



دبي التجارية
DUBAI TRADE

JAFZA

Cancel Employee RP (Residence Permit) User's Manual

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Cancel Employee RP

Table Designs

DOCUMENT DETAILS

Document Name	Cancel Employee RP (Residence Permit)
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	29 th September 2022
Current Version	2.0

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 and the persons passport is available with the company. If the Visa is not yet stamped in the passport but already been used then you must cancel the Visa by entering the Employment Visa SR Number in the Service Request Number field. All dependents Visa's must be cancelled or kept on hold directly with Immigration prior to Employee RP cancellation and applicant has 30 days grace period to exit the country (If the RP was valid for more than 30 days).

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 Employee RP - Approval**



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

Jafza Employment CancellationCreate 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 Employment Cancellation

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, Courier details and click **Save and Continue**

Jafza Employment Cancellation

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Service Request

Upload Document

Summary

Payment Confirmation

Use this page to create/modify a request for Employee Cancellation. 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.

Please note that if the Residence Permit of your employee is not yet stamped, you need to enter the Employment Visa SR Number in the Service Request Number Field for cancellation.

Company Name: Dubai

Company Id

1673

Urgency *

Normal

Employee Number

214810

Service Request Number

Is in UAE *

Yes

Original Passport With Customer

Search and Select

Employee Exit Date

DD-Mon-YYYY

Cancel Reason *

Resigned

Request Reason

Jafza Comments

Courier Details

Courier Required *

Within FreeZone

Courier Location

Select

Address Line 1 *

P. O. Box: 16961

Address Line 2

Jebel Ali

Contact Name *

TEST

Contact Phone *

0500000000

Time *

9 AM -11 AM

Collection/Delivery will be arranged on same day only if the SR is ready for Collection/Delivery before 1:50 PM, else it will be arranged by next working day

Save and Continue

7. Upload the Required Documents and click **Continue to Review**

Jafza Employment Cancellation

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Service Request

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Upload Document

3

Summary

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Payment Confirmation

Company Name:

Dubai

SR Number: 20054490

Document Name	File Type	Mandatory	Upload File	View / Delete
CIC	jpg/jpeg	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	
Copy of End of Service Letter	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	
Passport page 1	jpg/jpeg	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	
Passport page 2	jpg/jpeg	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	
Residence visa	jpg/jpeg	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	
Other documents 1	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	
Other documents 2	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	
Other documents 3	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	

Continue and Review

8. Review the details and click **Confirm and Continue**

Jafza Employment Cancellation

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Service Request

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Upload Document

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Summary

4

Payment Confirmation

Details of the selected request are given below:

Company Name:

Dubai

SR Number: 20054490

Urgency

Normal

Is in UAE

Yes

Employee Number

214810

Cancel Reason

Resigned

Courier Details

Courier Required

Within FreeZone

Contact Name

TEST

Courier Location

P. O. Box: 16961

Contact Phone

0500000000

Address Line 1

Jebel Ali

Time

9 AM - 11 AM

Address Line 2


Jebel Ali

Edit

Confirm and Continue

9. Click **Submit to FreeZone**

Jafza Employment Cancellation



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✓

✓

✓

4

Service Request

Upload Document

Summary

Payment Confirmation

1 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)
415,615.11 AED

Total Charge Amount:320.00 AED

Total VAT Amount:0.50 AED


Total Charge Amount with VAT:320.50 AED

SR Number	Employee	Customer	Status
20054490	MUHAMMAD	Dubai	Saved

Submit to FreeZone

The below confirmation will be displayed

Jafza Employment Cancellation



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✓

✓

✓

4

Service Request

Upload Document

Summary

Payment Confirmation

✓

Your request has been forwarded to the Free Zone for processing. A charge of 320.00 AED and VAT amount 0.50 AED has been reserved for the same.

SR Number	Employee	Customer	Status
20054490	MUHAMMAD	Dubai	Submitted to Free Zone

