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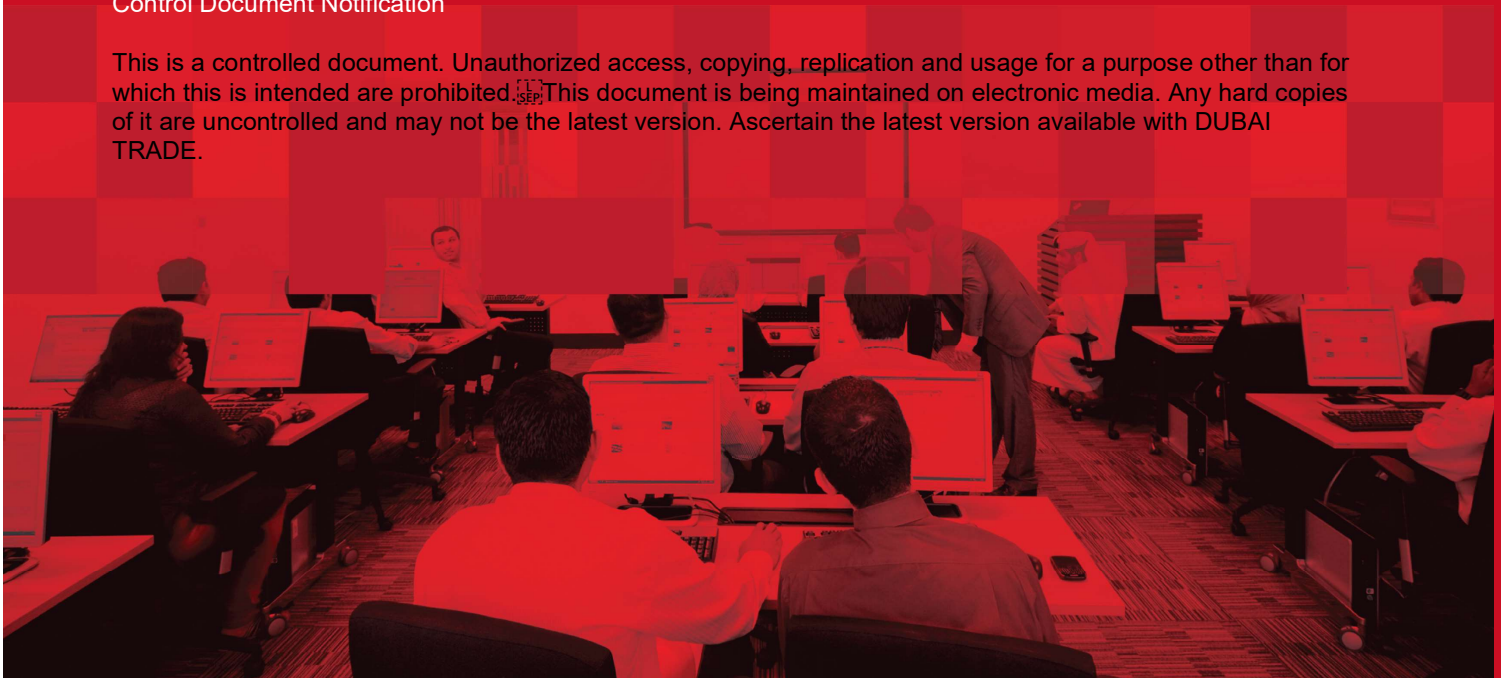
JAFZA eSERVICES Renew TIC (Temporary Identity Card) User's Manual

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DOCUMENT DETAILS

Document Information

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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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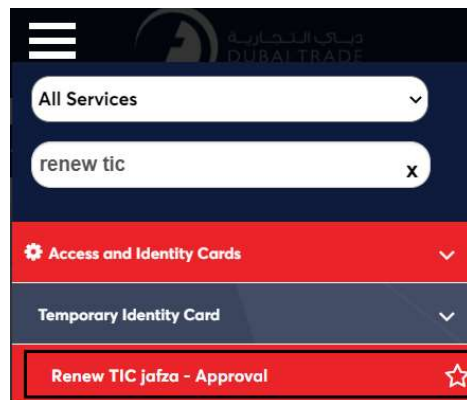
Renew TIC (Temporary Identity Card)

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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**.

Jafza Temporary Identity Card Renew

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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5. Click **Create New Request**

Jafza Temporary Identity Card Renew

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**

Renew TIC (Temporary Identity Card)

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Jafza Temporary Identity Card Renew

1

2

3

4

Service RequestUpload DocumentSummaryPayment 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 Id1314

Temporary Identity Card No.*

Card Validity Period.*

Request Reason

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 Temporary Access Card New

1

2

3

4

Service RequestUpload DocumentSummaryPayment 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**

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Jafza Temporary Access Card New

Back

Service Request

Upload Document

Summary

Payment Confirmation

Details of the selected request are given below:

Company Name: Middle East And Africa FZCO

SR Number: 20052677

TitleMr.

Given NameTEST

Last NameTEST

Present NationalityCanada

Card Validity Period3 Months

Date of Birth2-Dec-2000

Job TitleTRAINING OFFICER

Passport NumberTESTA222211145

Country of IssueCanada

Passport Date of Issue2-Dec-2021

Passport Date of Expiry31-Mar-2023

Sponsor NameTEST

Courier Details

Courier RequiredWithin FreeZone

Courier Location

Address Line 1Plot No .B34BR01, Jafza north

Address Line 2P.O.Box 16871

Contact NameTEST

Contact Phone0500000000

Time11 AM - 1 PM

Edit

Courier Details

Courier RequiredWithin FreeZone

Courier Location

Address Line 1Plot No .B34BR01, Jafza north

Address Line 2P.O.Box 16871

Contact NameTEST

Contact Phone0500000000

Time11 AM - 1 PM

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

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)

920,444.47 AED

Total Charge Amount:

310.00 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)

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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

