dubai	Submitted to Free Zone

