

## Circular

## تعميم

<b>To</b> : Trakhees Customers – Government service	<b>إلى</b> : متعاملي تراخيص – خدمات العلاقات الحكومية
<b>From</b> : Licensing Department- Department of Planning and Development Department-Trakhees	<b>من</b> : إدارة التراخيص دائرة التخطيط والتطوير – تراخيص.
<b>Subject</b> : Integration of some government online services with General Directorate Of Residency And Foreigners Affairs system	<b>الموضوع</b> : الربط الإلكتروني مع نظام الإدارة العامة للإقامة وشؤون الأجانب لتقديم بعض خدمات العلاقات الحكومية .
<b>Date</b> : 28/11/2021	<b>التاريخ:</b> 28/11/2021
Dear/ Valued Trakhees Customers,  Kindly be informed that an integration have been made in some Government Services with General Directorate Of Residency And Foreigners Affairs system such as: <ol style="list-style-type: none"><li>1. New employment visa.</li><li>2. Renewal employment visa.</li><li>3. Cancel employment visa.</li><li>4. Travel report (Print out).</li></ol> The work will be carried out in accordance with the above, starting effectively from today.  For more information, please contact us 800990Or email: <a href="mailto:info@pcfcae">info@pcfcae</a> We thank you for your constant and continuous cooperation.	السادة/ متعاملي تراخيص الكرام،  نحيطكم علما بأنه قد تمّ الربط الإلكتروني مع نظام الإدارة العامة للإقامة وشؤون الأجانب لتقديم بعض الخدمات الحكومية مثل: <ol style="list-style-type: none"><li>1. إصدار إقامة جديدة.</li><li>2. تجديد إقامة.</li><li>3. إلغاء إقامة.</li><li>4. شهادة دخول و خروج.</li></ol> وسوف يتم العمل بموجب ما ذكر أعلاه ابتداءً من تاريخه.  لمزيد من المعلومات ، يرجى التواصل: عبر الهاتف: 800990 أو البريد الإلكتروني: <a href="mailto:info@pcfcae">info@pcfcae</a> نشكر لكم تعاونكم الدائم والمستمر.

Dr Hamad Al Falasi

Director-Licensing Department

Department of Planning and Development - Trakhees

د. حمد الفلاسي

مدير إدارة – التراخيص

دائرة التخطيط والتطوير – تراخيص

# LD-DNRD Integration

## Guidelines

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## Online – New Visa Submission

### Service Information

#### New Visa

Service Information

Application Details

Comments/Remarks

Documents

Confirm and Submit

A Service that issues an employment permit and residence visa to an employee working in a company that under Trakhees sponsorship.

Next

## Application Details

Client can fill all accrued details as per below screen short and already can Fetch the details from immigration if the employee has previous record.

**New Visa**

Service Information
Application Details
Comments/Remarks
Documents
Confirm and Submit

### Employee Details

Passport No*	<input type="text" value="Z12345678"/>	Nationality*	<input type="text" value="India"/>
Date Of Birth*	<input type="text" value="01/09/1980"/> <small>dd/mm/yyyy</small>	Immigration File Number	<input type="text"/>

Fetch Details

### Passport Details

Passport Place of Issue EN*	<input type="text" value="DUBAI"/>	Passport Place of Issue AR*	<input type="text" value="دبي"/>
Name in Passport*	<input type="text" value="MUHAMMAD SAJID ALI MEMON"/>	Name in Passport (AR)*	<input type="text" value="محمد ساجد علي ميمون"/>
Passport Type*	<input type="text" value="Normal"/>		
Issue Date*	<input type="text" value="02/09/2015"/> <small>dd/mm/yyyy</small>	Expiry Date*	<input type="text" value="01/09/2025"/> <small>dd/mm/yyyy</small>

**NOTE:**

Sample provided above is dummy data, used as instructional and for representative purposes only.

Personal Details			
Previous Nationality*	India		
Religion*	Islam	Faith*	Sunni
Gender*	Male	Marital Status*	Married
First Name*	MUHAMMAD	First Name (Arb)*	محمد
Middle Name	SAJID	Middle Name (Arb)	ساجد
Last Name*	ALI	Last Name (Arb)*	علي
Family Name*	MEMON	Family Name (Arb)*	ميمون
Father Name*	SAEED ALI	Father Name (Arb)*	سعيد علي
Mother Name*	AISHA SIDDIQA	Mother Name (Arb)*	عائشه صديقه
Birth Country*	United Arab Emirates		
Birth Place En*	Dubai	Birth Place Ar*	دبي
Qualification*	B.SC MECH. ENGINE...	Spoken Language 1*	URDU
Spoken Language 2	-- Select --	Spoken Language 3	-- Select --

**NOTE:**

Sample provided above is dummy data, used as instructional and for representative purposes only.

Request Details			
Employee Source*	New Visa	Applicant Type*	Employee
Residence Number of Years*	1 Year	Job Code*	MECH. EQUIP. ENGIN...
Priority*	Normal	Health Card Type*	Private
Original Visa Printing*	Yes	Medical Type*	Normal
Salary Details			
Basic Salary*	10000	Air Fare Amount (AED)*	1000
Food Allowance*	Yes	Food Allowance Amount (AED)*	500
Accommodation Allowance*	Yes	Accommodation Allowance Amount (AED)*	4000
Accommodation Status*	Family		
Transportation Allowance*	Yes	Transportation Allowance Amount (AED)*	1000
Other Allowance*	No		

**NOTE:**

Sample provided above is dummy data, used as instructional and for representative purposes only.

### Address Details

Currently in UAE*	<input type="text" value="No"/>		
PO Box	<input type="text"/>	Zone	<input type="text"/>
Street	<input type="text"/>	Building	<input type="text"/>
Flat Number	<input type="text"/>	Telephone Office	<input type="text"/>
Telephone Office Extension	<input type="text"/>	Telephone Residence	<input type="text"/>
Address Abroad*	<input type="text" value="No. 4, ABC Street, Hyderabad, India - 1234567"/>		

Previous

Next

Your available Prepaid Account Balance is: 6,110,770,045.24 AED

**NOTE:**

Sample provided above is dummy data, used as instructional and for representative purposes only.

## Comments/Remarks

Client can mention if there any additional information

### New Visa

Service Information Application Details **Comments/Remarks** Documents Confirm and Submit

#### Remarks / Comments

Remarks / Comments

New Visa Submission Request for Muhammad Sajid Ali Memon

Previous

Next

Your available Prepaid Account Balance is: 6,110,770,045.24 AED

### **NOTE:**

Sample provided above is dummy data, used as instructional and for representative purposes only.



## Documents

Client can upload all the attachment as per below requirements

Service Information Application Details Comments/Remarks **Documents** Confirm and Submit

### Information of Supporting Documents

Note: The request submission will include the uploaded documents

### Attach Here

Document To Upload	Upload File	Status
Others Page 1 (Max 150KB)	<input type="text" value="Browse &amp; Upload"/>	
Others Page 10 (Max 150KB)	<input type="text" value="Browse &amp; Upload"/>	
Others Page 2 (Max 150KB)	<input type="text" value="Browse &amp; Upload"/>	
Others Page 3 (Max 150KB)	<input type="text" value="Browse &amp; Upload"/>	
Others Page 4 (Max 150KB)	<input type="text" value="Browse &amp; Upload"/>	
Others Page 5 (Max 150KB)	<input type="text" value="Browse &amp; Upload"/>	
Others Page 6 (Max 150KB)	<input type="text" value="Browse &amp; Upload"/>	
Others Page 7 (Max 150KB)	<input type="text" value="Browse &amp; Upload"/>	
Others Page 8 (Max 150KB)	<input type="text" value="Browse &amp; Upload"/>	
Others Page 9 (Max 150KB)	<input type="text" value="Browse &amp; Upload"/>	
Personal Photo (Max 150KB) *	<input type="text" value="Browse &amp; Upload"/>	Uploaded
Sponsored Passport page 1 (Max 150KB) *	<input type="text" value="Browse &amp; Upload"/>	Uploaded
Sponsored Passport page 2 (Max 150KB)	<input type="text" value="Browse &amp; Upload"/>	
Sponsored Passport page 3 (Max 150KB)	<input type="text" value="Browse &amp; Upload"/>	
Sponsored Passport page 4 (Max 150KB)	<input type="text" value="Browse &amp; Upload"/>	
Sponsored Passport page 5 (Max 150KB)	<input type="text" value="Browse &amp; Upload"/>	
Document Uploaded	Uploaded File	Deselect
Personal Photo	<a href="#">Male.jpg</a>	
Sponsored Passport page 1	<a href="#">Passport.jpg</a>	

Deselect All

## Confirm & Submit

Sufficient balance should be available in the prepaid account before submit the application

- [Service Information](#) [Application Details](#) [Comments/Remarks](#) [Documents](#) [Confirm and Submit](#)

### Service Fee Information

Payment Required for this service: **AED 1,906.00**

Prepaid account Balance: **AED 6,110,770,045.24**

Please note that the required amount will be deducted from prepaid account.

[Previous](#)

[Submit](#)

Your available Prepaid Account Balance is: **6,110,770,045.24** AED

## Confirmation

### Submission Confirmation

**Service Request Submitted Successfully With ID: 13241**

#### **NOTE:**

Sample provided above is dummy data, used as instructional and for representative purposes only.

## Online – Renew Visa Submission

### Service Information

#### Renew Visa

Service Information

Application Details

Comments/Remarks

Documents

Confirm and Submit

A Service that allows the sponsor to renew the residence visa of the employee within its validity period.

Next

Your available Prepaid Account Balance is: **9,608,142,587.81** AED

### Application Details

## Renew Visa

Service Information

Application Details

Comments/Remarks

Documents

Confirm and Submit

### Employee Details

Employee Name  
ENG\*

Employee Name  
ARB\*

CEC Number\*



RP Expiry Date\*

dd/mm/yyyy

Nationality\*

Designation\*

Passport No\*

Passport Expiry  
Date\*

dd/mm/yyyy

### Request Details

Priority\*

Medical Type\*

Emirates Id\*

RP Period\*

### Salary Details

Basic Salary (AED)\*

Air Fare Amount  
(AED)\*

Food Allowance\*

Accommodation  
Allowance\*

Accommodation  
Status\*

Transportation  
Allowance\*

Other Allowance\*

## Passport Details

Passport No\*

Passport Type\*

Name in Passport\*

Name in Passport  
(AR)\*

Passport Place of  
Issue EN\*

Passport Place of  
Issue AR\*

Passport Country Of  
Issue\*

Issue Date\*



Expiry Date\*



## Comments/Remarks

## Renew Visa

Service Information

Application Details

Comments/Remarks

Documents

Confirm and Submit

### Remarks / Comments

Remarks /  
Comments

## Documents

## Renew Visa

Service Information

Application Details

Comments/Remarks

Documents

Confirm and Submit

### Information of Supporting Documents

**Note:** The request submission will include the uploaded documents

Attach Here

(Supported file formats - )

Document To Upload	Upload File	Status
Document Uploaded	Uploaded File	Deselect

Deselect All

## Confirm & Submit

Service Information

Application Details

Comments/Remarks

Documents

Confirm and Submit

### Service Fee Information

Payment Required for this service: **AED 1,906.00**

Prepaid account Balance: **AED 6,110,770,045.24**

Please note that the required amount will be deducted from prepaid account.

Previous

Submit

Your available Prepaid Account Balance is: **6,110,770,045.24** AED



## Online – Cancel Visa Submission

### Service Information

#### Cancel Visa/Entry Permit

Service Information

Application Details

Comments/Remarks

Documents

Confirm and Submit

A Service that cancel of Residence visa if the employee decides to change a sponsor or leave the country or when the sponsor decides to cancel the visa of its employee.

Next

## Application Details

### Cancel Visa/Entry Permit

Service Information

Application Details

Comments/Remarks

Documents

Confirm and Submit

#### Employee Details

Employee Name  
ENG\*

Employee Name  
ARB

CEC Number



RP Expiry Date

dd/mm/yyyy

Nationality\*

Designation\*

Passport No\*

Passport Expiry  
Date\*

dd/mm/yyyy

#### Visa/Entry Permit Cancellation

Priority\*

Visa/Entry Permit  
Cancellation Date\*



dd/mm/yyyy

Cancellation Type\*

Reason for Leaving\*

## Comments/Remarks

Service Information

Application Details

Comments/Remarks

Documents

Confirm and Submit

### Remarks / Comments

Remarks /  
Comments

## Documents

Service Information

Application Details

Comments/Remarks

Documents

Confirm and Submit

### Information of Supporting Documents

**Note:** The request submission will include the uploaded documents

Attach Here

(Supported file formats - )

Document To Upload	Upload File	Status
Document Uploaded	Uploaded File	Deselect

Deselect All

## Confirm & Submit

Service Information

Application Details

Comments/Remarks

Documents

Confirm and Submit

### Service Fee Information

Payment Required for this service: **AED 1,906.00**

Prepaid account Balance: **AED 6,110,770,045.24**

Please note that the required amount will be deducted from prepaid account.

Previous

Submit

Your available Prepaid Account Balance is: **6,110,770,045.24** AED

## Online – Employee Report

### Employee Immigration Report

#### Report Details

Report Type*	Active Files (SAS) ▲	Mobile Number*	0097150000000
Email *	<input type="text"/>		
	Active Files (SAS)		
	Violator Report (SAS)		
	Travel Report		

Submit

### Employee Immigration Report

#### Report Details

Report Type*	Travel Report ▼	Travel Report Type*	▼
Email *	<input type="text"/>	Mobile Number*	0097150000000

#### Employee Details

Employee Name ENG*	<input type="text"/>	Employee Name ARB*	<input type="text"/>
CEC Number*	<input type="text"/>	RP Expiry Date*	<input type="text"/> dd/mm/yyyy
Nationality*	-- Select -- ▼	Designation*	-- Select -- ▼
Passport No*	<input type="text"/>	Passport Expiry Date*	<input type="text"/> dd/mm/yyyy