



دبي التجارية
DUBAI TRADE

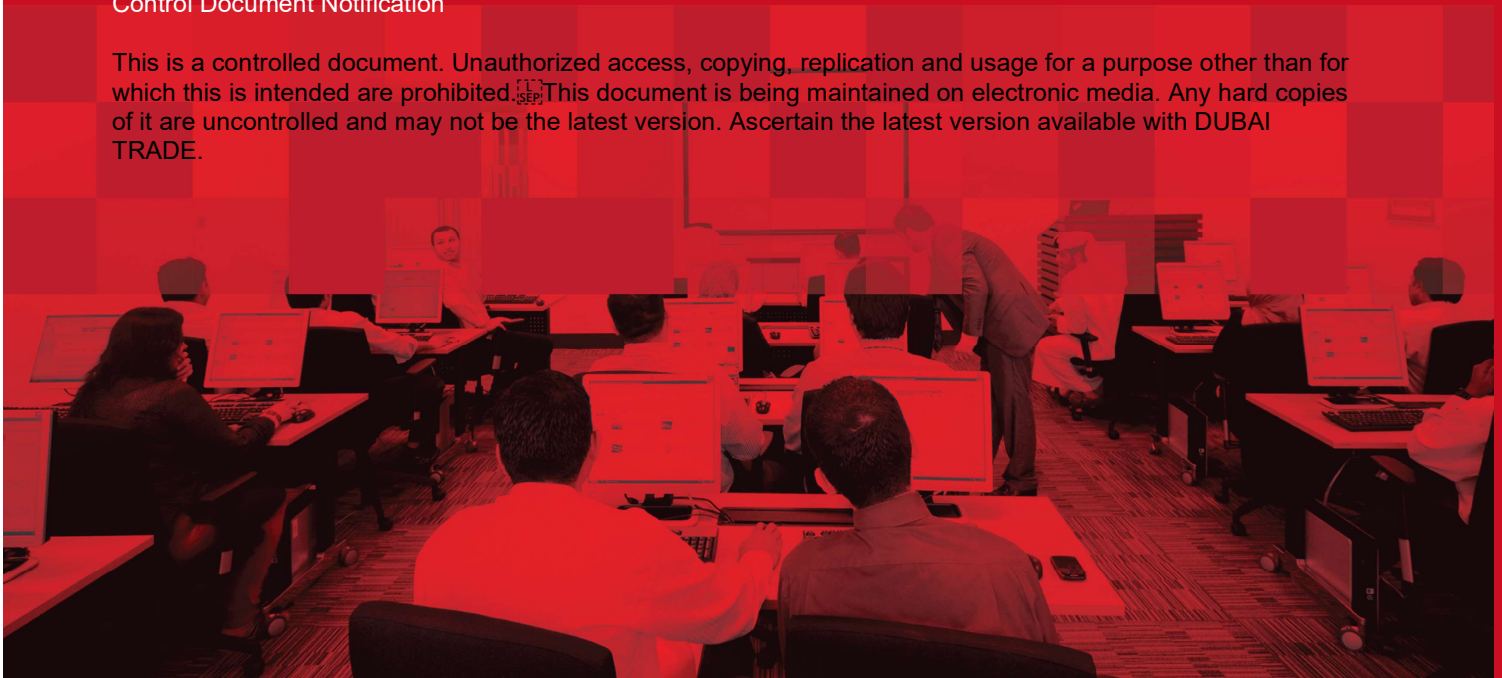
JAFZA eSERVICES Mortgage OR Pledge User's Manual

Copyright Information

Copyright © 2009 by Dubai Trade. All rights reserved. This document and all associated attachments mentioned therein are the intellectual property of Dubai Trade. This document shall be used only by persons authorized by DUBAI TRADE, for the purpose of carrying out their obligations under a specific contract with DUBAI TRADE. Unauthorized copying, printing, disclosure to third party and transmission of this document to any other destination by any media will constitute an unlawful act, attracting appropriate legal actions.

Control Document Notification

This is a controlled document. Unauthorized access, copying, replication and usage for a purpose other than for which this is intended are prohibited. This document is being maintained on electronic media. Any hard copies of it are uncontrolled and may not be the latest version. Ascertain the latest version available with DUBAI TRADE.



DOCUMENT DETAILS

Document Information

Document Name	Mortgage OR Pledge
Project Name	JAFZA eService Manuals
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	6 th Jul, 2021
Current Version	1.0

Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

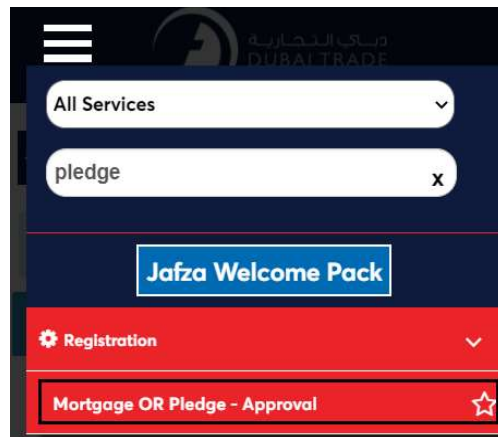
Mortgage OR Pledge

3

This service is to Register Mortgage OR Pledge for the JAFZA Company with JAFZA.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Registration** from the menu on the left
3. Then Go to **Mortgage OR Pledge - Approval**



4. The below screen will be displayed where you can select the required Mortgage / Pledge or **Search for SR Create New Request**

Types of SR's

Amend Share Pledge
Cancellation of Mortgage Share Pledge
Cancellation of Mortgage-Building Mortgage
Cancellation of Mortgage-Commercial Mortgage
Cancellation of Mortgage-Lease Assignment Mortgage
Change Building Mortgage

Change Commercial Mortgage
New Building Mortgage
New Commercial Mortgage
New Lease Assignment Mortgage
New Share Pledge

SR Number

Select Status

Search

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
-----------	---------	--------	---------------	------------------	---------

5. Select the Mortgage OR Pledge Required

Amend Share Pledge
Cancellation of Mortgage Share Pledge
Cancellation of Mortgage-Building Mortgage
Cancellation of Mortgage-Commercial Mortgage
Cancellation of Mortgage-Lease Assignment Mortgage
Change Building Mortgage

Change Commercial Mortgage
New Building Mortgage
New Commercial Mortgage
New Lease Assignment Mortgage
New Share Pledge

Mortgage OR Pledge

4

6. Click **Create New Request**

Jafza Amend Share Pledge

Create New RequestHome

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details

SR Number

Select Status

Search

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
-----------	---------	--------	---------------	------------------	---------

7. Enter the details and click **Save and Continue**

Jafza New Building Mortgage

Back

1

2

3

Service Request

Summary

Payment Confirmation

Use this page to create/modify a request for the New Building Mortgage. Once you have entered atleast the mandatory information, you can :

- Click on Save to save the request. Saved requests can be retrieved later using Search, modified if needed and Submitted for Approval/Submitted to Freezone.

Company Name: Lals International FZCO

Company Id 33351

Bank Name *

Search and Select

Email ID of the Bank *

Mortgage Start Date *

DD-Mon-YYYY

Mortgage End Date *

DD-Mon-YYYY

Mortgage Value *

Authorized Signatory *

Mobile Number *

05xxxxxxxx

Specimen Signature for Bank *

Search and Select

Specimen Signature *

Search and Select

Appointment Preference Date *

DD-Mon-YYYY

Appointment Preference Time *

Search and Select

Bank Covenant Letter Date *

DD-Mon-YYYY

Location 1 To be mortgaged *

Location 2 To be mortgaged

Location 3 To be mortgaged

Location 4 To be mortgaged

Location 5 To be mortgaged

Location 6 To be mortgaged

Location 7 To be mortgaged

Location 8 To be mortgaged

Location 9 To be mortgaged

Location 10 To be mortgaged

Request Reason

Jafza Comments

Save and Continue

8. Review the details and click **Confirm and Continue**

Mortgage OR Pledge

5

Jafza New Building Mortgage

1

2

3

Service RequestSummaryPayment Confirmation

Details of the selected request are given below:

Company Name: Lals International FZCO

SR Number: 20037204

Bank Name: EMIRATES BANK

Email ID of the Bank: TEST@emiratesbank.com

Mortgage Start Date: 14-Jul-2021

Mortgage End Date: 14-Jul-2022

Mortgage Value: 1000000

Authorized Signatory: TEST

Mobile Number: 0500000000

Specimen Signature for Bank: No

Specimen Signature: No

Appointment Preference Date: 12-Jul-2021

Appointment Preference Time: 09 AM - 11 AM

Bank Covenant Letter Date: 9-Jul-2021

Location 1 To be mortgaged: S20125

Edit

Confirm and Continue

9. Click Submit to FreeZone

Jafza New Building Mortgage

1

2

3

Service RequestSummaryPayment Confirmation

Use this page to re-confirm the details entered for a request. Once you have verified the information, you can either:
Click on the Submit to Freezone button to initiate the request processing.
Click on the back button to go to request Overview page.

Please re-confirm the following details before forwarding to FZ Admin. Clicking on Submit to Freezone will reserve the payment for the request from your portal balance.

Current Balance Amount

(Deposit minus amount reserved for submitted requests)

147,898.13 AED

Total Charge Amount: 1,410.00 AED

Total VAT Amount: 0.50 AED

Total Charge Amount with VAT: 1,410.50 AED

SR Number	Customer	Status
20037204	Lals International FZCO	Saved

Submit to FreeZone

The below confirmation will be displayed

Jafza New Building Mortgage

1

2

3

Service RequestSummaryPayment Confirmation

✓

Your request has been forwarded to the Free Zone for processing. A charge of 1410.00 AED and VAT amount 0.50 AED has been reserved for the same.

SR Number	Customer	Status
20037204	Lals International FZCO	Submitted to Free Zone

Procedure:

I. Amend Share Pledge – This is to request to amend a Share Pledge for the JAFZA Company

Select Amend Share Pledge

Amend Share Pledge	Change Commercial Mortgage
Cancellation of Mortgage Share Pledge	New Building Mortgage
Cancellation of Mortgage-Building Mortgage	New Commercial Mortgage
Cancellation of Mortgage-Commercial Mortgage	New Lease Assignment Mortgage
Cancellation of Mortgage-Lease Assignment Mortgage	New Share Pledge
Change Building Mortgage	

The below page will be displayed

Jafza Affidavit of Loss

Back

1

2

3

Service Request

Summary

Payment Confirmation

Use this page to create/modify a request for the Registration Letters. Once you have entered atleast the mandatory information, you can :

Click on Save and Continue to save the request. Saved requests can be retrieved later using Search, modified if needed and Submitted for Approval/Submitted to Freezone.

Company Name: Sony Middle East And Africa FZE

Company Id 1314

Address To * Jebel Ali Police Station

Emirates ID Number of Trade LicenseHolder * XXX-XXXX-XXXXXXXX-X

Mobile Number * 05xxxxxxxx

Document Type 1 * Search and Select

Document Type 2 Search and Select

Document Type 3 Search and Select

Request Reason

Save and Continue

II. Cancellation of Mortgage Share Pledge – This is to request to cancel a Mortgage Share Pledge for the JAFZA Company.

Select Cancellation of Mortgage Share Pledge

Amend Share Pledge	Change Commercial Mortgage
Cancellation of Mortgage Share Pledge	New Building Mortgage
Cancellation of Mortgage-Building Mortgage	New Commercial Mortgage
Cancellation of Mortgage-Commercial Mortgage	New Lease Assignment Mortgage
Cancellation of Mortgage-Lease Assignment Mortgage	New Share Pledge
Change Building Mortgage	

III. Cancellation of Mortgage - Building Mortgage – This request is to Cancel a Building Mortgage registered with JAFZA.

Select **Cancellation of Mortgage - Building Mortgage**

Amend Share Pledge	Change Commercial Mortgage
Cancellation of Mortgage Share Pledge	New Building Mortgage
Cancellation of Mortgage-Building Mortgage	New Commercial Mortgage
Cancellation of Mortgage-Commercial Mortgage	New Lease Assignment Mortgage
Cancellation of Mortgage-Lease Assignment Mortgage	New Share Pledge
Change Building Mortgage	

IV. Cancellation of Mortgage - Commercial Mortgage – This request is to Cancel a Commercial Mortgage registered with JAFZA.

Select **Cancellation of Mortgage - Commercial Mortgage**

Amend Share Pledge	Change Commercial Mortgage
Cancellation of Mortgage Share Pledge	New Building Mortgage
Cancellation of Mortgage-Building Mortgage	New Commercial Mortgage
Cancellation of Mortgage-Commercial Mortgage	New Lease Assignment Mortgage
Cancellation of Mortgage-Lease Assignment Mortgage	New Share Pledge
Change Building Mortgage	

V. Cancellation of Mortgage - Lease Assignment Mortgage – This request is to Cancel a Lease Assignment Mortgage registered with JAFZA.

Select **Cancellation of Mortgage - Lease Assignment Mortgage**

Amend Share Pledge	Change Commercial Mortgage
Cancellation of Mortgage Share Pledge	New Building Mortgage
Cancellation of Mortgage-Building Mortgage	New Commercial Mortgage
Cancellation of Mortgage-Commercial Mortgage	New Lease Assignment Mortgage
Cancellation of Mortgage-Lease Assignment Mortgage	New Share Pledge
Change Building Mortgage	

VI. Change Building Mortgage – This request is to Change a Building Mortgage registered with JAFZA.

Select **Change Building Mortgage**

Amend Share Pledge	Change Commercial Mortgage
Cancellation of Mortgage Share Pledge	New Building Mortgage
Cancellation of Mortgage-Building Mortgage	New Commercial Mortgage
Cancellation of Mortgage-Commercial Mortgage	New Lease Assignment Mortgage
Cancellation of Mortgage-Lease Assignment Mortgage	New Share Pledge
Change Building Mortgage	

VII. Change Commercial Mortgage – This request is to Change a Commercial Mortgage registered with JAFZA.

Select *Change Commercial Mortgage*

Amend Share Pledge	Change Commercial Mortgage
Cancellation of Mortgage Share Pledge	New Building Mortgage
Cancellation of Mortgage-Building Mortgage	New Commercial Mortgage
Cancellation of Mortgage-Commercial Mortgage	New Lease Assignment Mortgage
Cancellation of Mortgage-Lease Assignment Mortgage	New Share Pledge
Change Building Mortgage	

VIII. **New Building Mortgage – This request is to Register a New Building Mortgage with JAFZA.**

Select *New Building Mortgage*

Amend Share Pledge	Change Commercial Mortgage
Cancellation of Mortgage Share Pledge	New Building Mortgage
Cancellation of Mortgage-Building Mortgage	New Commercial Mortgage
Cancellation of Mortgage-Commercial Mortgage	New Lease Assignment Mortgage
Cancellation of Mortgage-Lease Assignment Mortgage	New Share Pledge
Change Building Mortgage	

IX. **New Commercial Mortgage – This request is to Register a New Commercial Mortgage with JAFZA.**

Select *Tax Exemption Letter*

Amend Share Pledge	Change Commercial Mortgage
Cancellation of Mortgage Share Pledge	New Building Mortgage
Cancellation of Mortgage-Building Mortgage	New Commercial Mortgage
Cancellation of Mortgage-Commercial Mortgage	New Lease Assignment Mortgage
Cancellation of Mortgage-Lease Assignment Mortgage	New Share Pledge
Change Building Mortgage	

X. **New Lease Assignment Mortgage – This request is to Register a New Lease Assignment Mortgage with JAFZA.**

Select *New Lease Assignment Mortgage*

Amend Share Pledge	Change Commercial Mortgage
Cancellation of Mortgage Share Pledge	New Building Mortgage
Cancellation of Mortgage-Building Mortgage	New Commercial Mortgage
Cancellation of Mortgage-Commercial Mortgage	New Lease Assignment Mortgage
Cancellation of Mortgage-Lease Assignment Mortgage	New Share Pledge
Change Building Mortgage	

XI. **New Share Pledge – This is to request for a new Share Pledge for the JAFZA Company.**

Select ***New Share Pledge***

Amend Share Pledge

Cancellation of Mortgage Share Pledge

Cancellation of Mortgage-Building Mortgage

Cancellation of Mortgage-Commercial Mortgage

Cancellation of Mortgage-Lease Assignment Mortgage

Change Building Mortgage

Change Commercial Mortgage

New Building Mortgage

New Commercial Mortgage

New Lease Assignment Mortgage

New Share Pledge

