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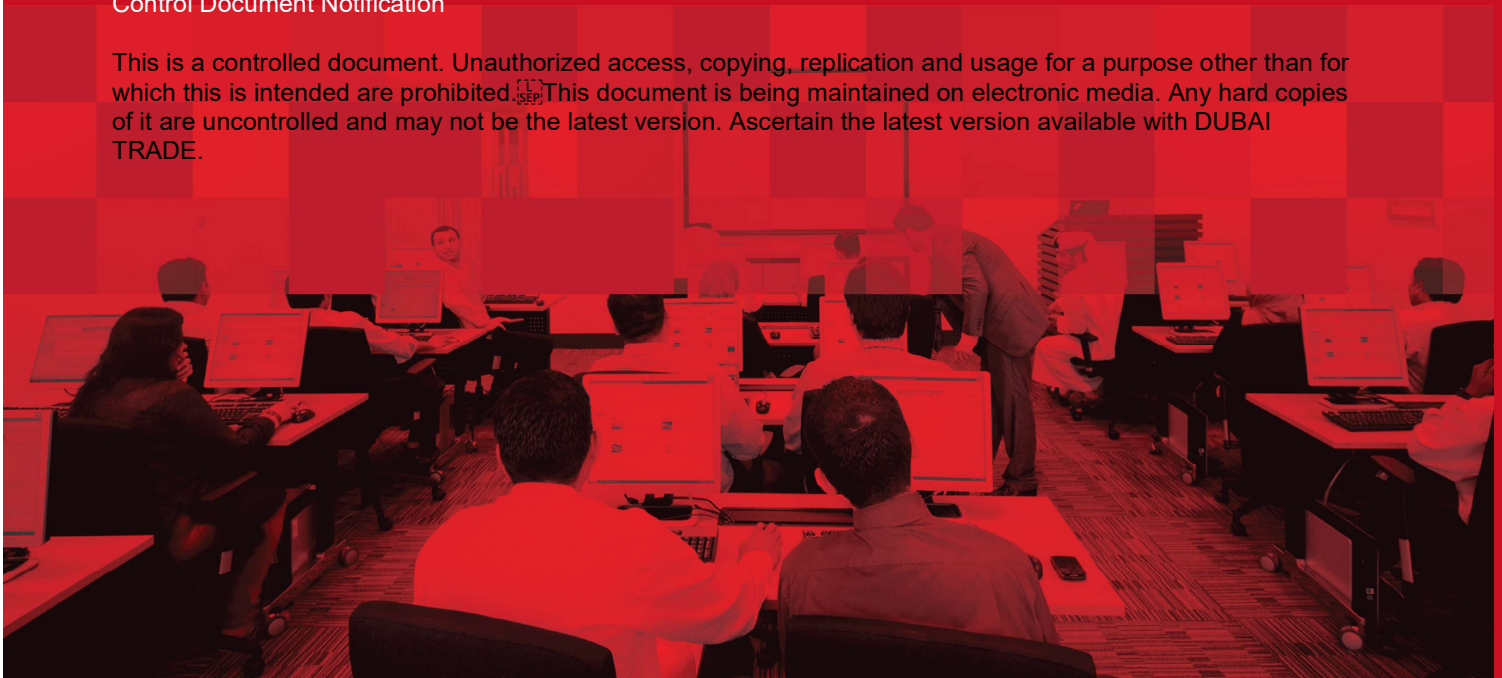
JAFZA eSERVICES Cancel PIC (Permanent Identity Card) User's Manual

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DOCUMENT DETAILS

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Distribution

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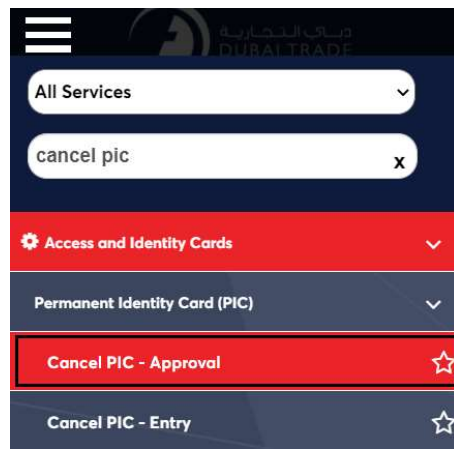
Cancel PIC (Permanent Identity Card)

3

This service is to submit a cancel request for a Permanent Identity Card for an employee who is not sponsored by JAFZA. Original PIC 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 Identity Card (PIC)** go to **Cancel PIC - Approval**



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

A screenshot of the 'Jafza Cancel Permanent Identity Card' screen. At the top, there is a blue header bar with the title 'Jafza Cancel Permanent Identity Card' and a 'Create New Request' button. Below the header, there is a white box containing a list of actions: 'Edit SR', 'Upload Document', 'Cancel SR', 'Update Address', and 'View SR Details'. Below this box, there is a search bar with 'SR Number' and 'Select Status' dropdowns, and a 'Search' button. At the bottom, 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 Cancel Permanent Identity Card' screen, identical to the previous one. It shows the same header, action list, search bar, and table structure.

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

Cancel PIC (Permanent Identity Card)

4

Jafza Cancel Permanent Identity Card

1

2

3

Service RequestSummaryPayment Confirmation

Cancel Permanent Identity Card

Company Name: Middle East And Africa FZCO

Company Id1314

Permanent Identity Card No

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 Phone0500000000

TimeSelect

Save and Continue

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

Jafza Cancel Permanent Identity Card

✓

2

3

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.00318

Request ReasonTEST

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**

Cancel PIC (Permanent Identity Card)

5

Jafza Cancel Permanent Identity Card

✓

Service Request

✓

Summary

3

Payment Confirmation

Back

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

Jafza Cancel Permanent Identity Card

✓

Service Request

✓

Summary

3

Payment Confirmation

Back

✓

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

