



دبي التجارية
DUBAI TRADE

JAFZA eSERVICES Renew Company Employment Card (CEC) User's Manual

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DOCUMENT DETAILS

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Distribution

Version	Location

Renew Company Employment Card (CEC)

3

This service is to request to renew the Company Employment Card (CEC) for the Employee. Company Employment Card is valid for 3 years and renewals must be done at least 15 days prior to expiry.

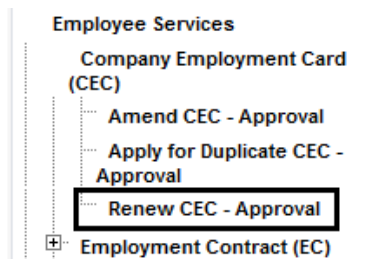
Note: There is No service to apply for a new Company Employment Card (CEC) because New Company Employment Card is packaged with the New Employment Visa Application and sent after the process for New Employment Visa is completed.

Navigation:

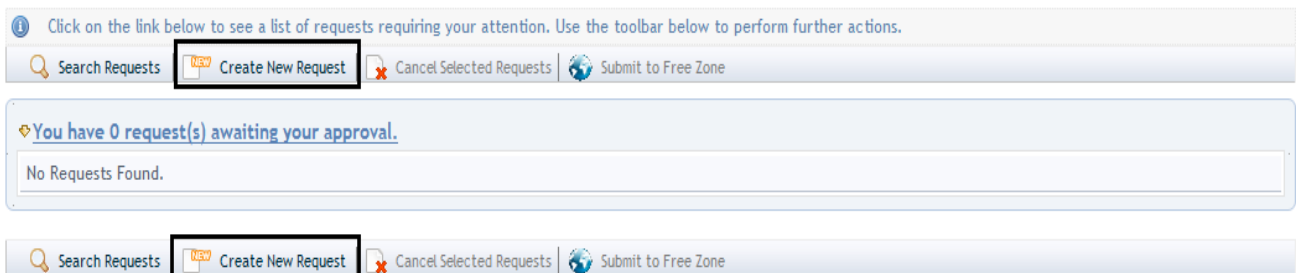
1. Login to **Dubai Trade**
2. Go to **Employee Services** from the menu on the left
3. Then Go to **Company Employment Card (CEC)**



4. Click on **Renew CEC - Approval**




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






6. The List of Employment Cards which expired within the Last 30 days and the Employment Cards expiring in the next 60 days will display

Renew Company Employment Card (CEC)

4

 **Renew Company Employment Card**

 The Company Employment Cards shown below are expired within the last 30 days from the date of expiry or valid up to 60 days. Please use the search feature to refine the results.

 Search Cards |  Submit to Free Zone |  Home

Employment Cards

<input type="checkbox"/>	Employment Card Number	Last Name	Passport Number	Employment Card Expiry Date
<input type="checkbox"/>	107558	KUMAR VARMA	F 6098644	08-OCT-2008
<input type="checkbox"/>	143158	MOHAMMAD AL SHARIF	N 001150429	10-OCT-2008
<input type="checkbox"/>	211361	DEGAMO DELFINO	LL-918511	30-OCT-2008
<input type="checkbox"/>	211364	III MANAAY VILLACORTA	TT-0608311	30-OCT-2008
<input type="checkbox"/>	209798	RAMCHANDRA BHANAGE	G-0200075	03-NOV-2008
<input type="checkbox"/>	210437	LAMORENA VELASCO	RR-0307552	06-NOV-2008
<input type="checkbox"/>	212569	PREM PAUL D'SOUZA	G 3921905	21-NOV-2008
<input type="checkbox"/>	109489	ARRO SANTOS	PP 0575284	25-NOV-2008
<input type="checkbox"/>	213798	PAPPACHAN CHERUS	F 1678216	26-NOV-2008
<input type="checkbox"/>	213947	LIZEL EDMILAO ARANTON	PP 0663862	27-NOV-2008
<input type="checkbox"/>	214737	LAGMAN HERNANDEZ	LL-887890	05-DEC-2008
<input type="checkbox"/>	146848	NAIR PALLIPPAMADAM HOUSE	F 5332167	06-DEC-2008
<input type="checkbox"/>	215913	GOPINATH DIVAKARAN GOPINATH	G3944020	13-DEC-2008
<input type="checkbox"/>	216844	VIJAYAN RAMACHANDRAN	F-4481142	22-DEC-2008
<input type="checkbox"/>	110820	ARRIOLA MACALINTAL	TT 0234579	24-DEC-2008
<input type="checkbox"/>	148616	MOZAFFAR AHSAN	E-5661590	01-JAN-2009

Procedure:



1. Click on Search Cards

 Search Cards |  Submit to Free Zone |  Home

Employment Cards

<input type="checkbox"/>	Employment Card Number	Last Name	Passport Number	Employment Card Expiry Date
<input type="checkbox"/>	107558	KUMAR VARMA	F 6098644	08-OCT-2008
<input type="checkbox"/>	143158	MOHAMMAD AL SHARIF	N 001150429	10-OCT-2008
<input type="checkbox"/>	211361	DEGAMO DELFINO	LL-918511	30-OCT-2008



2. The Search page will be displayed, Search by either Employee Number, Passport Number or Employment Card Expiry Date

 Search Cards |  Back

Employee Number

Passport Number

Employment Card Expiry Date

 Search Cards |  Back

Renew Company Employment Card (CEC)


5

3. Enter the Employee Number and click on Search Cards (**Optional**)

Employee Number 

OR

4. 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

Employee Number 

5. 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.

6. Enter Passport Number and Click on Search Cards (**Optional**)


Passport Number

7. Enter Employment Card Expiry Date and Click on Search Cards (**Optional**)

Employment Card Expiry Date 

OR

8. Select the Employment Card Expiry Date from the Calendar

Employment Card Expiry Date 

9. Select the Employment Card which needs to be renewed

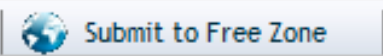
Renew Company Employment Card (CEC)

6

Search Cards | Submit to Free Zone | Home

Employment Cards

<input type="checkbox"/>	Employment Card Number	Last Name	Passport Number	Employment Card Expiry Date
<input checked="" type="checkbox"/>	107558	KUMAR VARMA	F 6098644	08-OCT-2008
<input checked="" type="checkbox"/>	143158	MOHAMMAD AL SHARIF	N 001150429	10-OCT-2008
<input type="checkbox"/>	211361	DEGAMO DELFINO	LL-918511	30-OCT-2008
<input type="checkbox"/>	211364	III MANAAY VILLACORTA	TT-0608311	30-OCT-2008

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

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

