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DUBAI TRADE

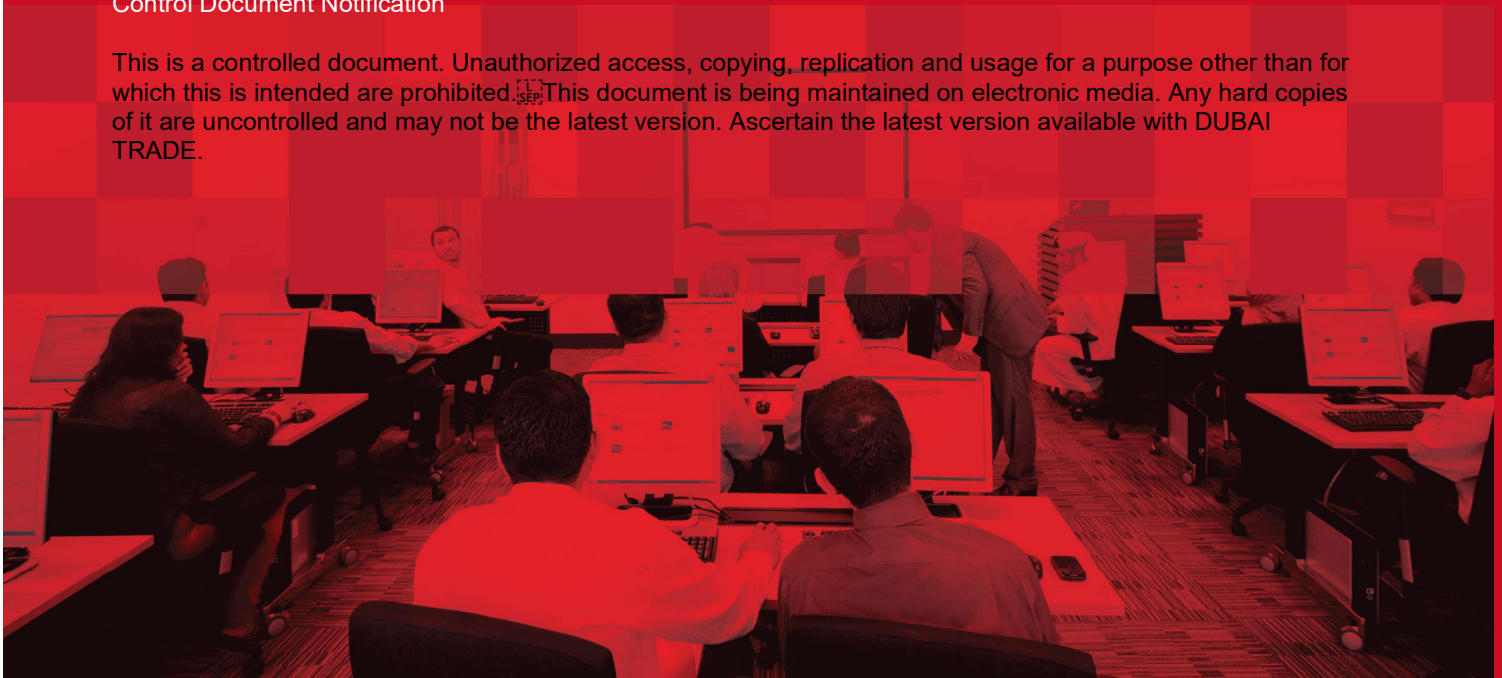
JAFZA eSERVICES Withdraw Absconder with Cancel RP User's Manual

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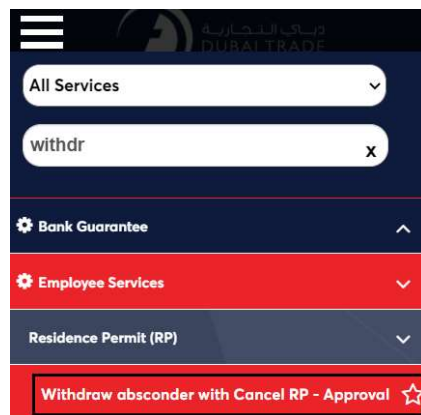
Withdraw Absconder with Cancel RP

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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**.

A screenshot of the 'Jafza Withdrawal of Absconder with RP Cancellation' screen. The top bar is blue with the title and a 'Create New Request' button. Below the title bar is a list of actions: Edit SR, Upload Document, Cancel SR, Update Address, and View SR Details. Below the actions is a search bar with 'SR Number' and 'Select Status' dropdowns, and a 'Search' button. Below the search bar is a table with columns: SR Number, SR Type, Employee Name, Status, Creation Date, Last Update Date, and Actions.

5. Click **Create New Request**

A screenshot of the 'Jafza Withdrawal of Absconder with RP Cancellation' screen, identical to the previous one. It shows the search bar with 'SR Number' and 'Select Status' dropdowns, and a 'Search' button. Below the search bar is a table with columns: SR Number, SR Type, Employee Name, Status, Creation Date, Last Update Date, and Actions.

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

Withdraw Absconder with Cancel RP

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Jafza Withdrawal of Absconder with RP Cancellation

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Service RequestUpload DocumentSummaryPayment Confirmation

Use this page to create/modify a request for Withdrawal of Absconder with RP Cancellation. 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

Urgency: Normal

Employee Number:

Service Request Number:

Request Reason:

Cancellation with Passport: Yes

Cancel Reason: Search and Select

Jafza Comments:

Courier Details

Courier Required: Within FreeZone

Courier Location: Select

Address Line 1: P.O. Box: 16961

Address Line 2: Jebel Ali

Contact Name:

Contact Phone: 05xxxxxxxx

Time: Select

Save and Continue

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

Jafza Withdrawal of Absconder with RP Cancellation

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Service RequestUpload DocumentSummaryPayment Confirmation

Company Name: DubaiSR Number: 20054502

Document Name	File Type	Mandatory	Upload File	View / Delete
CIC	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here	
Company Request Letter	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here	
DNRD status report	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here	
End of Service	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here	
Passport Page 1	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here	
Passport Page 2	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here	
Visa	jpg/jpeg	Yes	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 **Confirm and Continue**

Withdraw Absconder with Cancel RP

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Jafza Withdrawal of Absconder with RP Cancellation

Service Request

Upload Document

Summary

Payment Confirmation

Details of the selected request are given below:

Company Name: Dubai

Urgency: Normal

Employee Number: 43485

Cancellation with Passport: Yes

Cancel Reason: Resigned

SR Number: 20054506

Courier Details

Courier Required: Within FreeZone

Courier Location: P. O. Box: 16961

Address Line 1: Jebel Ali

Address Line 2:

Contact Name: TEST

Contact Phone: 0500000000

Time: 9 AM - 11 AM

Edit

Document Name	Preview
CIC	
Company Request Letter	
DNRD status report	
End of Service	
Passport Page 1	
Passport Page 2	
Visa	

Confirm and Continue

9. Click Submit to FreeZone

Jafza Withdrawal of Absconder with RP Cancellation

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)

413,885.61 AED

Total Charge Amount: 1,910.00 AED

Total VAT Amount: 1.00 AED

Total Charge Amount with VAT: 1,911.00 AED

SR Number	Employee	Customer	Status
20054506	<input type="text"/>	<input type="text"/> Dubai	Saved

Submit to FreeZone

The below confirmation will be displayed

Jafza Withdrawal of Absconder with RP Cancellation

Service Request

Upload Document

Summary

Payment Confirmation

✔

Your request has been forwarded to the Free Zone for processing. A charge of 1910.00 AED and VAT amount 1.00 AED has been reserved for the same.

SR Number	Employee	Customer	Status
20054506	<input type="text"/>	Dubai	Submitted to Free Zone

