

باتجارية 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

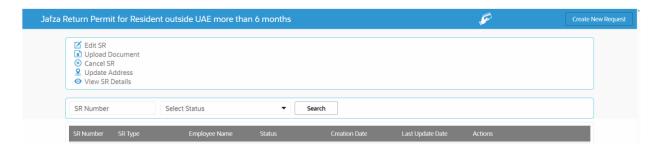
Document Name	Return Permit for Resident outside UAE more than 6 months
Document Name	
Project Name	
Business Unit	Jafza
Author(s)	DT Training Dept.
Last Updated Date	31 st October 2025
Current Version	1.0

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:

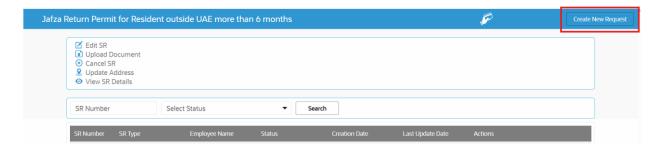
- 1. Login to Dubai Trade
- 2. Go to Employee Services from the menu on the left
- 3. Click Residence Permit
- 4. Then go to "Return Permit for Resident outside UAE more than 6 months"

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

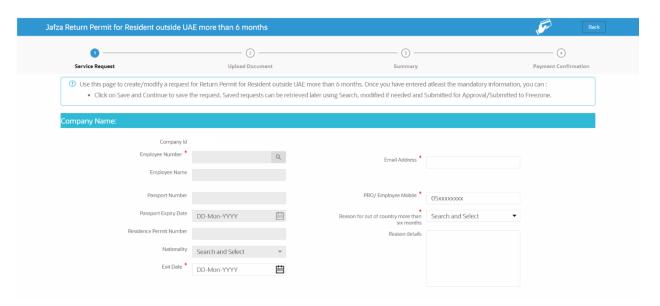


Procedure:

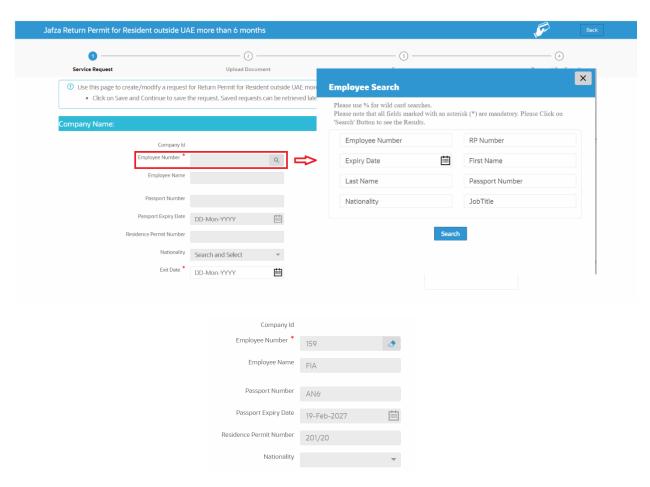
1. To begin, click Create New Request



2. Enter the required information.

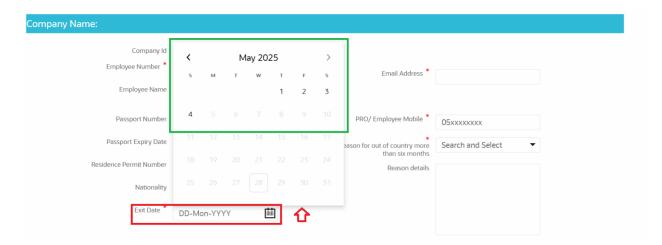


Search the "Employee Number" from the list using the " icon. Once selected, employee information will be displayed:



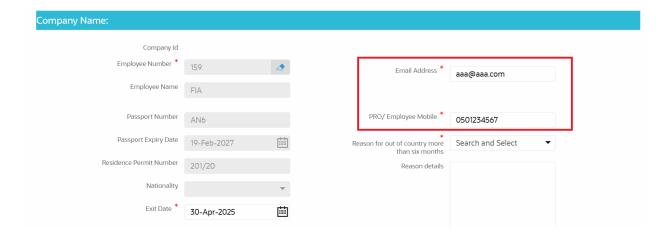
Choose the "Exit Date" using the calendar.

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



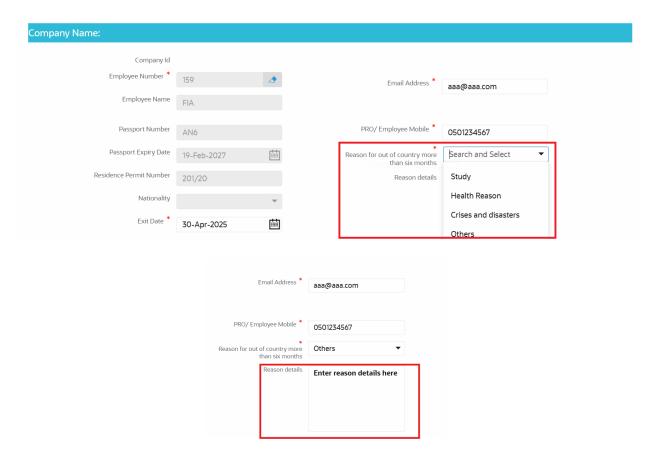
Enter the employee's email address and the PRO/Employee mobile number.

The GDRFA approval document will also be sent to this email address.

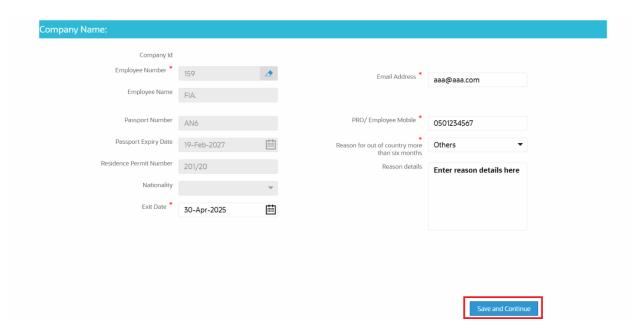


Choose the "Reason" from the list.

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

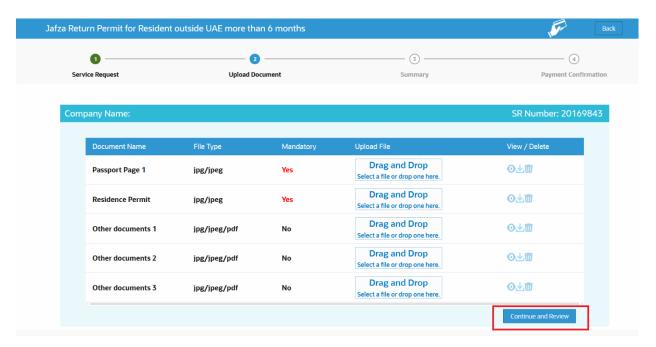


Click "Save and Continue" to proceed.

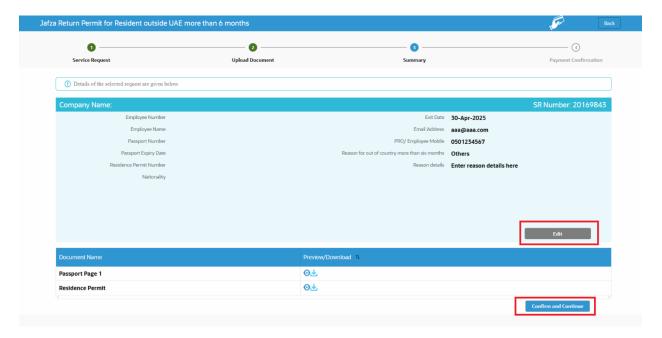


3. Upload the necessary documents then click "Continue and Review".

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

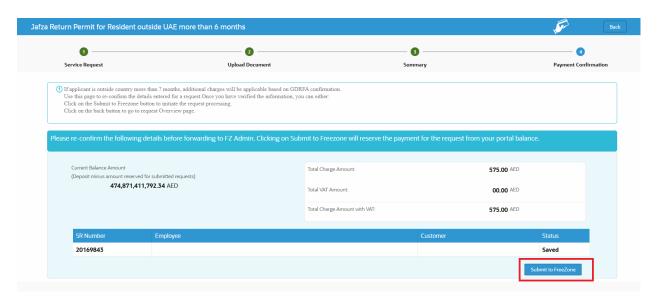


4. Review the information and update if necessary. Else, click "Continue and Review" to proceed.

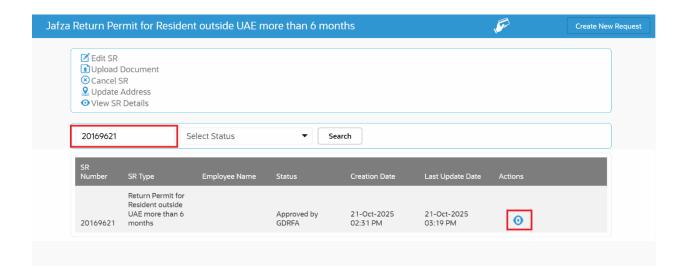


5. Confirm the charges and click "Submit to Freezone" for processing.

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



- 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 oicon.



Go to the "Authority Created Documents" section to download the document.

