



دبي التجارية
DUBAI TRADE

JAFZA Return Permit for Resident outside UAE more than 6 months User's Manual

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Return Permit for Resident outside UAE more than 6 months

Table Designs

DOCUMENT DETAILS

Document Name	Return Permit for Resident outside UAE more than 6 months
Project Name	
Business Unit	Jafza
Author(s)	DT Training Dept.
Last Updated Date	31 st October 2025
Current Version	1.0

This service is to submit a request GDRFA approval for an employee to enter the UAE after staying outside the country for more than 6 months. Employees with valid residence permit can apply for this service.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Employee Services** from the menu on the left
3. Click **Residence Permit**
4. Then go to **“Return Permit for Resident outside UAE more than 6 months”**

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

Jafza Return Permit for Resident outside UAE more than 6 months

Create New Request

- Edit SR
- Upload Document
- Cancel SR
- Update Address
- View SR Details

SR Number Select Status Search

SR Number	SR Type	Employee Name	Status	Creation Date	Last Update Date	Actions
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Procedure:

1. To begin, click **Create New Request**

Jafza Return Permit for Resident outside UAE more than 6 months

Create New Request

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SR Number Select Status Search

SR Number	SR Type	Employee Name	Status	Creation Date	Last Update Date	Actions
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2. Enter the required information.

Jafza Return Permit for Resident outside UAE more than 6 months  [Back](#)

1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

Use this page to create/modify a request for Return Permit for Resident outside UAE more than 6 months. 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:

Company Id

Employee Number * 

Employee Name

Passport Number

Passport Expiry Date 

Residence Permit Number

Nationality

Exit Date * 

Email Address *

PRO/ Employee Mobile *

Reason for out of country more than six months

Reason details

Search the “**Employee Number**” from the list using the “” icon. Once selected, employee information will be displayed:

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1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

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▪ 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:

Company Id

Employee Number * 

Employee Name

Passport Number

Passport Expiry Date 

Residence Permit Number

Nationality

Exit Date * 

Employee Search 

Please use % for wild card searches.
Please note that all fields marked with an asterisk (*) are mandatory. Please Click on 'Search' Button to see the Results.

Employee Number RP Number

Expiry Date  First Name

Last Name Passport Number

Nationality JobTitle

[Search](#)

Company Id

Employee Number * 

Employee Name

Passport Number

Passport Expiry Date 

Residence Permit Number

Nationality

You can only select any date from the past 180 days.

Enter the **employee's email address** and the **PRO/Employee mobile number**.

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Choose the “Reason” from the list.

If “Others” is selected, please enter the “reason details” on the required field.

Company Name:

Company Id			
Employee Number *	159	Email Address *	aaa@aaa.com
Employee Name	FIA		
Passport Number	AN6	PRO/ Employee Mobile *	0501234567
Passport Expiry Date	19-Feb-2027	Reason for out of country more than six months *	Search and Select
Residence Permit Number	201/20	Reason details	Study
Nationality			Health Reason
Exit Date *	30-Apr-2025		Crises and disasters
			Others

Email Address *

aaa@aaa.com

PRO/ Employee Mobile *

0501234567

Reason for out of country more than six months *

Others

Reason details

Enter reason details here

Click “Save and Continue” to proceed.

Company Name:

Company Id			
Employee Number *	159	Email Address *	aaa@aaa.com
Employee Name	FIA		
Passport Number	AN6	PRO/ Employee Mobile *	0501234567
Passport Expiry Date	19-Feb-2027	Reason for out of country more than six months *	Others
Residence Permit Number	201/20	Reason details	Enter reason details here
Nationality			
Exit Date *	30-Apr-2025		

Save and Continue

3. Upload the necessary documents then click **“Continue and Review”**.

Any additional documents (such as justification for being outside the country) may be uploaded under ‘Other Documents’

Jafza Return Permit for Resident outside UAE more than 6 months

1

2

3

4

Service Request

Upload Document

Summary

Payment Confirmation

Back

Company Name:

SR Number: 20169843

Document Name	File Type	Mandatory	Upload File	View / Delete
Passport Page 1	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here.	
Residence Permit	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

4. Review the information and update if necessary. Else, click **“Continue and Review”** to proceed.

Jafza Return Permit for Resident outside UAE more than 6 months

1

2

3

4

Service Request

Upload Document

Summary

Payment Confirmation

Back

Details of the selected request are given below:

Company Name:

SR Number: 20169843

Employee Number

Exit Date

30-Apr-2025

Employee Name

Email Address

aaa@aaa.com

Passport Number

PRQ/ Employee Mobile

0501234567

Passport Expiry Date

Reason for out of country more than six months

Others

Residence Permit Number

Reason details

Enter reason details here

Nationality

Edit

Document Name

Preview/Download

1

Passport Page 1

Residence Permit

Confirm and Continue

5. Confirm the charges and click **“Submit to Freezone”** for processing.

If applicant is outside country more than 7 months, additional charges will be applicable based on GDRFA confirmation.

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1

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Service RequestUpload DocumentSummaryPayment Confirmation

1

If applicant is outside country more than 7 months, additional charges will be applicable based on GDRFA 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)
474,871,411,792.34 AED

Total Charge Amount:
575.00 AED

Total VAT Amount:
00.00 AED

Total Charge Amount with VAT:
575.00 AED

SR Number	Employee	Customer	Status
20169843			Saved

Submit to FreeZone

6. Once the request for re-entry has been approved, the document will be available for download online in addition to the email sent to both employee and employer.

Search the SR number then click the  icon.

Jafza Return Permit for Resident outside UAE more than 6 months

Create New Request

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details

20169621

Select Status

Search

SR Number	SR Type	Employee Name	Status	Creation Date	Last Update Date	Actions
20169621	Return Permit for Resident outside UAE more than 6 months		Approved by GDRFA	21-Oct-2025 02:31 PM	21-Oct-2025 03:19 PM	

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Go to the “**Authority Created Documents**” section to download the document.

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Back

Details of the selected request are given below:

Company Name: McDermott Dubai

SR Number: 20169621

Employee Number

Employee Name

Passport Number

Passport Expiry Date

Residence Permit Number

Nationality

Exit Date

Email Address

PRO/ Employee Mobile

Reason for out of country more than six months

India

12-Mar-2025

Study

Customer Uploaded Documents

Document Name

Preview/Download

Passport Page 1

Residence Permit

Authority Created Documents

Document Name

Preview/Download

Return Permit for Resident outside UAE more than 6 months

