



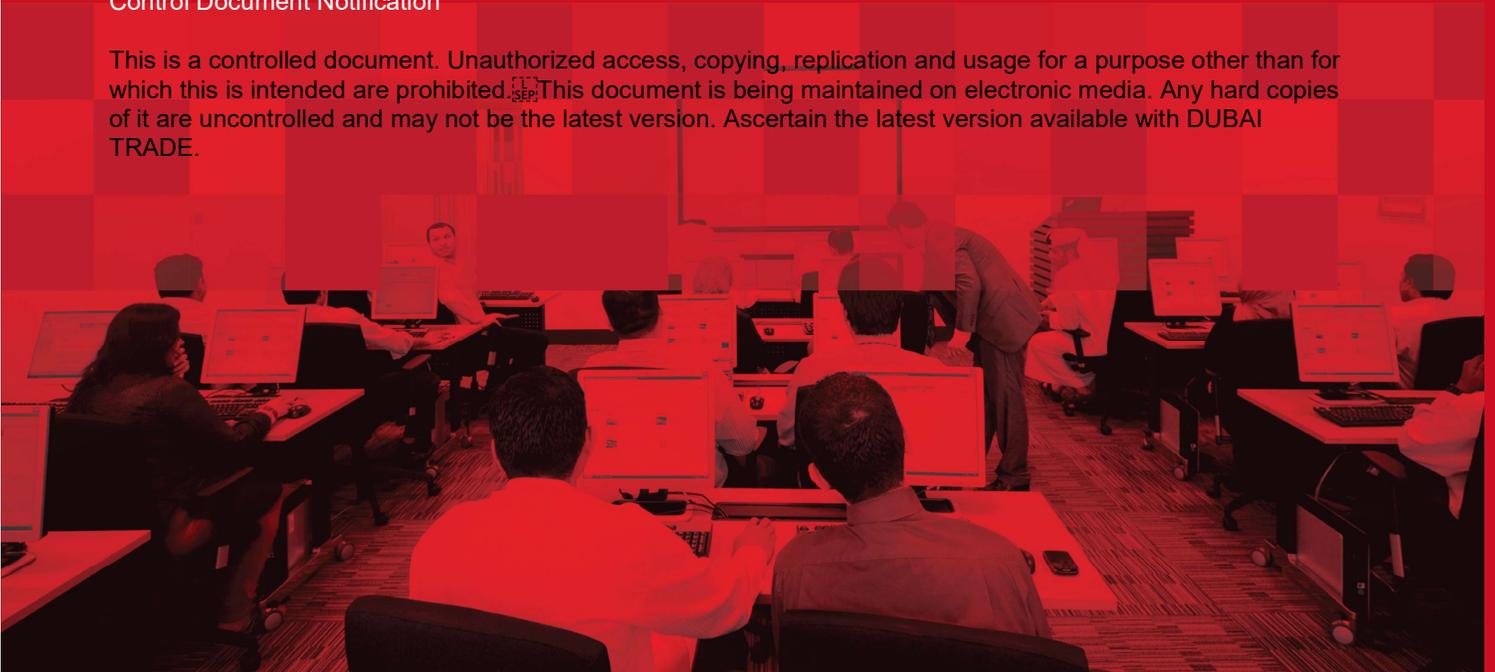
JAFZA eSERVICES Renew TIC (Temporary Identity Card) User's Manual

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DOCUMENT DETAILS

Document Information

Document Name	Renew TIC (Temporary Identity Card)
Project Name	JAFZA eService Manuals
Business Unit	JAFZA
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Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

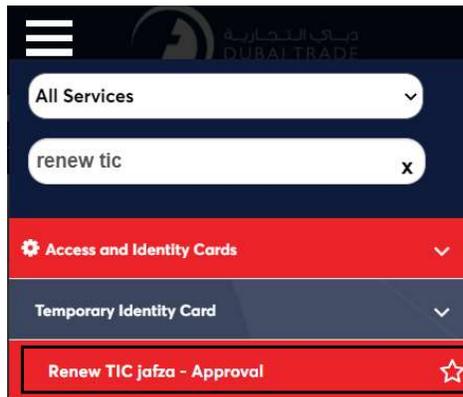
Version	Location

Renew TIC (Temporary Identity Card)

This service is to submit a renewal request for a Temporary Identity Card for an employee who is not sponsored by JAFZA. This service is used to renew TIC's which are due for renewal.

Navigation:

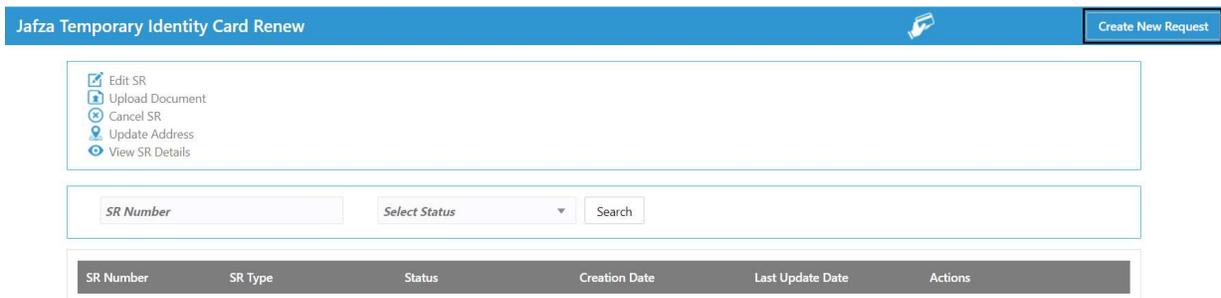
1. Login to **Dubai Trade**
2. Go to **Access and Identity Cards** from the menu on the left
3. Then under **Temporary Identity Card (TIC)** go to **Apply for TIC - Approval**



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**

Renew TIC (Temporary Identity Card)

Jafza Temporary Identity Card Renew Back

1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

① Use this page to create/modify a request for a renew temporary identity card. 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: Middle East And Africa FZCO

Company Id **1314**

Temporary Identity Card No.

Card Validity Period Search and Select

Request Reason

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 Temporary Access Card New Back

1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

Company Name: Middle East And Africa FZCO SR Number: 20052677

Document Name	File Type	Mandatory	Upload File	View / Delete
Current Sponsor NOC	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here	
Current Sponsor Trade License	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here	
Jafza Company License	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here	
Passport Page 1	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here	
Photograph	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here	
Residence Permit	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here	
Passport Page 2	jpg/jpeg/pdf	No	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**

Renew TIC (Temporary Identity Card)

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Service Request Upload Document **3 Summary** Payment Confirmation

① Details of the selected request are given below:

Company Name: Middle East And Africa FZCO **SR Number:** 20052677

Title	Mr.	Job Title	TRAINING OFFICER
Given Name	TEST	Passport Number	TESTA222211145
Last Name	TEST	Country of Issue	Canada
Present Nationality	Canada	Passport Date of Issue	2-Dec-2021
Card Validity Period	3 Months	Passport Date of Expiry	31-Mar-2023
Date of Birth	2-Dec-2000	Sponsor Name	TEST

Courier Details

Courier Required	Within FreeZone	Contact Name	TEST
Courier Location		Contact Phone	0500000000
Address Line 1	Plot No .B34BR01, Jafza north	Time	11 AM - 1 PM
Address Line 2	P.O.Box 16871		

[Edit](#)

Courier Details

Courier Required	Within FreeZone	Contact Name	TEST
Courier Location		Contact Phone	0500000000
Address Line 1	Plot No .B34BR01, Jafza north	Time	11 AM - 1 PM
Address Line 2	P.O.Box 16871		

[Edit](#)

Document Name	Preview
Current Sponsor NOC	
Current Sponsor Trade License	
Jafza Company License	
Passport Page 1	
Photograph	
Residence Permit	

[Confirm and Continue](#)

9. Click Submit to FreeZone

Jafza Temporary Access Card New  [Back](#)

Service Request Upload Document Summary **4 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)	Total Charge Amount: 310.00 AED
920,444.47 AED	Total VAT Amount: 0.50 AED
	Total Charge Amount with VAT: 310.50 AED

SR Number	Customer	Status
20052677	Middle East And Africa FZCO	Saved

[Submit to FreeZone](#)

Renew TIC (Temporary Identity Card)

The below confirmation will be displayed

Jafza Temporary Access Card New  [Back](#)

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

 Your request has been forwarded to the Free Zone for processing. A charge of 310.00 AED and VAT amount 0.50 AED has been reserved for the same.

SR Number	Customer	Status
20052677	Middle East And Africa FZCO	Submitted to Free Zone

