



# Client Procedure (CP) for Absconding

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## 1. Purpose and Objective

The purpose of this procedure is to facilitate information to Trakhees clients regarding the procedural requirements for filing an abscond case or to remove an abscond case by Trakhees, and protect the client from any fine imposed on him due to working of one of his employees 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 and Abbreviations

- 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 by applying online and attach the below required documents:



4.1.2.1 Declaration of Absconder Form (TRK-LD-GS-SF12a).

4.1.2.2 Request 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 Establishment Card Copy.

NOTE:

- Application will be saved as draft after submission if there's no enough amount from the prepaid account. Client should top-up the amount then re-submit the draft application. Once successfully submitted, the amount will be reserved and will be deducted automatically once the application is accepted.

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

4.1.3.1 Approve: in case the submission complies with the requirements, LD will accept the request and the amount will be automatically deducted from the client prepaid account.

4.1.3.2 Reject: in case the request does not comply with the requirements, client can apply again with new submission number. The reservation of the service fee amount will be removed and customer can use this amount.

4.1.3.3 More information: if case any missing documents, LD will request for more information and advice to re-upload the missing documents. Applicant should re-upload the requested information with the same submission number.

4.1.5 LD will file the absconding case. Once the absconding paper is ready, client will receive a copy of absconding paper through the registered email. The company manager or PRO can collect the absconding paper from Passport Collection section in case not received.



## 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.

4.2.2 Client can apply online the removal of absconding case and attach the below required documents:

4.2.2.1 Absconding Paper

4.2.2.2 NOC letter from the company.

4.2.2.3 Abscond Person Passport Copy

4.2.2.4 Abscond Person Residence Visa Copy

4.2.2.5 Valid Establishment Card Copy

4.2.3 LD will review the application and accordingly will:

4.2.3.1 Approve: in case the submission complies with the requirements, LD will accept the request and the amount will be automatically deducted from the client prepaid account.

4.2.3.2 Reject: in case the request does not comply with the requirements, client can apply again with new submission number. The reservation of the service fee amount will be removed and customer can use this amount.

4.1.3.3 More information: if note any missing documents, LD will request for more information and advice to re-upload the missing documents. Applicant should re-upload the requested information with the same submission number.

4.2.4 Upon Approval, LD will communicate with absconded person to meet Trakhees representative in immigration for processing.



4.2.5 Once the removal of absconding paper is ready, LD will complete the transaction in Trakhees system and client will receive a copy of removal of absconding through the registered email. The company manager or PRO can collect the absconding paper from Passport Collection section in case if not received. Client can refund the Absconding 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)	1 Working day
5.2	Availability of Absconding paper (from the date of accepting the submission)	2 Working days
5.3	Removal of Absconding in immigration office (from the date of meeting the client as per the agreed date)	1 Working day
5.4	Availability of Removal of Absconding Paper (from the date of issuance from immigration)	1 Working Day

## 6. Service Fees

No.	Service	Fees (AED)
6.1	Absconding Declaration	1,768.50
6.2	Absconding Bank Guarantee	5,060



6.3	Removal of absconding case	1,631
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## 7. Related Forms/ Documents

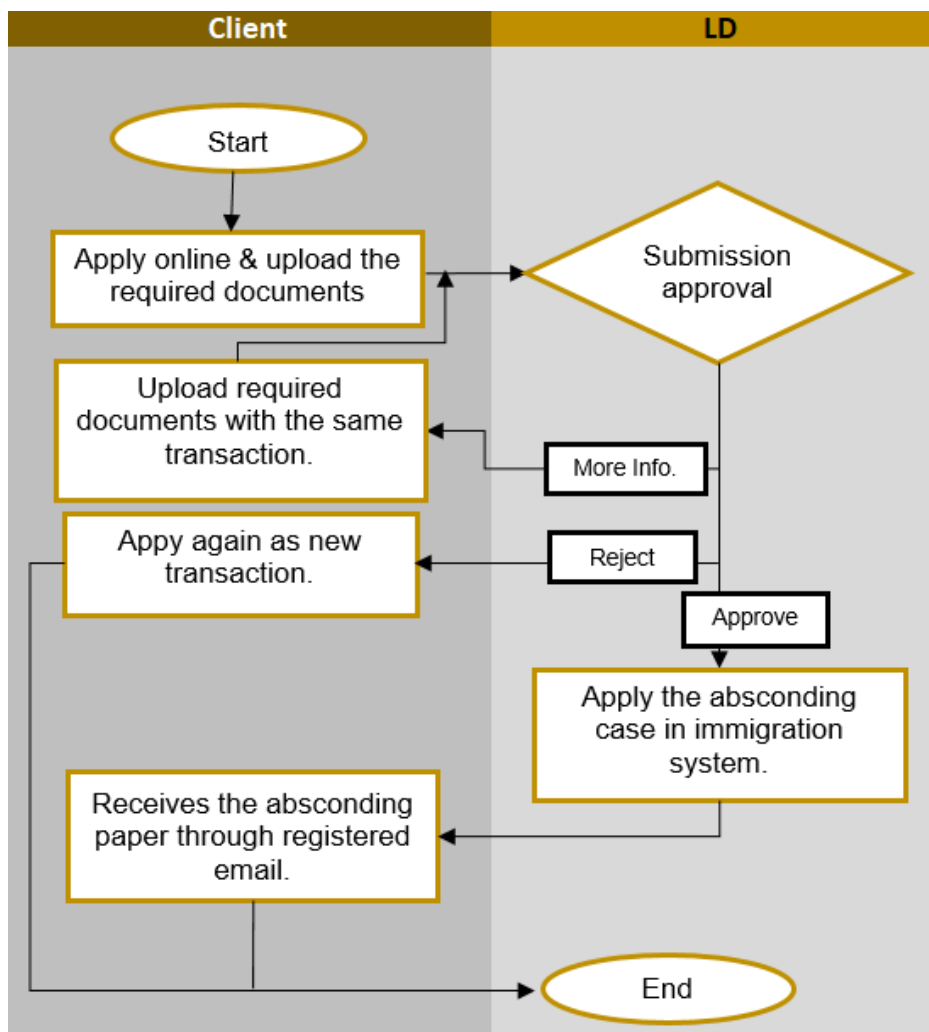
7.1 TRK-LD-GS-SF12a, Declaration of Absconder form

## 8. Applicable References and Regulations

Trakhees Regulation and rules.

## 9. Process Workflow

9.1 Absconding Declaration Workflow





9.2 Removal of Absconding Workflow

