



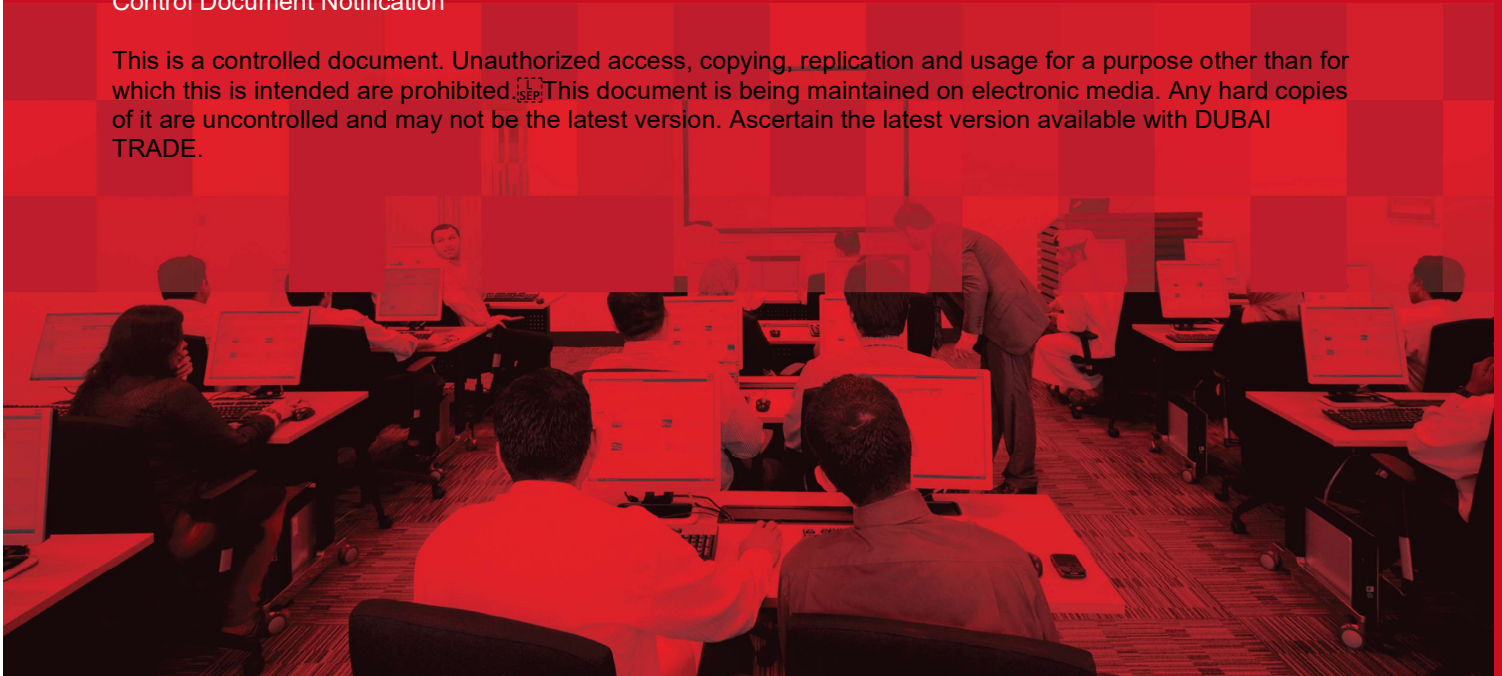
# JAFZA eSERVICES Agent and Sister Company CRC User's Manual

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## DOCUMENT DETAILS

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### Document Information

Document Name	Agent and Sister Company CRC (Company Representative Card)
Project Name	JAFZA eService Manuals
Business Unit	JAFZA
Author(s)	DT Training Dept.
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### Revision History

Version	Date	Author	Designation	Description of change

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Version	Date	Name	Designation	Comments

### Distribution

Version	Location

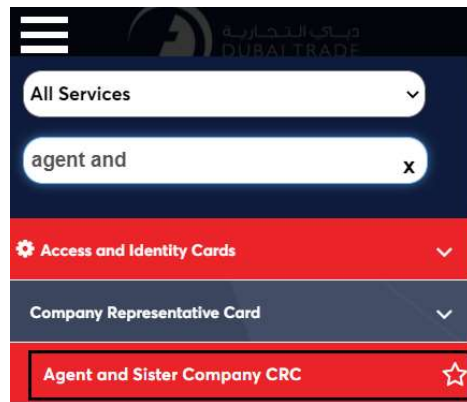
# Agent and Sister Company CRC

3

*This service is to request for a Company Representative Card for an employee who is going to be the Company Representative / PRO for multiple companies in JAFZA. This card is used for submitting or picking up any documents from the JAFZA counters for the Company they are representing. Company Representative Cards are only issued to employees having Permanent Access Card (PAC), Permanent Access Card (PIC) and/or Company Employment Card (CEC). A company can have multiple representatives.*

## Navigation:

1. Login to **Dubai Trade**
2. Go to **Access and Identity Cards** from the menu on the left
3. Then under **Company Representative Card** go to **Agent and Sister Company CRC**



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

Jafza Agent & Sister Company CRC

Create New Request

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details

SR Number

Select Status

Search

SR Number	SR Type	Employee Name	Status	Creation Date	Last Update Date	Actions
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5. Click **Create New Request**

Jafza Agent & Sister Company CRC

Create New Request

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details

SR Number

Select Status

Search

SR Number	SR Type	Employee Name	Status	Creation Date	Last Update Date	Actions
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# Agent and Sister Company CRC

4

## 6. Enter the details, courier details and click **Save and Continue**

Jafza Agent & Sister Company CRC

1

2

3

4

Service Request

Upload Document

Summary

Payment Confirmation

1

Use this page to create/modify a request for Agent & System Company CRC. 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.
- If PIC or PAC is selected for **Document Number**, Company Representative Card validity will be subject to the Validity of PAC or PIC Card.

Company Name:  Middle East And Africa FZCO

Company Id **1314**

Document Number \*

Card Validity Period \* **1 Year**

Request Reason

Agent / Sister Company: \* **Search and Select**

Jafza Comments

Courier Details

Courier Required \* **Within FreeZone**

Courier Location **Select**

Address Line 1 \* **Plot No .B34BR01, Jafza north**

Address Line 2 **P.O.Box 16871**

Contact Name \*

Contact Phone \* **05xxxxxxxx**

Time \* **Select**

Save and Continue

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

Jafza Agent & Sister Company CRC

1

2

3

4

Service Request

Upload Document

Summary

Payment Confirmation

Company Name:  Middle East And Africa FZCO

SR Number: 20052678

Document Name	File Type	Mandatory	Upload File	View / Delete
NOC from sponsor company	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	<div></div> <div></div>
Photograph	jpg/jpeg	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	<div></div> <div></div>
Relation with Sponsor company	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	<div></div> <div></div>
Other documents 1	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	<div></div> <div></div>
Other documents 2	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	<div></div> <div></div>
Other documents 3	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	<div></div> <div></div>

Continue and Review

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

# Agent and Sister Company CRC

5

Jafza Agent & Sister Company CRC

Service Request

Upload Document

Summary

Payment Confirmation

Details of the selected request are given below:

Company Name: Middle East And Africa FZCO

SR Number: 20052678

Document Number: 1312429

Card Validity Period: 1 Year

Agent / Sister Company: Sister

Courier Details

Courier Required: Within FreeZone

Courier Location: Plot No .B34BR01, Jafza north

Address Line 1: P.O.Box 16871

Address Line 2:

Contact Name: TEST

Contact Phone: 0500000000

Time: 11 AM - 1 PM

Edit

Document Name	Preview
NOC from sponsor company	
Photograph	
Relation with Sponsor company	

Confirm and Continue

## 9. Click Submit to FreeZone

Jafza Agent & Sister Company CRC

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)

920,133.97 AED

Total Charge Amount: 210.00 AED

Total VAT Amount: 0.50 AED

Total Charge Amount with VAT: 210.50 AED

SR Number	Employee	Customer	Status
20052678	SANTOS	Middle East And Africa FZCO	Saved

Submit to FreeZone

The below confirmation will be displayed

Jafza Agent & Sister Company CRC

Service Request

Upload Document

Summary

Payment Confirmation

Your request has been forwarded to the Free Zone for processing. A charge of 210.00 AED and VAT amount 0.50 AED has been reserved for the same.

SR Number	Employee	Customer	Status
20052678	SANTOS	Middle East And Africa FZCO	Submitted to Free Zone

