



دبي التجارية
DUBAI TRADE

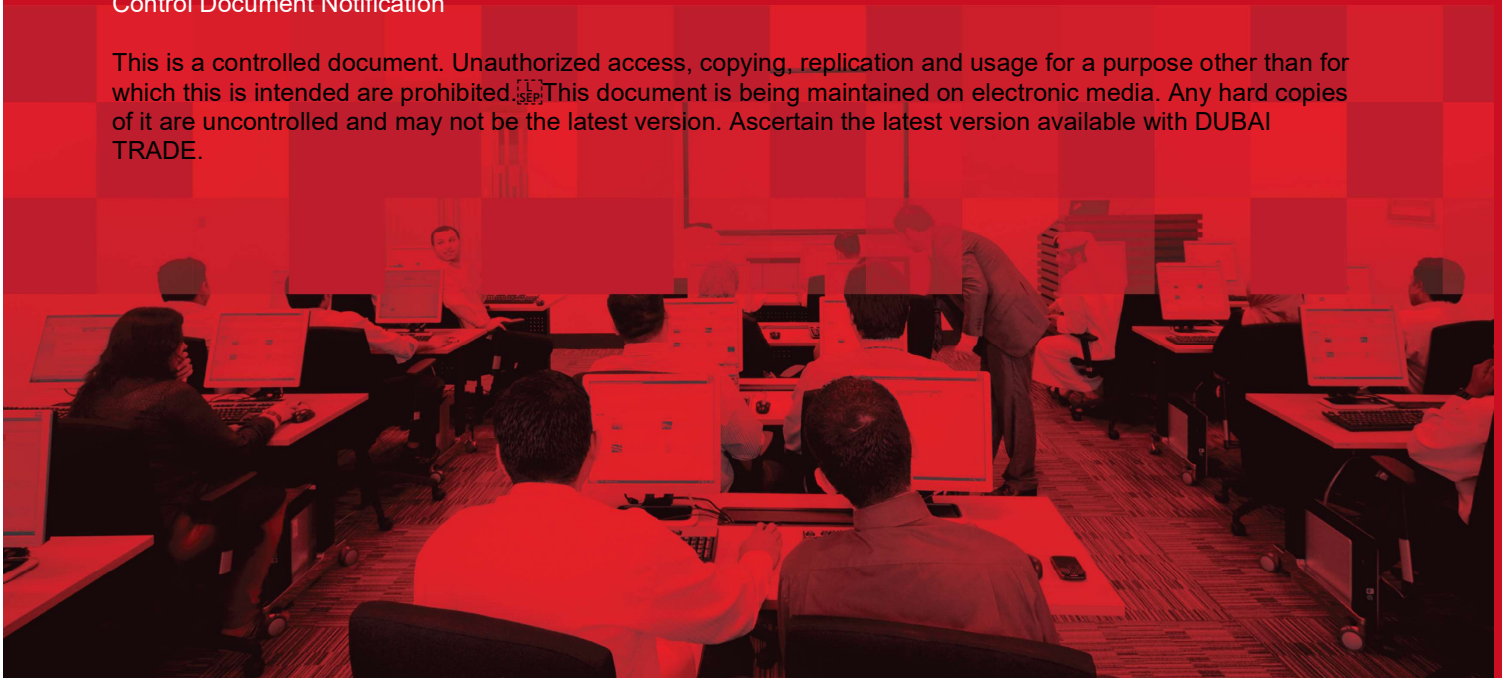
JAFZA eSERVICES Insurance Document Update User's Manual

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DOCUMENT DETAILS

Document Information

Document Name	Insurance Document Update
Project Name	JAFZA eService Manuals
Business Unit	JAFZA
Author(s)	DT Training Dept.
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Current Version	1.0

Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

Insurance Document Update

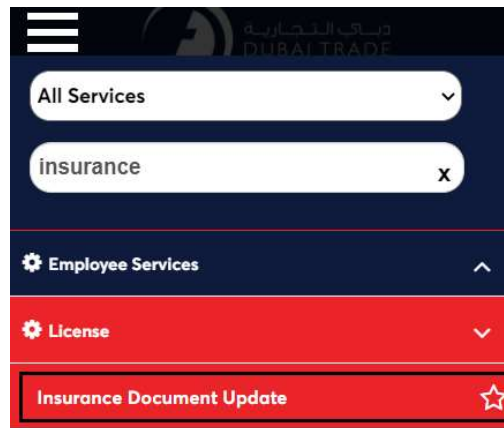
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This service is to update the company insurance information for the companies registered with JAFZA.

- **Third Party Liability applicable for all:**
The value of cover required for Third Party Liability is Dhs. 500,000 for up to 19 employees and Dhs. 1,000,000 for 20 employees or above.
- **Workmen's Compensation Policy:**
Only applicable for Sponsored employees and are In-Service.
- **Fire and Perils applicable for PLOT facility:**
The value of cover required is Dhs. 1,000,000 and above.

Navigation:

1. Login to **Dubai Trade**
2. Go to **License** from the menu on the left
3. Then Go to **Insurance Document Update**



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

Jafza Insurance Status Update

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
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5. Click **Create New Request**

Insurance Document Update

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Jafza Insurance Status UpdateCreate New Request

☒ Edit SR
☐ Upload Document
☐ Cancel SR
☐ Update Address
☐ View SR Details

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
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6. Enter the details and click **Save and Continue**

Jafza Insurance Status UpdateBack

1 Service Request

2 Upload Document

3 Summary

4 Payment Confirmation

Use this page for Insurance Status Update. Once you have entered atleast the mandatory information, you can :

- Click on Save and Continue to save the request. Saved requests can be retrieved later using Search, modified if needed and Submitted for Approval/Submitted to Freezezone.
- Third Party Liability applicable for all:**
The value of cover required for Third Party Liability is Dhs. 500,000 for up to 19 employees and Dhs. 1,000,000 for 20 employees or above.
- Workmen's Compensation Policy:**
Only applicable for Sponsored employees and are In-Service.
- Fire and Perils applicable for PLOT facility:**
The value of cover required is Dhs. 1,000,000 and above.

Company Name:

Insurance Type Code	Insurance Type	Policy Number	Start Date	End Date	Coverage Amount
TP	Third Party	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
WC	Workmen Compensation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save and Continue

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

Jafza Insurance Status UpdateBack

1 Service Request

2 Upload Document

3 Summary

4 Payment Confirmation

Company Name: SR Number: 20052480

Document Name	File Type	Mandatory	Upload File	View / Delete
Third Party Insurance	pdf	Yes	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>
Workmen Compensation	pdf	Yes	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>
Fire and Peril	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**

Insurance Document Update

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Jafza Insurance Status Update

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: 20052480

Insurance Type Code	Insurance Type	Policy Number	Start Date	End Date	Coverage Amount
TP	Third Party	TEST12312	2021-12-01	2022-12-01	1000000
WC	Workmen Compensation	TEST99009	2021-12-02	2022-12-02	1000000

Edit

Document Name	Preview
Third Party Insurance	
Workmen Compensation	

Confirm and Continue

9. Click Submit to FreeZone

Jafza Insurance Status Update

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)

922,596.97 AED

Total Charge Amount:

00.00 AED

Total VAT Amount:

0.00 AED

Total Charge Amount with VAT:

0.00 AED

Component	Price	VAT %	VAT Price	Net Price
No data to display.				

SR Number	Customer	Status
20052480	Middle East And Africa FZCO	Saved

Submit to FreeZone

The below confirmation will be displayed

Jafza Insurance Status Update

Back

Service Request

Upload Document

Summary

Payment Confirmation

✔

Your request has been forwarded to the Free Zone for processing. A charge of 0.00 AED and VAT amount 0.00 AED has been reserved for the same.

Component	Price	VAT %	VAT Price	Net Price
No data to display.				

SR Number	Customer	Status
20052480	Middle East And Africa FZCO	Submitted to Free Zone

