



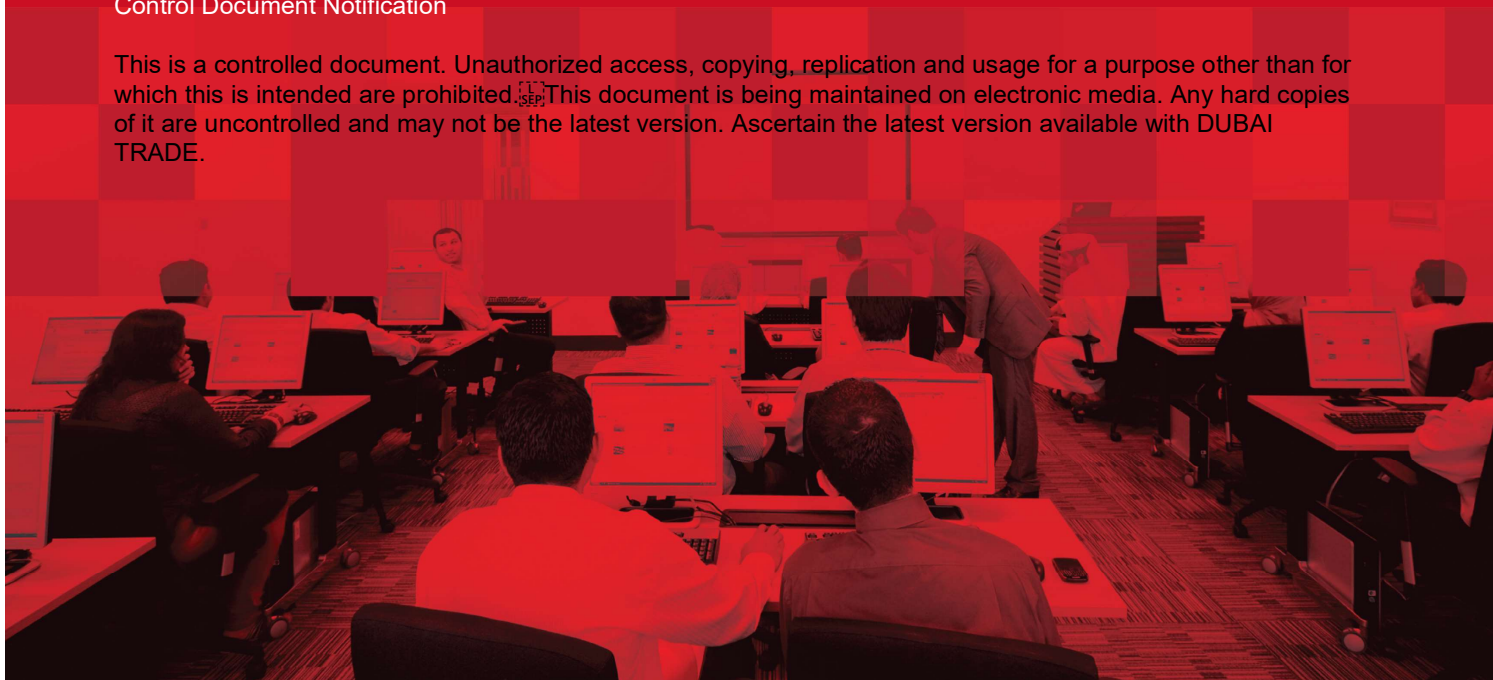
JAFZA eSERVICES Offshore Attestation User's Manual

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DOCUMENT DETAILS

Document Information

Document Name	Offshore Attestation
Project Name	JAFZA eService Manuals
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	1 st Feb, 2022
Current Version	2.0

Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

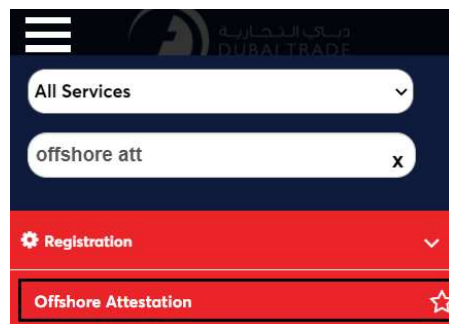
Distribution

Version	Location

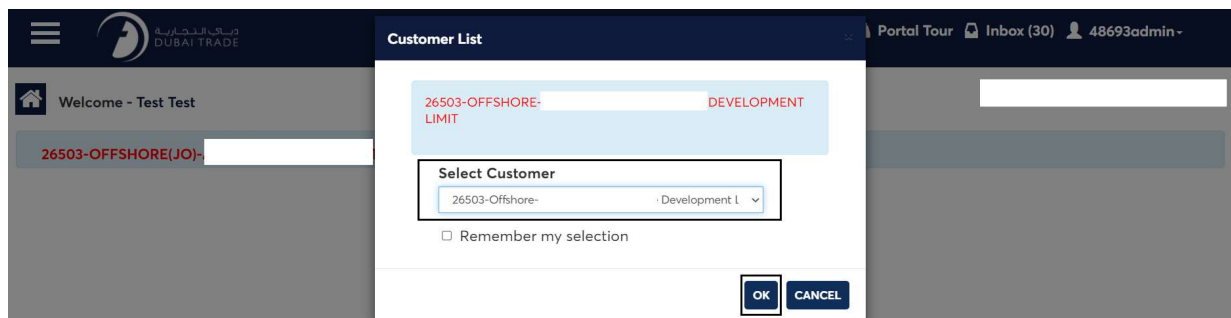
This service is to request for attested documents of Company Registration Details which are registered with JAFZA. i.e Original OR True Copy (Attested from JAFZA) Board Resolution, Share Holder Resolution, Power of Attorney, General Documents or Others, True Copy Change Company Name Certificate, True Copy Company Formation Certificate, True Copy Memorandum and Article of Association for an Offshore Company.

Navigation:

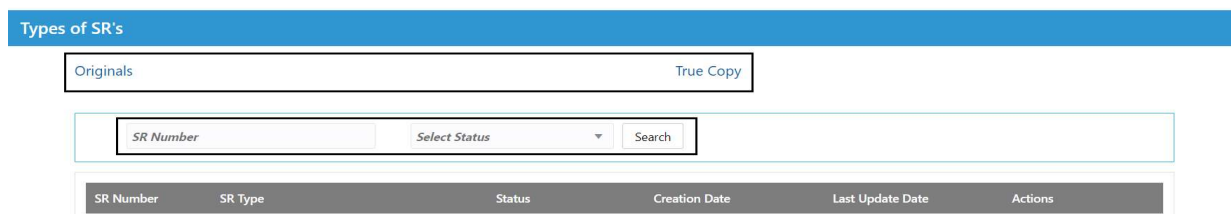
1. Login to **Dubai Trade**
2. Go to **Registration** from the menu on the left
3. Then Go to **Offshore Attestation**



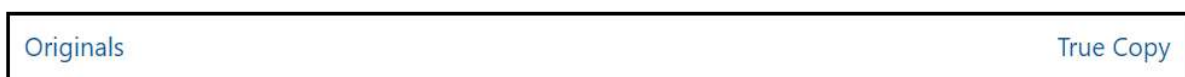
4. Select the **Offshore Company** from the Drop down List then click **OK**




5. The below screen will be displayed where you can select the required Document or **Search for SR.**








6. Select the Document Required




7. Click **Create New Request**

Jafza Originals  [Create New Request](#) [Home](#)

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

Jafza Originals  [Back](#)

1 Service Request
 2 Upload Document
 3 Summary
 4 Payment Confirmation

Use this page to create/modify a request for Offshore Attestation - Originals. 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.
- In case of Agent Email ID update is required, please contact jafza.offshore@jafza.ae

Company Name:

Company Id: **26503**
 Document Type:
 No. of Document Copies/Sets:
 Request Reason:

Jafza Comments:

[Courier Details](#)


Courier Required:
 Courier Location:
 Address Line 1:
 Address Line 2:

Contact Name:
 Contact Phone:
 Time:

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







[Save and Continue](#)

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

Jafza Originals  [Back](#)

✓ Service Request
 2 Upload Document
 3 Summary
 4 Payment Confirmation

Company Name: SR Number: 20054608

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

[Continue and Review](#)

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

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✓

✓

3

4

Service Request

Upload Document

Summary

Payment Confirmation

Details of the selected request are given below.

Company Name: Development Limited

SR Number: 20054608

Document Type

Board resolution

No. of Document Copies/Sets

1

Courier Details

Courier Required

Outside FreeZone

Contact Name

TEST

Courier Location

AL BARSHA 1 and 3

Contact Phone

0500000000

Address Line 1

XX

Time

9 AM -11 AM

Address Line 2

Edit

Document Name

Preview

No data to display.

Confirm and Continue

11. Click **Submit to FreeZone**

Jafza Originals

Back

✓

✓

✓

4

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)

43,074.00 AED

Total Charge Amount:

240.00 AED

Total VAT Amount:

2.00 AED

Total Charge Amount with VAT:

242.00 AED

SR Number

Customer

Status


20054608


Development Limited

Saved


Submit to FreeZone

The below confirmation will be displayed

Jafza Originals
 [Back](#)



Service Request
Upload Document
Summary
Payment Confirmation


Your request has been forwarded to the Free Zone for processing. A charge of 240.00 AED and VAT amount 2.00 AED has been reserved for the same.

SR Number	Customer	Status
20054608	Development Limited	Submitted to Free Zone

Procedure:

- I. **Original – This is to request for Original Documents attested from JAFZA for an Offshore Company (Board Resolution, Share Holder Resolution, Power of Attorney, General Documents or Others).**

- II. **True Copy – This is to request for True Copy of Documents attested from JAFZA for an Offshore Company (True Copy Change Company Name Certificate, True Copy Company Formation Certificate, True Copy Memorandum and Article of Association).**

