

Client Procedure (CP) for Visa Amendment services

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Table of Contents

1. Purpose	2
2. Scope.....	2
3. Definitions.....	2
4. Procedure	2
5. Service Completion Time.....	5
6. Service Fees*.....	5
7. Related Forms.....	5
8. References.....	5
9. Workflow.....	5



1. Purpose

The purpose of this procedure is to facilitate information to Trakhees clients regarding the procedural requirements for termination of residency services.

2. Scope

This procedure will apply to all clients holding free zone licenses with visas under Trakhees sponsor and or under companies within Trakhees jurisdiction applying for new or renew a residence visa.

3. Definitions

- 3.1 E.C - Establishment Card
- 3.2 RP - Residency Permit
- 3.3 GS - Government Services.
- 3.4 LD - Trakhees-Licensing Department

4. Procedure

4.1 Salary Amendment

4.1.1 Client should ensure the availability of the required amount of service fees in their prepaid account prior submitting for Salary amendment.

4.1.2 Applicant may request for Salary Amendment through online and upload the below required documents



For online application help, please refer to (Section 3.1.17) of below link:

http://trakhees.ae/en/Documents/Online_Admin_ExternalUserManual%20-%20CLD%20web.pdf

- NOC Letter from the company
- Passport Copy
- Residence Visa Copy
- Revised contract copy (CGS-F01a)
- Establishment Card

4.1.3 Once the applicant received the submission reference number, LD will ensure the availability of the required documents and check the license status and update the system as follow:

4.1.3.1 Approved: If the submissions comply with requirements, payment advice will be generated and will be deducted from the client prepaid account

4.1.3.2 Rejected: If the submissions does not comply with requirements, client should apply again with new submission number.



4.1.3.3 More Information: If note any missing document or not enough money in the client pre-paid account, LD will request for more information and advice to re-upload the missing information, Applicant should re-upload the requested information with the same submission number

4.1.4 Once the submission is approved, client should approach Trakhees offices and submit the original copy of the revised contract.

4.1.5 LD will process the change of the salary process and client should approach Trakhees offices- Passport Collection section and collect the attested copy of the revised contract.

4.2 Profession Amendment

4.2.1 Client should ensure the availability of the required amount of service fees in their prepaid account prior submitting for profession amendment.

4.2.2 Applicant may request for profession Amendment through online and upload the below required documents



For online application help, please refer to (Section 3.1.17) of below link:

http://trakhees.ae/en/Documents/Online_Admin_ExternalUserManual%20-%20CLD%20web.pdf

- NOC Letter from the company
- Passport copy
- Residence Visa Copy
- Revised contract copy
- Establishment card copy
- Attested Education Certificate for Manager/Director/Engineer/Doctor/Accountant, etc. position

4.2.3 Once the applicant received the submission reference number, LD will ensure the availability of the required documents and check the license status and update the system as follow:

4.2.3.1 Approved: If the submissions comply with requirements, payment advice will be generated and will be deducted from the client prepaid account

4.2.3.2 Rejected: If the submission does not comply with requirements, client should apply again with new submission number.

4.2.3.3 More Information: If note any missing document or not enough money in the client pre-paid account, LD will request for more information and advice to re-upload the missing information, Applicant should re-upload the requested information with the same submission number

4.2.4 Once the submission is approved, client should approach Trakhees offices and submit the original copy of the revised contract and original passport.



4.2.5 LD will process the profession change request.


4.2.6 Client should approach Trakhees offices- Passport Collection section and collect the below documents:

- Attested copy of the revised contract.
- New Employment Card.
- Stamped passport.

4.3 Re-Stamping RP from Old to New Passport (Change Passport Number)/ or due to Lost passport

4.3.1 Client should ensure the availability of the required amount of service fees in their prepaid account prior submitting for RP Re-Stamping.

4.3.2 Applicant may request for Re-stamping through online and upload the below required documents



For online application help, please refer to (Section 3.1.17) of below link:

http://trakhees.ae/en/Documents/Online_Admin_ExternalUserManual%20-%20CLD%20web.pdf

	Service	Required documents
-	Re-Stamping from Old to New Passport	<ul style="list-style-type: none"> - Copies of the old and new passport. - Residence visa copy. - Applicant photo - E.C
-	Re-Stamping due to Lost passport	<ul style="list-style-type: none"> - Letter from the Police for Lost passport - Passport Copy - Residence Visa Copy (if applicable) - E.C

4.3.3 Once the applicant received the submission reference number, LD will ensure the availability of the required documents and check the license status and update the system as follow:

4.3.3.1 Approved: If the submissions comply with requirements, payment advice will be generated and will be deducted from the client prepaid account

4.3.3.2 Rejected: If the submission does not comply with requirements, client should apply again with new submission number.

4.3.3.3 More Information: If note any missing document or not enough money in the client pre-paid account, LD will request for more information and advice to re-upload the missing information, Applicant should re-upload the requested information with the same submission number

4.3.4 Once the submission is approved, client should approach Trakhees offices and submit the original passport new and old (if available).



4.3.5 LD will process the Re-stamping request.

4.3.6 Client should approach Trakhees offices- Passport Collection section and collect stamped passport.

5. Service Completion Time

	Service	Completion Time
5.1	Reviewing the submitted documents	1 Working Days
5.2	Salary amendment in the contract form the date of submitting the old contract	1-2 Working Days
5.3	Profession amendment in the Visa and contract from the date of receiving the passport.	2-3 Working Days
5.4	Collecting new passport with stamped visa from the date of receiving the passport.	2-3 Working Days
5.5	Collecting new passport with stamped visa due to lost passport from the date of receiving the passport	2-3 Working Days

6. Service Fees*

No.	Service	Fees (AED)
7.1	Salary Amendment	220
7.2	Profession Amendment	600
7.3	Re-Stamping RP from Old to New Passport (Change Passport Number)	620
7.4	Re-Stamping RP due to Lost Passport	620

*Then above fees might be subjected to 5% VAT.

* 10 AED Innovation fees and 10 AED for knowledge fees are to be added for each service.

7. Related Forms

N/A

8. References

8.1 Trakhees Rules and Regulation.

8.2 UAE Immigration Rules and Regulation

9. Workflow