



دبي التجارية  
DUBAI TRADE

**JAFZA**

# *Employee status checking at GDRFA*

## *User's Manual*

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Employee status checking at GDRFA

## Table Designs

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### DOCUMENT DETAILS

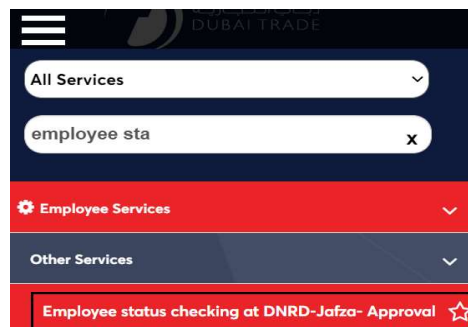
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Document Name	Employee status checking at GDRFA
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	30 <sup>th</sup> August 2022
Current Version	2.0

*This service enables users to check the status of an employee at GDRFA (General Directorate of Residency and Foreign Affairs), if whether the person is in the country or not.*

#### Navigation:

1. Login to **Dubai Trade**
2. Go to **Employee Services**
3. Then under **Other Services** go to **Employee status checking at GDRFA-Jafza - Approval**



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

**Jafza Employee status checking at GDRFA**Create New Request

Edit SR  
 Upload Document  
 Cancel SR  
 Update Address  
 View SR Details

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

**Jafza Employee status checking at GDRFA**Create New Request

Edit SR  
 Upload Document  
 Cancel SR  
 Update Address  
 View SR Details

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

Jafza Employee status checking at GDRFA

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

1

Use this page to create/modify a request for Employee status checking at GDRFA. 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.
- Employee Number is required only if the Employee has CEC number.
- Service Request Number is required only if Employee does not have CEC number.

Company Name:  Dubai

Company Id **1673**

Employee Number

Service Request Number

Request Reason

Jafza Comments

Save and Continue

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

Jafza Employee status checking at GDRFA

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

Company Name:  DubaiSR Number: 20086035

Document Name	File Type	Mandatory	Upload File	View / Delete
Passport page 1	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here	
Passport page 2	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here	
Residency Permit	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

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

Jafza Employee status checking at GDRFA

✓

Service Request

✓

Upload Document

3

Summary

4

Payment Confirmation

ⓘ

Details of the selected request are given below.

Company Name:  Dubai

SR Number: 20086035

Employee Number 53157

Edit

Document Name

Preview

No data to display.

Confirm and Continue

## 9. Click **Submit to FreeZone**

Jafza Employee status checking at GDRFA

✓

Service Request

✓

Upload Document

✓

Summary

4

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)

1,544,528.48 AED

Total Charge Amount:00.00 AED

Total VAT Amount:0.00 AED

Total Charge Amount with VAT:0.00 AED

SR Number	Employee	Customer	Status
20086035	MOHAMED <input type="text"/>	<input type="text"/> Dubai	Saved


Submit to FreeZone

Employee status checking at GDRFA


5

*The below confirmation will be displayed*


Jafza Employee status checking at GDRFA




Back



Service Request




Upload Document



Summary

4

Payment Confirmation



Your request has been forwarded to the Free Zone for processing. A charge of 0.00 AED and VAT amount 0.00 AED has been reserved for the same.

SR Number	Employee	Customer	Status
20086038	MUHAMMAD	Dubai	Submitted to Free Zone

