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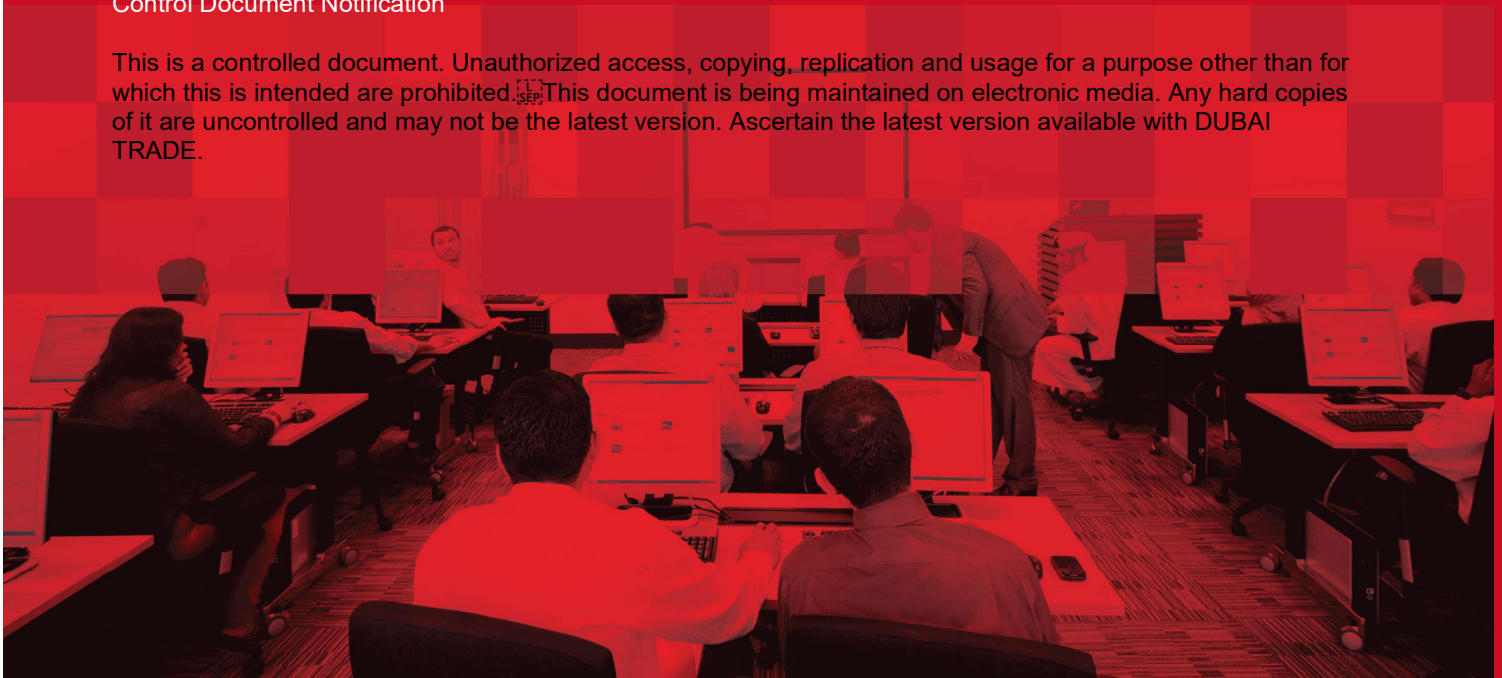
# JAFZA eSERVICES RP Stamping Lost Passport User's Manual

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## DOCUMENT DETAILS

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### Document Information

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Version	Date	Author	Designation	Description of change

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Version	Date	Name	Designation	Comments

### Distribution

Version	Location

# RP Stamping Lost Passport

3

*This service is to re-stamp the Residence Permit (RP) of an employee who is on company's sponsorship and has lost his passport. The below request has to be created after the new passport has been issued.*

## Navigation:

1. Login to **Dubai Trade**
2. Go to **Employee Services** from the menu on the left
3. Then under **Residence Permit (RP)** go to **RP Stamping Lost Passport - Approval**



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

Jafza RP Stamping Lost Passport

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 RP Stamping Lost Passport

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, Courier details and click **Save and Continue**

# RP Stamping Lost Passport

4

Jafza RP Stamping Lost Passport

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

1

Use this page to create/modify a request for RP Stamping for lost passport. 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.

Company Name:  Dubai

Company Id1673

Employee Number \*

Passport Number \*

Passport Date of Issue \*

Passport Date of Expiry \*

Place Of Issue \*

Country of Issue \*

Request Reason

Jafza Comments

Courier Details

Courier Required \*

Courier Location \*

Address Line 1 \*

Address Line 2 \*

Contact Name \*

Contact Phone \*

Time \*

Save and Continue

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

Jafza RP Stamping Lost Passport

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

Company Name:  DubaiSR Number: 20054497

Document Name	File Type	Mandatory	Upload File	View / Delete
New Passport page 1	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here	
Old Passport page 1	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here	
Photograph	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here	
Police Report	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here	
Residence visa	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here	
New Passport page 2	jpg/jpeg	No	Drag and Drop Select a file or drop one here	
Old Passport page 2	jpg/jpeg	No	Drag and Drop Select a file or drop one here	
Other documents 1	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here	
Other documents 2	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here	
Other documents 3	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here	

Continue and Review

# RP Stamping Lost Passport

5

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

Jafza RP Stamping Lost Passport

Service Request

Upload Document

Summary

Payment Confirmation

Details of the selected request are given below:

Company Name: Dubai

SR Number: 20054497

Employee Number: 214810

Passport Number: MT41165822

Place Of Issue:

Country of Issue:

Passport Date of Issue: 25-Sep-2014

Request Reason: test

Passport Date of Expiry: 22-Sep-2024

Courier Details

Courier Required: Within FreeZone

Contact Name: TEST

Courier Location: P.O. Box: 16961

Contact Phone: 0500000000

Address Line 1: Jebel Ali

Time: 9 AM -11 AM

Address Line 2:

Edit

Document Name

Preview

New Passport page 1

Old Passport page 1

Photograph

Police Report

Residence visa

Confirm and Continue

## 9. Click **Submit to FreeZone**

Jafza RP Stamping Lost Passport

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)  
414,815.61 AED

Total Charge Amount: 950.00 AED

Total VAT Amount: 1.00 AED

Total Charge Amount with VAT: 951.00 AED

SR Number

Employee

Customer

Status

20054497

MUHAMMAD

Dubai

Saved

Submit to FreeZone

*The below confirmation will be displayed*

Jafza RP Stamping Lost Passport

Service Request

Upload Document

Summary

Payment Confirmation

Your request has been forwarded to the Free Zone for processing. A charge of 950.00 AED and VAT amount 1.00 AED has been reserved for the same.

SR Number

Employee

Customer

Status

20054497

MUHAMMAD

Dubai

Submitted to Free Zone

