



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

PCFC- Entity (Business Unit) Name : Department of Planning and Development - Trakhees

**Department Name** : Licensing Department.

: Government Services. Section Name

**Document Reference Number** : PCFC-TRK-LD-GS-CP-18

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Classification : Public

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Page 1 of 5







Rev.01/ May 2023





# **Table of Contents**

1.	Purpose and Objective	3
	Scope	
3.	Definitions and Abbreviations	3
4.	Procedure	3
5.	Authority Matrix	3
6.	Service Completion Time	4
7.	Service Fees	4
8.	Related Documents/ Forms	4
9.	Applicable References and Regulations	4
10.	Process Workflow	5

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Rev.01/ May 2023



Page 2 of 5





#### 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

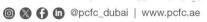
- 4.1. Customer should send an email requesting for Return permit for Resident outside UAE for more than 6 months to Trakhees.Government@pcfc.ae and attach the below required documents:
  - NOC From company.
  - Copy of Establishment card.
  - Passport Copy.
  - Visa Copy.
  - Additional Documents based 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.

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Rev.01/ May 2023 Page 3 of 5







# 6. Service Completion Time

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

### 7. Service Fees

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

### 8. Related Documents/ Forms

N/A

# 9. Applicable References and Regulations

N/A

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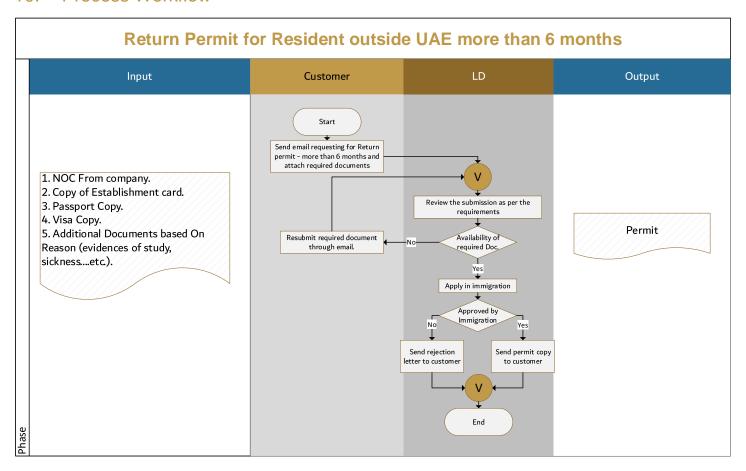
Rev.01/ May 2023







#### 10. **Process Workflow**



Classification: Public PCFC-TRK-LD-GS-CP-18

Rev.01/ May 2023 Page 5 of 5

