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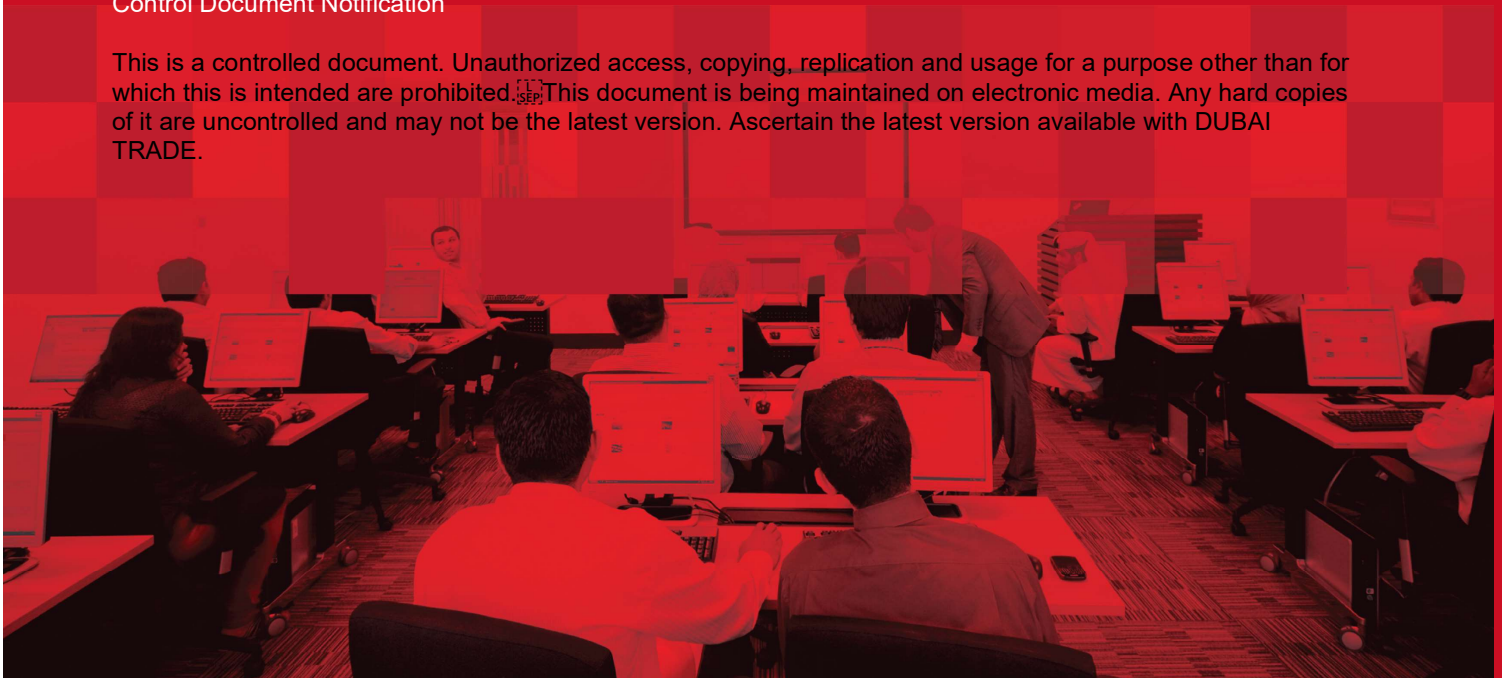
JAFZA eSERVICES Renew EVEP User's Manual

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DOCUMENT DETAILS

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Version	Date	Name	Designation	Comments

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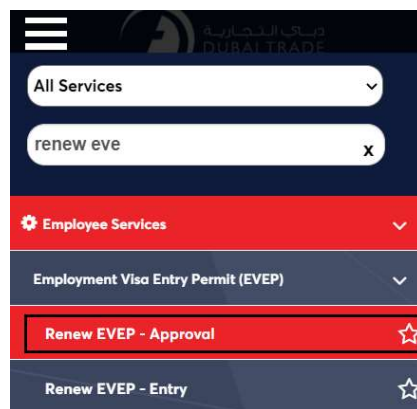
Renew EVEP

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This service is to request to renew the Employment Visa Entry Permit (EVEP) which has been expired, for a new employee who will be on the company's sponsorship. A new entry permit has 60 days validity for the new employee to enter UAE. If the employee fails to enter within the validity then the entry permit must be renewed.

Navigation:

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



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

A screenshot of the 'Jafza Entry Permit Renewal' screen. At the top, there is a blue header bar with the title 'Jafza Entry Permit Renewal' and a 'Create New Request' button. Below the header, there is a sidebar with links: 'Edit SR', 'Upload Document', 'Cancel SR', 'Update Address', and 'View SR Details'. The main area contains search filters: 'SR Number', 'Select Status' (a dropdown menu), and a 'Search' button. Below the filters is a table with the following headers: 'SR Number', 'SR Type', 'Employee Name', 'Status', 'Creation Date', 'Last Update Date', and 'Actions'.

5. Click **Create New Request**

A screenshot of the 'Jafza Entry Permit Renewal' screen, identical to the one above. It shows the same header, sidebar, search filters, and table structure.

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

Renew EVEP

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Jafza Entry Permit Renewal

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Service RequestUpload DocumentSummaryPayment Confirmation

Use this page to create/modify a request for the Renew Entry Permit. 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: Middle East And Africa FZCO

Company Id1314

UrgencyNormal

Entry Permit Number

Request Reason

Applicant inside Country *Search and Select

Jafza Comments

Save and Continue

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

Jafza Entry Permit Renewal

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


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Service RequestUpload DocumentSummaryPayment Confirmation

Company Name: Middle East And Africa FZCO

SR Number: 20054340

Document Name	File Type	Mandatory	Upload File	View / Delete
Employment Visa	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here	 
Letter from the company	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	 
Photo	jpg/jpeg	No	Drag and Drop Select a file or drop one here	 
VISA	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

Renew EVEP

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

Jafza Entry Permit Renewal

Service Request

Upload Document

Summary

Payment Confirmation

Back

Details of the selected request are given below:

Company Name: Middle East And Africa FZCO

SR Number: 20054340

Urgency: Normal

Entry Permit Number: 123/852/7532146

Title: Mr.

Given Name: gname

Last Name: lname

Father's Name: fname

Mother's Name: mname

Present Nationality: Algeria

Passport Number: PP01

Passport Date of Issue: 21-Nov-2021

Passport Date of Expiry: 21-May-2022

Place Of Issue: bang

Country of Issue: Albania

Job Title: 1ST COMMIS

Place Of Birth: Albania

Date of Birth: 19-Nov-2003

Applicant inside Country: No

Request Reason: test

Edit

Document Name	Preview
Employment Visa	
Letter from the company	
Passport Page 1	
Passport Page 2	

Confirm and Continue

9. Click **Submit to FreeZone**

Jafza Entry Permit Renewal

Service Request

Upload Document

Summary

Payment Confirmation

Back

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)

896,564.75 AED

Total Charge Amount: 783.00 AED

Total VAT Amount: 0.50 AED

Total Charge Amount with VAT: 783.50 AED

SR Number	Employee	Customer	Status
20054340	gname lname	Middle East And Africa FZCO	Saved


Submit to FreeZone

Renew EVEP


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The below confirmation will be displayed


Jafza Entry Permit Renewal




Back



Service Request




Upload Document



Summary

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Payment Confirmation



Your request has been forwarded to the Free Zone for processing. A charge of 783.00 AED and VAT amount 0.50 AED has been reserved for the same.

SR Number	Employee	Customer	Status
20054340	gname lname	Middle East And Africa FZCO	Submitted to Free Zone

