



دبي التجارية
DUBAI TRADE

JAFZA eSERVICES Apply for Company Representative Card (CRC) User's Manual

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DOCUMENT DETAILS

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Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

Apply for Company Representative Card

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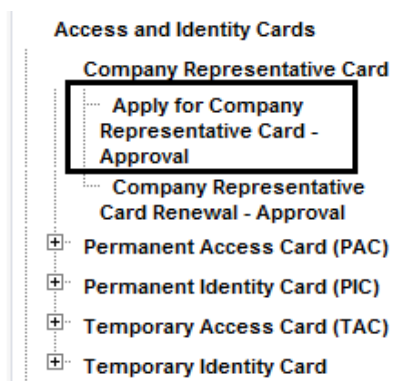
This service is to request for a Company Representative Card for an employee who is going to be the Company Representative / PRO in JAFZA. This card is used for submitting or picking up any documents from the JAFZA counters for the Company they are representing. Company Representative Cards are only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

Navigation:

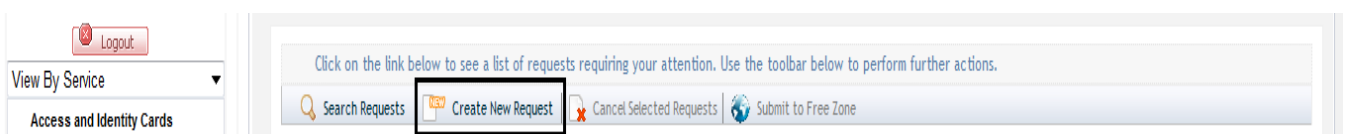
1. Login to **Dubai Trade**
2. Go to **Access and Identity Cards** from the menu on the left
3. Then Go to **Company Representative Card**



4. Click on **Apply Company Representative Card - Approval**



5. Then Click on **Create New Request**



Procedure:


1. Select Courier Delivery/Collection Required?

Courier Collection/Delivery Required? ☐ Counter ☐ Outside Freezone ☒ Within Freezone

2. Enter the Document Number and skip to Step Number 8


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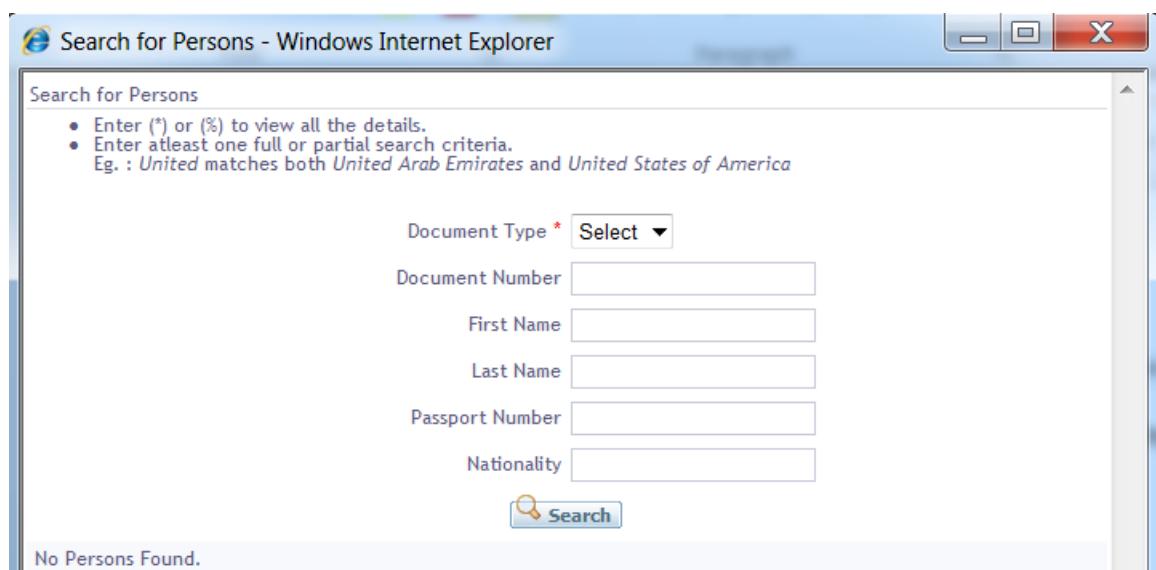
Document Number * 

OR

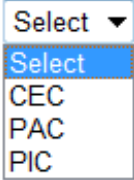
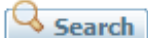
3. Select the Employee by clicking on the magnifying glass icon instead of typing in the field

Document Number * 

4. Search and Select the Employee in the pop-up window that appears.



5. Select the Document Type, either CEC, PAC or PIC (whichever one the employee has) **(Mandatory)**

Document Type * 
Document Number
First Name
Last Name
Passport Number
Nationality


6. Enter the other details, Document Number (CEC,PAC or PIC Card Number), First Name, Last Name, Passport Number, Nationality **(Optional)**

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Document Type *


Document Number

First Name

Last Name

Passport Number

Nationality




7. Select the Employee

8. Specify the Reason for Request or give additional information for JAFZA.

Specify the reason for request / Additional Information for JAFZA

9. Click on  to save the request for future action.

Click  to submit the request to the Free Zone Authority for processing.

10. Click on **Pay now** to confirm charges and submit the request.

