

Client Procedure (CP) for Absconding

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1. Purpose

The purpose of this procedure is to facilitate information to Trakhees clients regarding the procedural requirements for renewal a federal law license by Trakhees, and protect the client from any fine imposed on him due to working of one of his employee with others.

2. Scope

This procedure will apply to all Clients within Trakhees' jurisdiction who need to file an absconding case or to remove an absconding case.

3. Definitions

- 3.1 Absconding - Unknown absence of an employee from work for period of time determined by law, or employee exited the country without any notification is considered as an illegal act and determined as absconding. The employer has the right without prejudice to apply the report about this absence to the relevant authority.

4. Procedure

4.1 Filing Absconding Case

4.1.1 Client should ensure the availability of sufficient amount in the prepaid account prior applying for absconding.

4.1.2 Client can file an absconding case applying online and attach the below required documents:



For online application help, please refer to (Section 3.1.39) of below link:

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

4.1.2.1 Declaration of Absconder Form (CGC-F12a)

4.1.2.2 NOC letter form the company.

4.1.2.3 Abscond Person Passport Copy

4.1.2.4 Abscond Person Residence Visa Copy

4.1.2.5 Valid License Copy

4.1.2.6 Valid Establishment Card Copy

4.1.3 LD will review the application and will call the abscond person to verify his/her status, accordingly LD will:

4.1.3.1 Approve: in case the submission comply with the requirements, LD will accept the request and the related fees will be deducted from the client pre-paid account.

4.1.3.2 Reject: in case the request is not complying with requirement, LD will reject the submission and state the reason for rejection.



4.1.3.3 More information: in case missing of any of the required documents or not enough money in the client pre-paid account. LD will state the missing information and client should update the requirements.

4.1.4 Upon approval, client submit the original passport of the abscond person (if available) to the passport collection section.

4.1.5 LD will file the absconding case, while the original passport will be on hold in immigration.

4.1.6 Once the absconding paper is ready, LD will complete the transaction in Trakhees system and the client can collect the absconding paper from Passport Collection section. The company manager or PRO are only allowed to collect the absconding paper.

4.2 Removal of Absconding Case

4.2.1 Client should ensure the availability of sufficient amount in the prepaid account prior applying for removal of absconding.

4.1.2 Client can apply online to remove absconding case and attach the below required documents:



For online application help, please refer to (Section 3.1.39) of below link:

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

4.1.2.1 Absconding Paper

4.1.2.2 NOC letter from the company.

4.1.2.3 Abscond Person Passport Copy

4.1.2.4 Abscond Person Residence Visa Copy

4.1.2.5 Valid License Copy

4.1.2.6 Valid Establishment Card Copy

4.2.3 LD will review the application and accordingly will:

4.2.3.1 Approve: in case the submission comply with the requirements, LD will accept the request and the related fees will be deducted from the client pre-paid account.

4.2.3.2 Reject: in case the request is not complying with requirement, LD will reject the submission and state the reason for rejection.

4.2.3.3 More information: in case missing of any of the required documents or not enough money in the client pre-paid account. LD will state the missing information and client should update the requirements.

4.2.4 Upon Approval, LD will process the removal of absconding as below:

4.2.4.1 If the residence visa is still valid, absconding removal will be completed by LD and update the Trakhees system and the client can collect the original passport (if was in hold) from Passport Collection section. The company manager or PRO are only allowed to collect the passport.



4.2.4.2if the residence visa is expired, LD will request the client to meet Trakhees PRO in immigration and cancellation with exit permit will be processed directly (charges from immigration is to be settled by the client). Then, removal of absconding will be processed after cancellation in immigration. The client can collect the original passport (if was on hold), cancellation paper and exit paper from Passport Collection section. The company manager or PRO are only allowed to collect the documents

4.2.5 Client can refund the Bank Guarantee following the Refund Process.

5. Service Completion Time

	Service	Completion Time
5.1	Submission revision and update the submission status if approved, rejected or need more information (from the date of submission)	2-3 working days
5.2	Issuance of Absconding paper from the date of receiving the passport of the Abscond Person	1-2 working days
5.3	Removal of Absconding from the date of submitting required documents	1-2 working days

6. Service Fees*

No.	Service	Fees (AED)
7.1	Absconding Declaration	1,800
7.2	Absconding Bank Guarantee	5,000
7.3	Removal of absconding case	1,700

*The above fees might be subjective to 5% VAT.

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

7. Related Forms

7.1 CGS-F12a, Declaration of Absconder form

8. References

Trakhees Regulation and rules.



9. Workflow

