

JAFZA eSERVICES Company Representative Card Renewal User's Manual

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Version	Location

Company Representative Card Renewal

This service is to request for to Renew the Company Representative Card for an employee who is the Company Representative / PRO in JAFZA. This card is used for submitting or picking up any documents from the JAFZA counters for the Company they are representing Company Representative Cards are only issued to employees having Permanent Access Card (PAC), Permanent Access Card (PIC) and/or Company Employment Card (CEC) from the same company. A company can have multiple representatives.

Navigation:

- 1. Login to Dubai Trade
- 2. Go to Access and Identity Cards from the menu on the left
- 3. Then Go to Company Representative Card

Access and Identity Cards			
÷	Company Representative Card		
+	Permanent Access Card (PAC)		
+	Permanent Identity Card (PIC)		
+	Temporary Access Card (TAC)		
+	Temporary Identity Card		

4. Click on Company Representative Card Renewal - Approval



5. Then Click on Create New Request

Logout	All the first had we have a first of an analysis and the star first the hadken had a first for first and first
View By Service 🔹	Click on the link below to see a list of requests requiring your attention. Use the toolbar below to perform further actions.
Access and Identity Cards	🔾 Search Requests [📴 Create New Request 🙀 Cancel Selected Requests 🤯 Submit to Free Zone

Procedure:

1. Select Courier Delivery/Collection Required?

Courier Collection/Delivery Required? 🔿 Counter 🔿 Outside Freezone 💽 Within Freezone

2. Enter the PRO Card Number and skip to Step Number 7

Company Representative Card Renewal

PRO Card Number *

OR

3. Select the Employee by clicking on the magnifying glass icon instead of typing in the field

555 C 1 N 1 *	 P	
PRO Card Number *	1 de la	

- 4. Search and Select the Employee in the pop-up window that appears.
- 5. Enter either the PRO Card Number, First Name, Last Name and click Search

8	Search for Employees - Windows Internet Explorer	X
	Search for Employees	*
	 Enter (*) or (%) to view all the details. Enter atleast one full or partial search criteria. Eg. : United matches both United Arab Emirates and United States of America 	
	PRO Card Number	
	First Name	
	Last Name	
	Search	
	No Employee Found.	

- 6. Select the Employee
- 7. Specify the Reason for Request or give additional information for JAFZA



Click Submit to Free Zone to submit the request to the Free Zone Authority for processing.

9. Click on **Pay now** to confirm charges and submit the request.



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