



GUIDE TO CANCELLING A UAE EMPLOYMENT VISA

Cancelling your UAE Employment Visa is relatively straight forward, and you will find it easier with the help of the RAK FTZ Government Services desk! Our professional team works closely with the relevant government authorities to provide a one-stop shop for a variety of services, including visa and administration services. Below is a simple, step-by-step guide designed to walk you through the process of cancelling your UAE employment visa.

1

COMPLETE AN ONLINE APPLICATION

Fill out the "Visa Cancellation" form, which is available at www.rakftzservices.com. Once the application is completed, print it out and sign it along with the required documents mentioned in the application and present it to any of our Government Services representatives.

Note: In case of a cancellation process that does not require original document submissions, such as for expired visas or when the visa holder has stayed outside the UAE for more than 180 days, simply email the documents to visanotification@rakftz.com.

2

PROCEED WITH PAYMENT

Once you have submitted the visa cancellation request, you will receive an invoice. Proceed with the payment. For your convenience, the payment can be completed in any of the following methods:

1. Cash at any of the RAK FTZ offices in Ras Al Khaimah, Dubai, or Abu Dhabi
2. Bank transfer to the account number detailed on your invoice
3. Online, by following the customised link on your invoice



3

COLLECT YOUR PASSPORT & CANCELLATION DOCUMENT

Once the process is done, you will receive an email confirming the successful cancellation of the visa along with the copy of the cancellation. For cancellation wherein the original passport has been submitted, please visit the Government Services desk.

Kindly note that you must obtain a new visa or exit the UAE before expiry of the grace period to avoid any legal action.

For details related to the required documents, fees and rules, please refer to our checklist available at www.rakftzservices.com.