



دبي التجارية
DUBAI TRADE

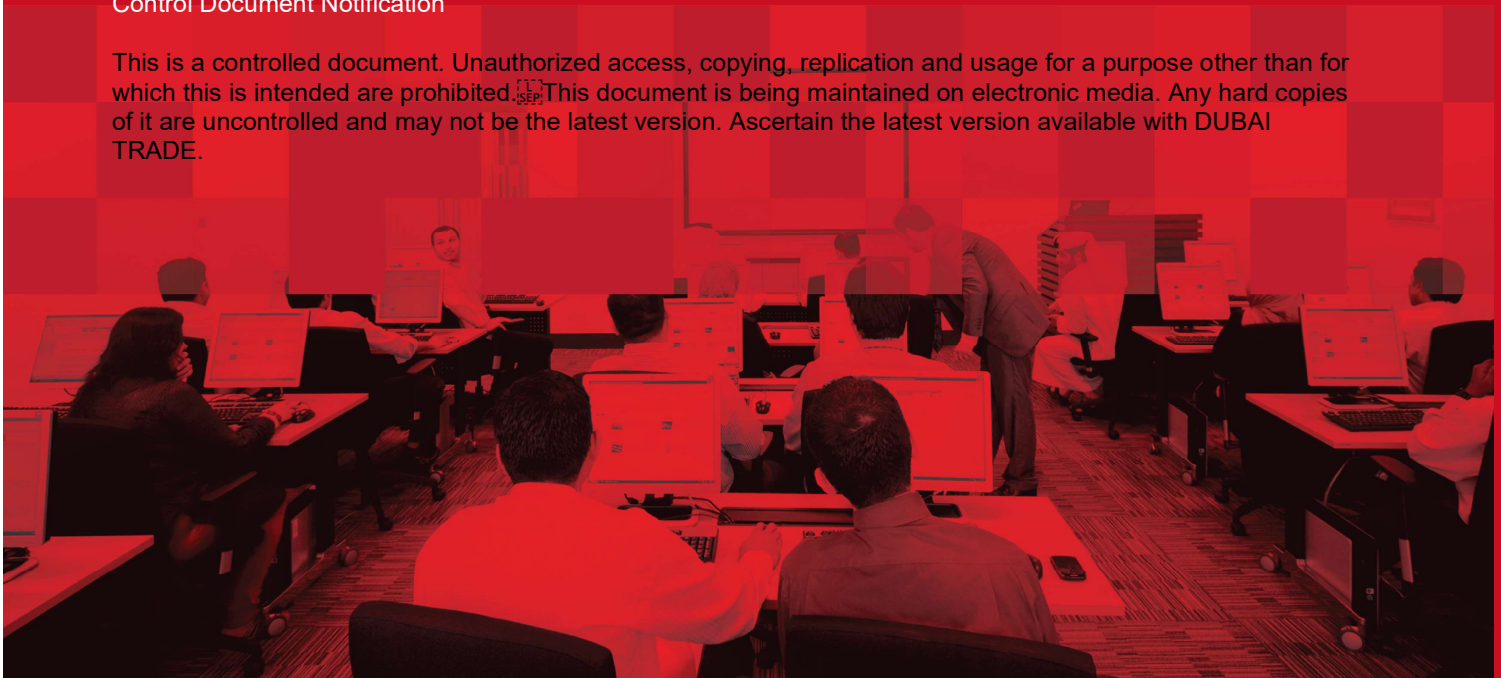
JAFZA eSERVICES Renew TAC (Temporary Access Card) User's Manual

Copyright Information

Copyright © 2009 by Dubai Trade. All rights reserved. This document and all associated attachments mentioned therein are the intellectual property of Dubai Trade. This document shall be used only by persons authorized by DUBAI TRADE, for the purpose of carrying out their obligations under a specific contract with DUBAI TRADE. Unauthorized copying, printing, disclosure to third party and transmission of this document to any other destination by any media will constitute an unlawful act, attracting appropriate legal actions.

Control Document Notification

This is a controlled document. Unauthorized access, copying, replication and usage for a purpose other than for which this is intended are prohibited. This document is being maintained on electronic media. Any hard copies of it are uncontrolled and may not be the latest version. Ascertain the latest version available with DUBAI TRADE.



DOCUMENT DETAILS

Document Information

Document Name	Renew TAC (Temporary Access Card)
Project Name	JAFZA eService Manuals
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	05 th Jan, 2022
Current Version	2.0

Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

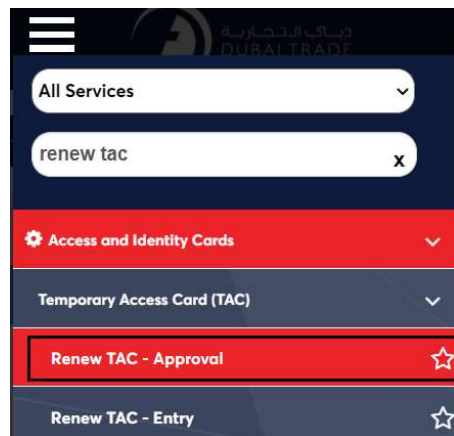
Renew TAC (Temporary Access Card)

3

This service is to submit a renewal request for a Temporary Access Card for an employee who is not sponsored by JAFZA. This service is used to renew TAC'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 **Temporary Access Card (TAC)** go to **Renew TAC - Approval**



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

Jafza Temporary 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	Status	Creation Date	Last Update Date	Actions
-----------	---------	--------	---------------	------------------	---------

5. Click **Create New Request**

Jafza Temporary 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	Status	Creation Date	Last Update Date	Actions
-----------	---------	--------	---------------	------------------	---------

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

Renew TAC (Temporary Access Card)

4

Jafza Temporary Access Card Renew

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

1 Renew Temporary Access Card

Company Name: Middle East And Africa FZCO

Company Id1314

Temporary Access Card Num

Card Validity PeriodSearch and Select

Request Reason

Jafza Comments

Courier Details

Courier RequiredWithin FreeZone

Courier LocationSelect

Address Line 1Plot No .B348R01, Jafza north

Address Line 2P.O.Box 16871

Contact Name

Contact Phone05xxxxxxxx

TimeSelect

Save and Continue

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

Jafza Temporary Access Card New

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

Company Name: Middle East And Africa FZCO

SR Number: 20052677

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

Continue and Review

Renew TAC (Temporary Access Card)

5

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

Jafza Temporary Access Card New

Back

Service Request

Upload Document

Summary

Payment Confirmation

Details of the selected request are given below:

Company Name: Middle East And Africa FZCO

SR Number: 20052677

TitleMr.

Given NameTEST

Last NameTEST

Present NationalityCanada

Card Validity Period3 Months

Date of Birth2-Dec-2000

Job TitleTRAINING OFFICER

Passport NumberTESTA222211145

Country of IssueCanada

Passport Date of Issue2-Dec-2021

Passport Date of Expiry31-Mar-2023

Sponsor NameTEST

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

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

Current Sponsor Trade License

Jafza Company License

Passport Page 1

Photograph

Residence Permit

Confirm and Continue

9. Click **Submit to FreeZone**

Jafza Temporary Access Card New

Back

Service Request

Upload Document

Summary

Payment 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)

920,444.47 AED

Total Charge Amount:

310.00 AED

Total VAT Amount:

0.50 AED

Total Charge Amount with VAT:

310.50 AED

SR Number

Customer

Status

20052677

Middle East And Africa FZCO

Saved


Submit to FreeZone

Renew TAC (Temporary Access Card)

6

The below confirmation will be displayed

Jafza Temporary 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 310.00 AED and VAT amount 0.50 AED has been reserved for the same.

SR Number	Customer	Status
20052677	Middle East And Africa FZCO	Submitted to Free Zone

