



دبي التجارية  
DUBAI TRADE

# JAFZA eSERVICES Apply for Health Card (HC) User's Manual

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## DOCUMENT DETAILS

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### Document Information

Document Name	Apply for Health Card (HC)
Project Name	JAFZA eService Manuals
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### Revision History

Version	Date	Author	Designation	Description of change

### Approval History

Version	Date	Name	Designation	Comments

### Distribution

Version	Location

# Apply for Health Card (HC)

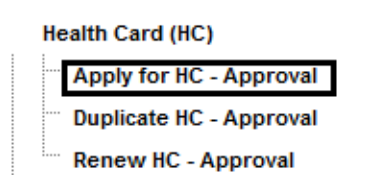
*This service is to submit an application request for applying for a new Health Card for an employee.*

## Navigation:

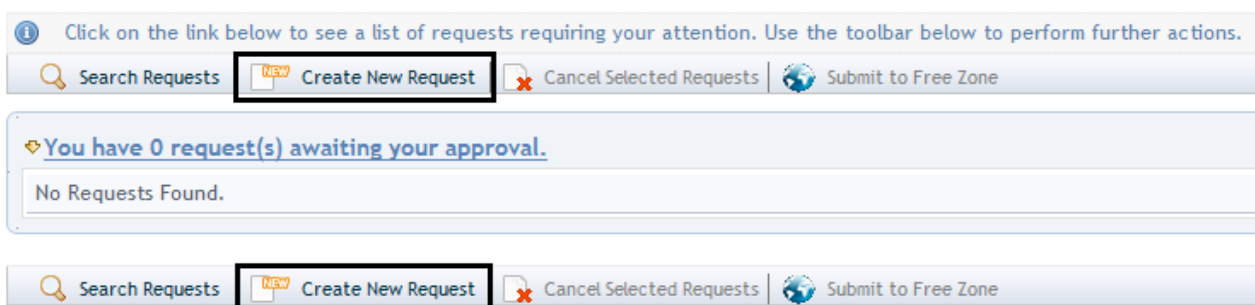
1. Login to **Dubai Trade**
2. Go to **Employee Services** from the menu on the left
3. Then Go to **Health Card (HC)**



4. Then Go to **Apply for HC - 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 Employee Number and skip to Step Number 6

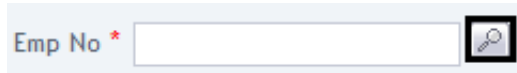
Emp No \*  

# Apply for Health Card (HC)

4

OR

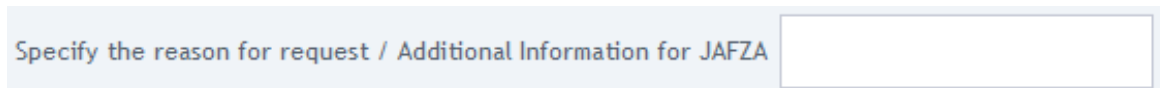
3. Select the Employee by clicking on the magnifying glass icon instead of typing in the field


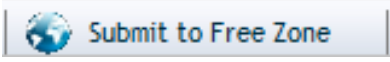
A form field labeled "Emp No \*" with a text input box and a magnifying glass icon to its right.

4. Search and Select the Employee Number in the pop-up window that appears.
5. Enter either the Employee Number, First Name, Last Name, Passport Number, Job Title, Nationality, and click Search

A pop-up window titled "Search for Employees". It contains instructions: "Enter (\*) or (%) to view all the details." and "Enter atleast one full or partial search criteria. Eg. : United matches both United Arab Emirates and United States of America". Below the instructions are input fields for "Employee Number", "First Name", "Last Name", "Passport Number", "Job Title", and "Nationality". A "Search" button with a magnifying glass icon is at the bottom. At the very bottom, a message states "No Employee Found." data-bbox="154 323 852 551"/>

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

A form field with the label "Specify the reason for request / Additional Information for JAFZA" and a text input box.

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.

