



دبي التجارية  
DUBAI TRADE

# **JAFZA**

## ***License Conversion***

### ***User's Manual***

#### Copyright Information

Copyright © 2022 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.



## Table Designs

---

### DOCUMENT DETAILS

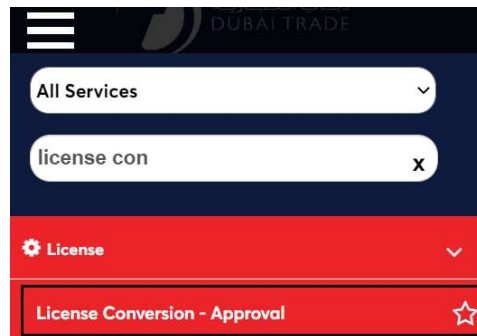
---

Document Name	License Conversion
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	6 <sup>th</sup> September 2022
Current Version	2.0

*This service enables users to request for JAFZA License Conversion.*

### Navigation:

1. Login to **Dubai Trade**
2. Go to **License**
3. Then go to **License Conversion - Approval**



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

Jafza License Conversion

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 License Conversion

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/Amend the details and click **Save and Continue**

Jafza License Conversion

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

Use this page to create/modify a request for Jafza License Conversion. 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 Freezone.
- Enter any comments in the Request Reason field and click on the Submit to Free Zone button to initiate the process.
- 2/3 Years License Renewal would incur Additional Charges.
- 3 Year License is available only to customers holding PLOT Leases.
- Dubai Chamber of Commerce membership fee will be applicable addition to License Fee when chosen Yes.

Company Name:  Dubai

Company Id1673

License Number

License Type

New License Type

Contact Person Name

Contact Person Email Address

Contact Person's Phone

License Operating Name

Issue Date

Expiry Date

Renew?

Renewal Period

New License Expiry Date

Registration Type

Zone

Anticipated Containers

Anticipated General Cargo

License Late Fee(If Renewed)

DCC Membership Required?

Category Of Items

Request Reason

Jafza Comments

EHS Comments

Lease

Add

Lease Number	Facility Type	Location Code	Property	Lease Termination Date	Action
No data to display.					

Terms and Conditions

☐ (Please click in the box and agree to the terms & conditions mentioned in the form) \*

Save and Continue

## 7. Add the **Activity Details** and click **Save and Continue**

License Conversion

4

Name of the Company:  Dubai

Use this page to search activity. You should enter atleast the mandatory information.

- Please provide the search criteria to fetch the activities.
- Please use % for wild card searches.

To check DED Activity list please click the link

Search Text  general

Activity Code	Activity Name	Activity Group
No Data to Display		

Modified Activities for this SR

Delete All

Delete Activity Activity Group License Type Action E-Form RIA NOC Dubai Police NOC Chemical Form EHS Approval Aviation NOC Petroleum NOC Sea Ship

No data to display.

Save and Continue

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

Jafza License Conversion

Service Request Upload Document Summary Payment Confirmation

Note:

- If NOC's are not available, raise the respected NOC request from below service.
- License --> NOC Letter for Lic Activities.
- Once get the NOC, upload and continue the application.

Company Name:  Dubai SR Number: 20086073

Document Name	File Type	Mandatory	Upload File	View / Delete
NOC from Department of Petroleum Affairs	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here	
NOC from Dubai Civil Aviation Authority	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here	
NOC from Maritime City Authority	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here	
Operational Fitness Certificate (OFC)	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

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

Jafza License Conversion

Back

✓

Service Request

✓

Upload Document

3

Summary

4

Payment Confirmation

1

Details of the selected request are given below.

Company Name:  Dubai

SR Number: 20086073

License Number

8645555

License Type

Logistic

Contact Person Name

TEST

Contact Person Email Address

test@test.ae

Contact Person's Phone

0560000000

License Operating Name

Dubai

Issue Date

12-Apr-2022

Expiry Date

28-Mar-2023

Renew?

No

Registration Type

Overseas Registered

Zone

Jebel Ali Free Zone

Anticipated Containers

100

Anticipated General Cargo

100

DCC Membership Required?

No

Category Of Items

TEST

Request Reason

TEST

Activity	Activity Group	License Type	Action	E-Form	RTA NOC	Dubai Police NOC	Chemical Fo
Consolidation	TRANSPORT, SHIPPING AND STORAGE	Logistic	Add	Y	N	N	Y
Distribution	TRANSPORT, SHIPPING AND STORAGE	Logistic	Add	N	N	N	Y
Prepare of Goods for Promotion Purposes	TRANSPORT, SHIPPING AND STORAGE	Logistic	Existing	N	N	N	N
Auto Warehousing	TRANSPORT, SHIPPING AND STORAGE	Logistic	Existing	N	N	N	N
Foodstuff Supply Services	TRANSPORT, SHIPPING AND STORAGE	Logistic	Existing	N	N	N	N

Edit

Document Name	Preview
NOC from Department of Petroleum Affairs	
NOC from Dubai Civil Aviation Authority	
NOC from Maritime City Authority	

EHS Documents

Document Name	Preview
E Form	
Chemical Form	

Confirm and Continue

## 10. Click **Submit to FreeZone**

Jafza License Conversion

✓

Service Request

✓

Upload Document

✓

Summary

4

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)

1,536,854.53 AED

Total Charge Amount:15,010.00 AED

Total VAT Amount:0.50 AED

Total Charge Amount with VAT:15,010.50 AED

Component	Price	VAT %	VAT Price	Net Price
License Activity Amendment Fee	15000	0	0	15000
Electronic Fee	10	5	0.5	10.5

SR Number	Customer	Status
20086073	Dubai	Saved

Submit to FreeZone

The below confirmation will be displayed

Jafza License Conversion

✓

Service Request

✓

Upload Document

✓

Summary

4

Payment Confirmation

✓

Your request has been forwarded to the Free Zone for processing. A charge of 15010.00 AED and VAT amount 0.50 AED has been reserved for the same.

Component	Price	VAT %	VAT Price	Net Price
License      Amendment Fee	15000	0	0	15000
Electronic Fee	10	5	0.5	10.5

SR Number	Customer	Status
20086073	Dubai	Submitted to Free Zone

License Conversion

7

