



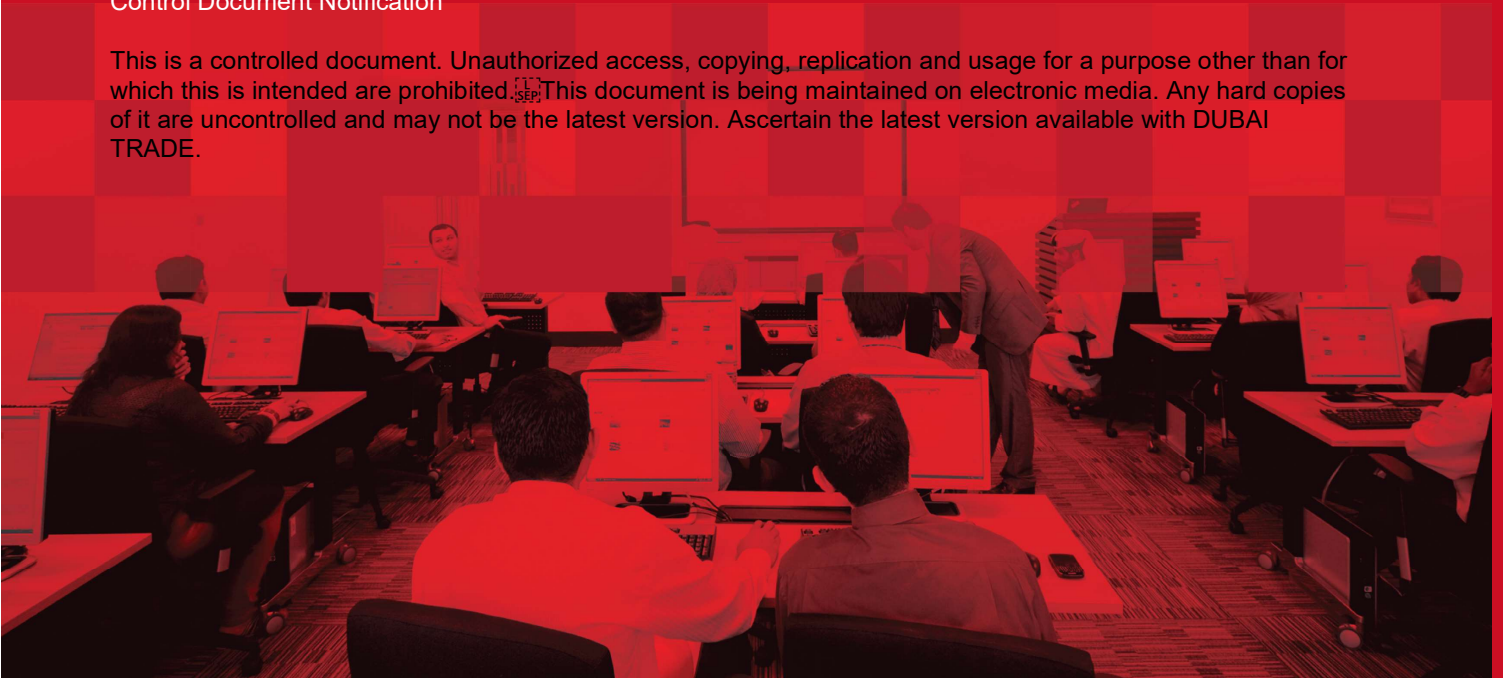
JAFZA eSERVICES Apply for BG Paper User's Manual

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DOCUMENT DETAILS

Document Information

Document Name	Apply for BG Paper
Project Name	JAFZA eService Manuals
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	31 st Jan, 2022
Current Version	2.0

Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

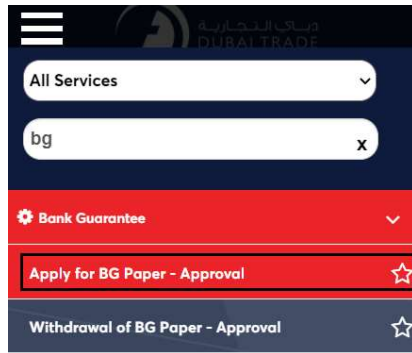
Version	Location

Apply for BG Paper

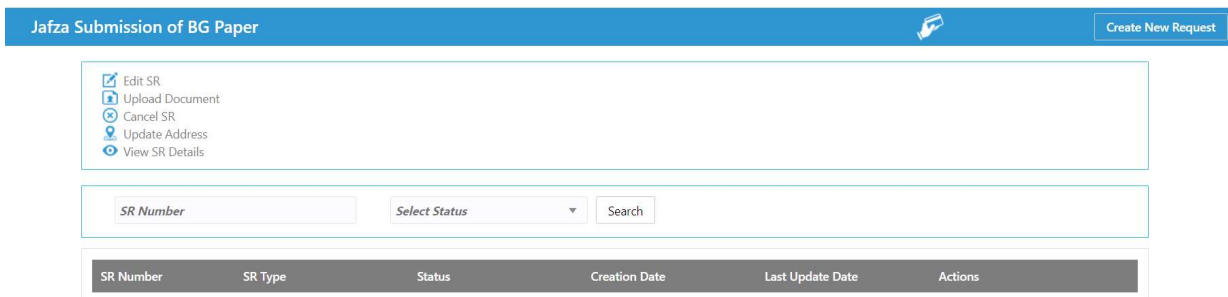
This service is to apply or Amend Bank Guarantee Paper for the employees of your company.

Navigation:

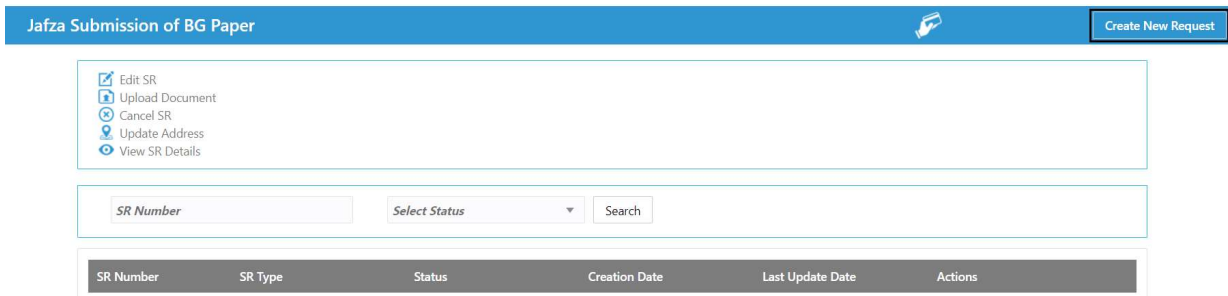
1. Login to **Dubai Trade**
2. Go to **Bank Guarantee** from the menu on the left
3. Then go to **Apply for BG Paper - Approval**



4. The below screen will be displayed where you can **View** or **Search for SR**.



5. Click **Create New Request**



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

Apply for BG Paper

Jafza Submission of BG Paper Back

1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

Use this page to create/modify a request to Submission of BG paper. 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.

Company Name: Dubai

Company Id: 1673

Bank Guarantee Paper Type * Search and Select

Bank Name Search and Select

BG Reference Number

Bank Guarantee to Amend Q

Request Reason

Bank Guarantee Amount *

Jafza Comments

Courier Details

Courier Required * Within FreeZone

Courier Location Select

Address Line 1 * P. O. Box: 16961

Address Line 2 Jebel Ali

Contact Name *

Contact Phone * 05xxxxxxxx

Time * Select

Save and Continue

7. Upload the required Documents and click **Continue and Review**

Jafza Submission of BG Paper Back

1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

Company Name: Dubai SR Number: 20054560

Document Name	File Type	Mandatory	Upload File	View / Delete
Bank Guarantee Paper	jpg/jpeg/pdf	Yes	Drag and Drop + Select a file or drop one here	
Other documents 1	jpg/jpeg/pdf	No	Drag and Drop + Select a file or drop one here	
Other documents 2	jpg/jpeg/pdf	No	Drag and Drop + Select a file or drop one here	
Other documents 3	jpg/jpeg/pdf	No	Drag and Drop + Select a file or drop one here	

Continue and Review

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

Back
Jafza Submission of BG Paper

✓ ✓ 3 4

Service Request
Upload Document
Summary
Payment Confirmation

i Details of the selected request are given below.

SR Number: 20054560
Company Name: Dubai

Bank Guarantee Paper Type: New	BG Reference Number: TESTADCB123
Bank Name: ABU DHABI COMMERCIAL BANK	Bank Guarantee Amount: 50,000.00

Courier Details

Courier Required: Within FreeZone	Contact Name: TEST
Courier Location:	Contact Phone: 0500000000
Address Line 1: P. O. Box: 16961	Time: 9 AM -11 AM
Address Line 2: Jebel Ali	

Edit

Document Name	Preview
Bank Guarantee Paper	i

Confirm and Continue

9. Click Submit to FreeZone

Back
Jafza Submission of BG Paper

✓ ✓ ✓ 4

Service Request
Upload Document
Summary
Payment Confirmation

i 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.


<p>Current Balance Amount (Deposit minus amount reserved for submitted requests)</p> <p>410,051.71 AED</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Total Charge Amount:</td> <td style="text-align: right; padding: 2px;">10.00 AED</td> </tr> <tr> <td style="padding: 2px;">Total VAT Amount:</td> <td style="text-align: right; padding: 2px;">0.50 AED</td> </tr> <tr> <td style="padding: 2px;">Total Charge Amount with VAT:</td> <td style="text-align: right; padding: 2px;">10.50 AED</td> </tr> </table>	Total Charge Amount:	10.00 AED	Total VAT Amount:	0.50 AED	Total Charge Amount with VAT:	10.50 AED
Total Charge Amount:	10.00 AED						
Total VAT Amount:	0.50 AED						
Total Charge Amount with VAT:	10.50 AED						

SR Number	Customer	Status
20054560	<input type="text"/> Dubai	Saved


Submit to FreeZone

Apply for BG Paper

The below confirmation will be displayed

Jafza Submission of BG Paper  [Back](#)

Service Request Upload Document Summary **4** Payment Confirmation

 Your request has been forwarded to the Free Zone for processing. A charge of 10.00 AED and VAT amount 0.50 AED has been reserved for the same.

SR Number	Customer	Status
20054560	Dubai	Submitted to Free Zone

