JAFZA eSERVICES
RP Stamping Lost Passport
User's Manual

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DOCUMENT DETAILS

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Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

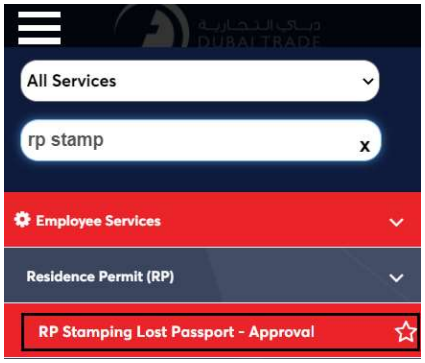
Version	Location

RP Stamping Lost Passport

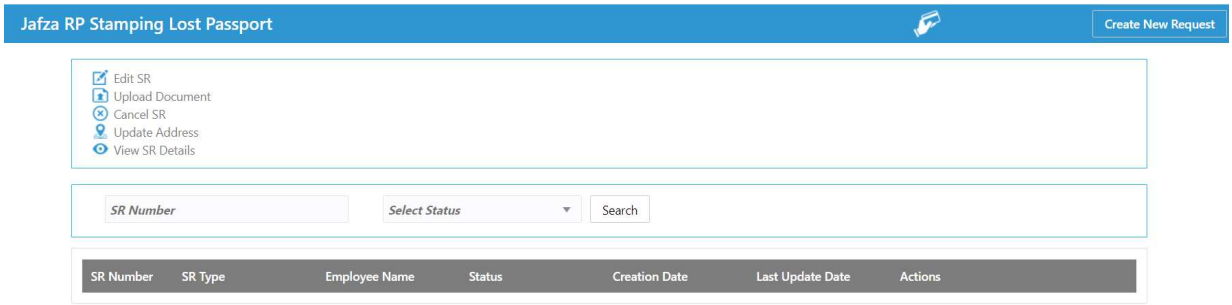
This service is to re-stamp the Residence Permit (RP) of an employee who is on company's sponsorship and has lost his passport. The below request has to be created after the new passport has been issued.

Navigation:

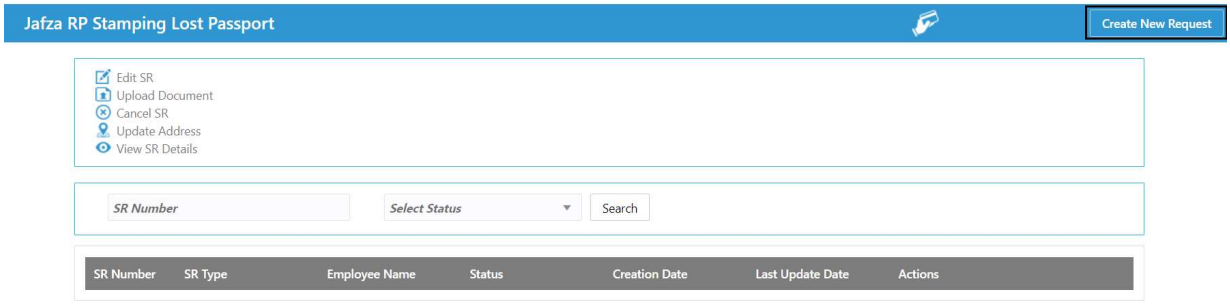
1. Login to **Dubai Trade**
2. Go to **Employee Services** from the menu on the left
3. Then under **Residence Permit (RP)** go to **RP Stamping Lost Passport - Approval**



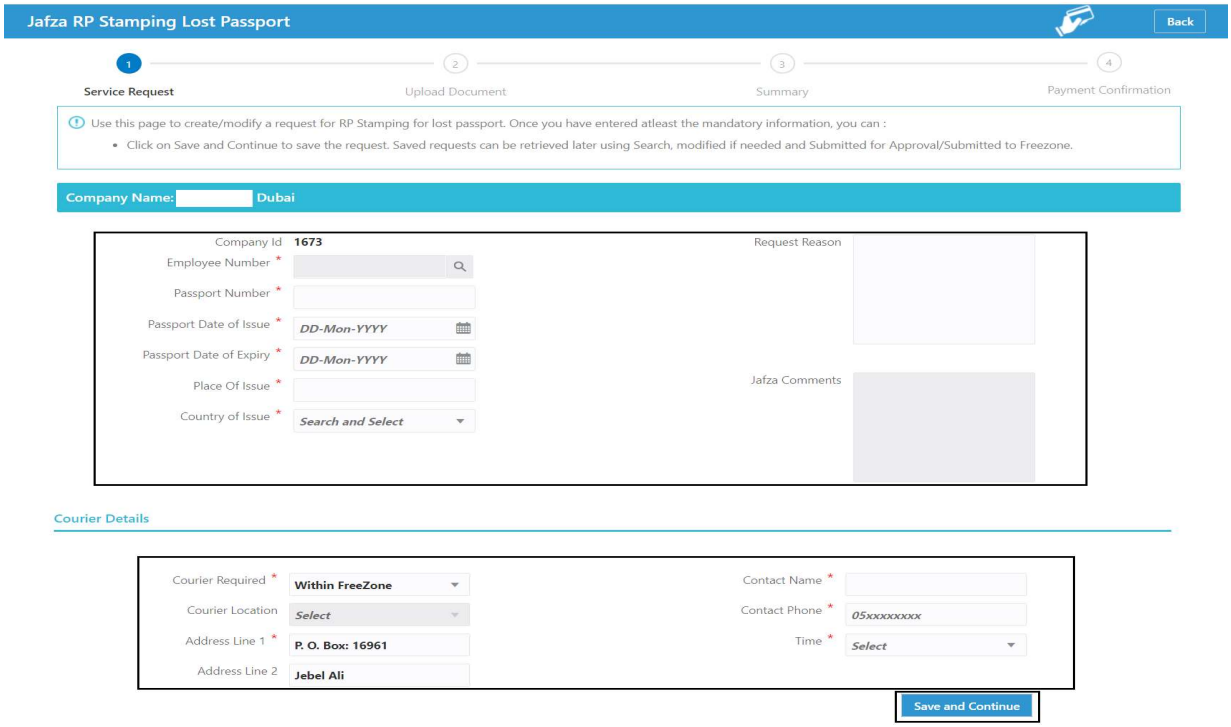
4. The below screen will be displayed where you can **View** or **Search for SR**.



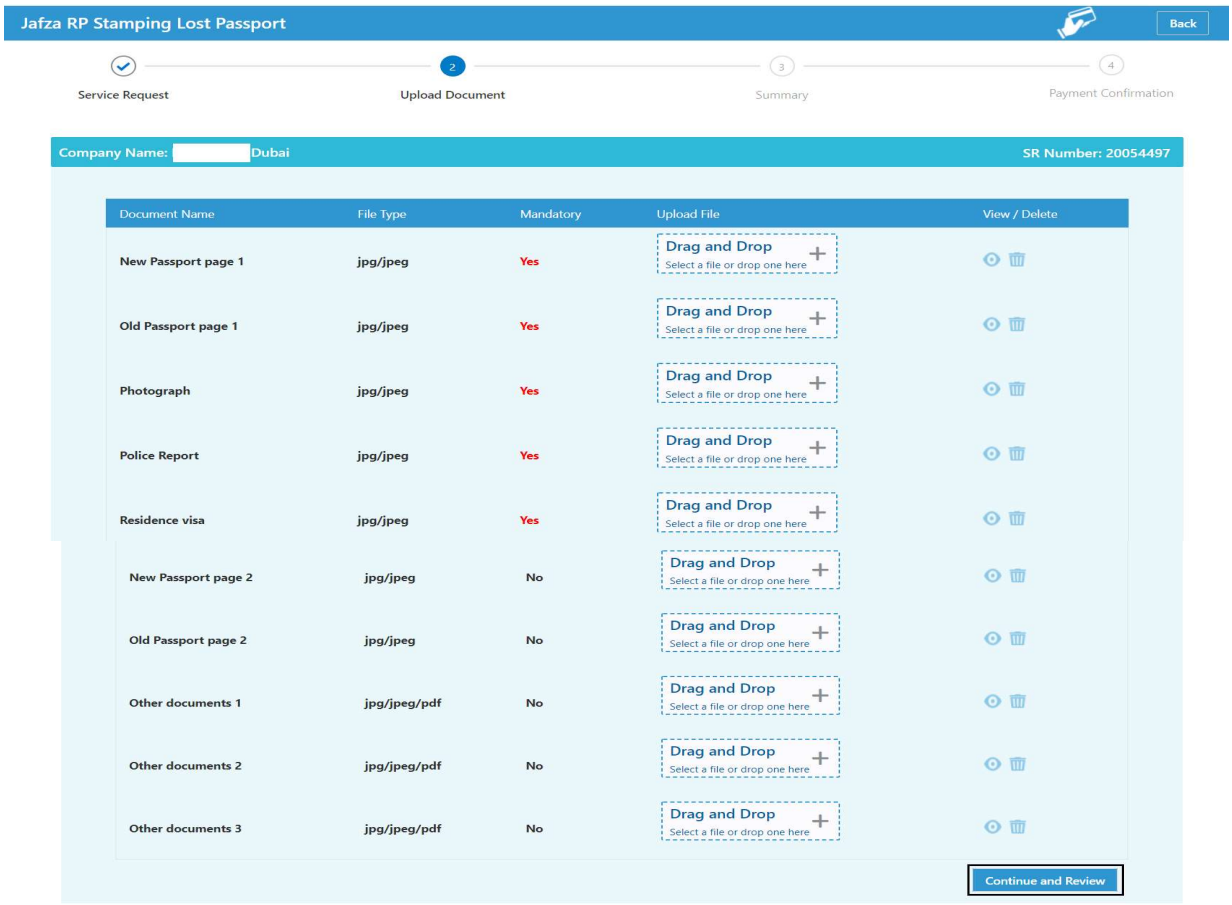
5. Click **Create New Request**



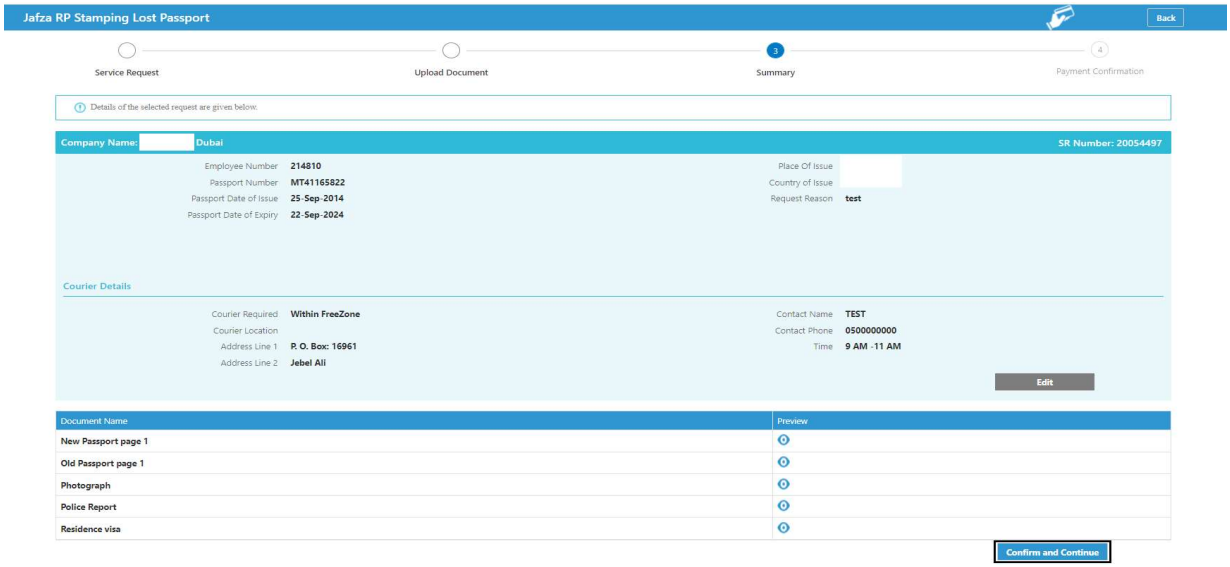
6. Enter the details, Courier details and click **Save and Continue**



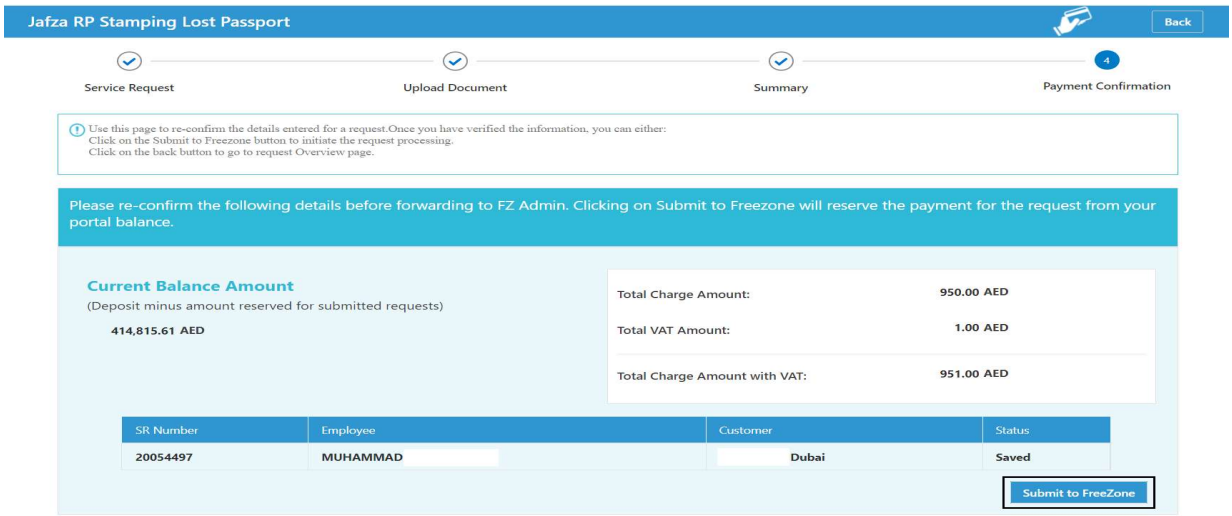
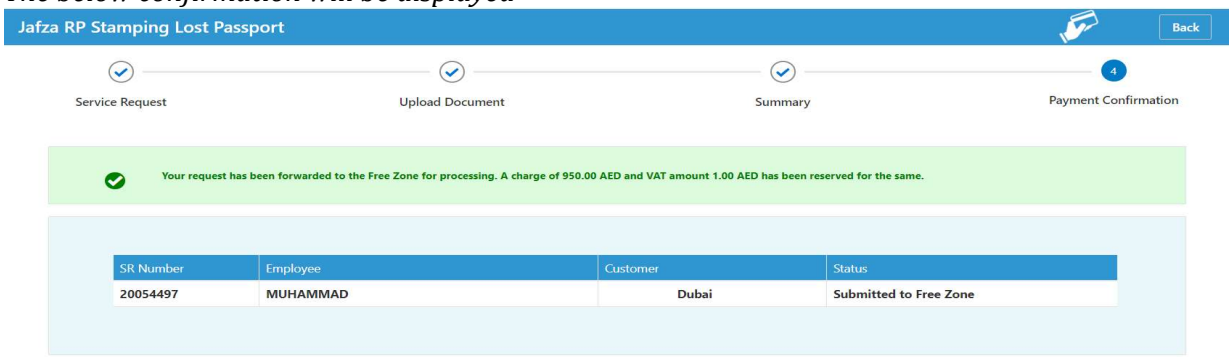
7. Upload the required Documents and click **Continue and Review**



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



9. Click **Submit to FreeZone**



The below confirmation will be displayed