



دبي التجارية
DUBAI TRADE

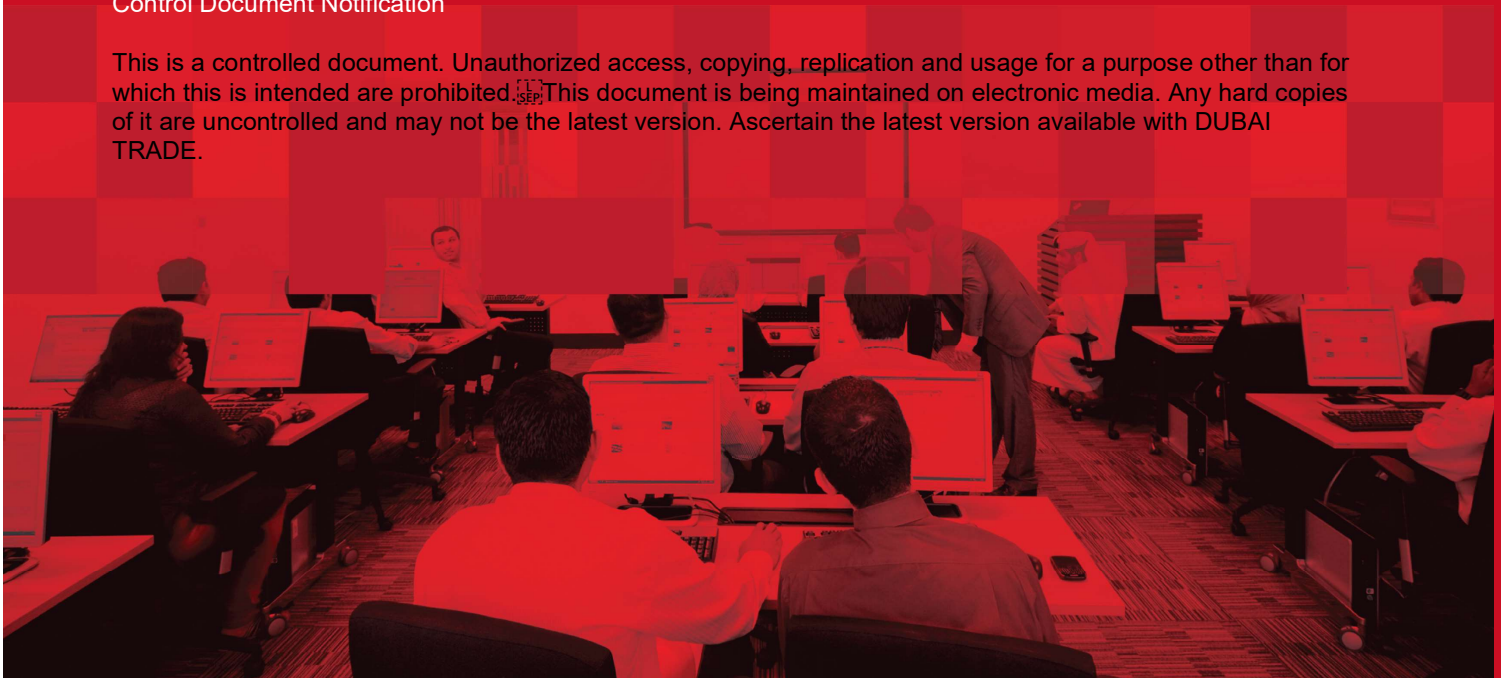
JAFZA eSERVICES Update Employee New Passport Details User's Manual

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DOCUMENT DETAILS

Document Information

Document Name	Update Employee New Passport Details
Project Name	JAFZA eService Manuals
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	20 th Jan, 2022
Current Version	2.0

Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

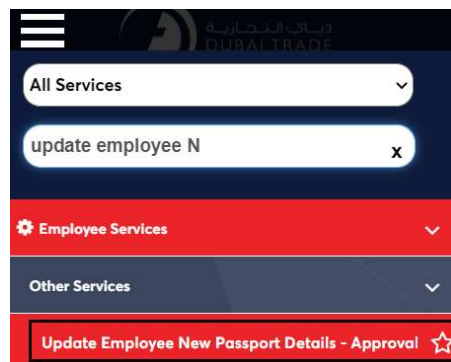
Update Employee New Passport Details

3

This service is to update an employee's new passport details.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Employee Services** from the menu on the left
3. Then under **Other Services** go to **Update Employee New Passport Details - Approval**



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

Jafza Update passport details

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 Update passport details

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/Update the details and click **Save and Continue**

Update Employee New Passport Details

4

Jafza Update passport details

1

2

3

Service Request

Upload Document

Summary

1

Use this page to create/modify a request for updating Employee New Passport Details. 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 Id 1673

Employee Number *

New Passport Number *

Employee Name

Place Of Issue *

Country of Issue *

Passport Date of Issue *

Passport Date of Expiry *

Request Reason

Jafza Comments

Save and Continue

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

Jafza Update passport details

1

2

3

Service Request

Upload Document

Summary

Company Name: Dubai

SR Number: 20054421

Document Name	File Type	Mandatory	Upload File	View / Delete
New Passport page 1	Jpg/Jpeg/pdf	Yes	Drag and Drop Select a file or drop one here	
Old Passport page 1	Jpg/Jpeg/pdf	Yes	Drag and Drop Select a file or drop one here	
New Passport page 2	Jpg/Jpeg/pdf	No	Drag and Drop Select a file or drop one here	
Old Passport page 2	Jpg/Jpeg/pdf	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

8. Review the details and click **Submit to FreeZone**

Update Employee New Passport Details

5

Jafza Update passport details

Service Request

Upload Document

Summary

Details of the selected request are given below.

Company Name: Dubai

SR Number: 20054421

Employee Number 1018746

Country of Issue Philippines

New Passport Number EB6672123

Passport Date of Issue 5-Nov-2021

Employee Name JOSE

Passport Date of Expiry 4-Nov-2028

Place Of Issue DFA PAMPANGA

Edit

Document Name	Preview
New Passport page 1	
Old Passport page 1	

Submit to FreeZone

The below confirmation will be displayed

Jafza Update passport details

Service Request

Upload Document

Summary

✓

Your request has been forwarded to the Free Zone for processing.

SR Number	Employee	Customer	Status
20054421	<input type="text"/> JOSE	<input type="text"/> Dubai	Submitted to Free Zone

