



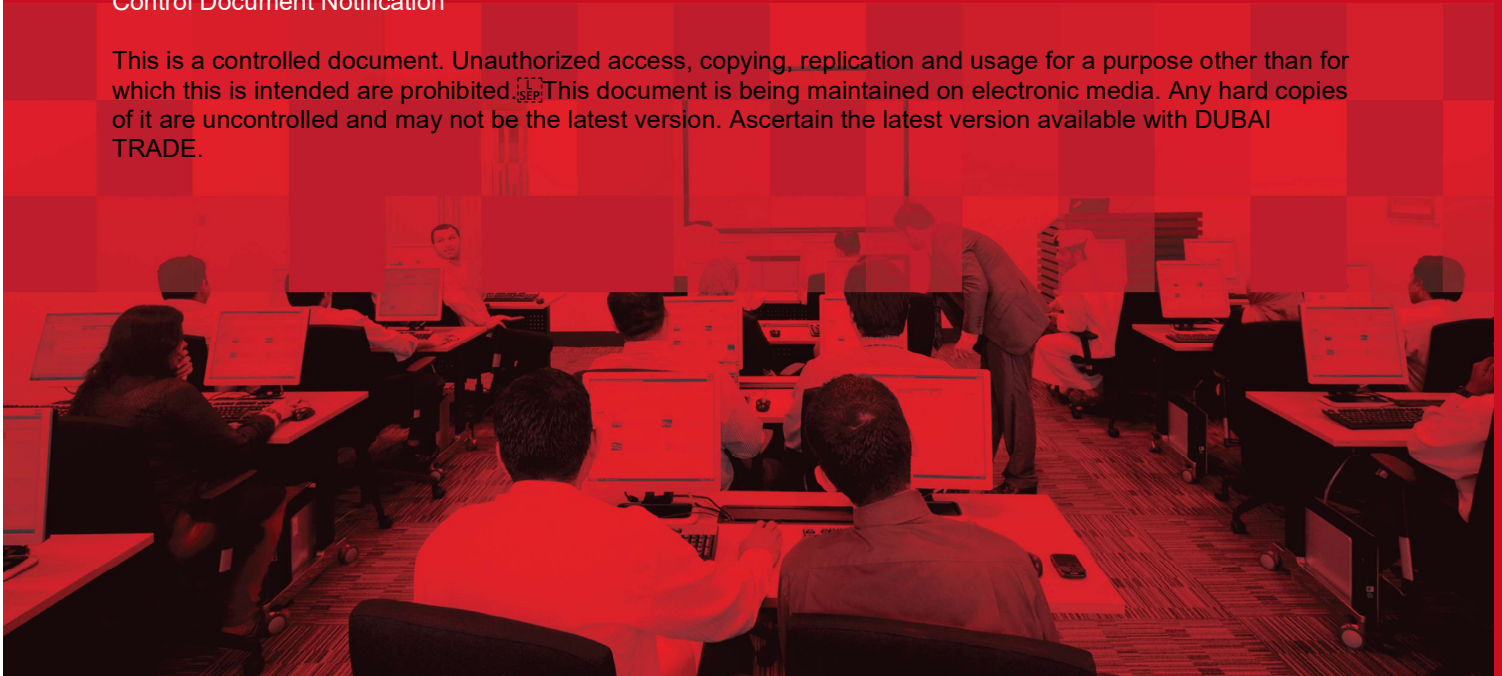
JAFZA eSERVICES Service Provider – CIC Renew User's Manual

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DOCUMENT DETAILS

Document Information

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Version	Date	Author	Designation	Description of change

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Distribution

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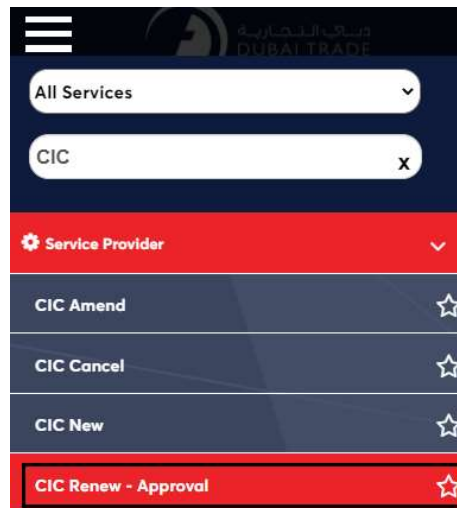
Service Provider – CIC Renew

3

This service is to request for renewal of Computer Immigration Card of the company registered with JAFZA. Validity of the Card is 1 Year and must be renewed yearly. 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 Renew**



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

Jafza Apply for Computer Immigration Card(CIC) Renewal Create New Request

☒ Edit SR
☒ Upload Document
☒ Cancel SR
☒ Update Address
☒ View SR Details

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
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5. Click **Create New Request**

Jafza Apply for Computer Immigration Card(CIC) Renewal Create New Request

☒ Edit SR
☒ Upload Document
☒ Cancel SR
☒ Update Address
☒ View SR Details

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
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Service Provider – CIC Renew

4

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

Jafza Apply for Computer Immigration Card(CIC) Renewal

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4

Service RequestUpload DocumentSummaryPayment Confirmation

1

Use this page to create/modify a request for the CIC Renewal. 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 Validity *

Search and Select

Mobile Number *05xxxxxxxx

Request Reason

Company Registered Email Id *testcas682931@gmail.com

Jafza Comments

Save and Continue

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

Jafza Apply for Computer Immigration Card(CIC) Renewal

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

Company Name: FZE SR Number: 20048680

Document Name	File Type	Mandatory	Upload File	View / Delete
Trade License	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	<div>+</div> <div>🗑️</div>
Other documents 1	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	<div>+</div> <div>🗑️</div>
Other documents 2	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	<div>+</div> <div>🗑️</div>
Other documents 3	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	<div>+</div> <div>🗑️</div>

Continue and Review

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

Jafza Apply for Computer Immigration Card(CIC) Renewal

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

1

Details of the selected request are given below:

Company Name: FZE SR Number: 20048680

CIC Validity1 Year

Mobile Number055714

Request ReasonCIC renewal

Company Registered Email Idabc@abc.com

Edit

Document Name

Trade License

Preview

+

Confirm and Continue

9. Click **Submit to FreeZone**

Jafza Apply for Computer Immigration Card(CIC) Renewal
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)
7,815.50 AED

Total Charge Amount: **1,910.00 AED**
Total VAT Amount: **0.00 AED**
Total Charge Amount with VAT: **1,910.00 AED**

SR Number	Customer	Status
20048680	FZE	Saved

Submit to FreeZone

The below confirmation will be displayed

Jafza Apply for Computer Immigration Card(CIC) Renewal
Back

Service Request
Upload Document
Summary
Payment Confirmation

✓ Your request has been forwarded to the Free Zone for processing. A charge of 1910.00 AED and VAT amount 0.00 AED has been reserved for the same.

SR Number	Customer	Status
20048680	FZE	Submitted to Free Zone

