



دبي التجارية
DUBAI TRADE

JAFZA eSERVICES Released Signed Out User's Manual

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Version	Location

Released Signed Out

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This service is to request for transfer/ release of an employee sponsored by JAFZA to other Freezone or Government Department (Non JAFZA). This service will be accepted only if the other Authority will accept Transfers.

Navigation:

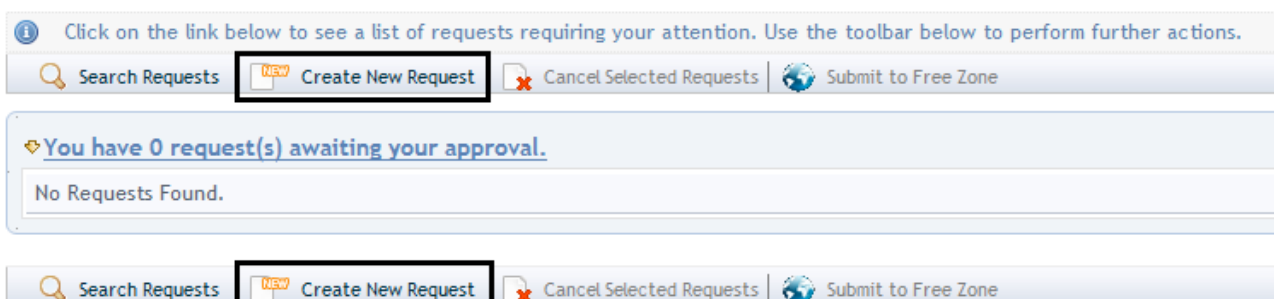
1. Login to **Dubai Trade**
2. Go to **Employee Services** from the menu on the left
3. Then Go to **Other Services**



4. Click on **Released Signed Out – Approval**



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



Released Signed Out

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Procedure:

1. Select Courier Delivery/Collection Required?


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

2. Enter Employee Number and skip to Step 5

Employee Number * 

OR

3. 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 * 

4. 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

First Name

Last Name

Passport Number


Job Title


Nationality

 **Search**

No Employee Found.

5. Select the Cancel reason from the dropdown menu

Cancel Reason * 

Select 

Select

Resigned

Terminated

Terminated-Expired

Terminated-Med Unfit

Terminated-Struck Work

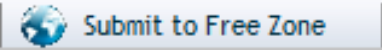
Terminated - Dismissed

Terminated - Redundant

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

Specify the reason for request / Additional Information for JAFZA

7. Click on  to save the request for future action.

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

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

