



دبي التجارية
DUBAI TRADE

JAFZA eSERVICES Entry Permit (EP) Cancellation Unutilized User's Manual

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Revision History

| Version | Date | Author | Designation | Description of change |
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Approval History

| Version | Date | Name | Designation | Comments |
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Distribution

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Entry Permit (EP) Cancellation Unutilized

3

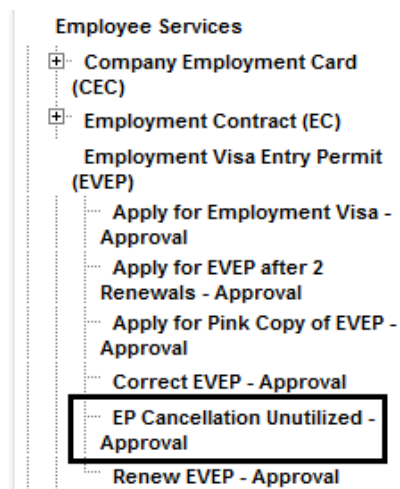
This service is to request to cancel unutilized Entry Permit which was issued for a new employee.

Navigation:

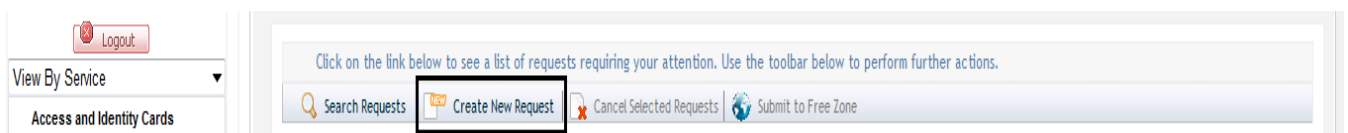
1. Login to **Dubai Trade**
2. Go to **Employee Services** from the menu on the left
3. Then Go to **Employment Visa Entry Permit (EVEP)**



4. Click on **EP Cancellation Unutilized – Approval**



5. Then Click on **Create New Request**



Entry Permit (EP) Cancellation Unutilized


4

Procedure:

1. Select Courier Delivery/Collection Required?


Courier Collection/Delivery Required? ☐ Counter ☐ Outside Freezone ☒ Within Freezone

2. Enter the Employment Visa SR Number and skip to Step 5

Employment Visa SR Number * 

OR

3. Search and Select the Employment Visa Entry Permit in the pop-up window that appears by clicking on the magnifying glass icon instead of typing in the field


Employment Visa SR Number * 

4. Enter the Post Number and click Search

Search for Post Numbers

- Enter (*) or (%) to view all the details.
- Enter atleast one full or partial search criteria.
Eg. : United matches both United Arab Emirates and United States of America

Post Number


 **Search**

No Post Number Found.

5. Specify the Reason for Request or give additional information for JAFZA.

Specify the reason for request / Additional Information for JAFZA

6. Click on  to save the request for future action.

Click  to submit the request to the Free Zone Authority for processing.

7. Click on **Pay now** to confirm charges and submit the request.

