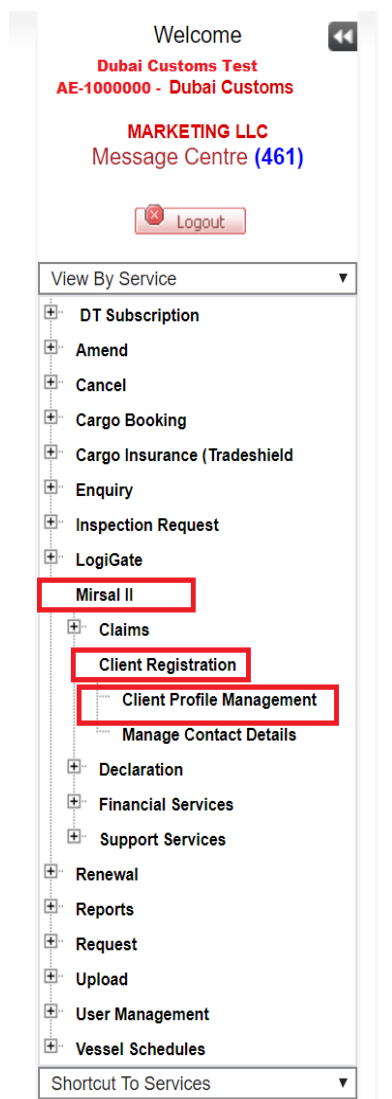# New Associations

New Association to be used either by Importer or By Free zone based companies to authorize another company.
Such association will authorize the Associated Business to process Declaration and submit claims on behalf of the importer or the Free zone based companies.

To avail the service Login as Authorized person to www.dubaitrade.ae

1. Click on "Mirsal II" → Client Registration → Client Profile Management.

2. The Following Screen will Display
3. Click on "Add" under "Business Associations" to add a new association

New Association

Amendment Request

[📄 Save Draft] [📄 Submit] [✖ Cancel Request] [🏠 Go to Home Page]

Request ID: **1-179756733109**

Request Type: **New Association**

Request Status: **Draft**

Remarks:

Business Profile Details

Business Details

Business Code:	**AE-1000000**	Business Name:	**Dubai Customs Test**
Business Name(Arabic):		Registration Category:	**Emirates based companies**
No. of Employee:		NOC Number:	
Chartered Flight Handler:	☐		

License Details

License Number:	**123456**	License Type:	**Commercial**
Issuing Authority:	**Department of Planning and Economy Abu Dhabi Tourism Authorty - Abu dhabi**	License Original Issue Date:	**02-01-1990**
		License Valid To:	**13-11-2020**
License Valid From:	**02-10-1990**		

Business Contact Details

* Contact Details can only be updated through Manage Contact Details Service.

Phone [Country - Area - Number]:	**971-2-1234567**	Fax [Country - Area - Number]:	**971-2-1234568**
Email:	**Test@Dubaicustoms.ae**	Operational Email:	**Test@Dubaicustoms.ae**
☑ Verified on: 15-09-2019		Website:	

Business Associations

[➕ Add]

Associated Business	Associated Business Code	Association Type	From Date	To Date	Edit

User Attachments

[Add ➕]

File Name	Document Title	Document Type	File Type	Document Size (In Bytes)	Delete

4. After clicking on "Add" button, following screen is displayed
5. Click on the pick icon under "Associated Business" to retrieve business information

Business Associations   ✕

Click on Magnifying Glass to search for the Associated Business

Associated Business * [   ] 🔍   From Date * [   ] 📅

Association Type * [Please Select] ▾   To Date * [   ] 📅

Associated Business
Code * [   ]

                    Save 🗎   Cancel ⊘

6. The following screen is displayed

Pick Account   ✕

Select the Search Criteria   Query 🔍   Ok ✔

Find [Please Select] ▾   Equal To [   ]

[Please Select]
Business Name
Business Code

Business Nam	Business Code	Status
MOHAMMED IQBAL GEN .TR.LLC	AE-2019942	Active
GLOBAL GASES SERVICES LLC	OM-0005361	Active
ARABIAN INDUSTRIAL GASES CO LLC	AE-1117939	Active
BACK IN STOCK LLC	AE-2025100	Active
Exterran Middle East LLC	OM-0000534	Active

                                                        ‹   ›

                    Cancel ⊘

6. Provide the search criteria Click Query to Search for the associated business.

Pick Account   ✕

                    Query 🔍   Ok ✔

Find Business Code ▾   Equal To AE-1005666

Business Name	Business Code	Status
DHL WORLDWIDE EXPRESS	AE-1005666	Active

                                                        ‹   ›

                    Cancel ⊘

7. Select the Company Name and Click OK to Confirm the Selection.
   a. Or "Cancel" button to cancel the selection process
   b. Right Arrow button or Left Arrow button to navigate between the list of companies

Pick Account   ✕

	Query 🔍		Ok ✔	

Find | Business Code ▼ | Equal To | AE-1005666 |

Business Name	Business Code	Status
DHL WORLDWIDE EXPRESS	AE-1005666	Active

‹ ›

Cancel ⊘

12. Fill in the "Association Type" by selecting one of the following values

Business Associations   ✕

Associated Business * | DHL WORLDWIDE EXPRESS | 🔍 | From Date * | | 📅

Association Type * | [Please Select] ▼ | To Date * | | 📅

Associated Business Code *

[Please Select]
Cargo Handler to Broker
Freezone to Broker
Importer to Broker
Importer to Customs Warehouse
Importer to Freezone Company

Cancel ⊘

13. Fill in association "From Date" and "To Date"

Business Associations   ✕

Associated Business * | DHL WORLDWIDE EXPRESS | 🔍 | From Date * | 15-01-2020 | 📅

Association Type * | Importer to Broker ▼ | To Date * | 15-01-2021 | 📅

Associated Business Code * | AE-1005666 |

Save 🖹   Cancel ⊘

a. "Save" button to save the record

b. "Cancel" button to cancel the record

14. The following screen is displayed to select Bill Type and Declaration Type

Bill Type

[**+ Add**]

Bill Type⇕	Permit to use Account⇕		Delete⇕

Declaration Type

Declaration Type⇕

Click "Add" button to select a Bill Type

Bill Type		✕
Bill Type [Please Select] ▾	Permit to use Account	

[Please Select]
EXPORT
FREEZONE BILL OF ENTRY
FREEZONE INTERNAL TRANSFER
IMPORT
IMPORT FOR RE-EXPORT
STATISTICAL EXPORT
TEMPORARY ADMISSION
TRANSHIPMENT
TRANSIT

By clicking you are auth... G/SG account facility to pay customs due. ✕

Cancel ⊘

iation Type: **Importer to B**   To Date: **15-01-2021**

⬆

Select the Bill Types

15. Click on "Account Authority" if required (means to authorize the broker to use the consignees' CDR/SG/debit account).

Bill Type		✕
Bill Type IMPORT ▾	Permit to use Account	

⬅ **Tick Mark to Give the permission to use the Account CDR/SG/Debit account**

By clicking you are authorizing the associated business to use your CDG/SG account facility to pay customs due. ✕

Save 🗎   Cancel ⊘

Note:
- ❖ After saving "Bill Type", system will populate the "Declaration Type" automatically
- ❖ To add more than Bill Type Just Click Add again Select the required Bill Type then Save.

Bill Type

+ Add

Bill Type⇕	Permit to use Account⇕	Delete⇕
IMPORT	Y	🗑 Delete

Declaration Type

Declaration Type⇕
Courier Import
DL Import
Import Statistical Declaration
Import for Re Export to Local from CW
Import to Local After Temporary Admission
Import to Local from CW
Import to Local from FZ
Import to Local from ROW
Temporary Admission from CW to Local

16. To Add Services Click on Add Services

Services

+ Add

Service Name⇕	Permit to Use Account⇕	Delete⇕

Services   ✖

Service Type [Please Select] ▼   Permit to use Account   ☐

[Please Select]
Amend Claim
Cancel Claim
New Claim
New Gate Pass Request
Search,Amend,Cancel & View GP
Validity Extension

By clicking you are auth...   ...G/SG account facility to pay customs due.   ✖

Cancel ⊘

a. Select the Service to be assigned to the associated business then save. To add more than Service Type Just Click Add again then Save.
b. "Save Draft" button to save the request as a draft

16. Fill the Amendment Reason

Amendment Request

| Save Draft | Submit | ✖ Cancel Request | ⌂ Go to Home Page |

Request ID: **1-179756733109**   Request Type: **New Association**

Request Status: **Draft**   Remarks: |

Click on "Submit" button to send the request for approval, The Request will be automatically approved On the Spot.

Confirmation   ✖

Your request has been sent for approval. Please note the following information for your reference   ✖

Request Id: **1-179756733109**   Request Date: **15-01-2020**

Status: **Approved**

| 🖶 Print Screen | ⌂ Go To Home Page | Cancel ⊘ |

2 Remove Associations

This service is used to remove associations to the client. This option allows the client to view the Business Profile details, view all the associations defined in the Business Profile, and remove Associations.

1. Click "Remove Associations" From Mirsal II → Client Registration → Client Profile Management.
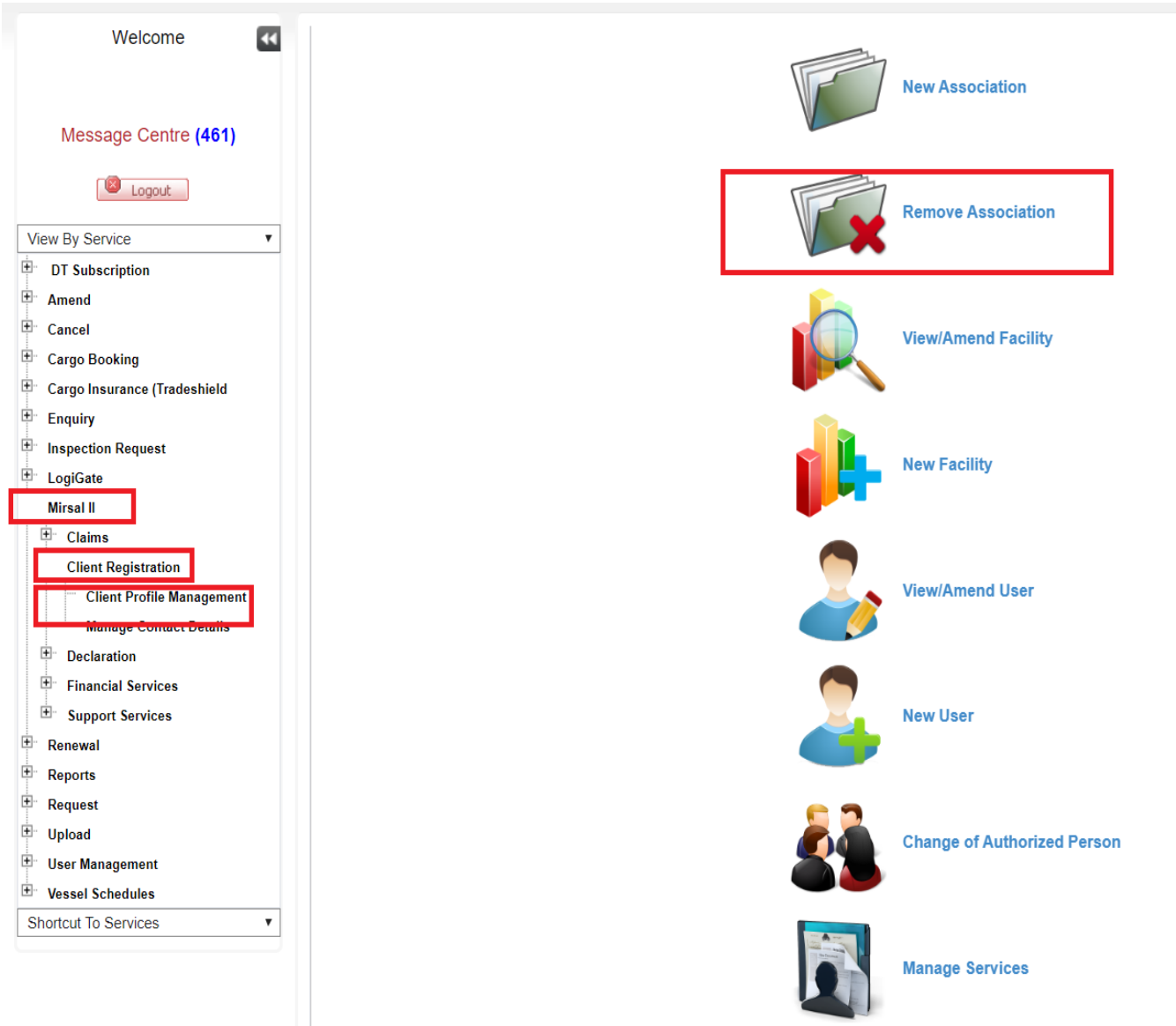
3. A list of all the associated Business will be displayed in the below screen;

Remove Business Association Request

Amendment Request

📄 Save Draft	**📄 Submit**	**✖ Cancel Request**	**🏠 Go to Home Page**

Request Id: **1-179759083249**

Request Status:

Request Type: **Remove Association**

* Remarks

Business Profile Details

Business Details

Business Code: **AE-1000000**

Business Name: **Dubai Customs Test**

Business Name(Arabic):

Registration Category: **Emirates based companies**

No. of Employee:

NOC Number:

Chartered Flight Handler: ☐

License Details

License Number: **123456**

License Type: **Commercial**

Issuing Authority: **Department of Planning and Economy Abu Dhabi Tourism Authorty - Abu dhabi**

License Original Issue Date: **02-01-1990**

License Valid To: **13-11-2020**

License Valid From: **02-10-1990**

Business Contact Details

* Contact Details can only be updated through Manage Contact Details Service.

Phone [Country - Area - Number]: **971-2-1234567**

Fax [Country - Area - Number]: **971-2-1234568**

Email: **Test@Dubaicustoms.ae**

Operational Email: **Test@Dubaicustoms.ae**

☑ Verified on: 15-09-2019

Website:

Business Associations

Associated Business	Business Code	Association Type	From Date	To Date	Active	Delete
DHL WORLDWIDE EXPRESS	AE-1005666	Importer to Broker	15-01-2020	15-01-2021	Yes	🗑
Seajet Freight International LLC	AE-1055193	Importer to Broker	01-01-2010	28-02-2011	Yes	🗑
LCL SHIPPING AND FORWARDING LLC	AE-1119639	Importer to Broker	30-09-2019	31-12-2020	Yes	🗑
M S C S GULF SHIPPING L.L.C	AE-1132340	Importer to Broker	05-11-2019	04-11-2021	Yes	🗑

« ‹ 1 › »

4. Click ON Delete at Extreme Right in front of The Associated Business

Business Associations

Associated Business	Business Code	Association Type	From Date	To Date	Active	Delete
DHL WORLDWIDE EXPRESS	AE-1005666	Importer to Broker	15-01-2020	15-01-2021	Yes	🗑
Seajet Freight International LLC	AE-1055193	Importer to Broker	01-01-2010	28-02-2011	Yes	🗑
LCL SHIPPING AND FORWARDING LLC	AE-1119639	Importer to Broker	30-09-2019	31-12-2020	Yes	🗑
M S C S GULF SHIPPING L.L.C	AE-1132340	Importer to Broker	05-11-2019	04-11-2021	Yes	🗑

« ‹ 1 › »

5. Fill the Amendment Reason and submit the request for Approval.

Remove Business Association Request

Amendment Request

📄 Save Draft 📄 Submit ✖ Cancel Request 🏠 Go to Home Page

Request Id: **1-179759083249**

Request Type: **Remove Association**

Request Status:

* Remarks Remove the Association

6. After Submission the Request will be approved automatically and the associated business will be removed.

Confirmation ✕

Your request has been approved successfully. Please note the following information for your reference. ✕

Request Id: **1-179759083249**

Request Date: **15-01-2020**

Status: **Approved**

🖨 Print Screen 🏠 Go To Home Page Cancel ⊘