



دبي التجارية
DUBAI TRADE

JAFZA eSERVICES

Apply for TAC (Temporary Access Card)

User's Manual

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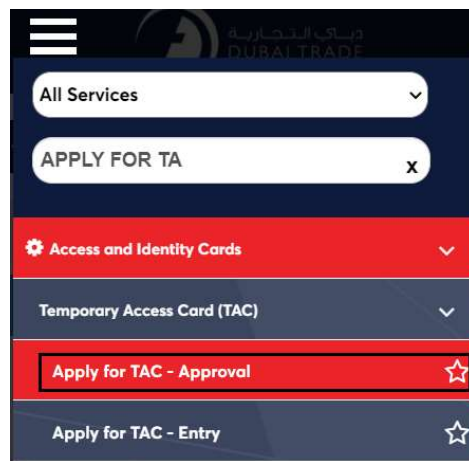
Apply for TAC (Temporary Access Card)

3

This service is to request for a Temporary Access Card for an employee who is not sponsored by JAFZA. These cards are gate passes with a validity of one month to maximum of 6 months, allowing the non-sponsored employee to enter JAFZA to visit your company. Temporary Access Cards are issued only to employees of your sister/parent concerns, registered outside JAFZA and operating anywhere in the UAE for temporary basis.

Navigation:

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



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

A screenshot of the 'Jafza Temporary Access Card New' web application interface. The page has a blue header with the title 'Jafza Temporary Access Card New' and a 'Create New Request' button. Below the header is a list of actions: 'Edit SR', 'Upload Document', 'Cancel SR', 'Update Address', and 'View SR Details'. Below the actions is a search bar with 'SR Number' and 'Select Status' dropdowns, and a 'Search' button. Below the search bar is a table with the following columns: 'SR Number', 'SR Type', 'Status', 'Creation Date', 'Last Update Date', and 'Actions'.

5. Click **Create New Request**

A screenshot of the 'Jafza Temporary Access Card New' web application interface, identical to the previous one. It shows the same header, actions list, search bar, and table.

Apply for TAC (Temporary Access Card)

4

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

Jafza Temporary Access Card New

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

1

Use this page to create/modify a request for a new temporary 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

TitleSearch and Select

Given Name

Middle Name

Last Name

Present NationalitySearch and Select

Card Validity PeriodSearch and Select

ReligionSearch and Select

Place Of Birth

Date of BirthDD-Mon-YYYY

Marital StatusSearch and Select

Job TitleSearch and Select

Passport Number

Place Of Issue

Country of IssueSearch and Select

Passport Date of IssueDD-Mon-YYYY

Passport Date of ExpiryDD-Mon-YYYY

Permanent(Native) Address 1

Permanent(Native) Address 2

Permanent POBox

Permanent(Native) City

Permanent(Native) CountrySearch and Select

Sponsor Name

Sponsor Address

Sponsor Contact Name

Sponsor EmirateSearch and Select

Sponsor Post Box No

Emirates ID NumberXXX-XXXX-XXXXXXX-X

Request Reason

Jafza Comments

Courier Details

Courier RequiredWithin FreeZone

Courier LocationSelect

Address Line 1Plot No .B34BR01, Jafza north

Address Line 2P.O.Box 16871

Contact Name

Contact Phone05xxxxxxxx

TimeSelect

Save and Continue

7. Upload the required Documents and click **Continue and Review**

Apply for TAC (Temporary Access Card)

5

Jafza Temporary Access Card New

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

Back

Company Name: Middle East And Africa FZCO

SR Number: 20052677

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

Continue and Review

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

Apply for TAC (Temporary Access Card)

6

Jafza Temporary Access Card New

Back

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: 20052677

TitleMr.

Given NameTEST

Last NameTEST

Present NationalityCanada

Card Validity Period3 Months

Date of Birth2-Dec-2000

Job TitleTRAINING OFFICER

Passport NumberTESTA222211145

Country of IssueCanada

Passport Date of Issue2-Dec-2021

Passport Date of Expiry31-Mar-2023

Sponsor NameTEST

Courier Details

Courier RequiredWithin FreeZone

Courier Location

Address Line 1Plot No .B34BR01, Jafza north

Address Line 2P.O.Box 16871

Contact NameTEST

Contact Phone0500000000

Time11 AM - 1 PM

Edit

Courier Details

Courier RequiredWithin FreeZone

Courier Location

Address Line 1Plot No .B34BR01, Jafza north

Address Line 2P.O.Box 16871

Contact NameTEST

Contact Phone0500000000

Time11 AM - 1 PM

Edit

Document Name	Preview
Current Sponsor NOC	
Current Sponsor Trade License	
Jafza Company License	
Passport Page 1	
Photograph	
Residence Permit	

Confirm and Continue

9. Click Submit to FreeZone

Jafza Temporary Access Card New

Back

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)

920,444.47 AED

Total Charge Amount:

310.00 AED

Total VAT Amount:

0.50 AED

Total Charge Amount with VAT:

310.50 AED

SR Number	Customer	Status
20052677	Middle East And Africa FZCO	Saved


Submit to FreeZone

Apply for TAC (Temporary Access Card)

7

The below confirmation will be displayed

Jafza Temporary Access Card New



Back

✓

Service Request

✓

Upload Document

✓

Summary

4

Payment Confirmation

✓

Your request has been forwarded to the Free Zone for processing. A charge of 310.00 AED and VAT amount 0.50 AED has been reserved for the same.

SR Number	Customer	Status
20052677	Middle East And Africa FZCO	Submitted to Free Zone

