



JAFZA eSERVICES

Cancel PAC (Permanent Access Card)

User's Manual

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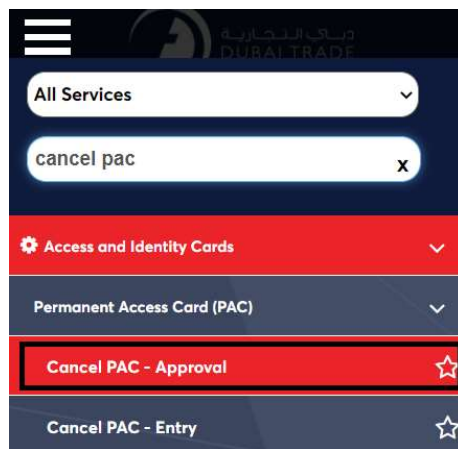
Cancel PAC (Permanent Access Card)

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This service is to submit a cancel request for a Permanent Access Card for an employee who is not sponsored by JAFZA. Original PAC must be returned to complete the request.

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 **Cancel PAC - Approval**



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

Jafza Cancel Permanent Access Card

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**

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

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Service RequestSummaryPayment Confirmation

Cancel Permanent Access Card

Company Name: Middle East And Africa FZCO

Company Id1314

Permanent Access Card No.

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

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Service RequestSummaryPayment Confirmation

Details of the selected request are given below:

Company Name: Middle East And Africa FZCO

SR Number: 20054332

Permanent Access Card No. PAC100000318

Request Reason TEST

Courier Details

Courier RequiredWithin FreeZone

Courier Location

Address Line 1Plot No .B34BR01, Jafza north

Address Line 2P.O.Box 16871

Contact NameTEST

Contact Phone0500000000

Time9 AM -11 AM

Edit

Confirm and Continue

8. Click **Submit to FreeZone**

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Service RequestSummaryPayment 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)

896,766.25 AED

Total Charge Amount:

10.00 AED

Total VAT Amount:

0.50 AED

Total Charge Amount with VAT:

10.50 AED

SR Number	Employee	Customer	Status
20054332	Uat Abc	Middle East And Africa FZCO	Saved

Submit to FreeZone

The below confirmation will be displayed

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Service RequestSummaryPayment Confirmation

✔ Your request has been forwarded to the Free Zone for processing. A charge of 10.00 AED and VAT amount 0.50 AED has been reserved for the same.

SR Number	Employee	Customer	Status
20054332	Uat Abc	Middle East And Africa FZCO	Submitted to Free Zone

