



دبي التجارية
DUBAI TRADE

JAFZA eSERVICES Cancel Employee Residence Permit (RP) without Passport User's Manual

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Cancel Employee Residence Permit (RP) without Passport ²

DOCUMENT DETAILS

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Version	Date	Author	Designation	Description of change

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Distribution

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Cancel Employee Residence Permit (RP) without Passport ³

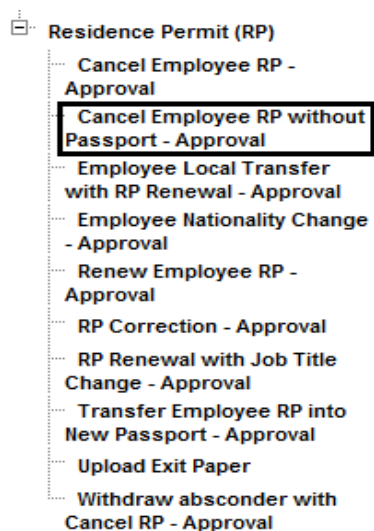
This service is to request for cancellation of Residence Permit of an employee under your company sponsorship after an employee has resigned or been terminated from the company but the persons passport is NOT available with the company. If the Visa is not yet stamped in the passport but already been used then you must cancel the Visa using the Employment Visa SR Number in the Service Request Number field. All dependents Visa's must be cancelled prior to Employee RP cancellation.

Navigation:

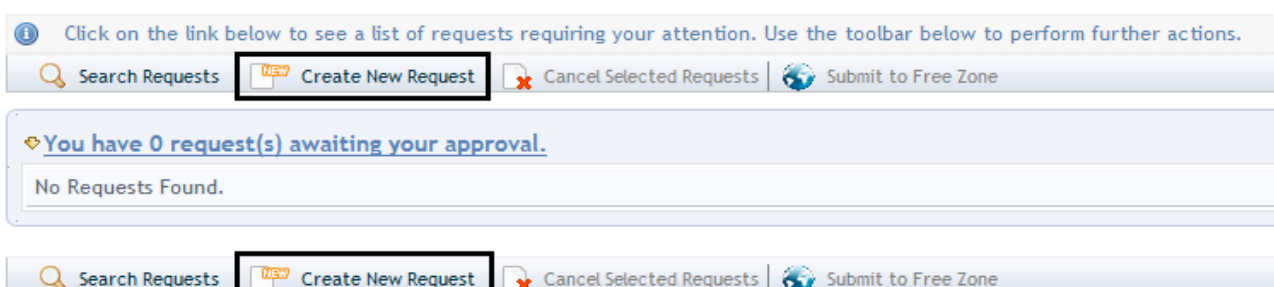
1. Login to **Dubai Trade**
2. Go to **Employee Services** from the menu on the left
3. Then Go to **Residence Permit (RP)**



4. Click on **Cancel Employee RP without Passport- Approval**



5. Then Click on **Create New Request**



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Procedure:



1. Select the Urgency for the request

Urgency (For a charged service, extra charges might apply if Urgent is selected) ☒ Normal ☐ Urgent


2. Select Courier Delivery/Collection Required?

Courier Collection/Delivery Required? ☐ Counter ☐ Outside Freezone ☒ Within Freezone

3. Enter the Employee Number OR Service Request Number if the Residence Permit was not yet stamped in the employee's passport.

Employee Number	<input type="text"/>	
Service Request Number	<input type="text"/>	


4. Search and Select the Employee Number in the pop-up window that appears by clicking on the magnifying glass icon instead of typing in the field

Employee Number 

5. Enter either the Employee Number, First Name, Last Name, Passport Number, Job Title, Nationality and click Search

Search for Employees


- Enter (*) or (%) to view all the details.
- Enter atleast one full or partial search criteria.
Eg. : United matches both United Arab Emirates and United States of America

Employee Number	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Passport Number	<input type="text"/>
Job Title	<input type="text"/>
Nationality	<input type="text"/>
 <input type="button" value="Search"/>	

No Employee Found.

OR

6. Search and Select the Service Request Number in the pop-up window that appears by clicking on the magnifying glass icon instead of typing in the field if the Residence Permit was not yet stamped in the employee's passport.

Service Request Number 

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7. Enter either the Service Request Number, Employee Name and click Search

Search for Employment Visa Service Requests

- Enter (*) or (%) to view all the details.
- Enter atleast one full or partial search criteria.
Eg. : *United* matches both *United Arab Emirates* and *United States of America*

Service Request Number

Employee Name

 **Search**

No records found matching your search criteria.

OR

8. Select from the dropdown menu if the person is in UAE or not.

Is in UAE *

Select

Select

No

Yes

9. Select the reason for cancellation from the dropdown menu

Cancel Reason *

Select

Select

Select

Resigned

Terminated

Terminated-Expired

Terminated-Med Unfit

Terminated-Struck Work


Terminated - Dismissed

Terminated - Redundant

10. Specify the Reason for Request or give additional information for JAFZA.

Specify the reason for request / Additional Information for JAFZA

11. Click on  **Save Request** to save the request for future action.

Click  **Submit to Free Zone** to submit the request to the Free Zone Authority for processing.

12. Click on **Pay now** to confirm charges and submit the request.

