دبـــي التجــاريــة
DUBAI TRADE

JAFZA eSERVICES
Apply for Duplicate Health Card (HC)
User's Manual

Copyright Information

Control Document Notification

DOCUMENT DETAILS

Document Information

Document Name	Apply for Duplicate Health Card (HC)
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Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

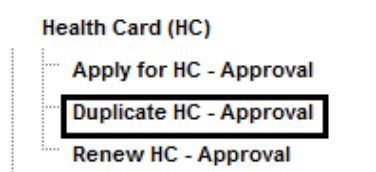| Version	Location

Apply for Duplicate Health Card (HC)

This service is to request for a duplicate Health Card (HC) for the Employee if the Health Card was lost or damaged.
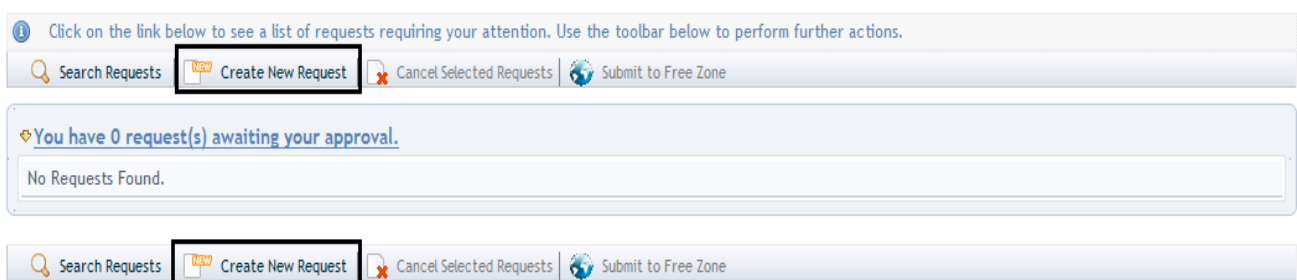
Navigation:

1. Login to **Dubai Trade**

2. Go to **Employee Services** from the menu on the left

3. Then Go to **Health Card (HC)**

Employee Services
- ⊞ Company Employment Card (CEC)
- ⊞ Employment Contract (EC)
- ⊞ Employment Visa Entry Permit (EVEP)
- ⊞ Health Card (HC)
- ⊞ Other Services
- ⊞ Residence Permit (RP)

4. Click on **Duplicate HC – Approval**

Health Card (HC)
- Apply for HC - Approval
- Duplicate HC - Approval
- Renew HC - Approval

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

ⓘ Click on the link below to see a list of requests requiring your attention. Use the toolbar below to perform further actions.

🔍 Search Requests   NEW Create New Request   ✖ Cancel Selected Requests   🌐 Submit to Free Zone

◇You have 0 request(s) awaiting your approval.

No Requests Found.

🔍 Search Requests   NEW 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 Employee Number and skip to Step number 5

Emp No * [   ] 🔍

Apply for Duplicate Health Card (HC)

OR

3. Search and Select the Employee Number in the pop-up window that appears by clicking on the magnifying glass icon instead of typing in the field

Emp No *

4. Enter either the Employee Number, First Name, Last Name, Passport Number, Job Title, Nationality and click Search

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*
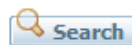
Employee Number

First Name

Last Name
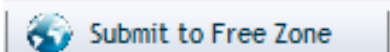
Passport Number

Job Title

Nationality

Search

No Employee Found.

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

Specify the reason for request / Additional Information for JAFZA

6. Click on **Save Request** to save the request for future action.

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

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