



دبي التجارية
DUBAI TRADE

JAFZA

Released Signed In User's Manual

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Released Signed In

Table Designs

DOCUMENT DETAILS

Document Name	Released Signed In
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	02 nd September 2022
Current Version	2.0

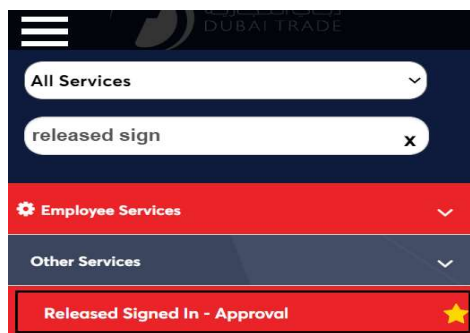
This service enables users to request for a Employee Visa to be transferred under your JAFZA Company Sponsorship from within JAFZA, Other Dubai based FreeZone(s) or Government Department. The Transfer process and the Residence Visa stamping process has certain criteria which should be taken under consideration while applying for this request.

Criteria:

1. The person must be inside UAE with a valid Employment Visa
2. The Releasing authority must accept the transfer
3. The person cannot exit the country until the new visa is not stamped in the passport
4. Employee Arrival Intimation must be done after DNRD approval from "Intimate Employee Arrival"
5. Once the process is approved by DNRD, the date which has been given by DNRD for the Visa Sponsorship Change must be entered while "Intimate Employee Arrival"
6. Residence Permit Stamping is subject to Medical Test clearance

Navigation:

1. Login to **Dubai Trade**
2. Go to **Employee Services**
3. Then under **Other Services** go to **Released Signed In - Approval**



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

Jafza Released Signed In

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 Released Signed In

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

Jafza Released Signed In

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Service Request

Upload Document

Summary

Payment Confirmation

Use this page to create/modify a request for Released Signed In. 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.

Notes:

- VIP Service package will assist in completing the entire process within a maximum period of 2 working days (Subject to clearance of Immigration / Security section)

Company Name: Dubai

Company Id

1673

Service Package *

Search and Select

RP Validity *

3 Years

Title *

Search and Select

Given Name *

Middle Name

Last Name *

Short Name *

Sex

Search and Select

Place Of Birth *

Country Of Birth *

Search and Select

Date of Birth *

DD-Mon-YYYY

Father's Name *

Mother's Name *

Marital Status *

Search and Select

Husband's Name

Present Nationality *

Search and Select

Previous Nationality

Search and Select

Religion *

Search and Select

Faith

Search and Select

Emirates ID Number

XXX-XXXX-XXXXXXX-X

Emirates ID expiry date

DD-Mon-YYYY

Qualifications *

Search and Select

Languages Spoken (1) *

Search and Select

Languages Spoken (2)

Search and Select

Languages Spoken (3)

Search and Select

Job Title *

Search and Select

Basic Monthly Salary (AED) *

Accommodation Provided *

Search and Select

Notice Period (Days) *

Search and Select

Probation Period (months) *

Search and Select

Leave Days (Calendar Days) *

Search and Select

Education Level Country

Search and Select

Postal Branch

Search and Select

Passport Number *

Passport Type *

Normal

Place Of Issue *

Country of Issue *

Search and Select

Passport Date of Issue *

DD-Mon-YYYY

Passport Date of Expiry *

DD-Mon-YYYY

Permanent(Native) Address 1 *

Permanent(Native) Address 2

Permanent POBox

Permanent(Native) City

Permanent(Native) Country *

Search and Select

Transfer Govt To Govt *

Search and Select

PRO/Employee Mobile Number *

05xxxxxxxx

Insurance waived *

No

Employee type

Search and Select

Residence Permit Number *

UID Number *

UID Help

Request Reason

Jafza Comments

Accommodation Type
Search and Select

Accommodation Allowance

Food Provided *
Search and Select

Food Allowance

Transportation Provided *
Search and Select

Transport Allowance

Other Monthly Allowance

Courier Details

Courier Required *
Within FreeZone

Courier Location
Select

Address Line 1 *
2-220/1,MANAUYD

Address Line 2
2-220/1,MANAUYD

Contact Name *

Contact Phone *
05xxxxxxxx

Time *
Select

Save and Continue

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

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Service Request
Upload Document
Summary
Payment Confirmation

Company Name: Dubai
SR Number: 20085992

Document Name	File Type	Mandatory	Upload File	View / Delete
Attested Educational certificate page 1	jpg/jpeg	Yes	<div> Drag and Drop Select a file or drop one here </div>	<div> View Delete </div>
Attested Educational certificate page 2	jpg/jpeg	Yes	<div> Drag and Drop Select a file or drop one here </div>	<div> View Delete </div>
Current Sponsors CIC/Establishment Card	jpg/jpeg	Yes	<div> Drag and Drop Select a file or drop one here </div>	<div> View Delete </div>
New sponsor's CIC/Establishment Card	jpg/jpeg	Yes	<div> Drag and Drop Select a file or drop one here </div>	<div> View Delete </div>
NOC from Current Sponsor	jpg/jpeg	Yes	<div> Drag and Drop Select a file or drop one here </div>	<div> View Delete </div>
Passport Page 1	jpg/jpeg	Yes	<div> Drag and Drop Select a file or drop one here </div>	<div> View Delete </div>
Photograph	jpg/jpeg	Yes	<div> Drag and Drop Select a file or drop one here </div>	<div> View Delete </div>
Resident permit	jpg/jpeg	Yes	<div> Drag and Drop Select a file or drop one here </div>	<div> View Delete </div>
Passport page 2	jpg/jpeg	No	<div> Drag and Drop Select a file or drop one here </div>	<div> View Delete </div>
Other documents 1	jpg/jpeg/pdf	No	<div> Drag and Drop Select a file or drop one here </div>	<div> View Delete </div>
Other documents 2	jpg/jpeg/pdf	No	<div> Drag and Drop Select a file or drop one here </div>	<div> View Delete </div>
Other documents 3	jpg/jpeg/pdf	No	<div> Drag and Drop Select a file or drop one here </div>	<div> View Delete </div>

Continue and Review

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

Jafza Released Signed In

✓

Service Request

✓

Upload Document

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Summary

4

Payment Confirmation

Back

Details of the selected request are given below:

Company Name:

SR Number: 20085992

Service Package	Normal	Accommodation Allowance	8,000
RP Validity	3 Years	Food Provided	No
Title	Mr.	Transportation Provided	Allowance
Given Name	TEST	Transport Allowance	2,000
Last Name	TEST	Notice Period (Days)	30
Short Name	TEST	Probation Period (months)	6
Sex	Male	Leave Days (Calendar Days)	30
Place Of Birth	Dubai	Passport Number	TEST2922
Country Of Birth	United Arab Emirates	Passport Type	Normal
Date of Birth	28-Apr-1986	Place Of Issue	Dubai
Father's Name	TEST	Country of Issue	United Arab Emirates
Mother's Name	TEST	Passport Date of Issue	1-Aug-2022
Marital Status	Single	Passport Date of Expiry	1-Mar-2026
Present Nationality	Canada	Permanent(Native) Address 1	Dubai
Religion	Islam	Permanent(Native) Country	Canada
Faith	Sunni	Transfer Govt To Govt	No
Qualifications	University Degree	PRO/Employee Mobile Number	0560000000
Languages Spoken (1)	English	Insurance waived	No
Job Title	TRAINING OFFICER	Residence Permit Number	123/123123/123
Basic Monthly Salary (AED)	10,000	UID Number	123456789
Accommodation Provided	Allowance		

Courier Details


Courier Required	Within FreeZone	Contact Name	TEST
Courier Location		Contact Phone	0560000000
Address Line 1	2-220/1,MANAUUD	Time	11 AM - 1 PM
Address Line 2	2-220/1,MANAUUD		

Edit

Document Name	Preview
Attested Educational certificate page 1	
Attested Educational certificate page 2	
Current Sponsors CIC/Establishment Card	
New sponsor's CIC/Establishment Card	
NOC from Current Sponsor	
Passport Page 1	
Photograph	
Resident permit	

Confirm and Continue

9. Click **Submit to FreeZone**

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✓

Service Request

✓

Upload Document

✓

Summary

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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)

1,548,748.23 AED

Total Charge Amount:

4,125.00 AED

Total VAT Amount:

17.75 AED


Total Charge Amount with VAT:

4,142.75 AED

SR Number	Employee	Customer	Status
20085992	TEST TEST	Dubai	Saved

Submit to FreeZone

The below confirmation will be displayed

Jafza Released Signed In  [Back](#)

✓

Service Request

✓

Upload Document

✓

Summary

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Payment Confirmation

✓

Your request has been forwarded to the Free Zone for processing. A charge of 4125.00 AED and VAT amount 17.75 AED has been reserved for the same.

SR Number	Employee	Customer	Status
20085992	TEST TEST	Dubai	Submitted to Free Zone

