



دبي التجارية  
DUBAI TRADE

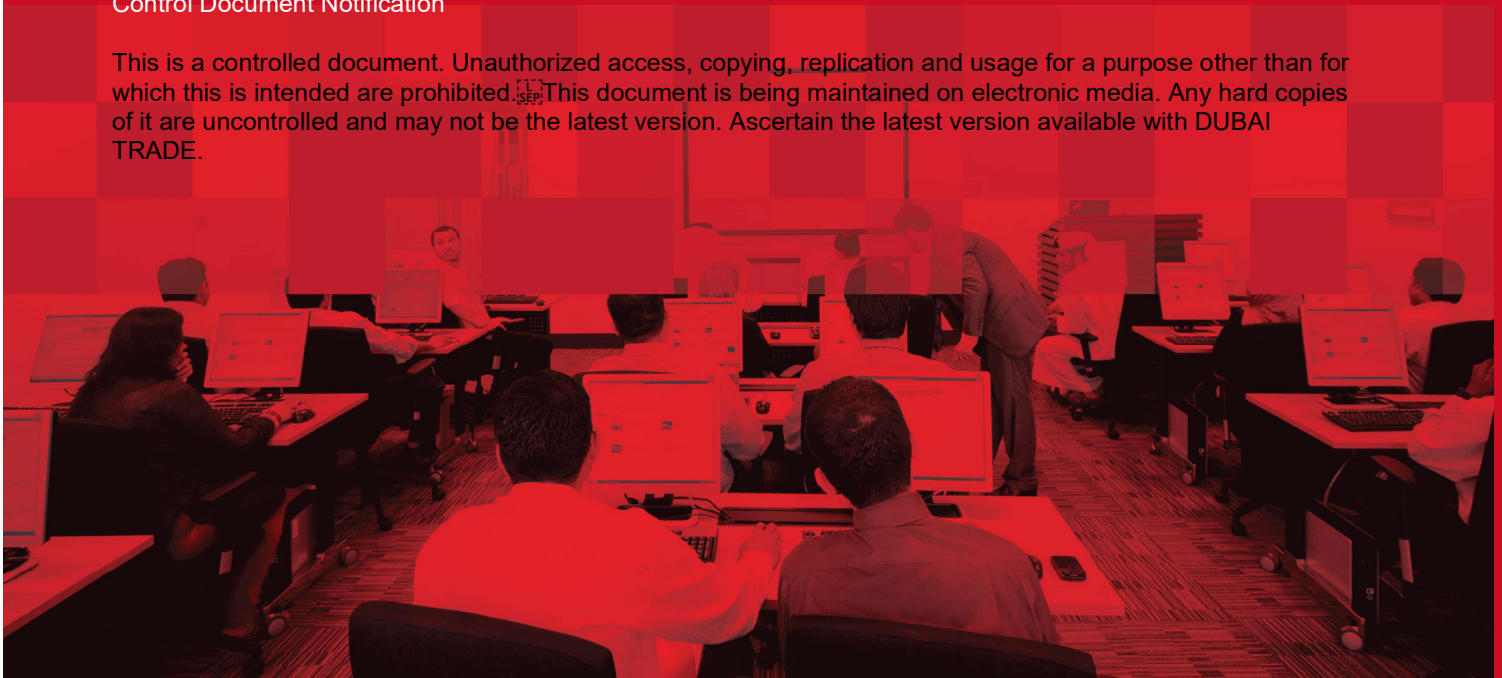
# JAFZA eSERVICES Offshore Amend MOA User's Manual

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## DOCUMENT DETAILS

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### Document Information

Document Name	Offshore Amend MOA
Project Name	JAFZA eService Manuals
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	01 <sup>st</sup> Feb, 2022
Current Version	2.0

### Revision History

Version	Date	Author	Designation	Description of change

### Approval History

Version	Date	Name	Designation	Comments

### Distribution

Version	Location

# Offshore Amend MOA

3

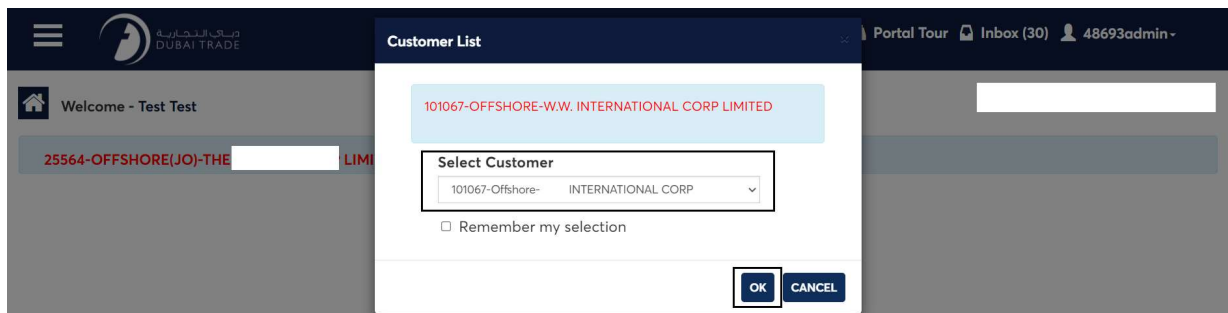
*This service is to request for amendment of Company Memorandum and Article of Association for an Offshore Company.*

## Navigation:

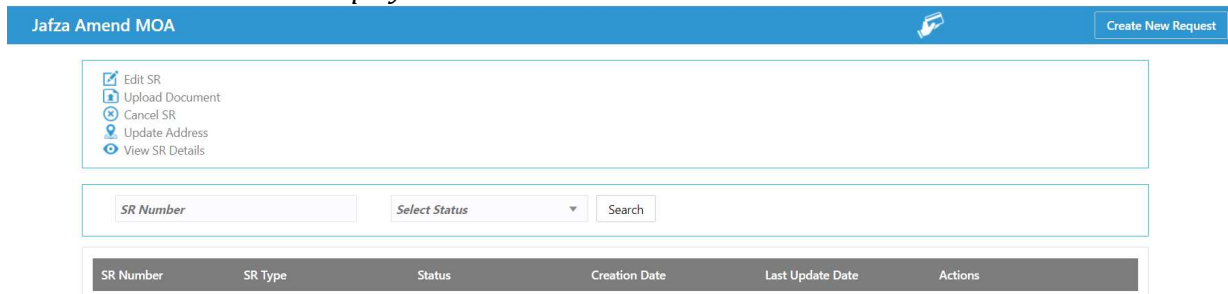
1. Login to **Dubai Trade**
2. Go to **Registration** from the menu on the left
3. Then Go to **Offshore Amend MOA**



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



*The below screen will be displayed.*



5. Click **Create New Request**

# Offshore Amend MOA

4

Jafza Amend MOA

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 Amend MOA

Back

1

2

3

Service Request

Summary

Payment Confirmation

Use this page to create/modify a request for Amend MOA. 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.

Visit is required in Jafza Office only if Specimen Signature needs to be updated.

Company Name

INTERNATIONAL CORP

Company Id

101067

Jafza Comments

Request Reason

Courier Details

Courier Required \*

Outside FreeZone

Courier Location

Select

Address Line 1 \*

XX

Address Line 2

Contact Name \*

Contact Phone \*

05xxxxxxxx

Time \*

Select

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

Save and Continue

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

Jafza Amend MOA

Back

1

2

3

Service Request

Summary

Payment Confirmation

Details of the selected request are given below:

Company Name:

Limited

SR Number: 20054601

Courier Details

Courier Required

Within FreeZone

Courier Location

Address Line 1

test

Address Line 2

Contact Name

TEST

Contact Phone

0500000000

Time

9 AM -11 AM

Edit

Confirm and Continue

## 8. Click **Submit to FreeZone**

Jafza Amend MOA

✓

Service Request

✓

Summary

3

Payment Confirmation

Back

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)

43,595.00 AED

Total Charge Amount:

520.00 AED

Total VAT Amount:

1.00 AED

Total Charge Amount with VAT:

521.00 AED

SR Number	Customer	Status
20054601	Limited	Saved

Submit to FreeZone

*The below confirmation will be displayed*

Jafza Amend MOA

✓

Service Request

✓

Summary

3

Payment Confirmation

Back

✓

Your request has been forwarded to the Free Zone for processing. A charge of 520.00 AED and VAT amount 1.00 AED has been reserved for the same.

SR Number	Customer	Status
20054601	Limited	Submitted to Free Zone

