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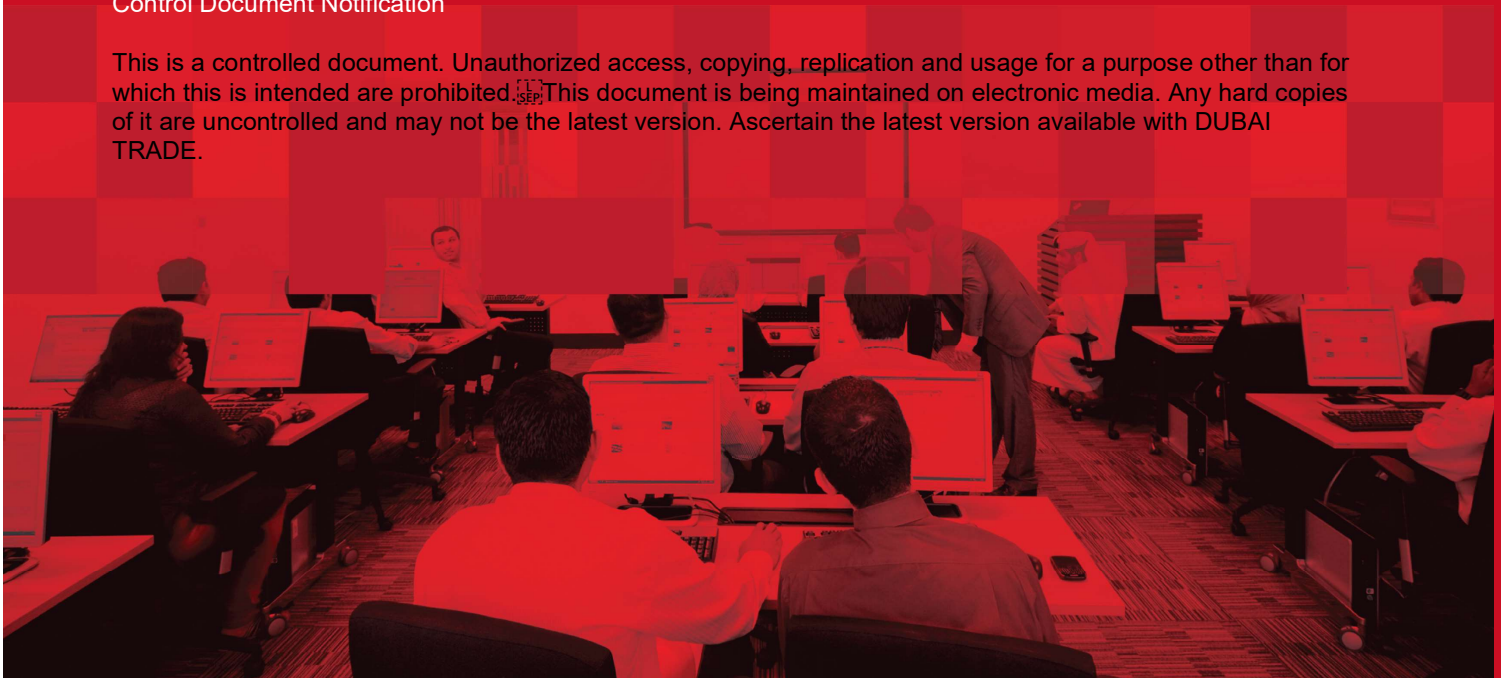
# JAFZA eSERVICES Renew PAC (Permanent Access Card) User's Manual

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## DOCUMENT DETAILS

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### Document Information

Document Name	Renew PAC (Permanent Access Card)
Project Name	JAFZA eService Manuals
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Author(s)	DT Training Dept.
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Current Version	2.0

### Revision History

Version	Date	Author	Designation	Description of change

### Approval History

Version	Date	Name	Designation	Comments

### Distribution

Version	Location

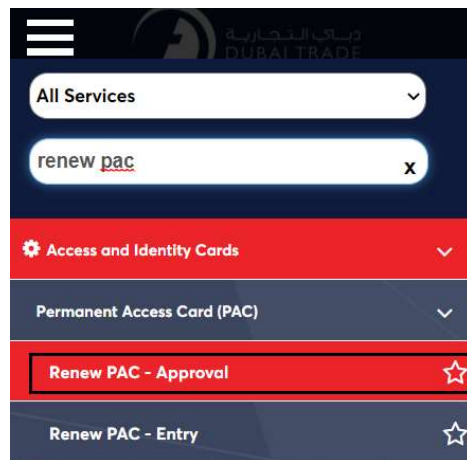
# Renew PAC (Permanent Access Card)

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*This service is to submit a renewal request for a Permanent Access Card for an employee who is not sponsored by JAFZA. This service is used to renew PAC's which are due for renewal.*

## Navigation:

1. Login to **Dubai Trade**
2. Go to **Access and Identity Cards** from the menu on the left
3. Then under **Permanent Access Card (PAC)** go to **Renew PAC - Approval**



4. The below screen will be displayed where you can **View** or **Search for SR**.

Jafza Permanent Access Card Renew

Create New Request

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details

SR Number

Select Status

Search

SR Number	SR Type	Employee Name	Status	Creation Date	Last Update Date	Actions
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5. Click **Create New Request**

Jafza Permanent Access Card Renew

Create New Request

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details

SR Number

Select Status

Search

SR Number	SR Type	Employee Name	Status	Creation Date	Last Update Date	Actions
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# Renew PAC (Permanent Access Card)

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## 6. Enter the details, Courier details and click **Save and Continue**

Jafza Permanent Access Card Renew

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

1 Renew Permanent Access Card

Company Name: Middle East And Africa FZCO

Company Id1314

Permanent Access Card No \*

Card Validity Period \*Search and Select

Basic Monthly Salary (AED) \*

Nationality \*Search and Select

Food Provided \*Search and Select

Food Allowance

Accommodation Provided \*Search and Select

Accommodation TypeSearch and Select

Accommodation Allowance

Transportation Provided \*Search and Select

Transport Allowance

Other Monthly Allowance

Probation Period (months) \*6

Request Reason

Jafza Comments

Courier Details

Courier Required \*Within FreeZone

Courier LocationSelect

Address Line 1 \*Plot No .B34BR01, Jafza north

Address Line 2P.O.Box 16871

Contact Name \*

Contact Phone \*05xxxxxxxx

Time \*Select

Save and Continue

## 7. Upload the required Documents and click **Continue and Review**

# Renew PAC (Permanent Access Card)

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Jafza Permanent Access Card New

1

Service Request

2

Upload Document

3

Summary

4

Payment Confirmation

Back

Company Name: Middle East And Africa FZCO

SR Number: 20052675

Document Name	File Type	Mandatory	Upload File	View / Delete
Current Sponsor NOC	jpg/jpeg/pdf	Yes	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>
Emirates ID	jpg/jpeg/pdf	Yes	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>
Passport Page 1	jpg/jpeg/pdf	Yes	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>
Photograph	jpg/jpeg	Yes	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>
Residence Permit	jpg/jpeg/pdf	Yes	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>
Sponsor Trade License	jpg/jpeg/pdf	Yes	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>
Passport Page 2	jpg/jpeg/pdf	No	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>
Other documents 1	jpg/jpeg/pdf	No	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>
Other documents 2	jpg/jpeg/pdf	No	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>
Other documents 3	jpg/jpeg/pdf	No	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>

Continue and Review

8. Review the details and click **Confirm and Continue**

# Renew PAC (Permanent Access Card)

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Jafza Permanent Access Card New

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

Details of the selected request are given below.

Company Name: Middle East And Africa FZCO

SR Number: 20052675

TitleMr.

Given NameTEST

Last NameTEST

NationalityCanada

Basic Monthly Salary (AED)20,000

Food ProvidedNo

Accommodation ProvidedNo

Transportation ProvidedNo

Date of Birth3-Dec-1988

Card Validity Period3 Years

Job TitleTRAINING OFFICER

Passport NumberTEST8855445

Passport Date of Issue1-Dec-2021

Passport Date of Expiry31-Mar-2023

Country of IssueCanada

Permanent(Native) Address 1Dubai

Emirates ID Number784-1988-9922658-2

Sponsoring Co NameTEST

Probation Period (months)1

Courier Details

Courier RequiredWithin FreeZone

Courier Location

Address Line 1Plot No .B34BR01, Jafza north

Address Line 2P.O.Box 16871

Contact NameTEST

Contact Phone0500000000

Time11 AM - 1 PM

Edit

Document Name	Preview
Current Sponsor NOC	
Emirates ID	
Passport Page 1	
Photograph	
Residence Permit	
Sponsor Trade License	

Confirm and Continue

## 9. Click Submit to FreeZone

Jafza Permanent Access Card New

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

Use this page to re-confirm the details entered for a request. Once you have verified the information, you can either:  
Click on the Submit to Freezone button to initiate the request processing.  
Click on the back button to go to request Overview page.

Please re-confirm the following details before forwarding to FZ Admin. Clicking on Submit to Freezone will reserve the payment for the request from your portal balance.

Current Balance Amount

(Deposit minus amount reserved for submitted requests)

921,675.97 AED

Total Charge Amount:810.00 AED

Total VAT Amount:0.50 AED

Total Charge Amount with VAT:810.50 AED

SR Number	Employee	Customer	Status
20052675	TEST TEST	Middle East And Africa FZCO	Saved


Submit to FreeZone

# Renew PAC (Permanent Access Card)

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*The below confirmation will be displayed*

Jafza Permanent Access Card New



Back

✓

Service Request

✓

Upload Document

✓

Summary

4

Payment Confirmation

✓

Your request has been forwarded to the Free Zone for processing. A charge of \$10.00 AED and VAT amount 0.50 AED has been reserved for the same.

SR Number	Employee	Customer	Status
20052675	TEST TEST	Middle East And Africa FZCO	Submitted to Free Zone

