



دبي التجارية
DUBAI TRADE

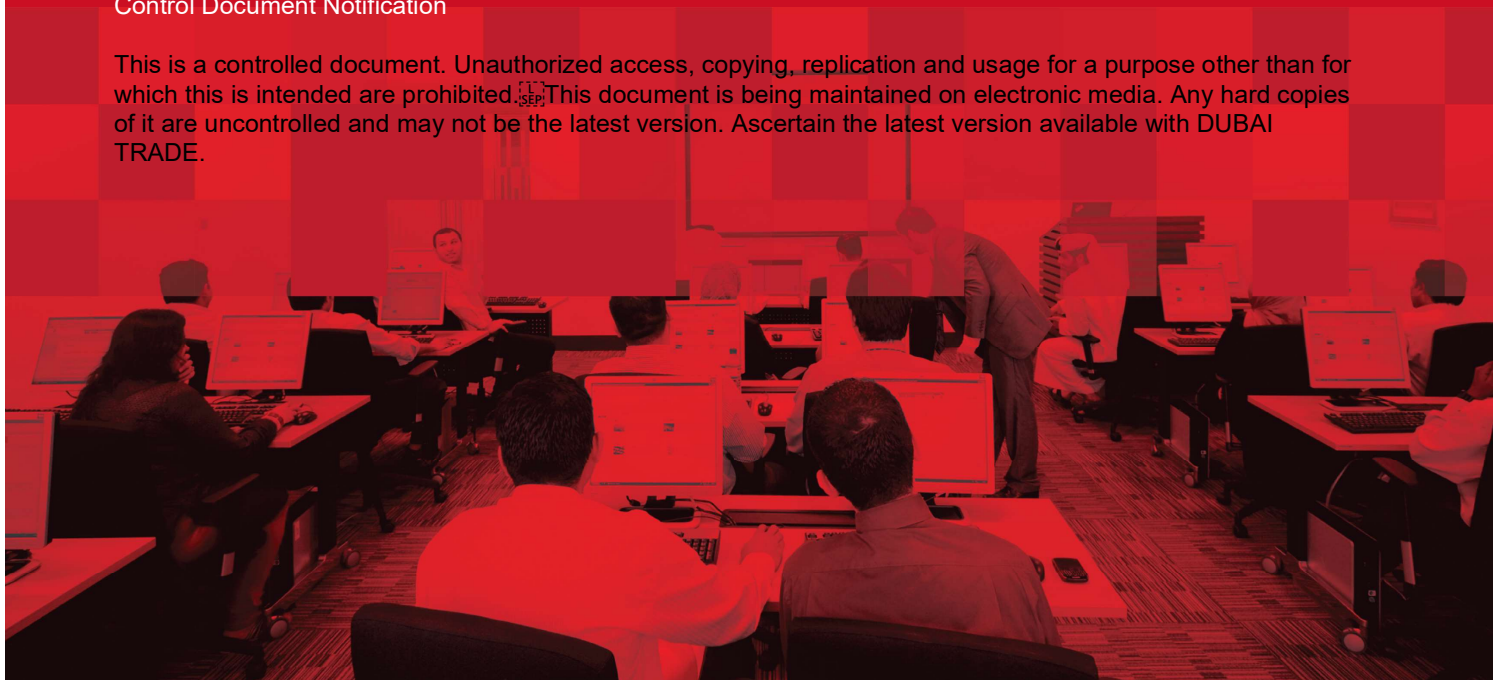
JAFZA eSERVICES Service Provider – Post Office User's Manual

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DOCUMENT DETAILS

Document Information

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|-------------------|--------------------------------|
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| Business Unit | JAFZA |
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Revision History

| Version | Date | Author | Designation | Description of change |
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Approval History

| Version | Date | Name | Designation | Comments |
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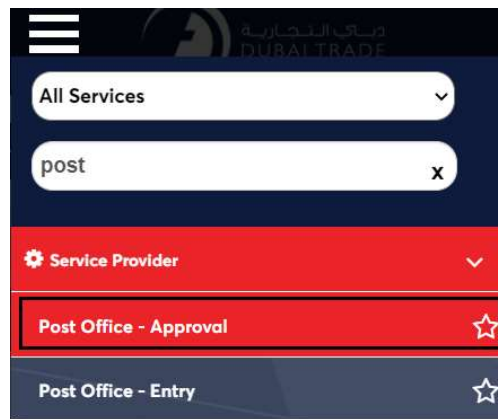
Distribution

| Version | Location |
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This service is to request for letters / No Objection Certificates to apply for new Post Office Box for the companies registered with JAFZA.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Service Provider** from the menu on the left
3. Then Go to **Post Office – Approval**



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

Jafza Post Services

Create New Request

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 |
|-----------|---------|--------|---------------|------------------|---------|
|-----------|---------|--------|---------------|------------------|---------|

5. Click **Create New Request**

Jafza Post Services

Create New Request

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 |
|-----------|---------|--------|---------------|------------------|---------|
|-----------|---------|--------|---------------|------------------|---------|

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

Service Provider – Post Office

4

Jafza Post Services

1

2

3

Service RequestSummaryPayment Confirmation

1

Use this page to create/modify a request for the chosen Post Box service. 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.
- Jafza NOC will be sent as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.

Company Name: Sony Middle East And Africa FZCO

Company Id1314

Mobile Number05xxxxxxxx

Request Reason*

Save and Continue

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

Jafza Post Services

1

2

3

Service RequestSummaryPayment Confirmation

1

Details of the selected request are given below:

Company Name: Sony Middle East And Africa FZCO

SR Number: 20052477

Mobile Number0560000000

Request ReasonREQUEST REASON

Edit

Confirm and Continue

8. Click **Submit to FreeZone**

Jafza Post Services

1

2

3

Service RequestSummaryPayment Confirmation

1

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)

922,807.47 AED

Total Charge Amount:

110.00 AED

Total VAT Amount:

0.50 AED

Total Charge Amount with VAT:


110.50 AED

| SR Number | Customer | Status |
|-----------|-----------------------------|--------|
| 20052477 | Middle East And Africa FZCO | Saved |

Submit to FreeZone

The below confirmation will be displayed

Jafza Post Services



Back

✓

Service Request

✓

Summary

3

Payment Confirmation

✓

Your request has been forwarded to the Free Zone for processing. A charge of 110.00 AED and VAT amount 0.50 AED has been reserved for the same.

| SR Number | Customer | Status |
|-----------|-----------------------------|------------------------|
| 20052477 | Middle East And Africa FZCO | Submitted to Free Zone |

