



دبي التجارية
DUBAI TRADE

JAFZA

Renew Employee RP (Residence Permit) User's Manual

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Renew Employee RP

Table Designs

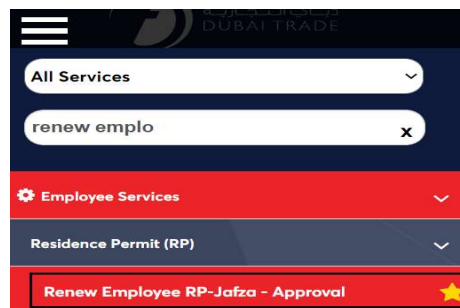
DOCUMENT DETAILS

| | |
|-------------------|--------------------------------------|
| Document Name | Renew Employee RP (Residence Permit) |
| Project Name | |
| Business Unit | JAFZA |
| Author(s) | DT Training Dept. |
| Last Updated Date | 7 th September 2022 |
| Current Version | 2.0 |

This service enables users to request to renew the Residence Permit for the Employee. Employee Residence Permit is valid for 3 years. Residence Permit renewal is subject to Medical Test Clearance. Residence Permit should be valid for at least 180 days and not more than 180 days.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Employee Services**
3. Then under **Employment Visa Entry Permit (EVEP)** go to **Apply for Employment Visa jafza - 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 and click **Save and Continue**

Jafza RP Renewal

1

2

3

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Service RequestUpload DocumentSummaryPayment Confirmation

1

Use this page to create/modify a request to renew a residence permit.

- 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.
- 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 Id1673

Employee Number

Service Package

Search and Select

RP Validity

3 Years

First Name

Middle Name

Last Name

Medical Test through JAFZA?

Yes

Residence Permit Number

Residence Permit Issue Date

DD-Mon-YYYY

ResidencePermit Expiry Date

DD-Mon-YYYY

Passport Number

Passport Date of Issue

DD-Mon-YYYY

Passport Date of Expiry

DD-Mon-YYYY

Qualifications

Search and Select

Job Title

Search and Select

UAE Address 1

UAE Address 2

UAE Address City

Search and Select

UAE Post Box No/Postal Code

UAE Address Emirate

Search and Select

PRO/ Employee Mobile Number

05xxxxxxxx

Emirates ID Number

XXX-XXXX-XXXXXXX-X

Emirates ID expiry date

DD-Mon-YYYY

Religion

Search and Select

Faith

Search and Select

UID Number

UID Help

Postal Branch

Search and Select

Permanent(Native) Address 1

Permanent(Native) Address 2

Permanent(Native) City

Post Box No/Postal Code

Permanent(Native) Country

Search and Select

Leave Days (Calendar Days)

Search and Select

Notice Period (Days)

Search and Select

Qualification country

Search and Select

Request Reason

Jafza Comments

Courier Details

Courier Required

Within FreeZone

Courier Location

Select

Address Line 1

2-220/1,MANAUVD

Address Line 2

2-220/1,MANAUVD

Contact Name

Contact Phone

05xxxxxxxx

Time

Select

Save and Continue

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

Renew Employee RP

4

Jafza RP Renewal

Back

✓

2

3

4

Service Request

Upload Document

Summary

Payment Confirmation

Company Name: Dubai

SR Number: 20086106

| Document Name | File Type | Mandatory | Upload File | View / Delete |
|-------------------------------|--------------|-----------|--|---------------|
| CIC/Establishment Card | jpg/jpeg | Yes | <div>Drag and Drop</div> <div>Select a file or drop one here</div> | |
| Emirates ID registration form | jpg/jpeg | Yes | <div>Drag and Drop</div> <div>Select a file or drop one here</div> | |
| Medical Insurance | jpg/jpeg | Yes | <div>Drag and Drop</div> <div>Select a file or drop one here</div> | |
| Passport page 1 | jpg/jpeg | Yes | <div>Drag and Drop</div> <div>Select a file or drop one here</div> | |
| Passport page 2 | jpg/jpeg | Yes | <div>Drag and Drop</div> <div>Select a file or drop one here</div> | |
| Photograph | jpg/jpeg | Yes | <div>Drag and Drop</div> <div>Select a file or drop one here</div> | |
| Residence Permit | jpg/jpeg | Yes | <div>Drag and Drop</div> <div>Select a file or drop one here</div> | |
| Other documents 1 | jpg/jpeg/pdf | No | <div>Drag and Drop</div> <div>Select a file or drop one here</div> | |
| Other documents 2 | jpg/jpeg/pdf | No | <div>Drag and Drop</div> <div>Select a file or drop one here</div> | |
| Other documents 3 | jpg/jpeg/pdf | No | <div>Drag and Drop</div> <div>Select a file or drop one here</div> | |

Continue and Review

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

Jafza RP Renewal

Back

✓

Service Request

✓

Upload Document

3

Summary

4

Payment Confirmation

Details of the selected request are given below.

Company Name:

SR Number: 20086106

| | | | |
|------------------------------|--------------------------------|-----------------------------|----------------------------------|
| Employee Number | 20928 | UAE Address 1 | , SHEIKH ZAYED, JEBEL ALI, DUBAI |
| Service Package | Normal | UAE Address City | BUR DUBAI |
| RP Validity | 3 Years | UAE Address Emirate | Dubai |
| First Name | MUHAMMAD | PRO/ Employee Mobile Number | 0560000000 |
| Last Name | <input type="text"/> | Emirates ID Number | 784-1969-7175915-2 |
| Medical Test through JAFZA? | Yes | Emirates ID expiry date | 26-Sep-2024 |
| Residence Permit Number | 201/1992/49716 | Religion | Islam |
| Residence Permit Issue Date | 8-Aug-2019 | Faith | Sunni |
| Residence Permit Expiry Date | 7-Aug-2022 | UID Number | 10788869 |
| Passport Number | 90909090XX | Postal Branch | Jebel Ali |
| Passport Date of Issue | 1-Jul-2021 | Leave Days (Calendar Days) | 30 |
| Passport Date of Expiry | 7-Nov-2024 | Notice Period (Days) | 30 |
| Qualifications | Technical Or Industrial Instit | Qualification country | Canada |
| Job Title | CRANE OPERATOR | | |

Courier Details


| | | | |
|------------------|-----------------|---------------|--------------|
| Courier Required | Within FreeZone | Contact Name | TEST |
| Courier Location | | Contact Phone | 0500000000 |
| Address Line 1 | 2-220/1,MANAUYD | Time | 11 AM - 1 PM |
| Address Line 2 | 2-220/1,MANAUYD | | |


Edit


| Document Name | Preview |
|-------------------------------|---------|
| CIC/Establishment Card | |
| Emirates ID registration form | |
| Medical Insurance | |
| Passport page 1 | |
| Passport page 2 | |
| Photograph | |
| Residence Permit | |


Confirm and Continue


9. Click **Submit to FreeZone**


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 Service Request

 Upload Document

 Summary

 Payment Confirmation

 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)

1,521,228.53 AED

Total Charge Amount: 00.00 AED


Total VAT Amount: 0.00 AED


Total Charge Amount with VAT: 0.00 AED


| SR Number | Employee | Customer | Status |
|-----------|----------|----------|--------|
| 20086106 | MUHAMMAD | Dubai | Saved |


Submit to FreeZone


The below confirmation will be displayed


Jafza RP Renewal  [Back](#)

 Service Request

 Upload Document

 Summary

 Payment Confirmation

 Your request has been forwarded to the Free Zone for processing. A charge of 0.00 AED and VAT amount 0.00 AED has been reserved for the same.

| SR Number | Employee | Customer | Status |
|-----------|----------|----------|------------------------|
| 20086106 | MUHAMMAD | Dubai | Submitted to Free Zone |

