JAFZA eSERVICES
Released Signed Out
User's Manual

Copyright Information

Control Document Notification

DOCUMENT DETAILS

Document Information

Document Name	Released Signed Out
Project Name	JAFZA eService Manuals
Business Unit	JAFZA
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Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

Released Signed Out

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 Tranfers.
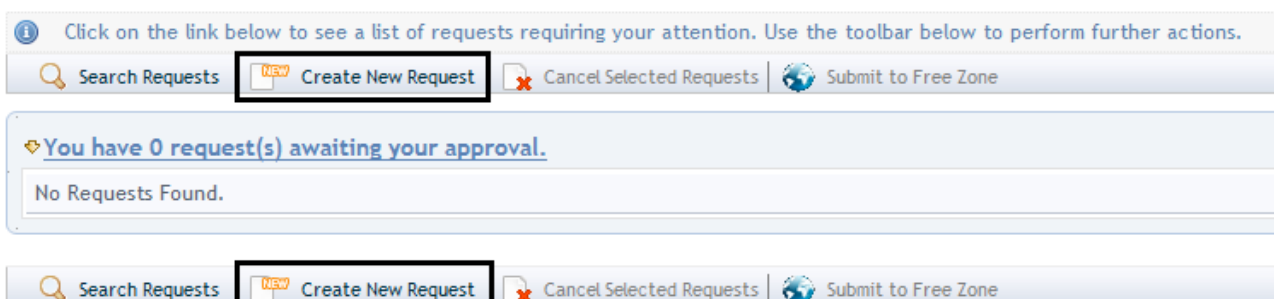
Navigation:

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**

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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

Select ▼

Select
Resigned
Terminated
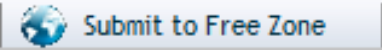Terminated-Expired
Terminated-Med Unfit
Terminated-Struck Work
Terminated - Dismissed
Terminated - Redundant

Cancel Reason * Select ▼

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

Specify the reason for request / Additional Information for JAFZA

7. Click on **Save Request** to save the request for future action.

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

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