



دبي التجارية
DUBAI TRADE

JAFZA

Renew License

User's Manual

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Renew License

Table Designs

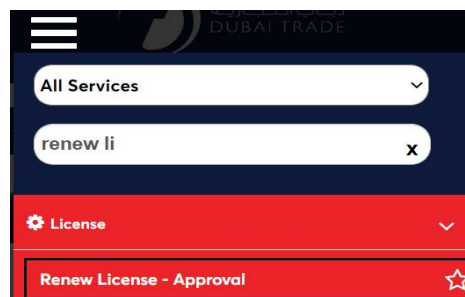
DOCUMENT DETAILS

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


This service enables users to request for renewal of the expiring JAFZA Company License. License must be renewed yearly and can be renewed for up to maximum of 3 years (Only for customers holding plot lease), complying with all the requirements from JAFZA.






Navigation:

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




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






Jafza License Renewal[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
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5. Click **Create New Request**

Jafza License Renewal[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
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6. Enter/Amend the details and click **Save and Continue**

Jafza License Renewal

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

1

Use this page to create/modify a request for Renew the License. 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

License Operating Name

Issue DateDD-Mon-YYYY

Current Expiry DateDD-Mon-YYYY

Renewal PeriodSearch and Select

New License Expiry DateDD-Mon-YYYY

Registration TypeSearch and Select

ZoneSearch and Select

Anticipated Containers *

Anticipated General Cargo *

Sub Leased

Sub Lease Fee

License Late Fee

DCC Membership Required? *Search and Select

Request Reason

Jafza Comments

EHS Comments

License Activities Details

ActivityActivity GroupLicense TypeEFormRTA NOCDubai Police NOCChemical FormEHS ApprovalAviation NOCPetroleum NOCSea Shipment NOC

No data to display.

Courier Details

Courier Required *Within FreeZone

Courier LocationSelect

Address Line 1 *2-220/1,MANAUYD

Address Line 22-220/1,MANAUYD

Contact Name *

Contact Phone *05xxxxxxxx

Time *Select

Save and Continue

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

Jafza License Renewal Back

1 Service Request
 2 Upload Document
 3 Summary
 4 Payment Confirmation

Company Name: Dubai SR Number: 20083088

Document Name	File Type	Mandatory	Upload File	View / Delete
Good Legal Standing Certificate	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	
National Industrial License (National Industrial Certificate From MAE)	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	
NOC from the main Lessor	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	
Operational Fitness Certificate (OFC)	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	
Other documents 1	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	
Other documents 2	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	
Other documents 3	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	

Continue and Review

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

Jafza License Renewal Back

1 Service Request
 2 Upload Document
 3 Summary
 4 Payment Confirmation

1 Details of the selected request are given below:

Company Name: Dubai SR Number: 20083088

License Number	5033	Zone	Jebel Ali Free Zone
License Type	National Industrial	Anticipated Containers	0
License Operating Name	Dubai	Anticipated General Cargo	0
Issue Date	13-Jul-1987	Sub Leased	Yes
Current Expiry Date	27-Dec-2021	Sub Lease Fee	-2301.37
Renewal Period	1 Year	License Late Fee	7000.0
New License Expiry Date	14-May-2023	DCC Membership Required?	No
Registration Type	Overseas Registered		

Activity	Activity Group	License Type	RTA NOC	Dubai Police NOC	Chemical Form	EHS Approval
Pebble Quarrying	PETROLEUM & METAL EXTRACTION	National Industrial	N	N	N	Y
Gypsum Mining	PETROLEUM & METAL EXTRACTION	National Industrial	N	N	N	N
Natural Manures Extraction	PETROLEUM & METAL EXTRACTION	National Industrial	N	N	N	N
Salt Extraction	PETROLEUM & METAL EXTRACTION	National Industrial	N	N	N	N
Tomato Paste Manufacturing	FOOD INDUSTRIES	National Industrial	N	N	N	N
Fruit & Vegetables Freezing	FOOD INDUSTRIES	National Industrial	N	N	N	N

Courier Details

Courier Required	Within FreeZone	Contact Name	<input type="text"/>
Courier Location		Contact Phone	<input type="text"/>
Address Line 1	2-220/1,MANAUYD	Time	9 AM - 4.30 PM
Address Line 2	2-220/1,MANAUYD		

Edit

Document Name	Preview
Good Legal Standing Certificate	
National Industrial License (National Industrial Certificate From MAE)	
NOC from the main Lessor	

Confirm and Continue

9. Click Submit to FreeZone

Jafza License Renewal

✓

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)

1,544,528.48 AED

Total Charge Amount:

10.00 AED

Total VAT Amount:

0.50 AED

Total Charge Amount with VAT:

10.50 AED

Component	Price	VAT %	VAT Price	Net Price
Courier Charges Within FreeZone	10	5	0.5	10.5

SR Number	Customer	Status
20083088	Dubai	Saved

Submit to FreeZone

The below confirmation will be displayed

Jafza License Renewal

✓

Service Request

✓

Upload Document

✓

Summary

4

Payment Confirmation

Back

✓

Your request has been forwarded to the Free Zone for processing. A charge of 10.00 AED and VAT amount 0.50 AED has been reserved for the same.

Component	Price	VAT %	VAT Price	Net Price
Courier Charges Within FreeZone	10	5	0.5	10.5

SR Number	Customer	Status
20083088	Dubai	Submitted to Free Zone

