



دبي التجارية
DUBAI TRADE

JAFZA

New Additional License User's Manual

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New Additional License

Table Designs

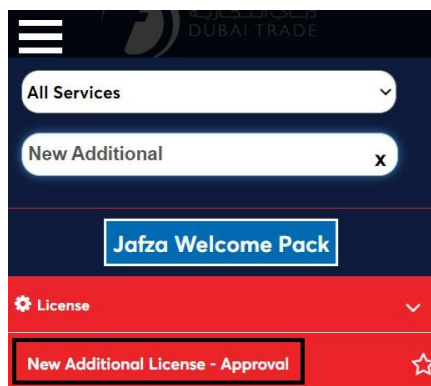
DOCUMENT DETAILS

| | |
|-------------------|-----------------------------|
| Document Name | New Additional License |
| Project Name | |
| Business Unit | JAFZA |
| Author(s) | DT Training Dept. |
| Last Updated Date | 12 th March 2024 |
| Current Version | 2.1 |


This service enables users to request a New Additional JAFZA Company License.


Navigation:


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





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


Jafza New Additional License  [Create New Request](#)

 Edit SR

 Upload Document


 Cancel SR


 Update Address


 View SR Details


| SR Number | SR Type | Status | Creation Date | Last Update Date | Actions |
|-----------|---------|--------|---------------|------------------|---------|
|-----------|---------|--------|---------------|------------------|---------|


5. Click **Create New Request**


Jafza New Additional License  [Create New Request](#)

 Edit SR

 Upload Document


 Cancel SR

 Update Address

 View SR Details

| SR Number | SR Type | Status | Creation Date | Last Update Date | Actions |
|-----------|---------|--------|---------------|------------------|---------|
|-----------|---------|--------|---------------|------------------|---------|

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

Jafza New Additional LicenseBack

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Service RequestUpload DocumentSummaryPayment Confirmation

Use this page to modify a request for New Customer License. Once you have verify atleast the mandatory information then in the Service Creation Page, we need to have the below points :

- 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.
- If EHS approval required for the New License, EHS fee will be applicable addition to License Fee.
- Dubai Chamber of Commerce membership fee will be applicable addition to License Fee when chosen Yes.
- Existing lease should have minimum 90 days validity.

Company Name: Dubai

Company Id1673

License Type *
Search and Select

Registration Type
Overseas Registered

Zone
Jebel Ali Free Zone

Least Lease Expiry Date
14-May-2024

Contact Person Name *

New License Expiry Date
14-May-2023

Anticipated Containers *

Anticipated General Cargo *

DCC Membership Required? *
Search and Select

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**

Activity DetailsBack

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

Search

Add

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 | RTA 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 New Additional License

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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: 20086070

| Document Name | File Type | Mandatory | Upload File | View / Delete |
|-------------------|--------------|-----------|---|-----------------------------------|
| 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

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

Jafza New Additional License

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Service Request

Upload Document

Summary

Payment Confirmation

Details of the selected request are given below.

Company Name: Dubai

SR Number: 20086070

| | | | |
|------------------------------|---------------------|---------------------------|-------------|
| License Type | General Trading | Contact Person's Phone | 0560000000 |
| Registration Type | Overseas Registered | New License Expiry Date | 14-May-2023 |
| Zone | Jebel Ali Free Zone | Anticipated Containers | 100 |
| Least Lease Expiry Date | 14-May-2024 | Anticipated General Cargo | 100 |
| Contact Person Name | TEST | DCC Membership Required? | No |
| Contact Person Email Address | test@test.ae | Category Of Items | test |

| Activity | Activity Group | License Type | Action | E-Form | RTA NOC | Dubai Police NOC | Chemical Form | EHS Approval | Aviation NOC | Petro |
|---------------------|----------------|--------------|--------|--------|---------|------------------|---------------|--------------|--------------|-------|
| No data to display. | | | | | | | | | | |

Edit

| Document Name | Preview |
|---------------------|---------|
| No data to display. | |

Confirm and Continue

10. Click **Submit to FreeZone**

Jafza New Additional License

✓

Service Request

✓

Upload Document

✓

Summary

4

Payment Confirmation

Back

1

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)

1,544,517.98 AED

Total Charge Amount:

10,325.07 AED

Total VAT Amount:

0.50 AED

Total Charge Amount with VAT:

10,325.57 AED

| Component | Price | VAT % | VAT Price | Net Price |
|-----------------|----------|-------|-----------|-----------|
| General Trading | 10315.07 | 0 | 0 | 10315.07 |
| Electronic Fee | 10 | 5 | 0.5 | 10.5 |

| SR Number | Customer | Status |
|-----------|----------|--------|
| 20086070 | Dubai | Saved |

Submit to FreeZone

The below confirmation will be displayed

Jafza New Additional License

✓

Service Request

✓

Upload Document

✓

Summary

4

Payment Confirmation

Back

✓

Your request has been forwarded to the Free Zone for processing. A charge of 10325.07 AED and VAT amount 0.50 AED has been reserved for the same.

| Component | Price | VAT % | VAT Price | Net Price |
|-----------------|----------|-------|-----------|-----------|
| General Trading | 10315.07 | 0 | 0 | 10315.07 |
| Electronic Fee | 10 | 5 | 0.5 | 10.5 |

| SR Number | Customer | Status |
|-----------|----------|------------------------|
| 20086070 | Dubai | Submitted to Free Zone |

