



دبي التجارية
DUBAI TRADE

JAFZA eSERVICES Employee Local Transfer within JAFZA User's Manual

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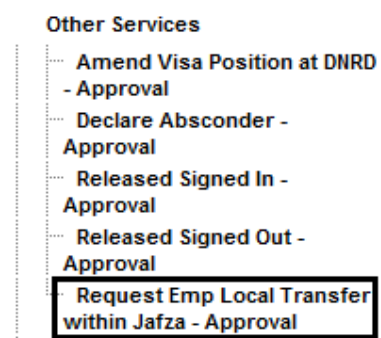
This service is to request for transfer of an employee from JAFZA Company to another JAFZA company (Companies within JAFZA). The current employment visa will not be required to be cancelled and the Employment Card Number will remain same.

Navigation:

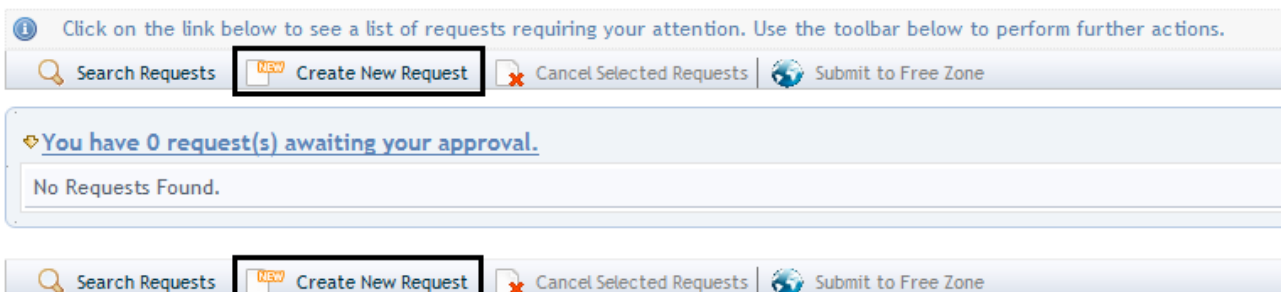
1. Login to **Dubai Trade**
2. Go to **Employee Services** from the menu on the left
3. Then Go to **Other Services**



4. Click on **Request Emp Local Transfer within JAFZA – 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 the current Employee Number

Employee Number (Previous Company) *

3. Enter the Previous Company name or Select the Previous Company name by clicking on the magnifying glass icon instead of typing in the field

Previous Company * 


Search and Select the Previous Company in the pop-up window that appears by either the Previous Company Account Number or Account Name.

Search for Customer

- 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

Account Number

Account Name




No Records Found


4. Enter the Passport Number (***Only if the Passport Number has changed***)

Passport Number (Enter only if passport number has changed)

5. Enter the Passport Date of Expiry in the correct format or select by clicking the calendar icon and choosing the appropriate date (***Only if the Passport Number has changed***)

Passport Expiry Date (Enter only if passport number has changed) 

6. Select Job Title by clicking on the magnifying glass

Job Title * 

Search and Select the appropriate Job Title from the pop-up window that appears.

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Search for Job Title

- 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

Job Title


 Search

No records found matching your search criteria.

7. Enter Basic Monthly Salary (**Dhs**)

Basic Monthly Salary (Dhs) *

8. Enter the Joining Date in the correct format or select by clicking the calendar icon and choosing the appropriate date

Joining Date * 

9. Select details for Food Provided, if “**Allowance**” is selected then enter the Amount in Food Allowance

Food Provided * ☐ Yes ☒ No ☐ Allowance

Food Allowance

10. Select details for Accommodation Provided, if “**Yes**” is selected then select the Accommodation Type from the dropdown menu, if “**Allowance**” is selected then enter the Amount in Accommodation Allowance

Accommodation Provided * ☐ Yes ☒ No ☐ Allowance

Accommodation Type

Accommodation Allowance

▼

Select

Family

Single

11. Select details for Transport Provided, if “**Allowance**” is selected then enter the Amount in Transport Allowance

Transport Provided * ☐ Yes ☒ No ☐ Allowance

Transport Allowance

12. Enter Other Monthly Allowance if any

Other Monthly Allowance

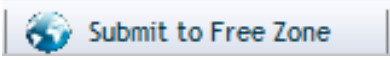
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13. Specify the Reason for Request or give additional information for JAFZA.

Specify the reason for request / Additional Information for JAFZA

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

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

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

