

## **FREEZONE VISA CANCELLATION | 6 working days**

This page provides applicants guidelines on the submission of the application's requirements to avoid inconveniences. This guideline is not necessary to include with the application.

All applications should have complete information/documentation. Failure to comply with the requirements at any stage could result in the cancellation of the application in the light of both the Authority and the Emirate laws under the general umbrella of the UAE's laws. Following the decrees of the Authority, those incomplete information/documentation will be returned or will not be accepted until all the requirements are fulfilled.

At any stage, the Authority has the right to request additional documents of the application process to facilitate the registration and approval.

Refund of fee is not allowed throughout the application process, or the terms and conditions of the refund guidelines may apply as per the terms and conditions of the Authority.

***Note: The total timeline indicated above is from preparation of documents up to cancellation processing.***

### **STAGE 1: PREPARATION & COLLECTION OF DOCUMENTS | depends on the client**

#### **TIMELINE:**

Preparation and submission of Documents - depends on the client

Obtaining signature - depends on the client

#### **STEP 1. CLIENT STEP | Preparation of Documents | depends on the clients**

**Step 1.1:** Prepare all the documents required for visa application.

*See the checklist below.*

<b>Documents Required</b>	<b>Remarks</b>
Email sent to IFZA	An email notification from the authorized person for visa cancellation.
Passport	Original
Emirates ID card	Original
Visa Cancellation Fee	AED 500

**Step 1.2:** Submit all the documents and payment to the third -party provider or the Authority.

#### **STEP 2. PROVIDER STEP | Preparation of Cancellation Forms | 1 working day**

**Step 2.1:** Prepare the visa cancellation form and review the documents submitted by the client.

**Step 2.2:** Obtain client signature.

**Step 2.3:** Submit the documents and payment to the Authorities for review.

**Note:** In some cases renewal forms can be prepared beforehand once cancellation is confirmed by the client. Submission of documents to the authorities can be done the same day the client submitted the documents. Documents submitted after 3:00 pm will be processed the next day.

## **STAGE 2: VISA CANCELLATION PROCESS | 6 working day**

### **TIMELINE**

Cancellation Process - 4-5 working days

#### **STEP 1. GOVERNMENT STEP | Visa Cancellation | 5 working days**

Once the visa has been cancelled, the Authority will send a residence visa cancellation report to the third-party provider or to the client.

#### **STEP 2. PROVIDER STEP | CANCELLATION REPORT | 1 working day**

The third-party provider will notify the client by sending the visa cancellation report.

**Note:** The third-party may send the visa cancellation report the same day it was sent by the Authorities.

### **END OF PROCESS**