



دبي التجارية  
DUBAI TRADE

# JAFZA

## Upload Exit Document User's Manual

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Upload Exit Document

## Table Designs

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### DOCUMENT DETAILS

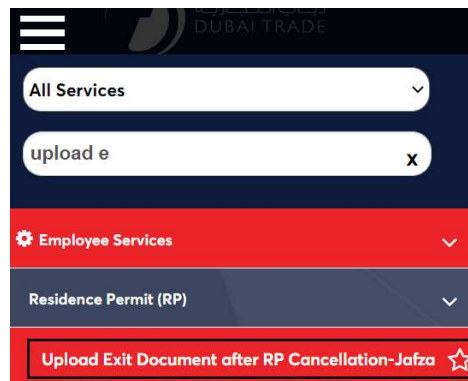
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Document Name	Upload Exit Document after RP Cancellation-Jafza
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	5 <sup>th</sup> September 2022
Current Version	2.0

*This service enables users to request for submitting the exit paper of the employee whose visa has been cancelled. If this request is not completed the Bank Guarantee will not be refunded and the Quota which was blocked for the employee will not release. The only other document accepted other than the Exit Paper is the New Residence Permit stamped in the old Employees passport.*

#### Navigation:

1. Login to **Dubai Trade**
2. Go to **Employee Services**
3. Then under **Residence Permit (RP)** go to **Upload Exit Document after RP Cancellation-Jafza**



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

**Jafza Exit Paper**Create New Request

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details

SR Number

Select Status

Search

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
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5. Click **Create New Request**

Jafza Exit Paper

Create New Request

☒ Edit SR  
☒ Upload Document  
☒ Cancel SR  
☒ Update Address  
☒ View SR Details

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
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## 6. Enter the details and click **Save and Continue**

Jafza Exit Paper

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Service Request

Upload Document

Summary

Use this page to create/modify a request for uploading exit paper. 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:

SR Number: 20086030

Company Id: 1673

Employee Cancellation/Release Signed Out SR: 20049409

Exit/New RP Stamped Date: 05-Sep-2022

Request Reason:

RP Cancelled Date: 05-Sep-2022

Jafza Comments:

Save and Continue

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

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Service Request

Upload Document

Summary

Company Name:


SR Number: 20086030

Document Name	File Type	Mandatory	Upload File	View / Delete
Exit Paper	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	<input type="button" value="View"/> <input type="button" value="Delete"/>
Other documents 1	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	<input type="button" value="View"/> <input type="button" value="Delete"/>
Other documents 2	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	<input type="button" value="View"/> <input type="button" value="Delete"/>
Other documents 3	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	<input type="button" value="View"/> <input type="button" value="Delete"/>

Continue and Review

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

Jafza Exit Paper



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✓

✓

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Service Request

Upload Document

Summary

Details of the selected request are given below.

Company Name:  Dubai

SR Number: 20086031

Employee Cancellation/Release Signed Out SR

20068068

Exit/New RP Stamped Date

5-Sep-2022

RP Cancelled Date


5-Sep-2022

Edit

Document Name

Preview


Exit Paper



Submit to FreeZone

*The below confirmation will be displayed*

Jafza Exit Paper



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✓

✓

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Service Request

Upload Document

Summary

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

SR Number	Customer	Status
20086031	<input type="text"/> Dubai	Submitted to Free Zone

