دبـــي التـجـاريـة
DUBAI TRADE

JAFZA eSERVICES
Company Representative Card Renewal
User's Manual

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Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

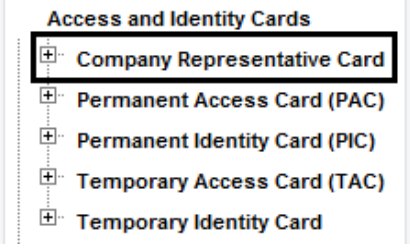
Version	Location

Company Representative Card Renewal

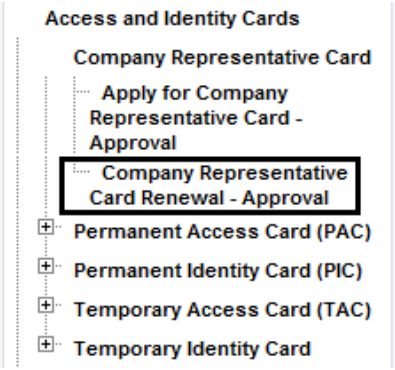
This service is to request for to Renew the Company Representative Card for an employee who is the Company Representative / PRO in JAFZA. This card is used for submitting or picking up any documents from the JAFZA counters for the Company they are representing Company Representative Cards are only issued 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:

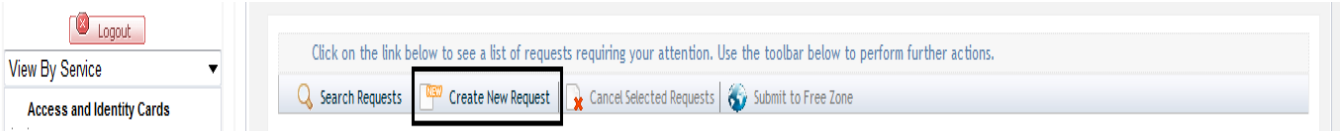
1. Login to **Dubai Trade**
2. Go to **Access and Identity Cards** from the menu on the left
3. Then Go to **Company Representative Card**



4. Click on **Company Representative Card Renewal - Approval**

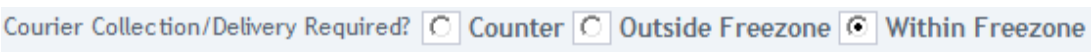


5. Then Click on **Create New Request**



Procedure:

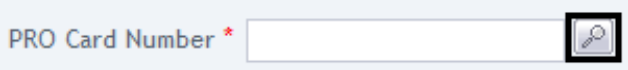
1. Select Courier Delivery/Collection Required?



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

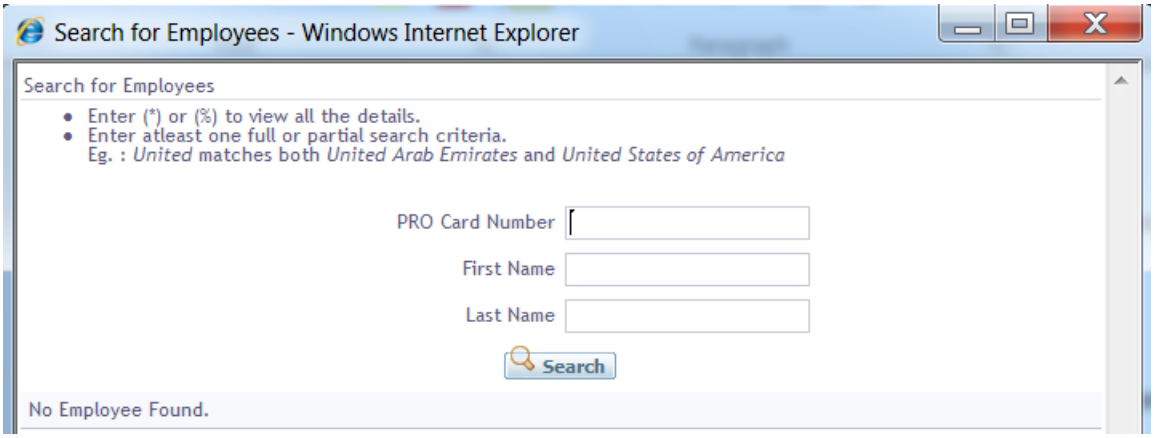
OR

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



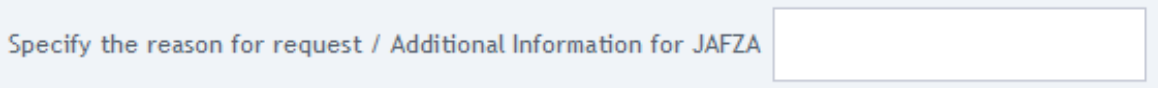
4. Search and Select the Employee in the pop-up window that appears.

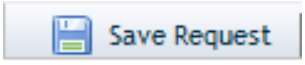
5. Enter either the PRO Card Number, First Name, Last Name and click Search

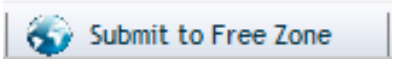


6. Select the Employee

7. Specify the Reason for Request or give additional information for JAFZA



8. Click on 

to save the request for future action.
Click 

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

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

www.dubaitrade.ae