



دبي التجارية  
DUBAI TRADE

# JAFZA eSERVICES

## Apply for PIC (Permanent Identity Card)

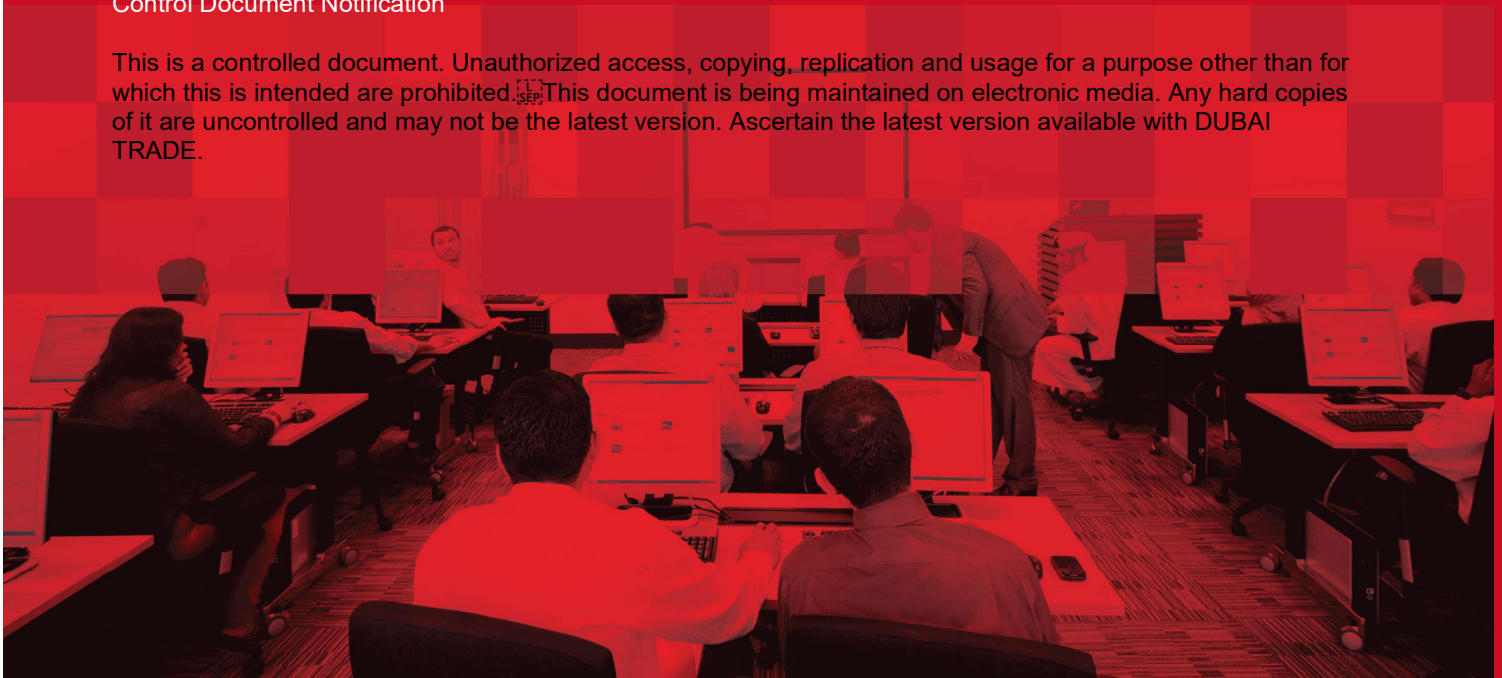
### User's Manual

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## DOCUMENT DETAILS

### Document Information

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### Revision History

Version	Date	Author	Designation	Description of change

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Version	Date	Name	Designation	Comments

### Distribution

Version	Location

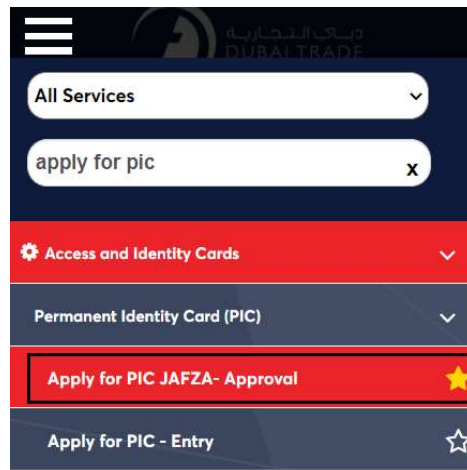
# Apply for PIC (Permanent Identity Card)

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*This service is to request for Permanent Identity Card for an employee who is not sponsored by JAFZA. Permanent Identity Cards are issued to employees who are under their Father, Husband, Wife's etc. Sponsorship (Non Company Sponsored). These cards are Identity Cards with a validity of one year allowing the non-sponsored employee to enter JAFZA to work. Visa must be Valid for minimum 6 months.*

## Navigation:

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



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

A screenshot of the 'Jafza Permanent Identity Card New' screen. The screen has a blue header with the title 'Jafza Permanent Identity Card New' and a 'Create New Request' button. Below the header, there is a list of actions: Edit SR, Upload Document, Cancel SR, Update Address, and View SR Details. Below this, there is a search bar with 'SR Number', 'Select Status', and a 'Search' button. Below the search bar, there is a table with columns: SR Number, SR Type, Employee Name, Status, Creation Date, Last Update Date, and Actions.

5. Click **Create New Request**

A screenshot of the 'Jafza Permanent Identity Card New' screen. The screen has a blue header with the title 'Jafza Permanent Identity Card New' and a 'Create New Request' button. Below the header, there is a list of actions: Edit SR, Upload Document, Cancel SR, Update Address, and View SR Details. Below this, there is a search bar with 'SR Number', 'Select Status', and a 'Search' button. Below the search bar, there is a table with columns: SR Number, SR Type, Employee Name, Status, Creation Date, Last Update Date, and Actions.

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

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Jafza Permanent Identity Card New

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Service Request

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Upload Document

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Use this page to create/modify a request for a new Permanent 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.
- Applicant must be inside country.
- Applicants Residence Visa must be Valid for Minimum Six Months**

Company Name:  Middle East And Africa FZCO

Company Id **1314**

Title \* 

Search and Select

Given Name \*

Middle Name

Last Name \*

Present Nationality \* 

Search and Select

Card Validity Period \* 

Search and Select

Religion 

Search and Select

Place Of Birth \*

Origin

Date of Birth \* 

DD-Mon-YYYY

Marital Status \* 

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

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

Residence Permit Number \*

Residence Permit Expiry Date \* 

DD-Mon-YYYY

Emirates ID Number \* 

XXX-XXXX-XXXXXXX-X

Sponsor Name \*

Sponsor Nationality \* 

Search and Select

Sponsor Passport Number \*

Sponsor Passport Date Of Issue \* 

DD-Mon-YYYY

Sponsor Passport ExpiryDate \* 

DD-Mon-YYYY

Relationship with Sponsor \* 

Search and Select

Sponsor's Contact Phone \* 

05xxxxxxxx

Sponsor Address

Sponsor Emirate \* 

Search and Select

Sponsor Post Box No

Notice Period (Days) \* 

Search and Select

Leave Days (Calendar Days) \* 

Search and Select

Probation Period (months) \* 

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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**

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Company Name:  Middle East And Africa FZCO

SR Number: 20052676

Document Name	File Type	Mandatory	Upload File	View / Delete
NOC from Sponsor	jpg/jpeg/pdf	Yes	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>
Passport Page 1	jpg/jpeg/pdf	Yes	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>
Photograph	jpg/jpeg	Yes	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>
Residence Permit	jpg/jpeg/pdf	Yes	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>
Sponsor Passport Page 1	jpg/jpeg/pdf	Yes	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>
Sponsor Residence Permit	jpg/jpeg/pdf	Yes	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>
Passport Page 2	jpg/jpeg/pdf	No	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>
Other documents 1	jpg/jpeg/pdf	No	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>
Other documents 2	jpg/jpeg/pdf	No	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>
Other documents 3	jpg/jpeg/pdf	No	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>

Continue and Review

8. Review the details and click **Confirm and Continue**

# Apply for PIC (Permanent Identity Card)

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Jafza Permanent Identity Card New

✓

Service Request

✓

Upload Document

3

Summary

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Payment Confirmation

Details of the selected request are given below:

Company Name: Middle East And Africa FZCO

SR Number: 20052676

Title	Mr.	Accommodation Provided	No
Given Name	TEST	Transportation Provided	No
Last Name	TEST	Residence Permit Number	123/123123/123
Present Nationality	Canada	Residence Permit Expiry Date	30-Jun-2023
Card Validity Period	1 Year	Emirates ID Number	784-1988-9922258-2
Place Of Birth	TEST	Sponsor Name	TEST
Date of Birth	1-Dec-1988	Sponsor Nationality	Canada
Marital Status	Single	Sponsor Passport Number	TEST1231111123456
Job Title	TRAINING OFFICER	Sponsor Passport Date Of Issue	1-Dec-2021
Passport Number	TEST5548899	Sponsor Passport ExpiryDate	31-Dec-2023
Passport Date of Issue	1-Dec-2021	Relationship with Sponsor	Father
Passport Date of Expiry	30-Mar-2023	Sponsor's Contact Phone	0560000000
Place Of Issue	dubai	Sponsor Emirate	Dubai
Country of Issue	United Arab Emirates	Notice Period (Days)	30
Basic Monthly Salary (AED)	20,000	Leave Days (Calendar Days)	30
Food Provided	No	Probation Period (months)	2

Courier Details

Courier Required	Within FreeZone	Contact Name	test
Courier Location		Contact Phone	0500000000
Address Line 1	Plot No .B34BR01, Jafza north	Time	11 AM - 1 PM
Address Line 2	P.O.Box 16871		

Edit

Document Name	Preview
NOC from Sponsor	
Passport Page 1	
Photograph	
Residence Permit	
Sponsor Passport Page 1	
Sponsor Residence Permit	

Confirm and Continue

## 9. Click Submit to FreeZone

Jafza Permanent Identity Card New

✓

Service Request

✓

Upload Document

✓

Summary

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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)  
920,865.47 AED

Total Charge Amount: 420.00 AED

Total VAT Amount: 1.00 AED

Total Charge Amount with VAT: 421.00 AED

SR Number	Employee	Customer	Status
20052676	TEST TEST	Middle East And Africa FZCO	Saved

Submit to FreeZone

# Apply for PIC (Permanent Identity Card)

*The below confirmation will be displayed*

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Service Request

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Back

Your request has been forwarded to the Free Zone for processing. A charge of 420.00 AED and VAT amount 1.00 AED has been reserved for the same.

SR Number	Employee	Customer	Status
20052676	TEST TEST	Middle East And Africa FZCO	Submitted to Free Zone

