JAFZA eSERVICES
Withdraw Absconder with Cancel RP
User's Manual

Copyright Information

Copyright © 2009 by Dubai Trade. All rights reserved This document and all associated attachments mentioned therein are the intellectual property of Dubai Trade. This document shall be used only by persons authorized by DUBAI TRADE, for the purpose of carrying out their obligations under a specific contract with DUBAI TRADE. Unauthorized copying, printing, disclosure to third party and transmission of this document to any other destination by any media will constitute an unlawful act, attracting appropriate legal actions.

Control Document Notification

This is a controlled document. Unauthorized access, copying, replication and usage for a purpose other than for which this is intended are prohibited. This document is being maintained on electronic media. Any hard copies of it are uncontrolled and may not be the latest version. Ascertain the latest version available with DUBAI TRADE.

DOCUMENT DETAILS

Document Information

Document Name	Withdraw Absconder with Cancel RP
Project Name	JAFZA eService Manuals
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	10th Jan, 2022
Current Version	2.0

Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

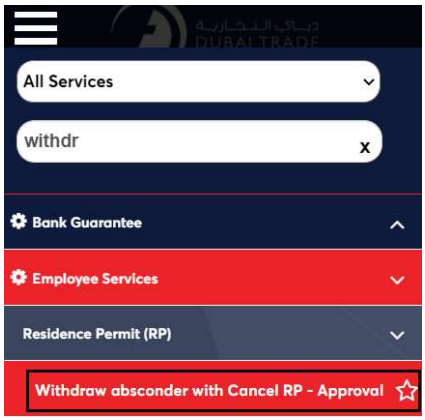
Distribution

Version	Location

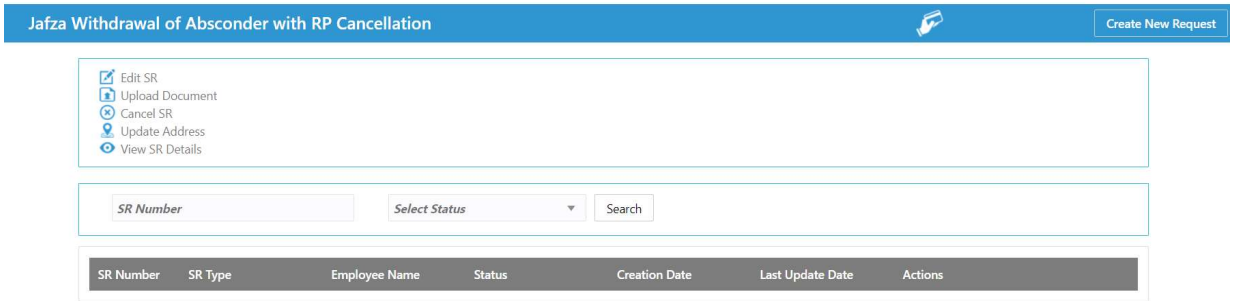
This service is to request for cancellation of Residence Permit of an employee under your company sponsorship after an employee was declared as an absconder. If the Visa is not yet stamped in the passport but already been used, then you must submit the request using the Employment Visa SR Number in the Service Request Number field.

Navigation:

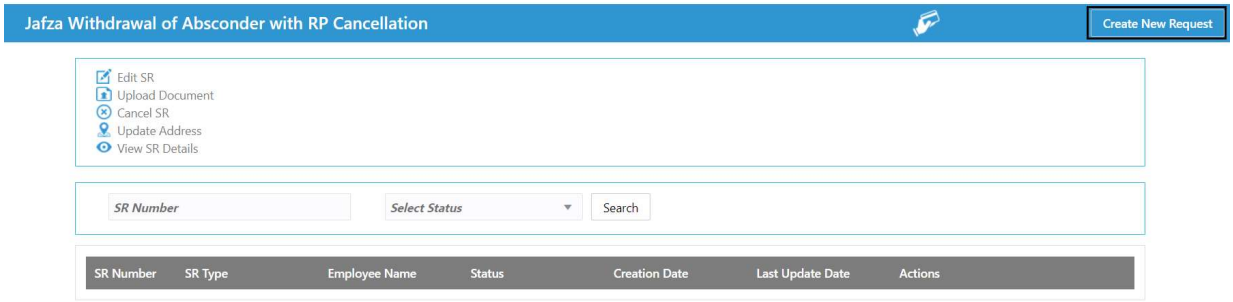
1. Login to **Dubai Trade**
2. Go to **Employee Services** from the menu on the left
3. Then under **Residence Permit (RP)** go to **Withdraw Absconder with Cancel RP - Approval**



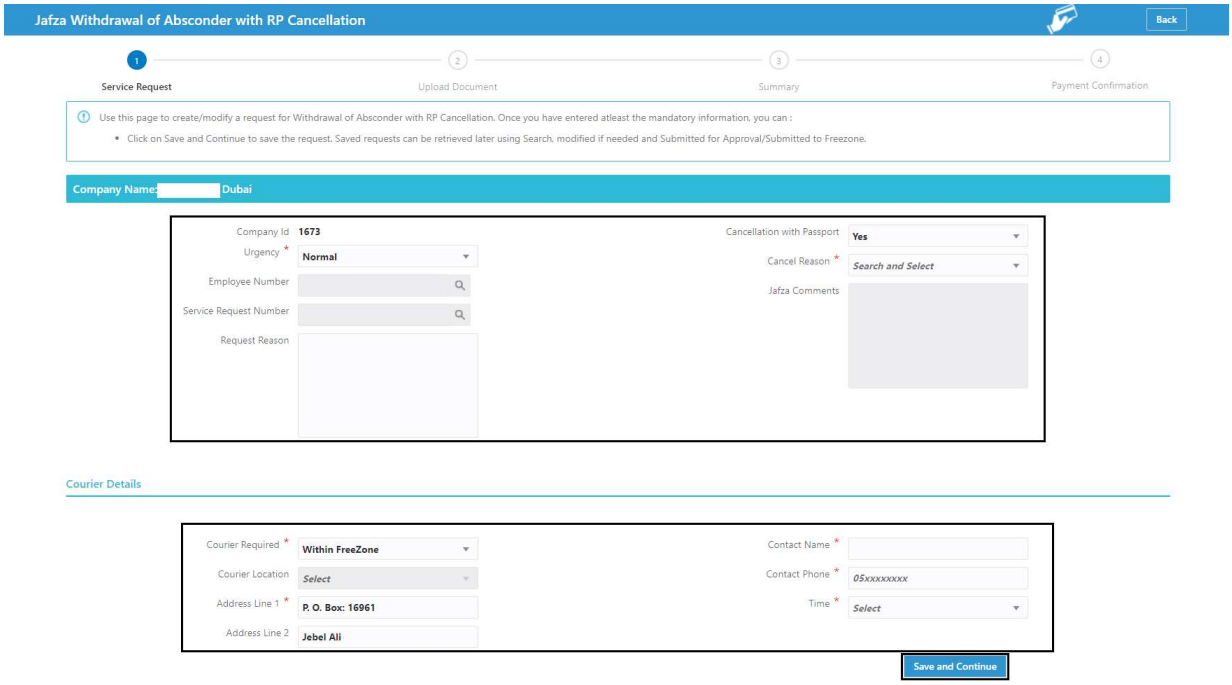
4. The below screen will be displayed where you can **View** or **Search for SR**.



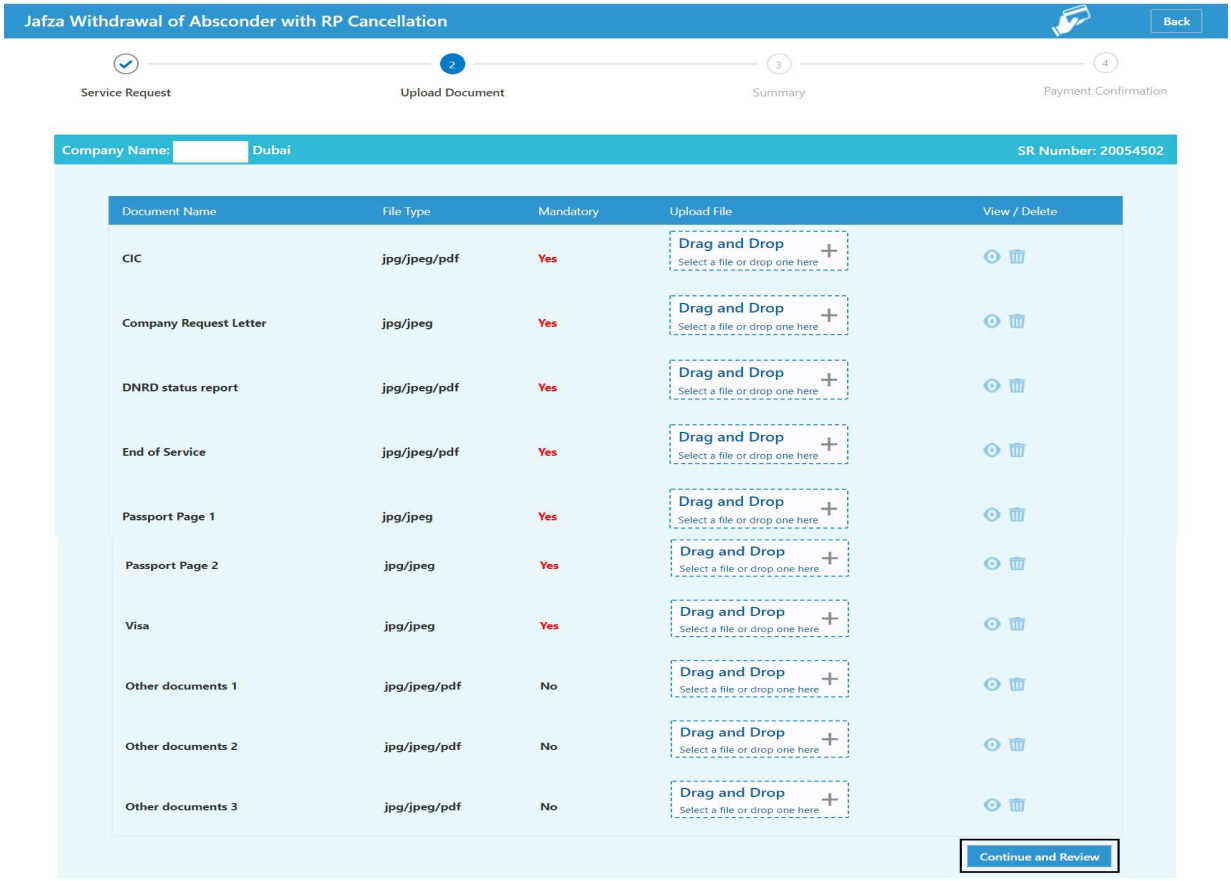
5. Click **Create New Request**



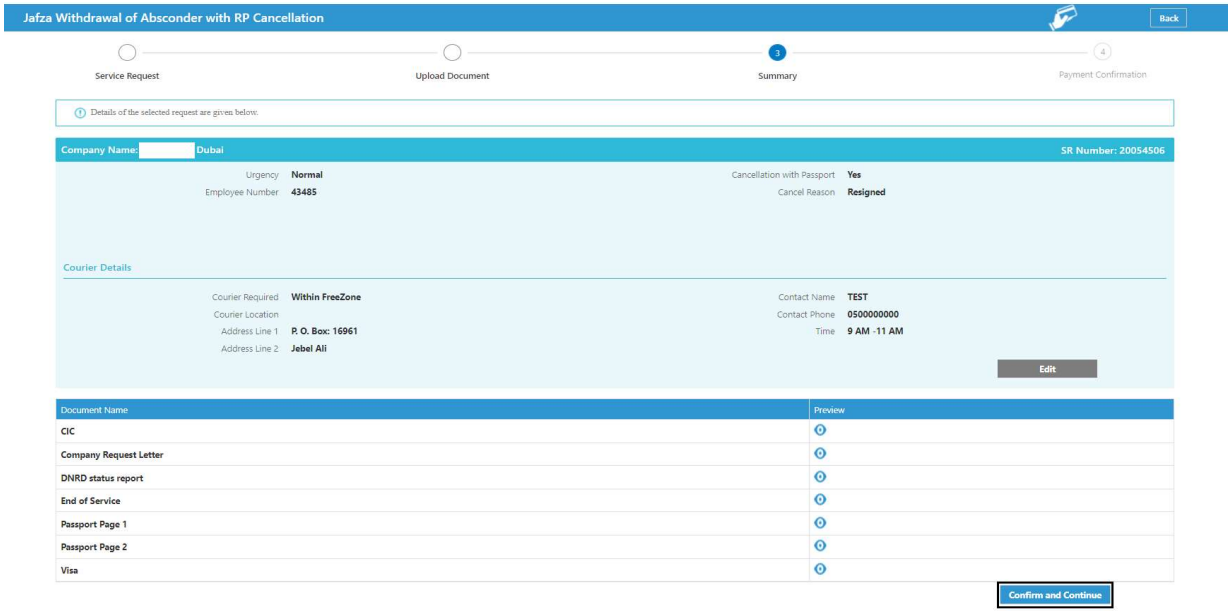
6. Enter the details, Courier details and click **Save and Continue**



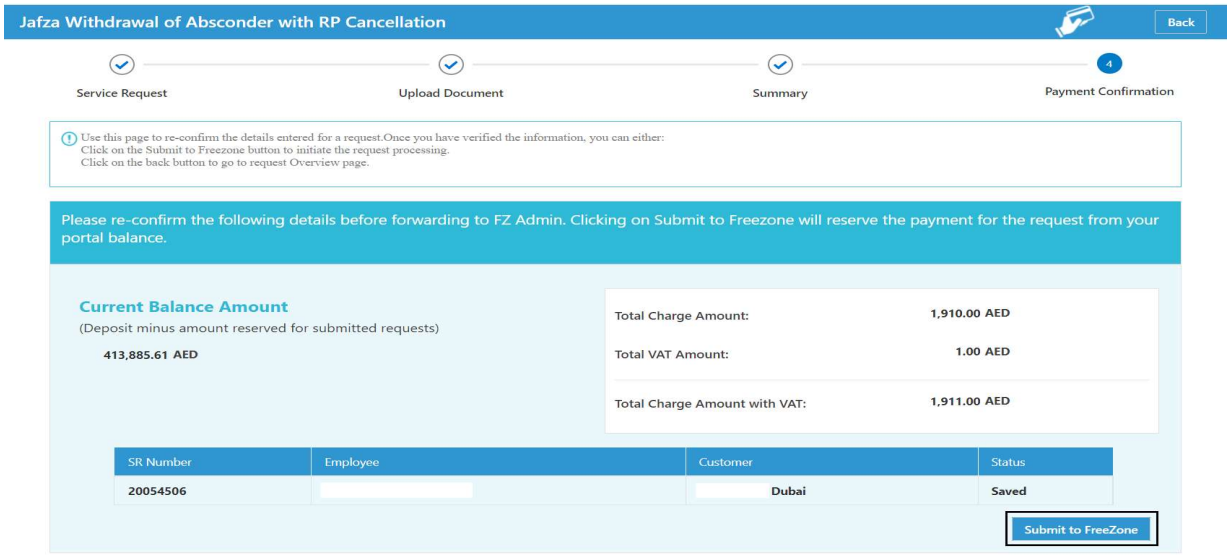
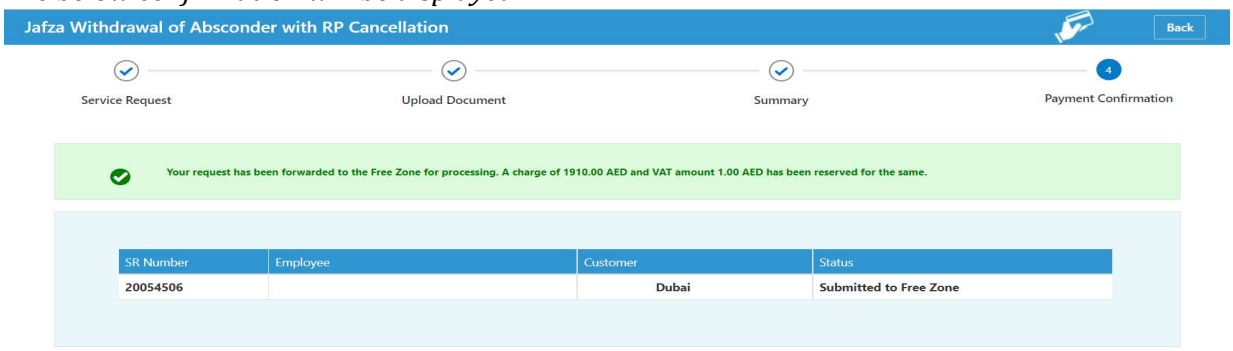
7. Upload the Required Documents and click **Continue to Review**



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



9. Click **Submit to FreeZone**



The below confirmation will be displayed