



دبي التجارية
DUBAI TRADE

JAFZA eSERVICES

Apply for PAC (Permanent Access Card)

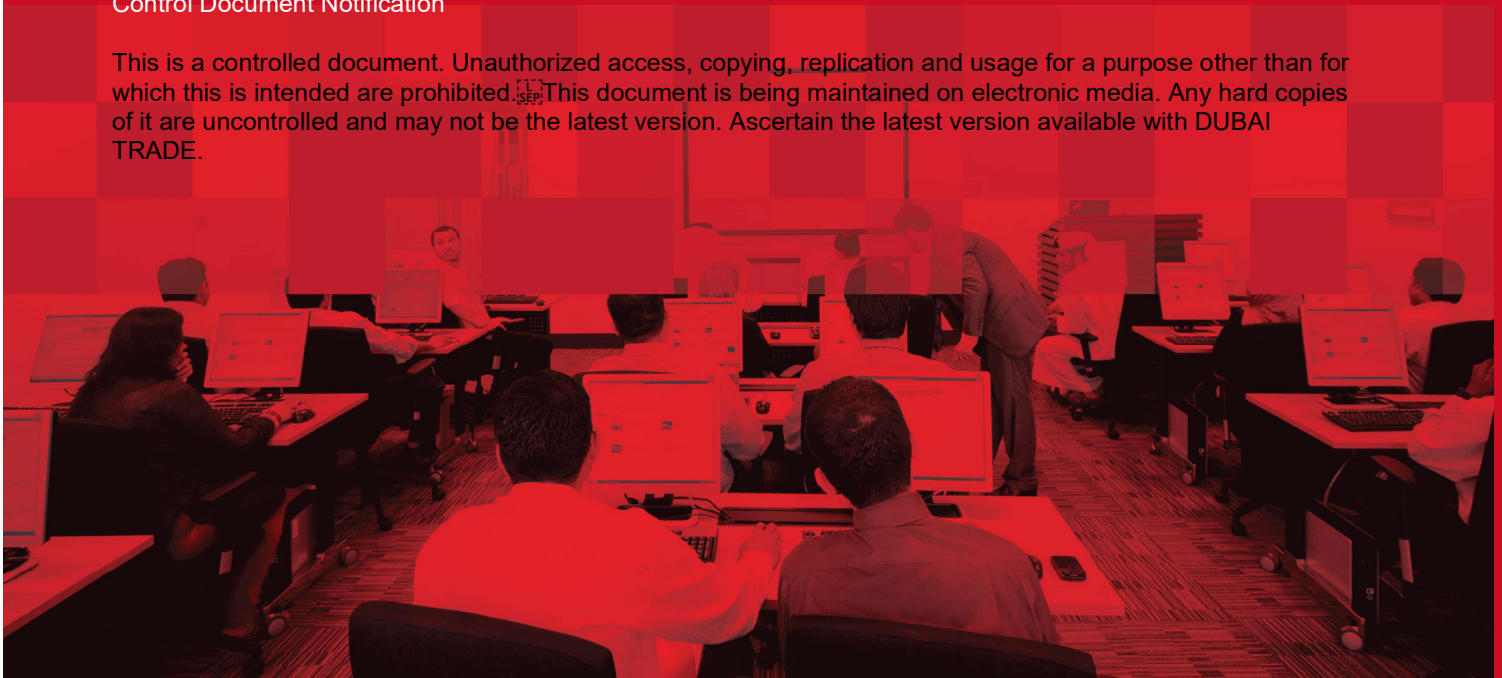
User's Manual

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DOCUMENT DETAILS

Document Information

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Project Name	JAFZA eService Manuals
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Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

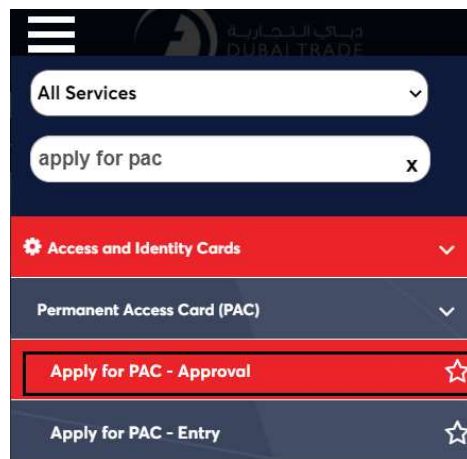
Apply for PAC (Permanent Access Card)

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This service is to request for a Permanent Access Card for an employee who is not sponsored by JAFZA. These cards are gate passes with a validity of one, two or three year (optional) allowing the non-sponsored employee to enter JAFZA to visit or work in your company. Permanent Access Cards are issued only to employees of your sister/parent concerns, registered outside JAFZA and operating anywhere in the UAE. This will count against your company's allowed number of visas.

Navigation:

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



4. The below screen will be displayed where you can **View** or **Search for SR**.

Jafza Permanent Access Card New

Create New Request

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details

SR Number

Select Status

Search

SR Number	SR Type	Employee Name	Status	Creation Date	Last Update Date	Actions
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5. Click **Create New Request**

Jafza Permanent Access Card New

Create New Request

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details

SR Number

Select Status

Search

SR Number	SR Type	Employee Name	Status	Creation Date	Last Update Date	Actions
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Apply for PAC (Permanent Access Card)

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6. Enter the details, Courier details and click **Save and Continue**

Jafza Permanent Access Card New

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

Use this page to create/modify a request for a new Permanent Access 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

Title *

Search and Select

Given Name *

Middle Name

Last Name *

Nationality *

Search and Select

Basic Monthly Salary (AED) *

Food Provided *

Search and Select

Food Allowance

Accommodation Provided *

Search and Select

Accommodation Type

Search and Select

Accommodation Allowance

Transportation Provided *

Search and Select

Transport Allowance

Other Monthly Allowance

Religion

Search and Select

Place Of Birth

Date of Birth *

DD-Mon-YYYY

Marital Status

Search and Select

Card Validity Period *

Search and Select

Job Title *

Search and Select

Passport Number *

Passport Date of Issue *

DD-Mon-YYYY

Passport Date of Expiry *

DD-Mon-YYYY

Place Of Issue

Country of Issue *

Search and Select

Permanent(Native) Address 1 *

Permanent(Native) Address 2

Permanent POBox

Permanent(Native) City

Permanent(Native) Country

Search and Select

Emirates ID Number *

XXX-XXXX-XXXXXXX-X

Sponsoring Co Name

Sponsor Address

Sponsor Emirate

Search and Select

Sponsor Post Box No

Sponsoring Co Contact Name

Probation Period (months) *

6

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**

Apply for PAC (Permanent Access Card)

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Jafza Permanent Access Card New

1

Service Request

2

Upload Document

3

Summary





















4

Payment Confirmation

Back

Company Name: Middle East And Africa FZCO

SR Number: 20052675

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	 
Emirates ID	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	 
Sponsor Trade License	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**

Apply for PAC (Permanent Access Card)

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Jafza Permanent Access Card New

1

Service Request

2

Upload Document

3

Summary

4

Payment Confirmation

Details of the selected request are given below.

Company Name: Middle East And Africa FZCO

SR Number: 20052675

Title

Mr.

Given Name

TEST

Last Name

TEST

Nationality

Canada

Basic Monthly Salary (AED)

20,000

Food Provided

No

Accommodation Provided

No

Transportation Provided

No

Date of Birth

3-Dec-1988

Card Validity Period

3 Years

Job Title

TRAINING OFFICER

Passport Number

TEST8855445

Passport Date of Issue

1-Dec-2021

Passport Date of Expiry

31-Mar-2023

Country of Issue

Canada

Permanent(Native) Address 1

Dubai

Emirates ID Number

784-1988-9922658-2

Sponsoring Co Name

TEST

Probation Period (months)

1

Courier Details

Courier Required

Within FreeZone

Courier Location

Plot No .B34BR01, Jafza north

Address Line 1

P.O.Box 16871

Address Line 2

Contact Name

TEST

Contact Phone

0500000000

Time

11 AM - 1 PM

Edit

Document Name

Preview

Current Sponsor NOC

Emirates ID

Passport Page 1

Photograph

Residence Permit

Sponsor Trade License

Confirm and Continue

9. Click Submit to FreeZone

Jafza Permanent Access Card New

1

Service Request

2

Upload Document

3

Summary

4

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)

921,675.97 AED

Total Charge Amount:

810.00 AED

Total VAT Amount:

0.50 AED

Total Charge Amount with VAT:

810.50 AED

SR Number

Employee

Customer

Status

20052675

TEST TEST

Middle East And Africa FZCO

Saved

Submit to FreeZone

Apply for PAC (Permanent Access Card)

The below confirmation will be displayed

Jafza Permanent Access Card New

✓

Service Request

✓

Upload Document

✓

Summary

4

Payment Confirmation

Back

✓

Your request has been forwarded to the Free Zone for processing. A charge of 810.00 AED and VAT amount 0.50 AED has been reserved for the same.

SR Number	Employee	Customer	Status
20052675	TEST TEST	Middle East And Africa FZCO	Submitted to Free Zone

