JAFZA
Employee status checking at GDRFA
User's Manual

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Employee status checking at GDRFA

Table Designs

DOCUMENT DETAILS

Document Name	Employee status checking at GDRFA
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
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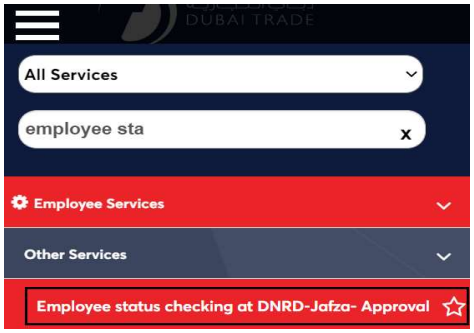
Current Version	2.0

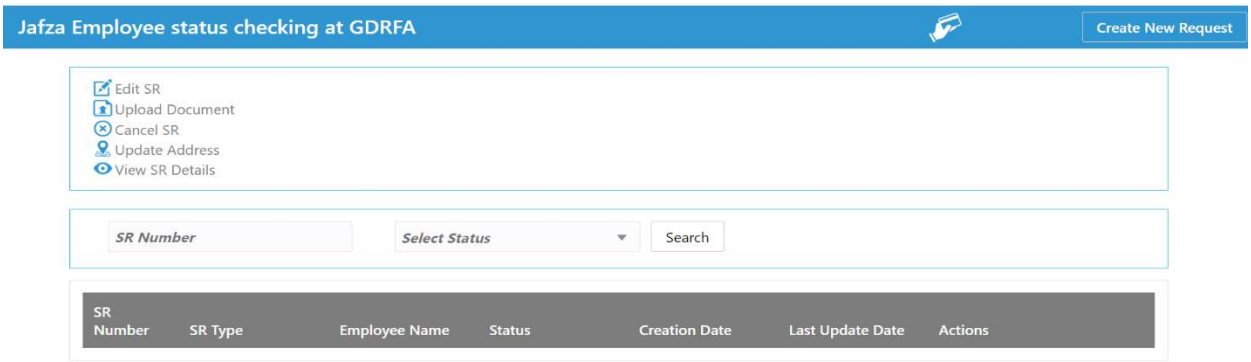
This service enables users to check the status of an employee at GDRFA (General Directorate of Residency and Foreign Affairs), if whether the person is in the country or not.

Navigation:

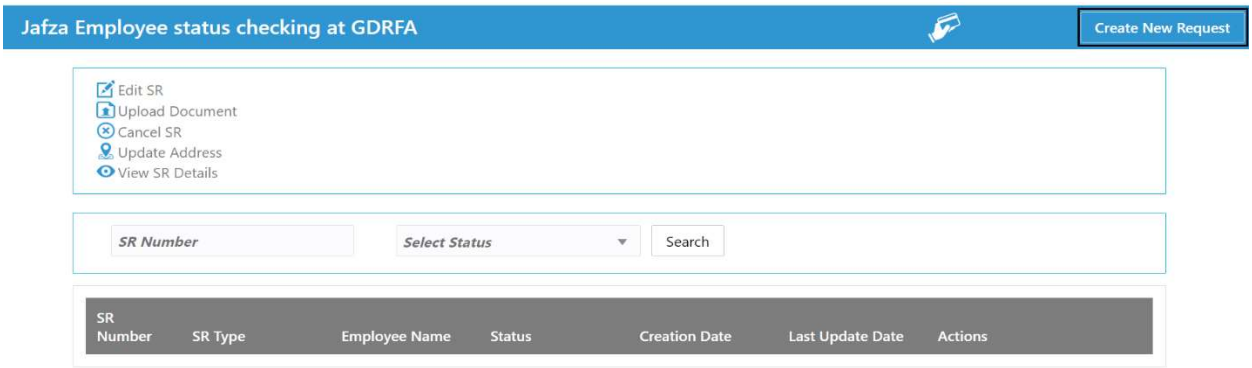
1. Login to **Dubai Trade**
2. Go to **Employee Services**
3. Then under **Other Services** go to **Employee status checking at GDRFA-Jafza - Approval**



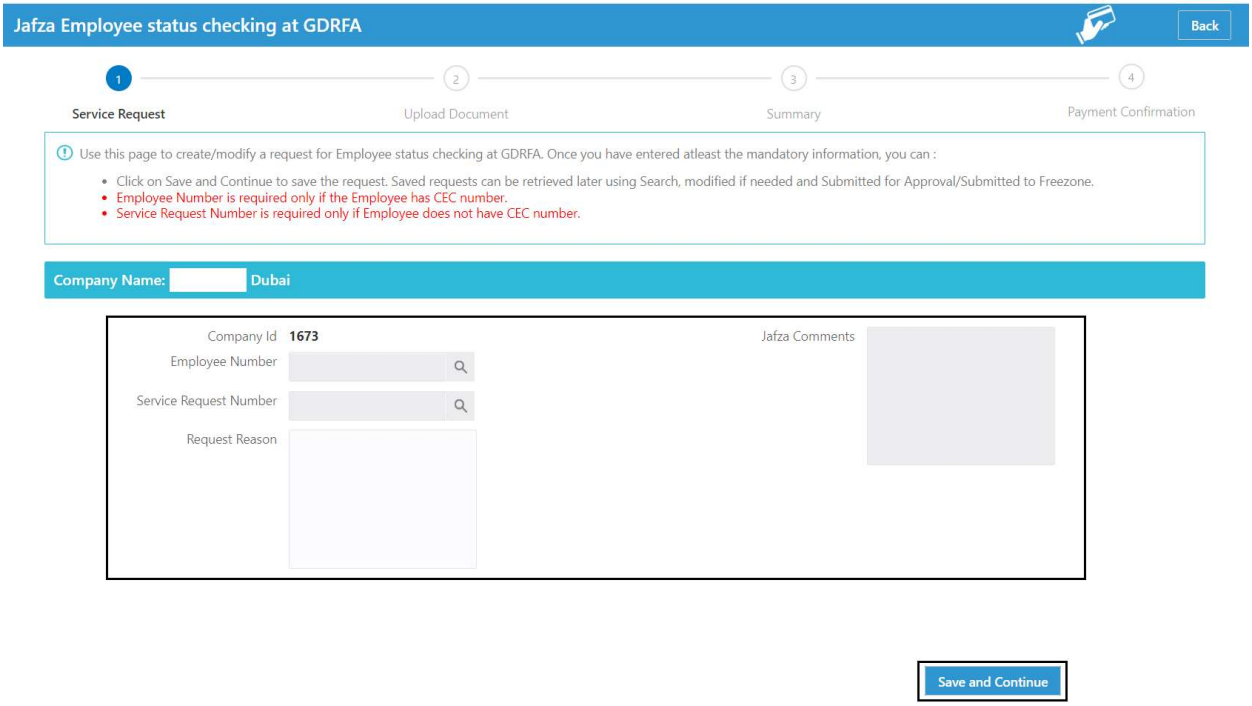
4. The below screen will be displayed where you can **View** or **Search for SR**.



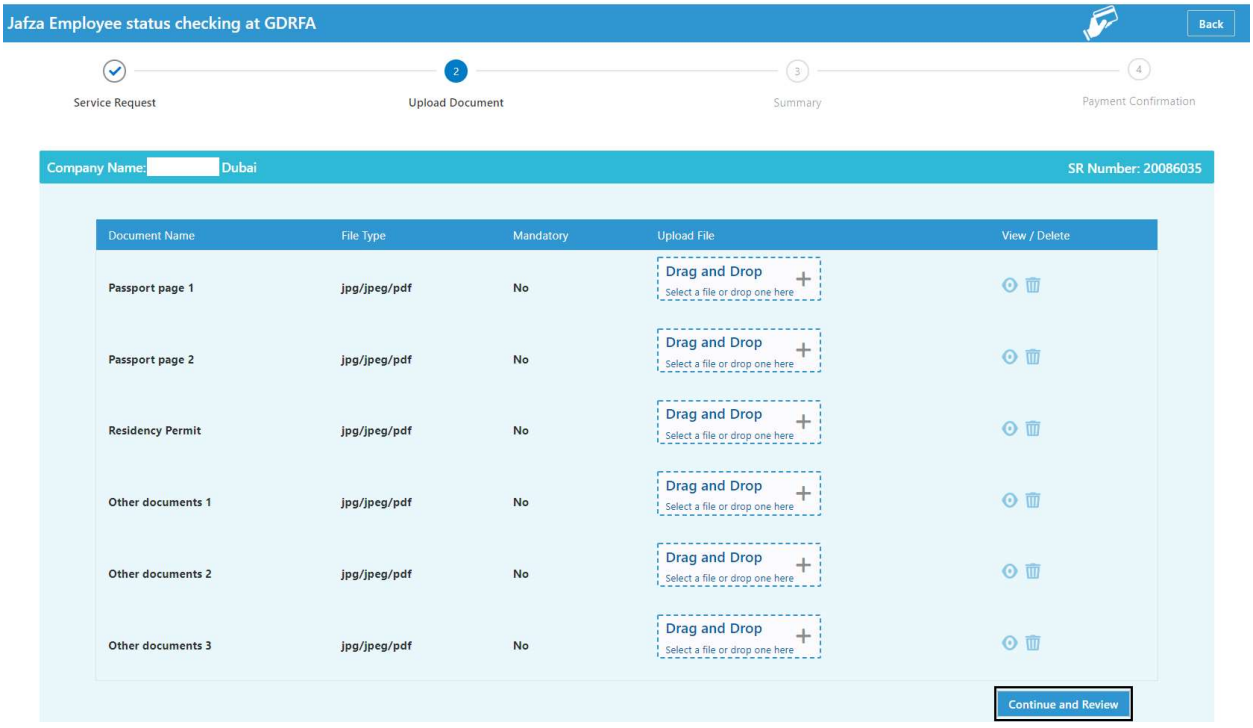
5. Click **Create New Request**



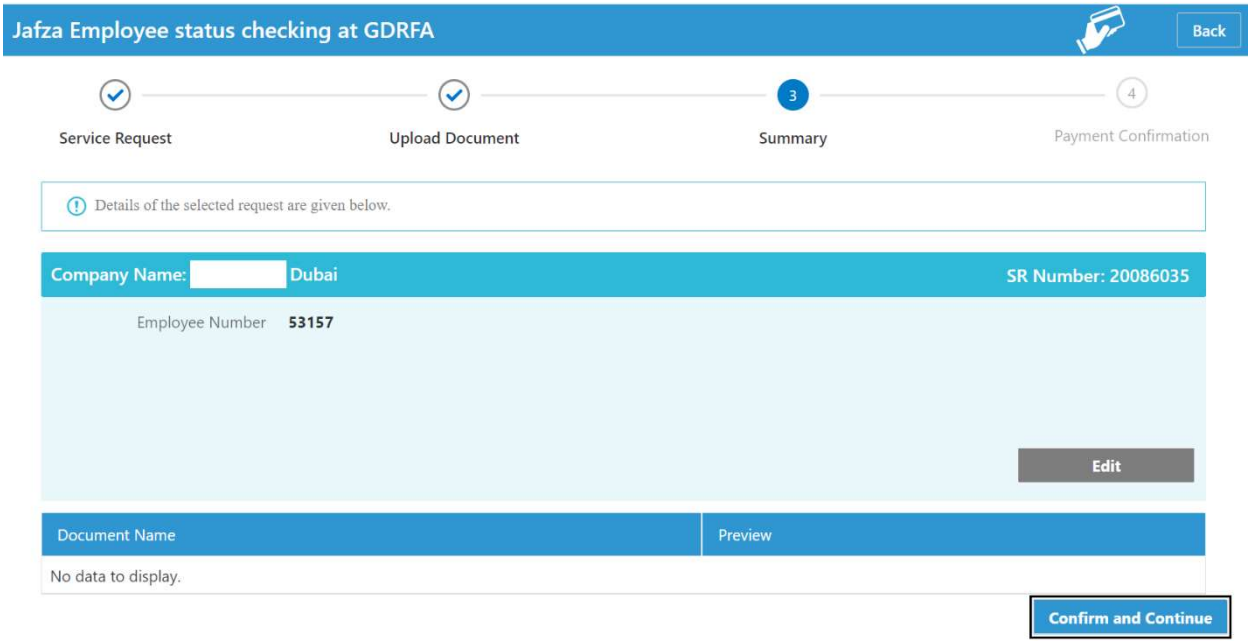
6. Enter the employee details and click **Save and Continue**



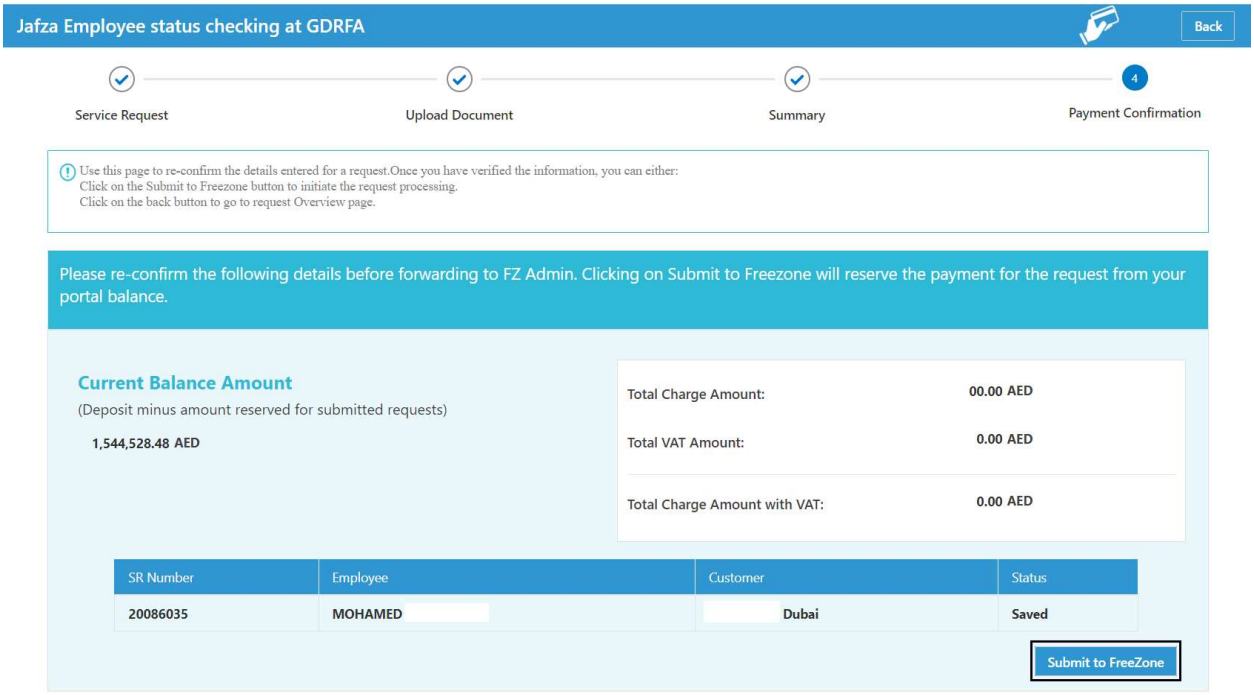
7. Upload the required Documents and click **Continue and Review**



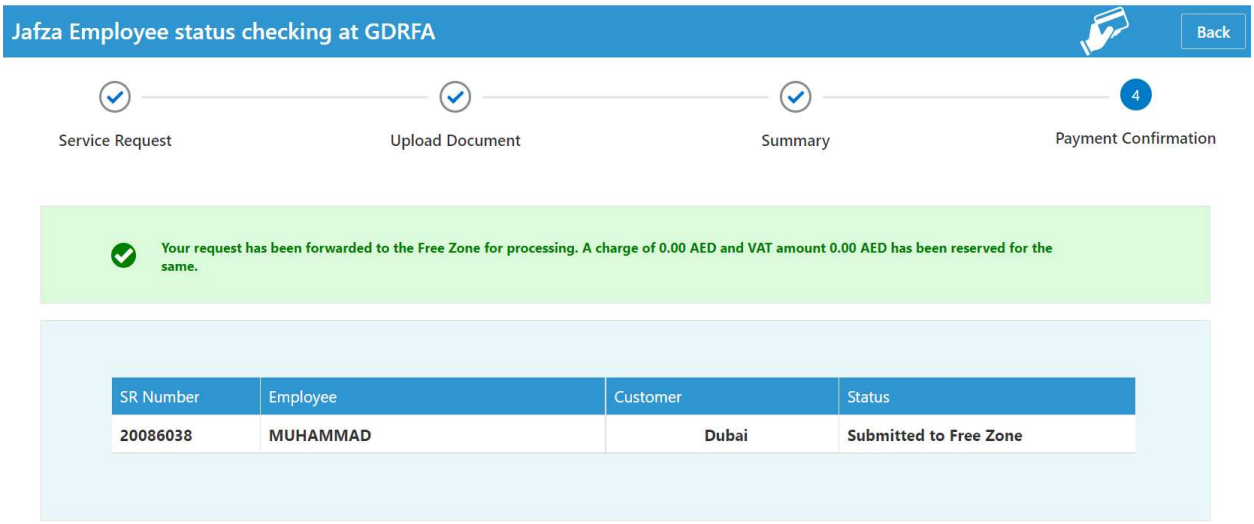
8. Review the details and click **Confirm and Continue**



9. Click **Submit to FreeZone**



The below confirmation will be displayed



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