



دبي التجارية
DUBAI TRADE

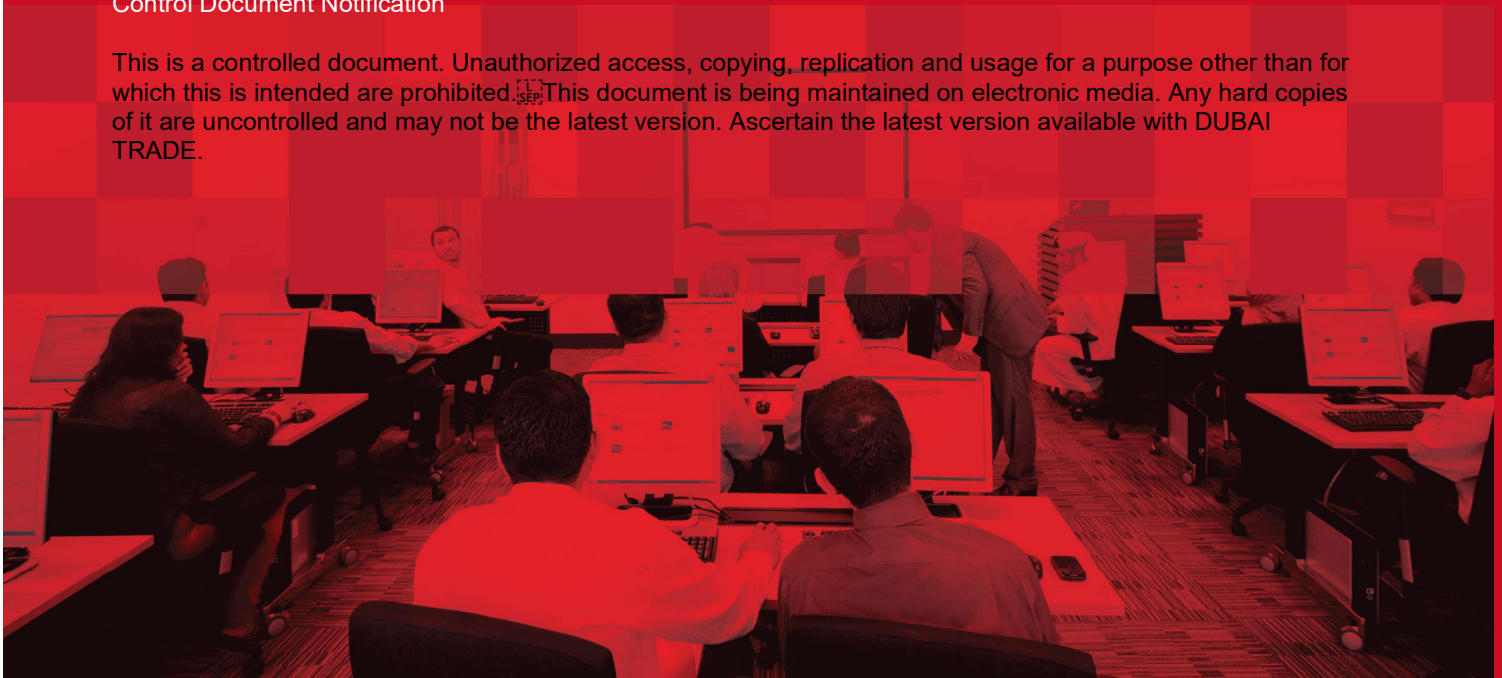
JAFZA eSERVICES New Offshore Company User's Manual

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DOCUMENT DETAILS

Document Information

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Version	Date	Author	Designation	Description of change

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Version	Date	Name	Designation	Comments

Distribution

Version	Location

New Offshore Company

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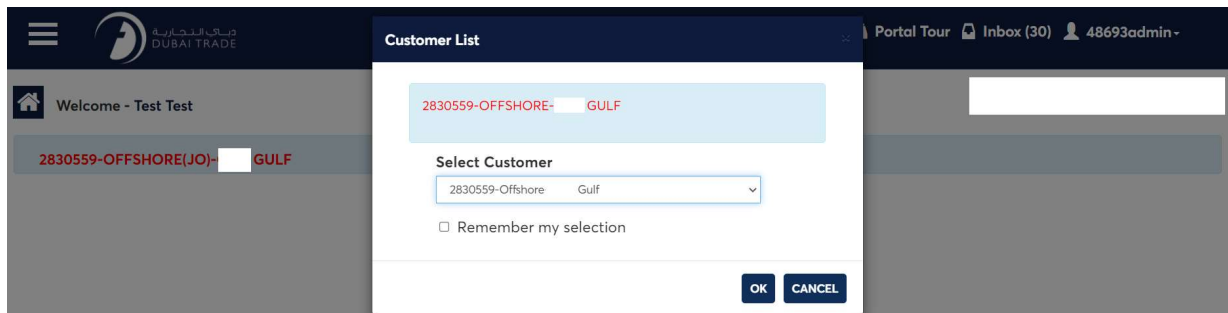
This service is to request for registering a new Offshore Company with JAFZA.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Registration** from the menu on the left
3. Then Go to **New Offshore Company**



4. Select the **Offshore Company** from the Drop down List then click **OK**



The below screen will be displayed.

Jafza Offshore Reg Online 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**

New Offshore Company

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Jafza Offshore Reg Online

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

Jafza Offshore Reg Online

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Service Request

Upload Document

Summary

Payment Confirmation

Use this page to create/modify a request for the Offshore Reg Online. 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: LIMITED

Company Id: 28536

Proposed Company Name *

Country *

Email Address *

Website

Activity 1 *

Activity 2

Activity 3

Activity 4

Specimen Signature *

Appointment Preference Date

Appointment Preference Time

Jafza Comments

Courier Details

Courier Required *

Courier Location

Address Line 1 *

Address Line 2

Contact Name *

Contact Phone *

Time *

Outside FreeZone

Select

XX

For Outside FreeZone, Courier Collection/Delivery will be arranged on next working day.

Save and Continue

7. Click **Add** to update Share Holder, Director and Secretary Details then click **OK**

Jafza Offshore Reg Online

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Service Request

Upload Document

Summary

Payment Confirmation

Share Holder, Director and Secretary Details

Add

Director	Secretary	Share Holder	Name	DOB	Address	Share Value	No. of Shares	Passport Number	Passport Expiry	Edit / Delete
No data to display.										

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Save and Continue

New Offshore Company

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Create Share Holders, Directors and Secretary Details

* Party Type

Person

* Share Holder

Yes

* Director

Yes

* Secretary

Yes

* Party Name

* Address Line 1

P. O. Box: 16961

Address Line 2

Jebel Ali

Address Line 3

* City

Dubai

* State

Dubai

* Postal Code

18666

* Address Country

United Arab Emirates

* Nationality / Origin

Albania

Email

@dubaitrade.ae

* Mobile

0557

* Passport Number

F54545454

* Passport Issue Date

16-11-2021

* Passport Expiry Date

12-02-2026

* Passport Issue Country

Andorra

* Gender

Male

* DOB

01-11-2000

* Place of Birth

Dubai

* Country of Birth

United Arab Emirates

* Value of Shares

1000

* No. of Shares

100

Ok

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

Jafza Offshore Reg Online

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Service Request

Upload Document

Summary

Payment Confirmation

Share Holder, Director and Secretary Details

Add

Director	Secretary	Share Holder	Name	DOB	Address	Share Value	No. of Shares	Passport Number	Passport Expiry	Edit / Delete
Yes	Yes	Yes		2000-11-01	AE	1000	100	F54545454	2026-02-12	 

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Save and Continue

9. Upload the required documents and click **Continue and Review**

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Service Request

Upload Document

Summary

Payment Confirmation

Company Name: Advocates & Legal Consultants

SR Number: 20050431

Document Name	File Type	Mandatory	Upload File	View / Delete
Upload Passport				
<input type="text"/> Passport Copy	pdf	Yes	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>
Upload CV				
<input type="text"/> CV	pdf	No	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>
Upload SSA				
<input type="text"/> Specimen Signature of the Applicant	pdf	No	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>
Memorandum and Articles of association(Notarized and attested)	jpg/jpeg/pdf	Yes	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>
Offshore application Form	jpg/jpeg/pdf	Yes	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>

Continue and Review

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

Jafza Offshore Reg Online

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Service Request

Upload Document

Summary

Payment Confirmation

Details of the selected request are given below:

Company Name: Advocates & Legal Consultants

SR Number: 20050431

Proposed Company Name: New Offshore Limited

Country: United Arab Emirates

Email Address: najir.kandy@dubaitrade.ae

Activity 1: Test_1

Specimen Signature: No

Director	Secretary	Share Holder	Name	DOB	Address	Share Value	No. of Shares	Passport Number	Passport Expiry
true	true	true	<input type="text"/>	2000-11-01	AE	1000	100	F54545454	2026-02-12

Courier Details

Courier Required: Within FreeZone

Courier Location: P.O. Box: 16961

Address Line 1: Jebel Ali

Address Line 2:

Contact Name:

Contact Phone: 0557

Time: 9 AM - 4.30 PM

Edit

Document Name	Preview
Anoop_Passport Copy	<div><div></div></div>
Memorandum and Articles of association(Notarized and attested)	<div><div></div></div>
Offshore application Form	<div><div></div></div>

Confirm and Continue

11. Click **Submit to FreeZone**

New Offshore Company

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Service RequestUpload DocumentSummaryPayment 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)

8,784,038.00 AED

Total Charge Amount:

10,020.00 AED

Total VAT Amount:

1.00 AED

Total Charge Amount with VAT:

10,021.00 AED

SR Number	Customer	Status
20050431	Advocates & Legal Consultants	Saved

Submit to FreeZone

The below confirmation will be displayed

Jafza Offshore Reg Online

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Service RequestUpload DocumentSummaryPayment Confirmation

Your request has been forwarded to the Free Zone for processing. A charge of 10020.00 AED and VAT amount 1.00 AED has been reserved for the same.

SR Number	Customer	Status
20050431	Advocates & Legal Consultants	Submitted to Free Zone

