



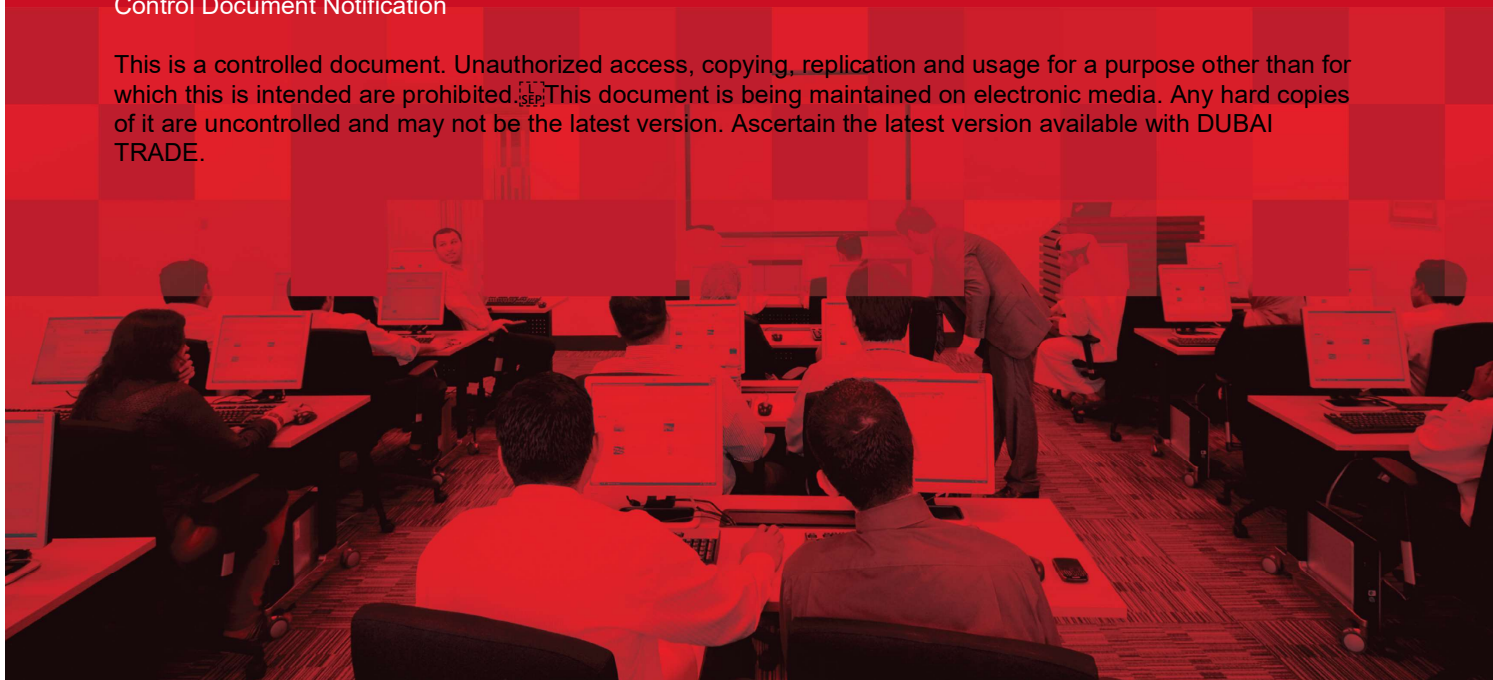
JAFZA eSERVICES Renew Offshore Company User's Manual

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DOCUMENT DETAILS

Document Information

Document Name	Renew Offshore Company
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Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

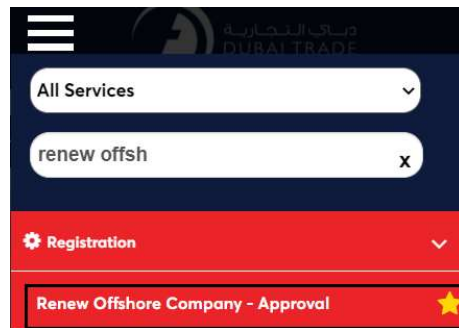
Renew Offshore Company

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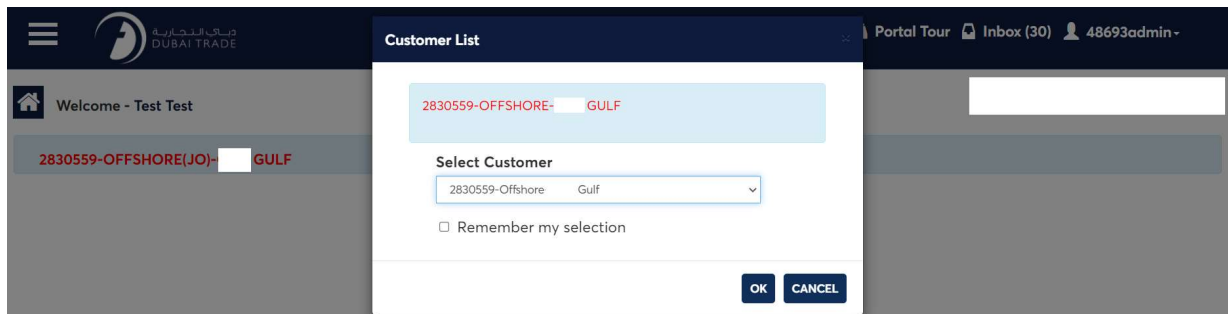
This service is to request for renewal of an Offshore Company registered with JAFZA.

Navigation:

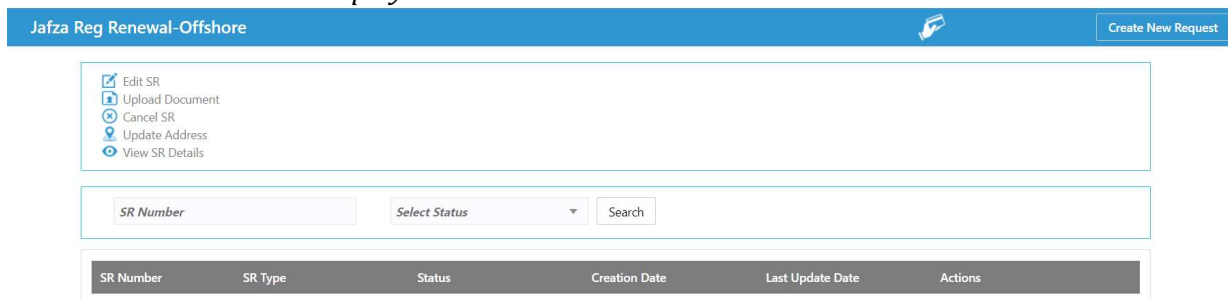
1. Login to **Dubai Trade**
2. Go to **Registration** from the menu on the left
3. Then Go to **Renew Offshore Company – Approval**



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



The below screen will be displayed.



5. Click **Create New Request**

Renew Offshore Company

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Jafza Reg Renewal-Offshore

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 and click **Save and Continue**

Jafza Reg Renewal-Offshore

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Service Request

Summary

Payment Confirmation

Use this page to submit a request to renew an offshore company's registration.

Note:

If late fee is selected to be paid over the counter, Please visit Jafza Counter to pay the late fee to complete the renewal process.

Company Name

Gulf

Company Id

2830559

Local Agent Name

& Legal

Formation Number

7826339

Company Activities

Media

Formation Date

26-Oct-2021

Expiry Date

26-Oct-2022

New Expiry Date *

26-Oct-2023

Renewal Fee

2500

Late Fee

0

Late Fee Payment Channel *

WEB

Request Reason

Jafza Comments

Save and Continue

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

Jafza Reg Renewal-Offshore

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✓

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Service Request

Summary

Payment Confirmation

Details of the selected request are given below:

Company Name

Gulf

SR Number: 20054657

Local Agent Name

Consultants

Legal

Formation Number

7826339

Company Activities

Media

Formation Date

26-Oct-2021

Expiry Date

26-Oct-2022

New Expiry Date

26-Oct-2023

Renewal Fee

2500

Late Fee Payment Channel


WEB

Edit

Confirm and Continue

8. Click **Submit to FreeZone**

Jafza Reg Renewal-Offshore



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✓

✓

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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)

-21.00 AED

Total Charge Amount:2,500.00 AED

Total VAT Amount:0.00 AED


Total Charge Amount with VAT:2,500.00 AED

SR Number	Customer	Status
20054657	Gulf	Saved

Submit to FreeZone

The below confirmation will be displayed

Jafza Reg Renewal-Offshore



Back

✓

✓

3

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

