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	29th September 2022
Current Version	2.0

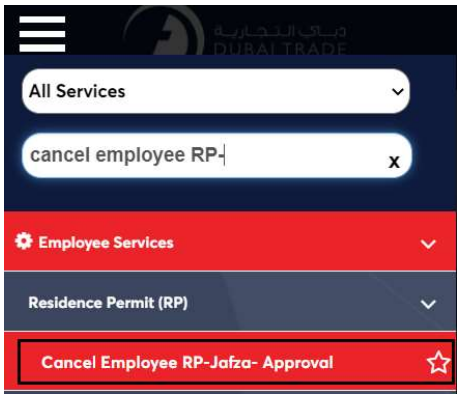
This service is to request for cancellation of Residence Permit of an employee under your company sponsorship after an employee has resigned or been terminated from the company and the persons passport is available with the company. If the Visa is not yet stamped in the passport but already been used 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:

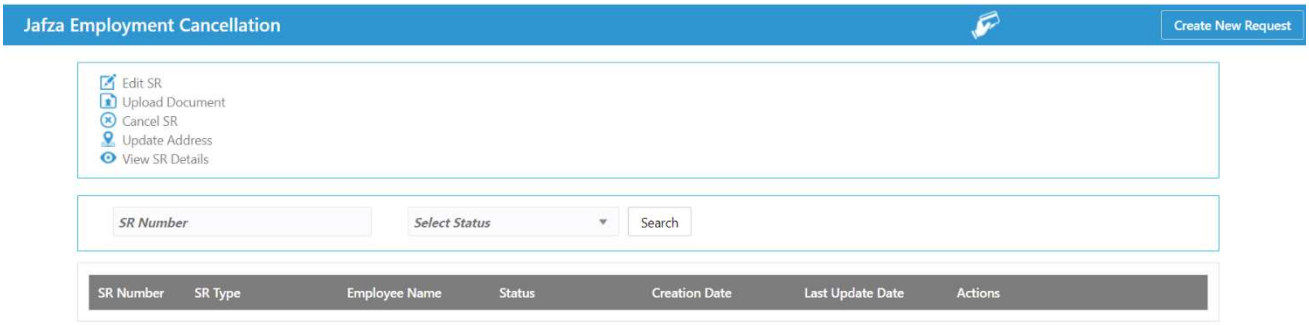
1. Login to **Dubai Trade**

2. Go to **Employee Services** from the menu on the left

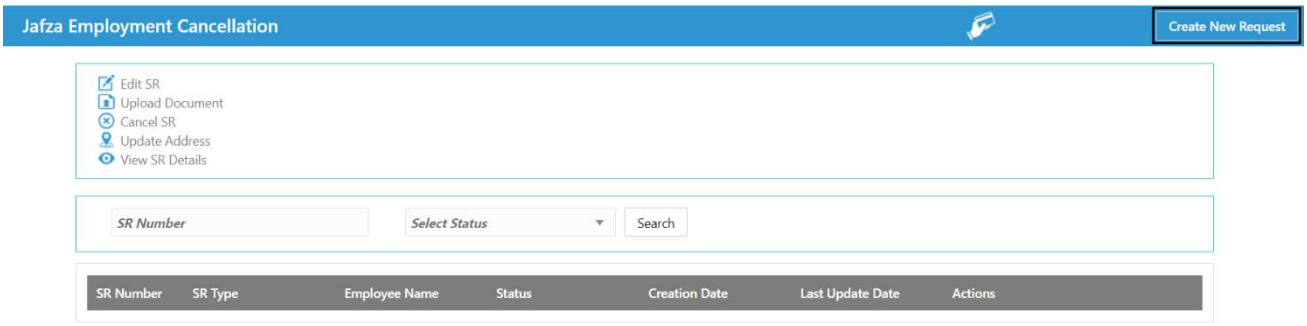
3. Then under **Residence Permit (RP)** go to **Cancel Employee RP - Approval**



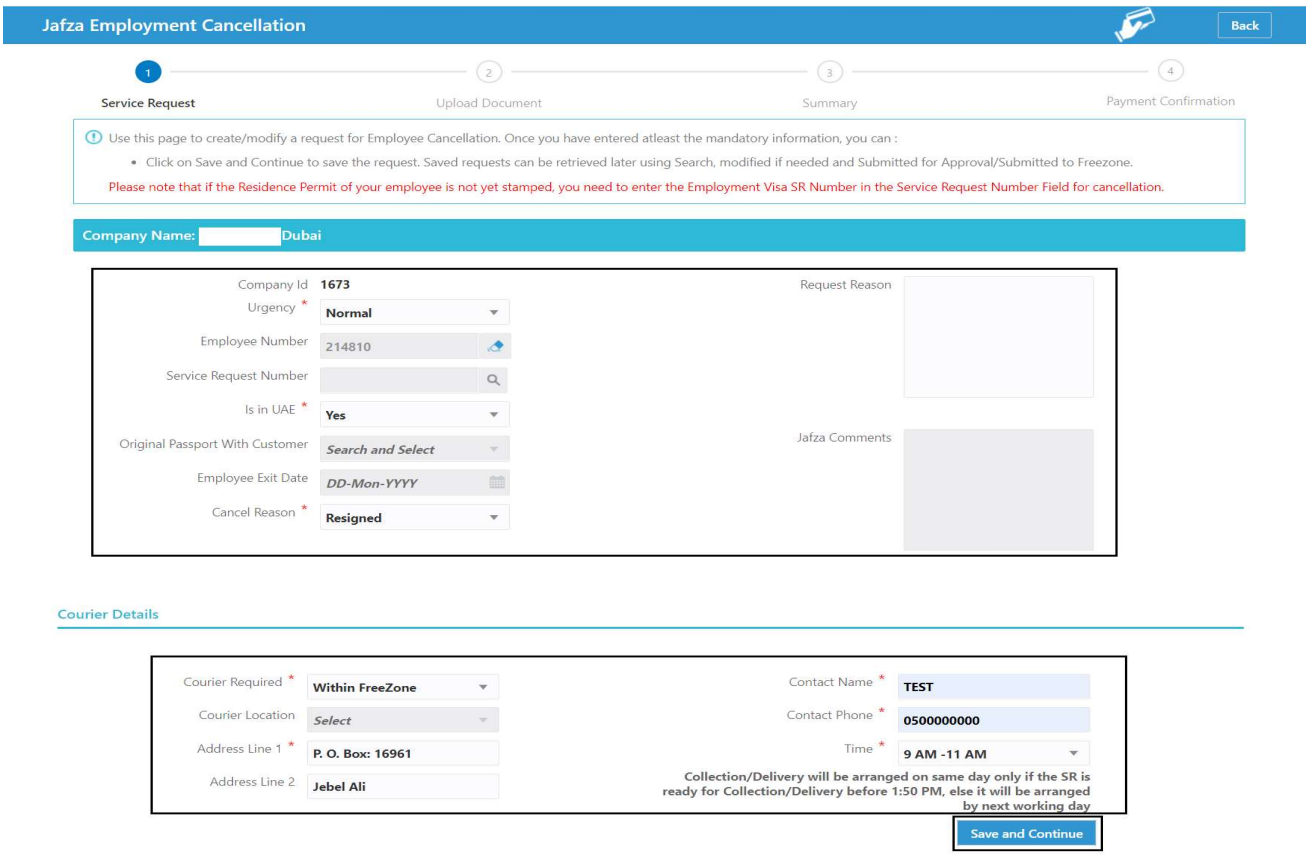
4. The below screen will be displayed where you can **View** or **Search for SR**.



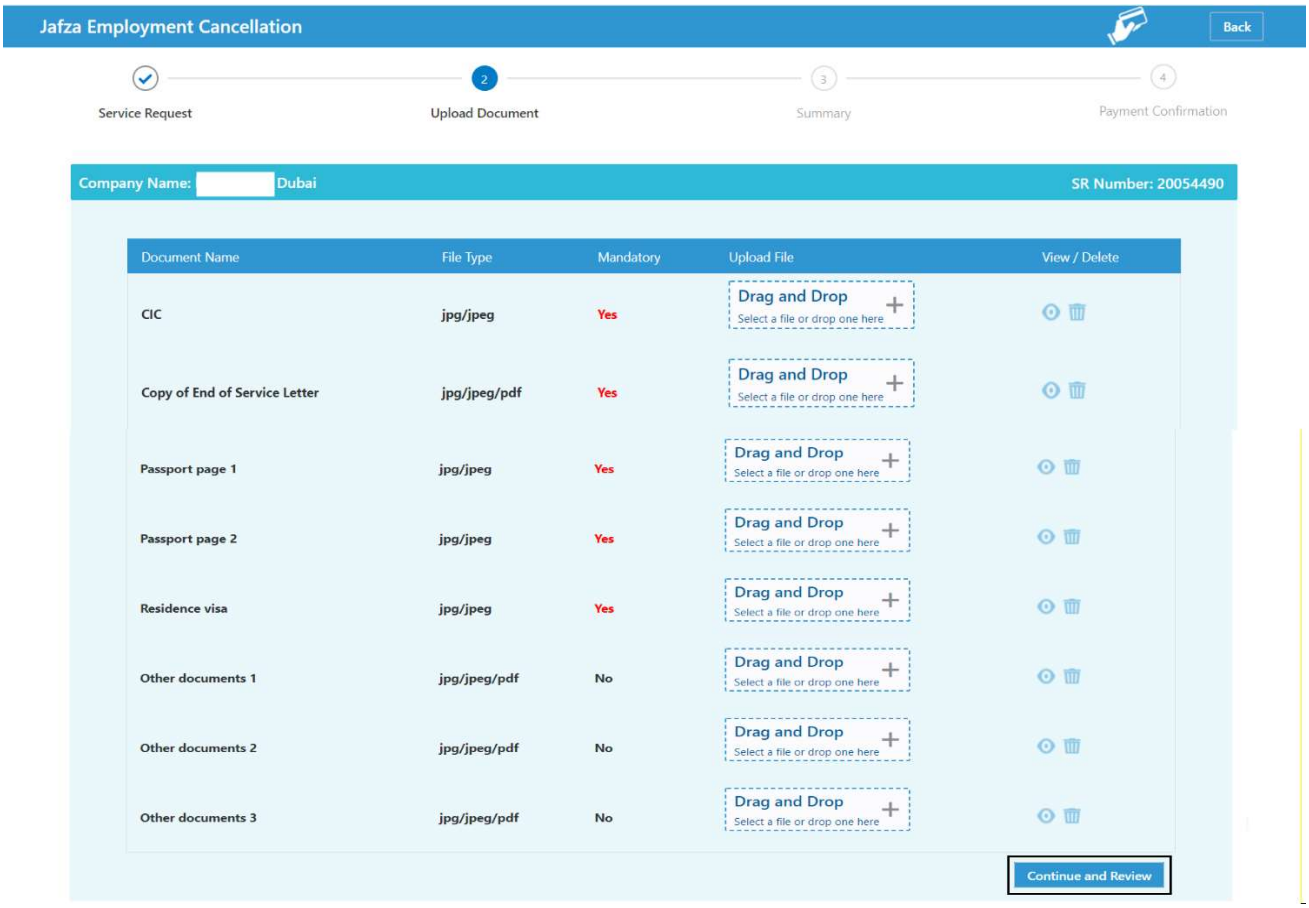
5. Click **Create New Request**



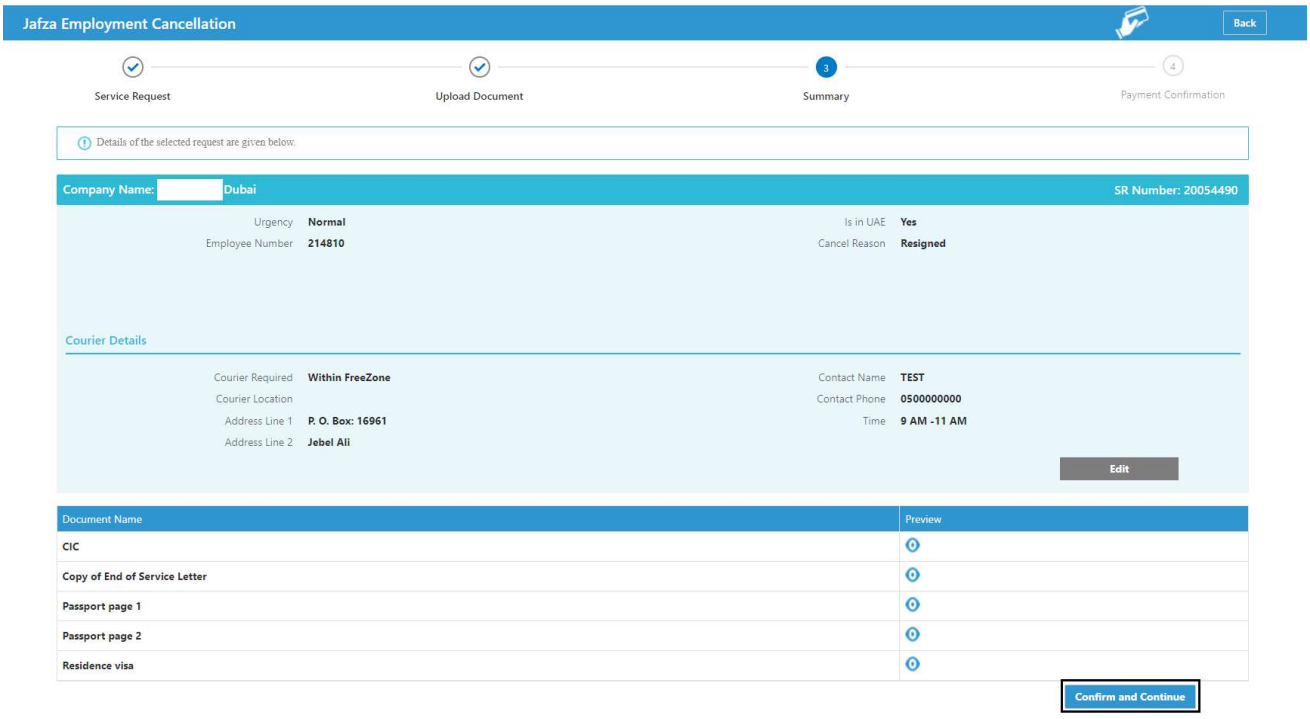
6. Enter the details, Courier details and click **Save and Continue**



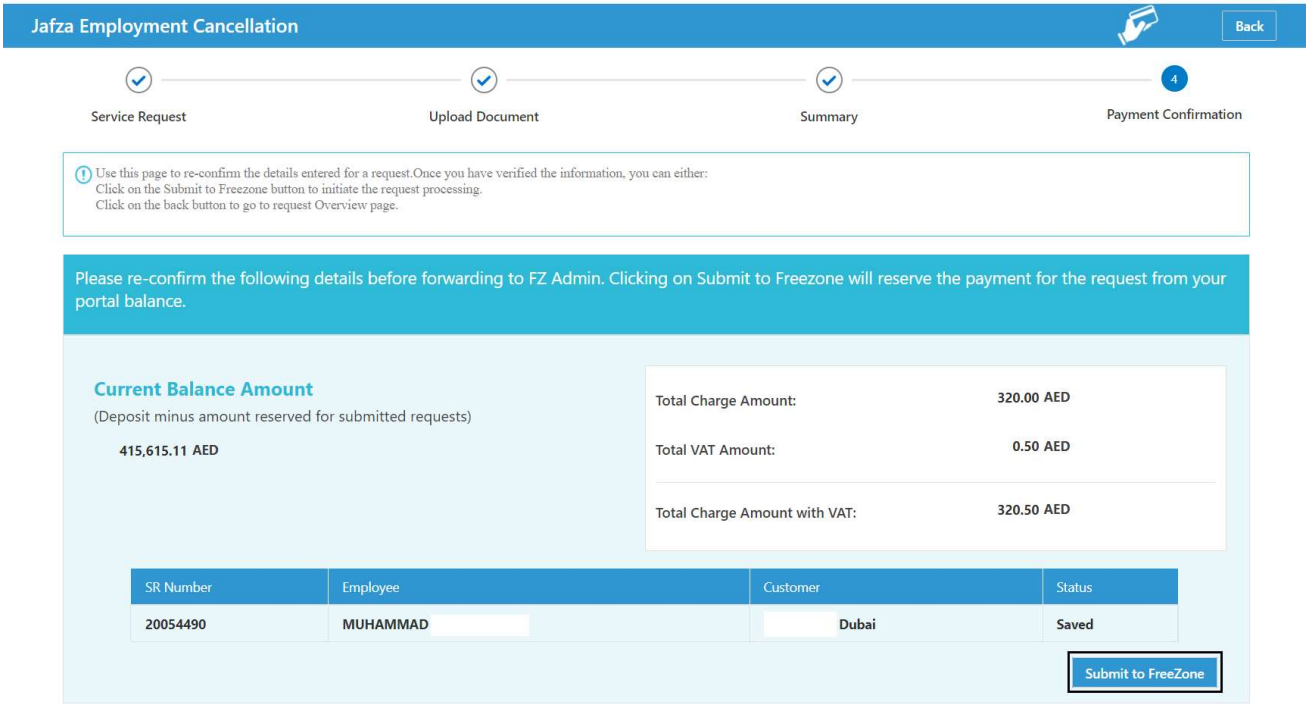
7. Upload the Required Documents and click **Continue to Review**



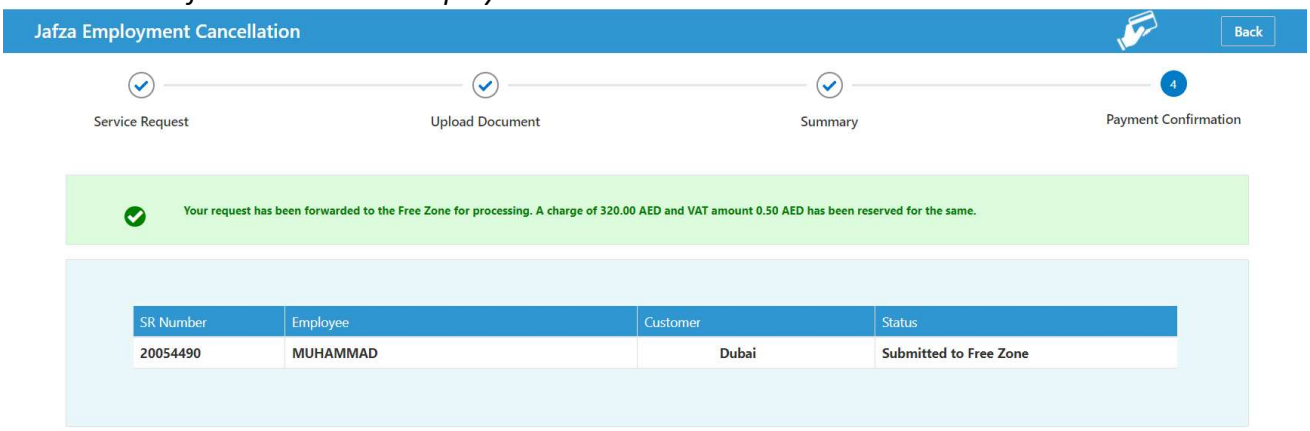
8. Review the details and click **Confirm and Continue**



9. Click **Submit to FreeZone**



The below confirmation will be displayed



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