



دبي التجارية  
DUBAI TRADE

# JAFZA eSERVICES

## Apply for Duplicate Company Employment Card (CEC) User's Manual

### Copyright Information

Copyright © 2009 by Dubai Trade. All rights reserved. This document and all associated attachments mentioned therein are the intellectual property of Dubai Trade. This document shall be used only by persons authorized by DUBAI TRADE, for the purpose of carrying out their obligations under a specific contract with DUBAI TRADE. Unauthorized copying, printing, disclosure to third party and transmission of this document to any other destination by any media will constitute an unlawful act, attracting appropriate legal actions.

### Control Document Notification

This is a controlled document. Unauthorized access, copying, replication and usage for a purpose other than for which this is intended are prohibited. This document is being maintained on electronic media. Any hard copies of it are uncontrolled and may not be the latest version. Ascertain the latest version available with DUBAI TRADE.



## DOCUMENT DETAILS

### Document Information

Document Name	Apply for Duplicate Company Employment Card (CEC)
Project Name	JAFZA eService Manuals
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	4 <sup>th</sup> Dec 2014
Current Version	1.1

### Revision History

Version	Date	Author	Designation	Description of change

### Approval History

Version	Date	Name	Designation	Comments

### Distribution

Version	Location

# Apply for Duplicate Company Employment Card (CEC)

3

*This service is to request for a duplicate Company Employment Card (CEC) for the Employee if the Company Employment Card was lost. Police Report is mandatory in order to submit this request.*

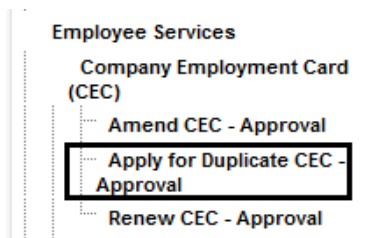
*Note: There is No service to apply for a new Company Employment Card (CEC) because New Company Employment Card is packaged with the New Employment Visa Application and sent after the process for New Employment Visa is completed.*

## Navigation:

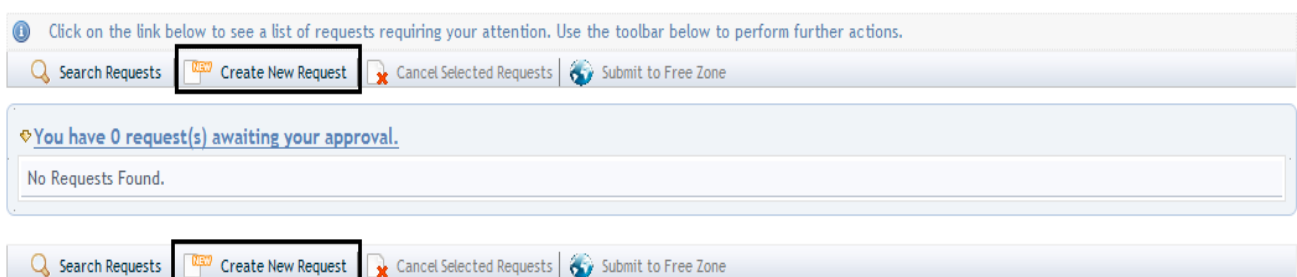
1. Login to **Dubai Trade**
2. Go to **Employee Services** from the menu on the left
3. Then Go to **Company Employment Card (CEC)**



4. Click on **Apply for Duplicate CEC – Approval**



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



# Apply for Duplicate Company Employment Card (CEC)

4

## Procedure:


1. Select Courier Delivery/Collection Required?

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

2. Select if police clearance has been obtained or not


Police Clearance Obtained ☐ No ☒ Yes

3. Enter the Employee Number and skip to Step number 6

Emp No \*  

**OR**

4. Search and Select the Employee Number in the pop-up window that appears by clicking on the magnifying glass icon instead of typing in the field

Emp No \*  

5. Enter either the Employee Number, First Name, Last Name, Passport Number, Job Title, Nationality and click Search

### Search for Employees

- Enter (\*) or (%) to view all the details.
- Enter atleast one full or partial search criteria.  
Eg. : United matches both United Arab Emirates and United States of America

Employee Number   
First Name   
Last Name   
Passport Number   
Job Title   
Nationality

 **Search**

No Employee Found.

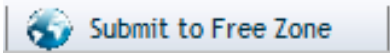
6. Specify the Reason for Request or give additional information for JAFZA.

Specify the reason for request / Additional Information for JAFZA

## Apply for Duplicate Company Employment Card (CEC)

5

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

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

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

