



دبي التجارية
DUBAI TRADE

JAFZA eSERVICES Renew Health Card (HC) User's Manual

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Version	Date	Author	Designation	Description of change

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Version	Location

Renew Health Card (HC)

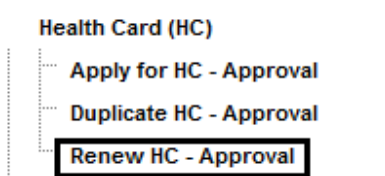
This service is to submit an application request for renewal of Health Card for an employee.

Navigation:

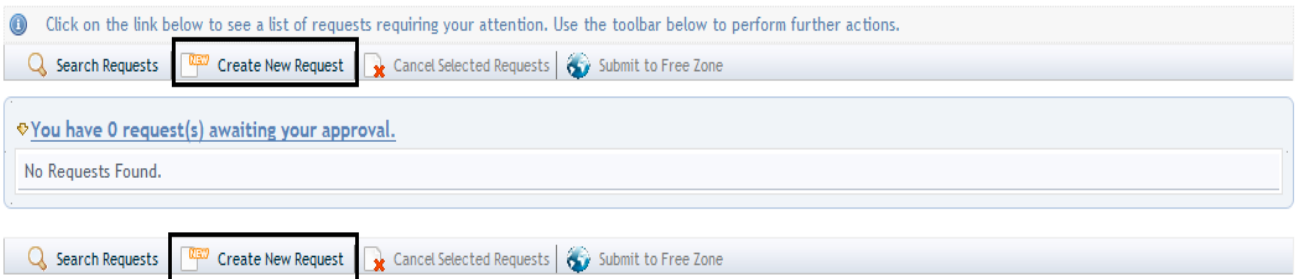
1. Login to **Dubai Trade**
2. Go to **Employee Services** from the menu on the left
3. Then Go to **Health Card (HC)**



4. Click on **Renew HC – Approval**



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



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

Renew Health Card (HC)

The screenshot shows the Jafza Renew Health Card interface. At the top, there is a navigation bar with the Jafza logo and the text "Renew Health Card". Below this, a message states: "The Company Health 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." There are three buttons: "Search Cards", "Submit to Free Zone", and "Home". The main content area is titled "Health Cards" and contains a table with the following data:

Health Card Number	Last Name	Passport Number	Health Card Expiry Date
7935765	REMEDIOS	E-6995673	21-MAR-2006
20200978	MONALYNN PASCUA DADOR	LL-999630	11-JUL-2006
10026959	MAHADEV NAIK	G 3944782	20-JUL-2006
3669815	SUNDARAM	E 8170194	20-JUL-2006
11622121	VARGHESE	A 2743185	20-JUL-2006
19387334	SHAMSU HAMID	Z033013	10-AUG-2006
24314072	ZAIMA	TG-4441152	19-AUG-2006
24328103	SAVIO SMITH	E-6280096	20-AUG-2006

Procedure:

1. Click on Search Cards

This screenshot is identical to the one above, but the "Search Cards" button is highlighted with a black border, indicating the first step of the procedure.

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

The screenshot shows the search page. At the top, there are buttons for "Search Cards" and "Back". Below this, there are three input fields with labels and search icons:

- Employee Number
- Passport Number
- Employment Card Expiry Date


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

A close-up screenshot of the "Employee Number" input field, showing the text "Employee Number" and an empty text box with a search icon to its right.

OR

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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 Health Card Expiry Date and Click on Search Cards (**Optional**)


Health Card Expiry Date 




OR

8. Select the Health Card Expiry Date from the Calendar

Health Card Expiry Date 

9. Select the Health Card which needs to be renewed

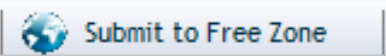
 The Company Health Cards shown below are expired within the last 30 days from the date of expiry or valid up to 60 days. Please use the search feature to refine the results.

 Search Cards |  Submit to Free Zone |  Home

Health Cards [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

<input type="checkbox"/>	Health Card Number	Last Name	Passport Number	Health Card Expiry Date
<input type="checkbox"/>	7935765	REMEDIOS	E-6995673	21-MAR-2006
<input type="checkbox"/>	20200978	MONALYNN PASCUA DADOR	LL-999630	11-JUL-2006
<input type="checkbox"/>	10026959	MAHADEV NAIK	G 3944782	20-JUL-2006

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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.

