



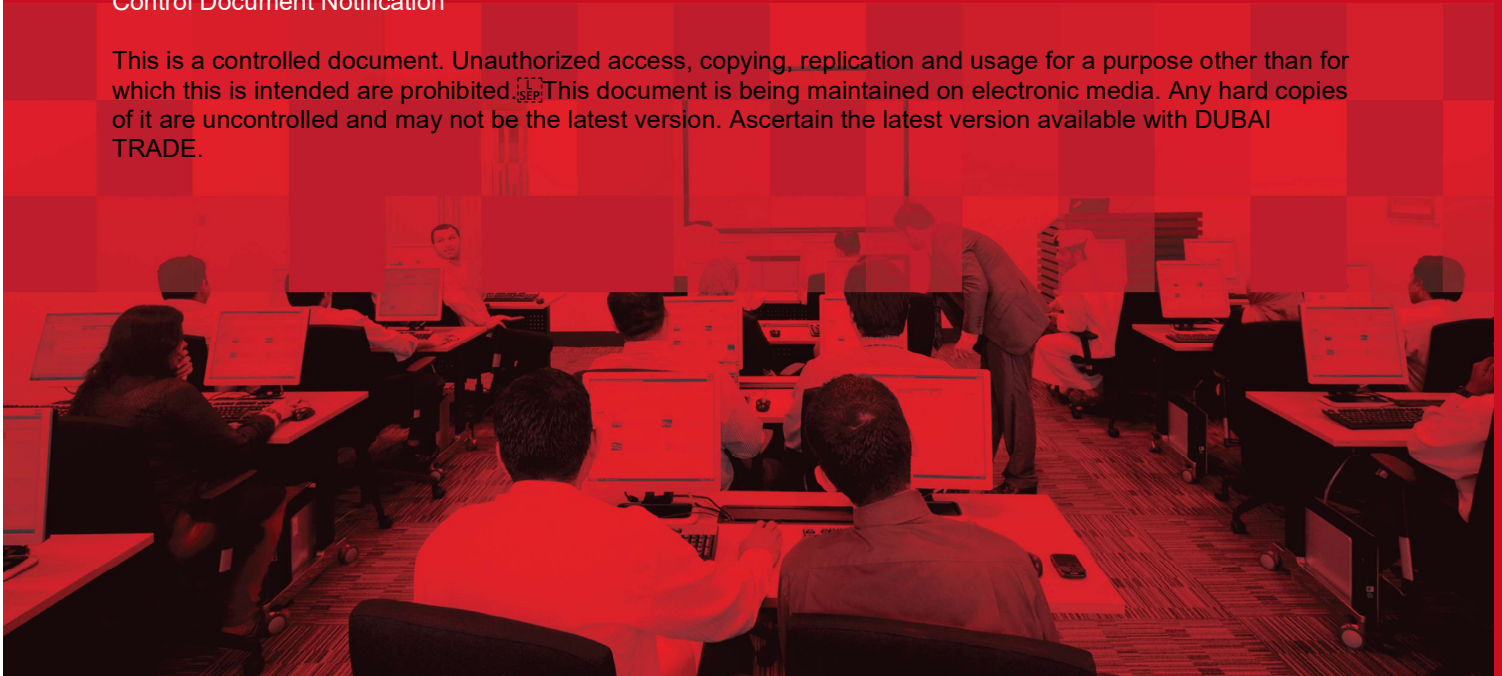
JAFZA eSERVICES Apply for Nationality Change User's Manual

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DOCUMENT DETAILS

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Distribution

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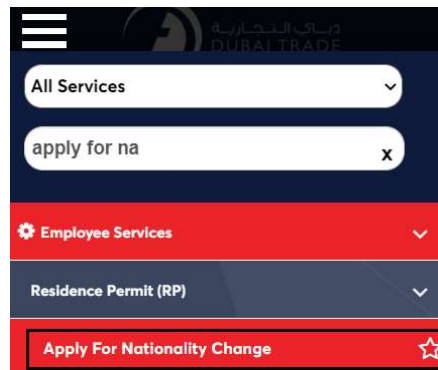
Apply for Nationality Change

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This service is to request for changing the nationality of an employee in the Residence Permit (RP).

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 **Apply for Nationality Change**



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

Jafza Nationality Change in RP

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 Nationality Change in RP

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

Apply for Nationality Change

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Jafza Nationality Change in RP

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Service RequestUpload DocumentSummaryPayment Confirmation

1

Use this page to create/modify a request for a Employee nationality change service. 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 *

Passport Number *

Place Of Issue *

Country of Issue *

Passport Date of Issue *

Passport Date of Expiry *

New Nationality *

Request Reason

Jafza Comments

Courier Details

Courier Required *Within FreeZone

Courier Location *Select

Address Line 1 *P. O. Box: 16961

Address Line 2Jebel Ali

Contact Name *

Contact Phone *05xxxxxxxx

Time *Select

Save and Continue

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

Apply for Nationality Change

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Service Request

Upload Document

Summary

Payment Confirmation

Company Name: Dubai

SR Number: 20042143

Document Name	File Type	Mandatory	Upload File	View / Delete
CIC	jpg/jpeg	Yes	<div>Drag and Drop Select a file or drop one here</div>	<div></div>
Passport Page 1	jpg/jpeg	Yes	<div>Drag and Drop Select a file or drop one here</div>	<div></div>
Photograph	jpg/jpeg	Yes	<div>Drag and Drop Select a file or drop one here</div>	<div></div>
Police Report	jpg/jpeg	Yes	<div>Drag and Drop Select a file or drop one here</div>	<div></div>
Visa	jpg/jpeg	Yes	<div>Drag and Drop Select a file or drop one here</div>	<div></div>
Passport Page 2	jpg/jpeg	No	<div>Drag and Drop Select a file or drop one here</div>	<div></div>
Other documents 1	jpg/jpeg/pdf	No	<div>Drag and Drop Select a file or drop one here</div>	<div></div>
Other documents 2	jpg/jpeg/pdf	No	<div>Drag and Drop Select a file or drop one here</div>	<div></div>
Other documents 3	jpg/jpeg/pdf	No	<div>Drag and Drop Select a file or drop one here</div>	<div></div>

Continue and Review

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

Jafza Nationality Change in RP

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Service Request

Upload Document

Summary

Payment Confirmation

Details of the selected request are given below:

Company Name: Dubai

SR Number: 20042143

Employee Number 1141192

Passport Date of Issue 17-Nov-2016

Passport Number AA8221002

Passport Date of Expiry 16-Nov-2026

Place Of Issue PAKISTAN

New Nationality Albania

Country of Issue Pakistan

Request Reason tested

Courier Details

Courier Required Within FreeZone

Contact Name cname

Courier Location

Contact Phone 0521111111

Address Line 1 P. O. Box: 16961

Time 2.30 PM - 4.30 PM

Address Line 2 Jebel Ali

Edit

Document Name	Preview
CIC	<div></div>
Passport Page 1	<div></div>
Photograph	<div></div>
Police Report	<div></div>
Visa	<div></div>

Confirm and Continue

Apply for Nationality Change

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9. Click **Submit to FreeZone**

Jafza Nationality Change in RP

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Service RequestUpload DocumentSummaryPayment 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)
411,281.71 AED

Total Charge Amount:950.00 AED

Total VAT Amount:1.00 AED

Total Charge Amount with VAT:951.00 AED

SR Number	Employee	Customer	Status
20042143	KHAN	Dubai	Saved

Submit to FreeZone

The below confirmation will be displayed

Jafza Nationality Change in RP

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Service RequestUpload DocumentSummaryPayment Confirmation

✓ Your request has been forwarded to the Free Zone for processing. A charge of 950.00 AED and VAT amount 1.00 AED has been reserved for the same.

SR Number	Employee	Customer	Status
20042143	KHAN	Dubai	Submitted to Free Zone

