



دبي التجارية  
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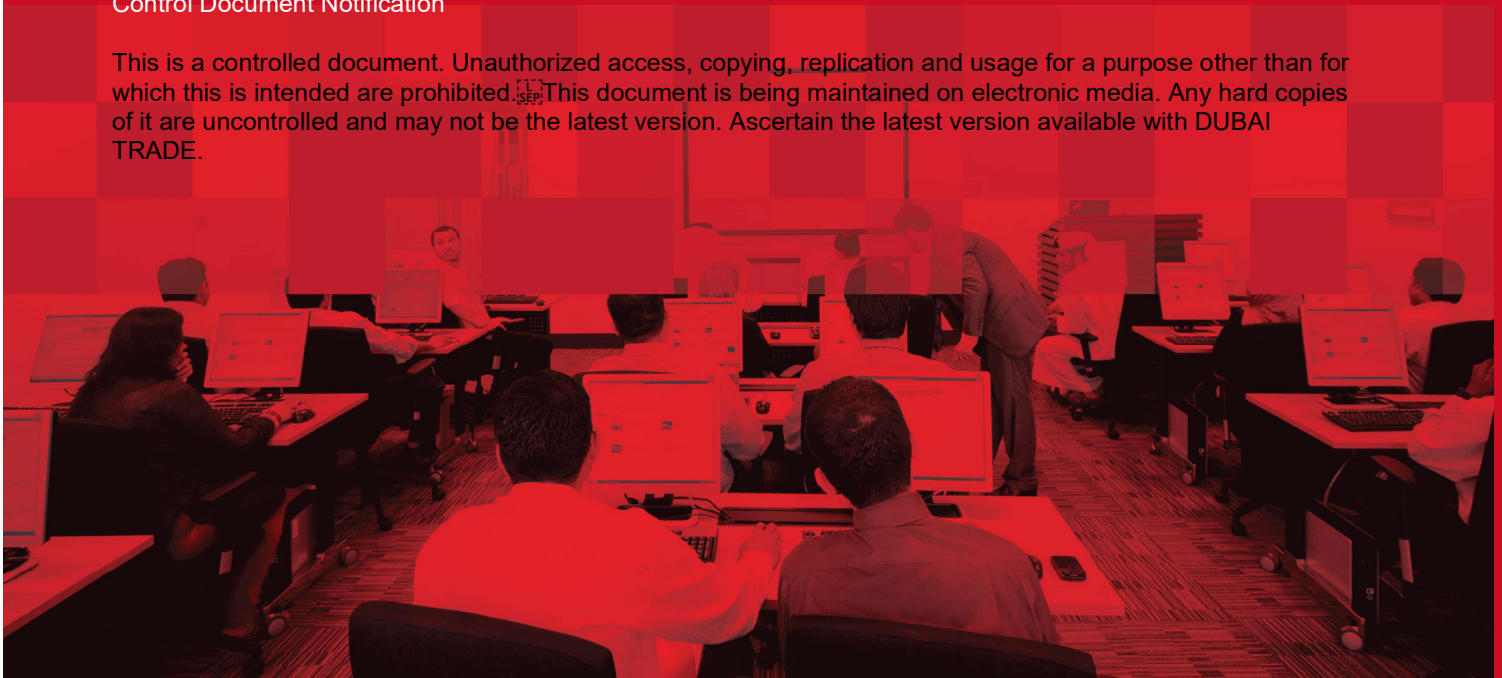
# JAFZA eSERVICES License Cancellation User's Manual

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## DOCUMENT DETAILS

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### Document Information

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### Revision History

Version	Date	Author	Designation	Description of change

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Version	Date	Name	Designation	Comments

### Distribution

Version	Location

# License Cancellation

3

*This service is to request for License Cancellation for companies registered with JAFZA.*

## Navigation:

1. Login to **Dubai Trade**
2. Go to **License** from the menu on the left
3. Then Go to **License Cancellation - Approval**



4. The below screen will be displayed where you can **Select the required document** or **Search for SR**.

A screenshot of the Jafza License Cancellation web application. The header is blue with 'Jafza License Cancellation' on the left and a 'Create New Request' button on the right. Below the header, there's a box with a list of actions: 'Edit SR', 'Upload Document', 'Cancel SR', 'Update Address', and 'View SR Details'. Below this is a search bar with 'SR Number', 'Select Status', and a 'Search' button. At the bottom, there's a table with columns: 'SR Number', 'SR Type', 'Status', 'Creation Date', 'Last Update Date', and 'Actions'.

5. Click **Create New Request**

A screenshot of the Jafza License Cancellation web application, identical to the previous one. It shows the header, the list of actions, the search bar, and the table with columns: 'SR Number', 'SR Type', 'Status', 'Creation Date', 'Last Update Date', and 'Actions'.

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

# License Cancellation

4

Jafza License Cancellation

1

2

3

Service RequestSummaryPayment Confirmation

1

Use this page to Cancel the License. You can either:

• Enter any comments in the Additional Information field and click on the Submit to Free Zone button to initiate the cancellation.

• Click on Cancel Request if you do not wish to initiate cancellation.

• If the License is expired for more than 1 month a penalty of AED 1000/- is applied for each month thereafter.

• This service is applicable only for Additional License.

Company Name:  Dubai

Company Id: 1673

License 1:

License1 Type:

License 2:

License2 Type:

License 3:

License3 Type:

License 4:

License4 Type:

License 5:

License5 Type:

Request Reason:

Jafza Comments:

Save and Continue

## 7. Review the details and click **Confirm and Continue**

Jafza License Cancellation

✓

2

3

Service RequestSummaryPayment Confirmation

1

Details of the selected request are given below:

Company Name:  FZE

SR Number: 20054553

License 1: 8298202

Request Reason: To cancel Additional License

License1 Type: Industrial

Edit

Confirm and Continue

## 8. Click **Submit to FreeZone**

# License Cancellation

5

Jafza License Cancellation

Service Request

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)

462,548.04 AED

Total Charge Amount:

1,510.00 AED

Total VAT Amount:

0.50 AED

Total Charge Amount with VAT:

1,510.50 AED

Component	Price	VAT %	VAT Price	Net Price
License Cancellation	1500	0	0	1500
Electronic fee	10	5	0.5	10.5

SR Number	Customer	Status
20054553	FZE	Saved

Submit to FreeZone

*The below confirmation will be displayed*

Jafza License Cancellation

Service Request

Summary

Payment Confirmation

Your request has been forwarded to the Free Zone for processing. A charge of 1510.00 AED and VAT amount 0.50 AED has been reserved for the same.

Component	Price	VAT %	VAT Price	Net Price
License Cancellation	1500	0	0	1500
Electronic fee	10	5	0.5	10.5

SR Number	Customer	Status
20054553	FZE	Submitted to Free Zone

