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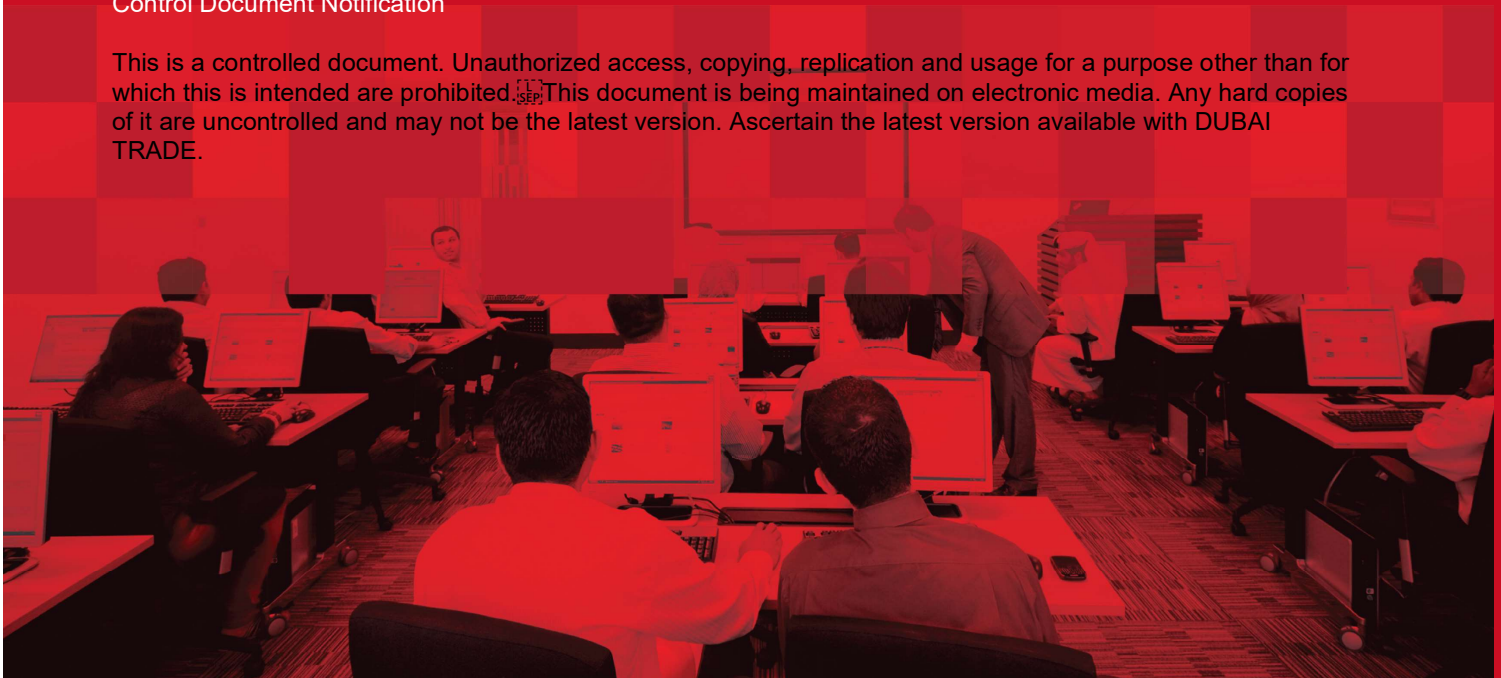
JAFZA eSERVICES Offshore Company Termination User's Manual

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DOCUMENT DETAILS

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Version	Date	Author	Designation	Description of change

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Version	Date	Name	Designation	Comments

Distribution

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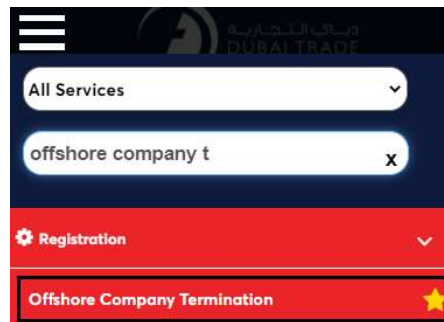
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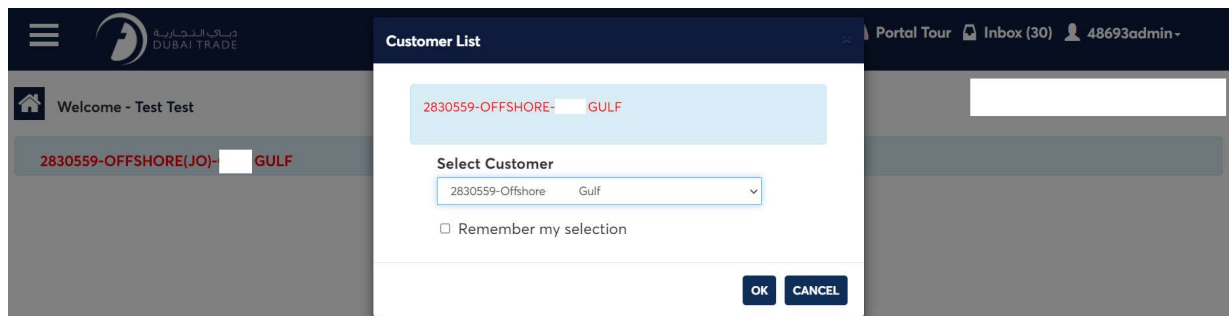
This service is to request for termination of a Offshore Company registered with JAFZA.

Navigation:

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



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



The below screen will be displayed.

A screenshot of the Jafza Offshore Termination web application interface. The top navigation bar is blue with the text 'Jafza Offshore Termination' and a 'Create New Request' button. Below the navigation bar, there's a sidebar with icons for 'Edit SR', 'Upload Document', 'Cancel SR', 'Update Address', and 'View SR Details'. The main content area has a search bar with 'SR Number', 'Select Status', and a 'Search' button. Below the search bar, there's a table with the following columns: 'SR Number', 'SR Type', 'Status', 'Creation Date', 'Last Update Date', and 'Actions'.

5. Click **Create New Request**

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Jafza Offshore Termination

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**

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Service Request

Summary

Payment Confirmation

1

Use this page to create/modify a request for the Offshore Termination. 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: Holding Limited

Company Id25249

Appointment Preference TimeSearch and Select

Business Remarks

Request Reason

Reason *Search and Select

Jafza Comments

Mobile Number *05xxxxxxxx

Termination Date *DD-Mon-YYYY

Specimen Signature *No

Appointment Preference Date *DD-Mon-YYYY

Courier Details

Courier Required *Outside FreeZone

Contact Name *

Courier Location *Select

Contact Phone *05xxxxxxxx

Address Line 1 *XX

Time *Select

Address Line 2

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**

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Service Request

Summary

Payment Confirmation

1

 Details of the selected request are given below.

Company Name: Holding Limited

SR Number: 20054669

Reason: Voluntary Termination

Termination Date: 4-Feb-2022

Mobile Number: 0560000000

Specimen Signature: No

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

Confirm and Continue

8. Click **Submit to FreeZone**

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Service Request

Summary

Payment 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)

00.00 AED

Total Charge Amount: 2,040.00 AED

Total VAT Amount: 77.00 AED

Total Charge Amount with VAT: 2,117.00 AED

SR Number	Customer	Status
20054669	Holding Limited	Saved

Submit to FreeZone

The below confirmation will be displayed

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Service Request

Summary

Payment Confirmation

✓

 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

