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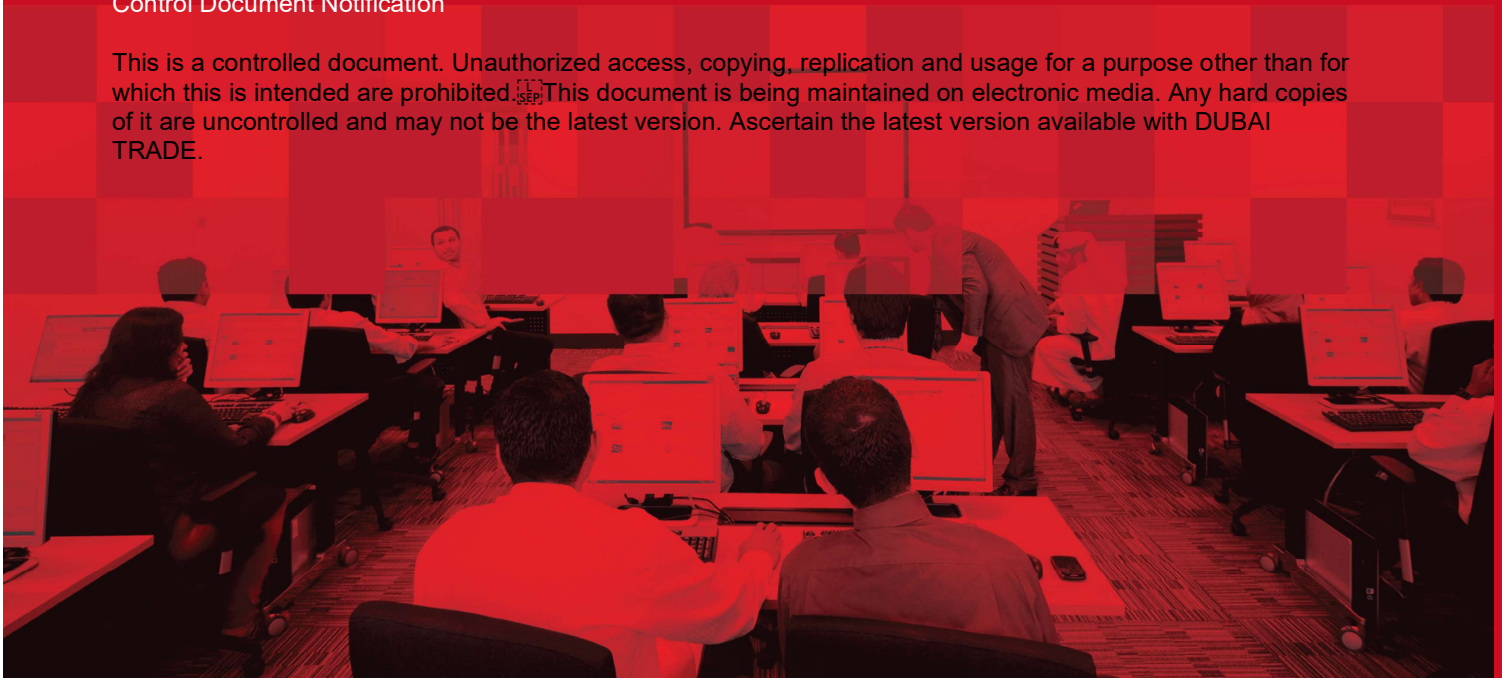
JAFZA eSERVICES Service Provider – CIC Cancel User's Manual

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DOCUMENT DETAILS

Document Information

Document Name	Service Provider – CIC Cancel
Project Name	JAFZA eService Manuals
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	22 nd Dec, 2021
Current Version	1.0

Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

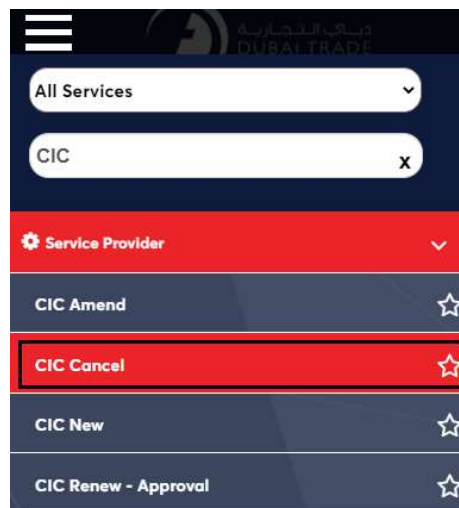
Service Provider – CIC Cancel

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This service is to request for cancellation of Computer Immigration Card of the company registered with JAFZA. Valid Computer Immigration Card is required to apply for any application with immigration.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Service Provider** from the menu on the left
3. Then Go to **CIC Cancel**



4. The below screen will be displayed where you can **View** or **Search** for SR.

A screenshot of the 'Jafza CIC Cancel' screen. The header is blue with the text 'Jafza CIC Cancel' and a 'Create New Request' button. Below the header, there's a list of actions: 'Edit SR', 'Upload Document', 'Cancel SR', 'Update Address', and 'View SR Details'. Below the actions, there's a search bar with 'SR Number' and 'Select Status' dropdowns, and a 'Search' button. At the bottom, there's a table with columns: 'SR Number', 'SR Type', 'Status', 'Creation Date', 'Last Update Date', and 'Actions'.

5. Click **Create New Request**

A screenshot of the 'Jafza CIC Cancel' screen, identical to the one above. It shows the same header, actions list, search bar, and table structure.

Service Provider – CIC Cancel

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6. Enter the required details and click **Save and Continue**

Jafza CIC Cancel

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

1

Use this page to view a request for a CIC Cancel. 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: Middle East And Africa FZCO

Company Id1314

CIC No2/6/157454

Cancel Reason *

Save and Continue

7. Upload the required Documents and click **Continue and Review**

Jafza CIC Cancel

1

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3

4

Service RequestUpload DocumentSummaryPayment Confirmation

Company Name: FZE SR Number: 20048673

Document Name	File Type	Mandatory	Upload File	View / Delete
CIC	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here	
Other documents 1	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here	
Other documents 2	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here	
Other documents 3	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here	

Continue and Review

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

Jafza CIC Cancel

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

1

Details of the selected request are given below:

Company Name: FZE SR Number: 20048673

CIC No2/6/123456

Cancel ReasonWould like to cancel the CIC as no Visa in Company

Edit

Document Name	Preview
CIC	

Confirm and Continue

9. Click **Submit to FreeZone**

Jafza CIC Cancel
Back

Service Request
Upload Document
Summary
Payment 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)

10,343.50 AED

Total Charge Amount: 100.00 AED

Total VAT Amount: 0.00 AED

Total Charge Amount with VAT: 100.00 AED

SR Number	Customer	Status
20048673	FZE	Saved

Submit to FreeZone

The below confirmation will be displayed

Jafza CIC Cancel
Back

Service Request
Upload Document
Summary
Payment Confirmation

✔ Your request has been forwarded to the Free Zone for processing. A charge of 100.00 AED and VAT amount 0.00 AED has been reserved for the same.

SR Number	Customer	Status
20048673	FZE	Submitted to Free Zone

