



دبي التجارية  
DUBAI TRADE

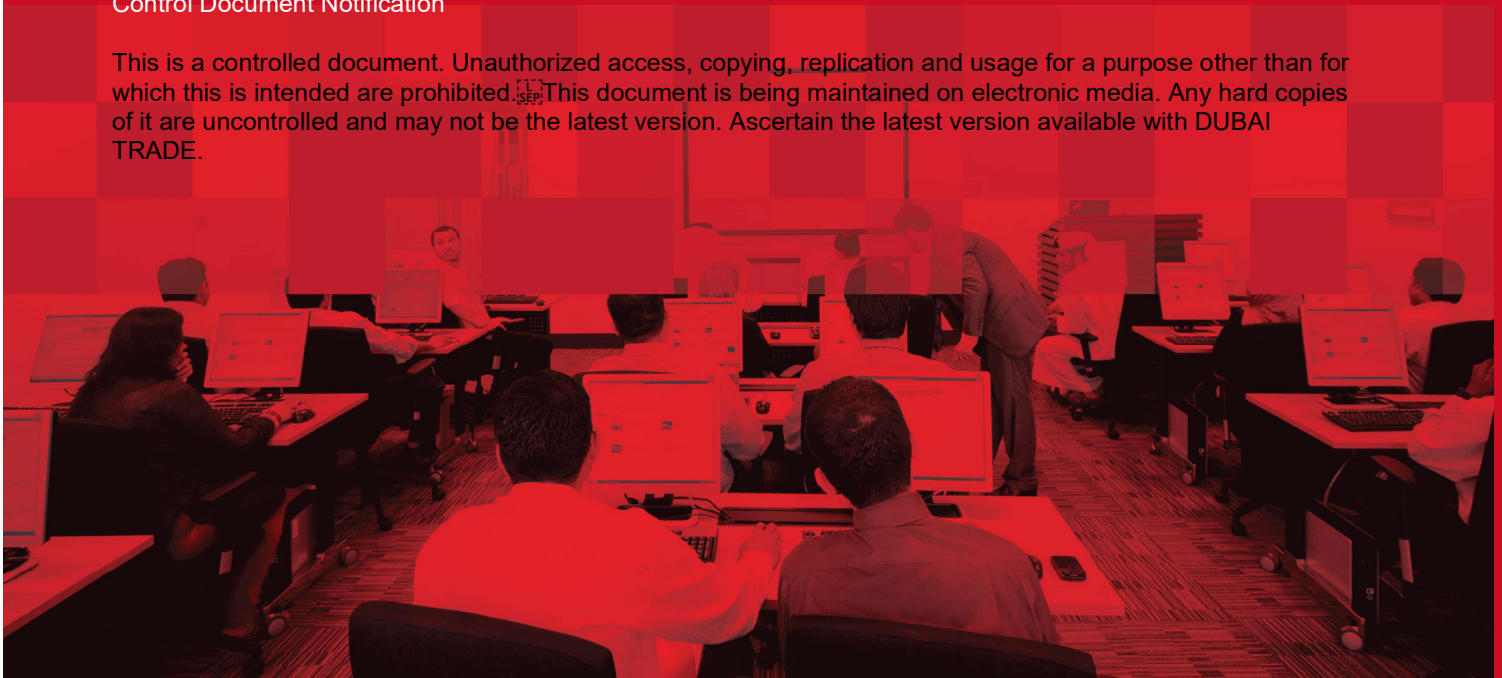
# JAFZA eSERVICES License Attestation User's Manual

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## DOCUMENT DETAILS

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### Document Information

Document Name	License Attestation
Project Name	JAFZA eService Manuals
Business Unit	JAFZA
Author(s)	DT Training Dept.
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Current Version	2.0

### Revision History

Version	Date	Author	Designation	Description of change

### Approval History

Version	Date	Name	Designation	Comments

### Distribution

Version	Location

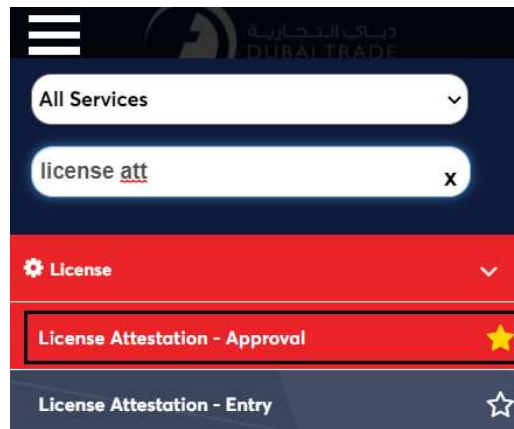
# License Attestation

3

*This service is to request for License Attestation 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 Attestation - Approval**



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

**Types of SR's**

Authorization Card Amendment  
Authorization Card Attestation

License Certificate True Copy  
New Authorization Card

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**

**Jafza License Certificate True Copy**

Create New Request

Home

Edit SR  
Upload Document  
Cancel SR  
Update Address  
View SR Details

SR Number

Select Status

Search

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

# License Attestation

4

Jafza License Certificate True Copy

1

2

3

Service RequestSummaryPayment Confirmation

1

Use this page for License Attestation. 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.
- System will send the License Certificate True Copy to the Company registered email once request completed successfully.

Company Name:Middle East And Africa FZCO

Company Id1314

License 1\*

License 2

License 3

License 4

License 5

License 6

License 7

License 8

License 9

License 10

Period of Attestation \*Search and Select

Price per month for each License50

Mobile Number \*05xxxxxxxx

Request Reason

Jafza Comments

Save and Continue

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

Jafza License Certificate True Copy

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2

3

Service RequestSummaryPayment Confirmation

1

Details of the selected request are given below.

Company Name:Middle East And Africa FZCO

SR Number: 20052680

License 17685056

Price per month for each License50

Period of AttestationOne Month

Mobile Number0560000000

Edit

Confirm and Continue

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

Jafza License Certificate True Copy Back

✓ Service Request
✓ Summary
3 Payment Confirmation

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)

**919,712.97 AED**

Total Charge Amount:	60.00 AED
Total VAT Amount:	0.50 AED
Total Charge Amount with VAT:	60.50 AED

Component	Price	VAT %	VAT Price	Net Price
License Attestation Fee	50	0	0	50
Electronic fee	10	5	0.5	10.5

SR Number	Customer	Status
20052680	Middle East And Africa FZCO	Saved

Submit to FreeZone

*The below confirmation will be displayed*

Jafza License Certificate True Copy Back

✓ Service Request
✓ Summary
3 Payment Confirmation

✓ Your request has been forwarded to the Free Zone for processing. A charge of 60.00 AED and VAT amount 0.50 AED has been reserved for the same.

Component	Price	VAT %	VAT Price	Net Price
License Attestation Fee	50	0	0	50
Electronic fee	10	5	0.5	10.5

SR Number	Customer	Status
20052680	Middle East And Africa FZCO	Submitted to Free Zone

## Procedure:

- I. **Authorization Card Amendment – This is to request for Authorization Card Amendment for the JAFZA company.**

### Select **Authorization Card Amendment**

Authorization Card Amendment

  
 Authorization Card Attestation

 License Certificate True Copy  
 New Authorization Card

The below page will be displayed

Jafza Authorization Card Amendment

Back

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4

Service Request

Upload Document

Summary

Payment Confirmation

Use this page for Authorization Card Amendment. 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.

**Pre-Requisites for the Service:**

- Certificate of Authorization (Form - 12) is mandatory and it should be uploaded before submitting the Service Request
- The Form is available on [www.dubaitrade.ae](http://www.dubaitrade.ae) -> Help -> Download Centre -> Jafza -> forms and templates -> Commercial -> Lease and License -> Certificate of Authorization.
- Once the request is completed and closed, E-attested Authorization card will be available to Download under the SR Search Option --> Click on Action --> "Jafza Created Documents"
- Only PDF format allowed in documents upload

Company Name: Middle East And Africa FZCO

Company Id 1314

Request Reason

Jafza Comments

Save and Continue

## II. Authorization Card Attestation – This is to request for Attestation of Authorization Card for the JAFZA company.

Select **Authorization Card Attestation**

Authorization Card Amendment  
**Authorization Card Attestation**

License Certificate True Copy  
 New Authorization Card

The below page will be displayed

Jafza Authorization Card Amendment

Back

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4

Service Request

Upload Document

Summary

Payment Confirmation

Use this page for Authorization Card Amendment. 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.

**Pre-Requisites for the Service:**

- Certificate of Authorization (Form - 12) is mandatory and it should be uploaded before submitting the Service Request
- The Form is available on [www.dubaitrade.ae](http://www.dubaitrade.ae) -> Help -> Download Centre -> Jafza -> forms and templates -> Commercial -> Lease and License -> Certificate of Authorization.
- Once the request is completed and closed, E-attested Authorization card will be available to Download under the SR Search Option --> Click on Action --> "Jafza Created Documents"
- Only PDF format allowed in documents upload

Company Name: Middle East And Africa FZCO

Company Id 1314

Request Reason

Jafza Comments

Save and Continue

## III. License Certificate True Copy – This is to request for an Attested License Certificate True Copy for the JAFZA company.

### Select *License Certificate True Copy*

[Authorization Card Amendment](#)  
[Authorization Card Attestation](#)

[License Certificate True Copy](#)  
[New Authorization Card](#)

The below page will be displayed

Jafza License Certificate True Copy

Back

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Service Request

Summary

Payment Confirmation

Use this page for License Attestation. 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.
- System will send the License Certificate True Copy to the Company registered email once request completed successfully.

Company Name: Middle East And Africa FZCO

Company Id 1314

License 1 \*

License 2

License 3

License 4

License 5

License 6

License 7

License 8

License 9

License 10

Price per month for each License 50

Mobile Number \* 05xxxxxxxx

Request Reason

Jafza Comments

Period of Attestation \*

Search and Select

Save and Continue

## IV. New Authorization Card – This is to request for a new Authorization Card for the JAFZA company.

### Select *New Authorization Card*

[Authorization Card Amendment](#)  
[Authorization Card Attestation](#)

[License Certificate True Copy](#)  
[New Authorization Card](#)

*The below page will be displayed*

Jafza New Authorization Card

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Service Request

Upload Document

Summary

Payment Confirmation

1

Use this page for New Authorization Card. 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.

Pre-Requisites for the Service:

Certificate of Authorization (Form - 12) is mandatory and it should be uploaded before submitting the Service Request

The Form is available on [www.dubaitrade.ae](http://www.dubaitrade.ae) -> Help -> Download Centre -> Jafza -> forms and templates -> Commercial -> Lease and License -> Certificate of Authorization.

Once the request is completed and closed, E-attested Authorization card will be available to Download under the SR Search Option --> Click on Action --> "Jafza Created Documents"

Only PDF format allowed in documents upload

Company Name:

Middle East And Africa FZCO

Company Id

1314

Request Reason

Jafza Comments

Save and Continue



