

## Customer Procedure (CP) for Return Permit for Resident outside UAE more than 6 months

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## 1. Purpose and Objective

The purpose of this procedure is to provide clear steps for processing Return permit for residents who want to enter the UAE after stayed for more than 6 months outside the county.

## 2. Scope

This procedure will apply to customers with visas issued from Trakhees and stayed outside the country for more than 6 months.

## 3. Definitions and Abbreviations

LD : Licensing Department.

## 4. Procedure

4.1. Customer should send an email requesting for Return permit for Resident outside UAE for more than 6 months to [Trakhees.Government@pcfc.ae](mailto:Trakhees.Government@pcfc.ae) and attach the below required documents:

- NOC From company.
- Copy of Establishment card.
- Passport Copy.
- Visa Copy.
- Additional Documents based On Reason (evidences of study, sickness....etc.).

4.2. LD will check the availability of the required documents and accordingly:

4.2.1. Request for more information: In case missing any of the required documents, LD will send email to the customer explaining the documents required to be submitted. Customer should send the required documents for another review.

4.2.2. If the submission complies with the requirements, LD will deduct the fee amount from customer pre-paid account and apply the application to immigration.

4.3. The applicant will be notified through email once the request is rejected or completed and receive the permit copy through email once approved.

## 5. Authority Matrix

Refer to the Authority Matrix sheet.

## 6. Service Completion Time

No.	Process	Target
6.1	Review request and notify applicant with request for more information/ approval/ rejection (from the date of receiving the request)	4 Working days

## 7. Service Fees

Sr	Service	Fees (AED)
7.1	Issue Return Permit for Resident outside UAE more than 6 months	972.50

## 8. Related Documents/ Forms

N/A

## 9. Applicable References and Regulations

N/A

## 10. Process Workflow

