



دبي التجارية
DUBAI TRADE

JAFZA eSERVICES

Apply for TIC (Temporary Identity Card)

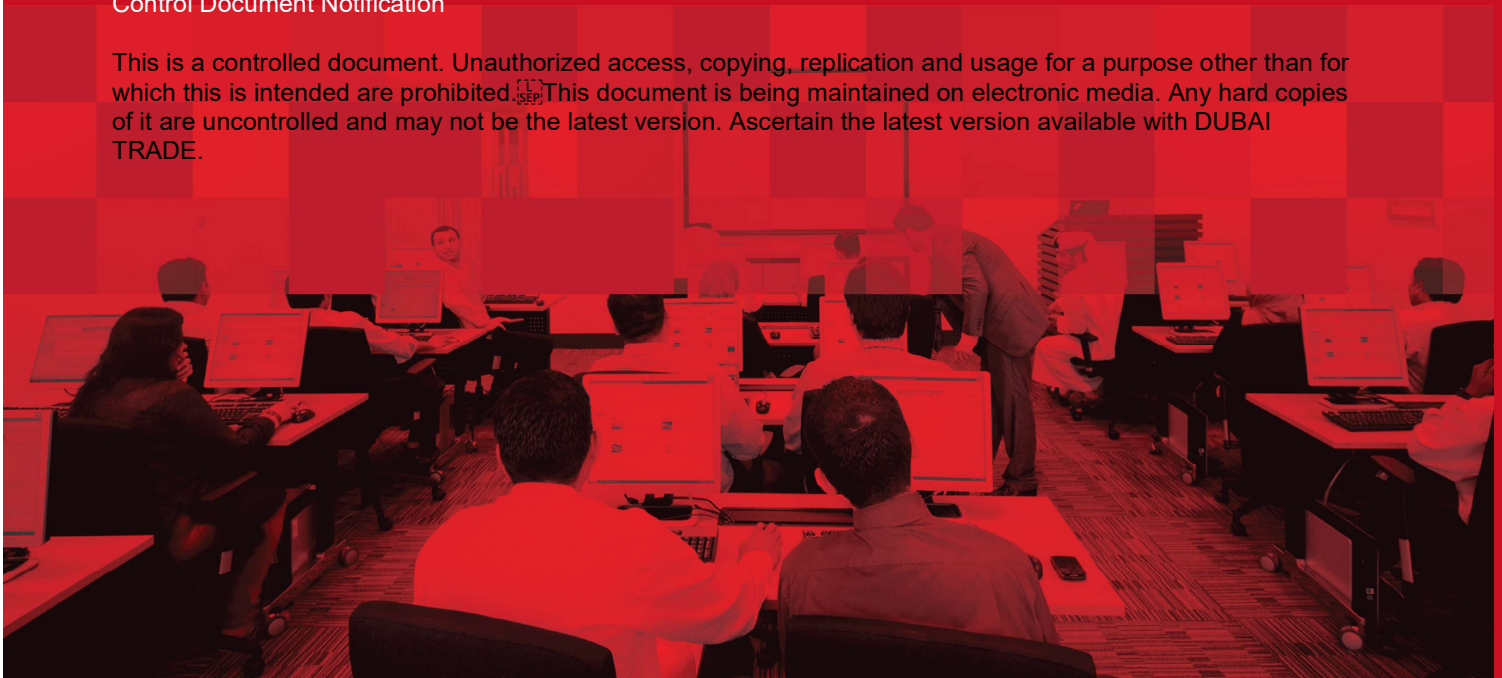
User's Manual

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DOCUMENT DETAILS

Document Information

Document Name	Apply for TIC (Temporary Identity Card)
Project Name	JAFZA eService Manuals
Business Unit	JAFZA
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Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

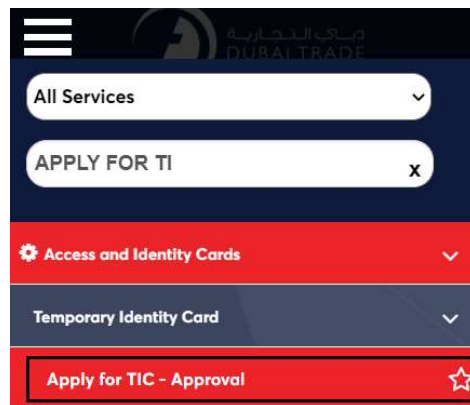
Apply for TIC (Temporary Identity Card)

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This service is to request for Temporary Identity Card for a labor that is not sponsored by JAFZA. Temporary Identity Cards are issued to labors that are under one of the listed Manpower Companies. These cards are Identity Cards with a validity of one month to maximum of 3 months allowing the labors to work / provide service.

Navigation:

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



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

Jafza Temporary Identity 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	Status	Creation Date	Last Update Date	Actions
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5. Click **Create New Request**

Jafza Temporary Identity 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	Status	Creation Date	Last Update Date	Actions
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Jafza Temporary Access Card New

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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**

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Service Request

Upload Document

Summary

Payment Confirmation

Details of the selected request are given below:

Company Name: Middle East And Africa FZCO

SR Number: 20052677

Title: Mr.

Given Name: TEST

Last Name: TEST

Present Nationality: Canada

Card Validity Period: 3 Months

Date of Birth: 2-Dec-2000

Job Title: TRAINING OFFICER

Passport Number: TESTA222211145

Country of Issue: Canada

Passport Date of Issue: 2-Dec-2021

Passport Date of Expiry: 31-Mar-2023

Sponsor Name: TEST

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

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

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

Service Request

Upload Document

Summary

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 TIC (Temporary Identity Card)

The below confirmation will be displayed

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Back

✓

Service Request

✓

Upload Document

✓

Summary

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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

