# JAFZA eSERVICES
# Apply for Medical Service
# User's Manual

## Copyright Information

## Control Document Notification

## DOCUMENT DETAILS

## Document Information

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|---|---|
| Document Name | Apply for Occupational Health Card |
| Project Name | JAFZA eService Manuals |
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| Author(s) | DT Training Dept. |
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## Revision History

| Version | Date | Author | Designation | Description of change |
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## Approval History

| Version | Date | Name | Designation | Comments |
|---|---|---|---|---|
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## Distribution
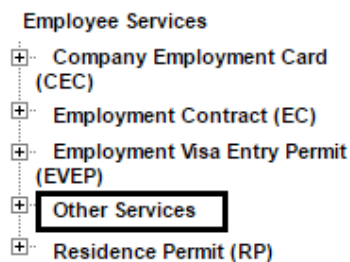
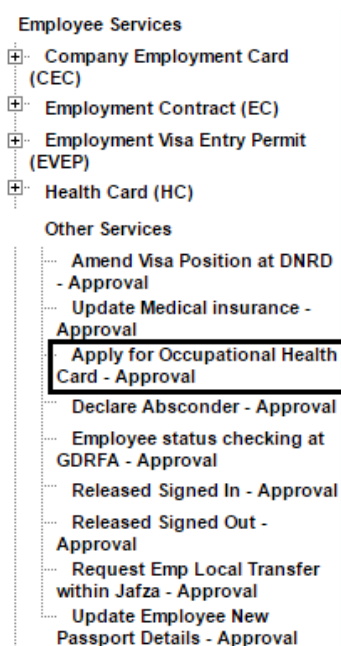| Version | Location |
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# Apply for Occupational Health Card

*This service is to apply for a NOC from JAFZA for Occupational Health Card for the employee(s) working in the company. This is required if the company is dealing for example with Food products and require for health and safety measures from the employee*
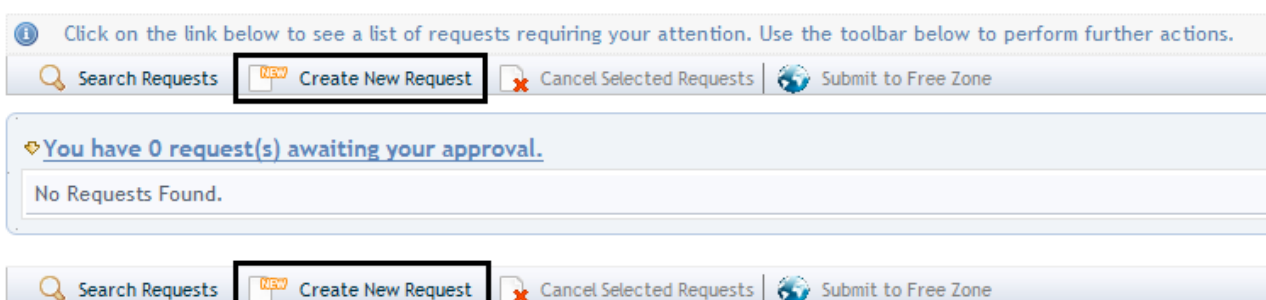
**Navigation:**

1.  Login to **Dubai Trade**

2.  Go to **Employee Services** from the menu on the left

3.  Then Go to **Other Services**

Employee Services
- Company Employment Card (CEC)
- Employment Contract (EC)
- Employment Visa Entry Permit (EVEP)
- **Other Services**
- Residence Permit (RP)

4.  Click on **Update Medical Insurance - Approval**

Employee Services
- Company Employment Card (CEC)
- Employment Contract (EC)
- Employment Visa Entry Permit (EVEP)
- Health Card (HC)
- Other Services
  - Amend Visa Position at DNRD - Approval
  - Update Medical insurance - Approval
  - **Apply for Occupational Health Card - Approval**
  - Declare Absconder - Approval
  - Employee status checking at GDRFA - Approval
  - Released Signed In - Approval
  - Released Signed Out - Approval
  - Request Emp Local Transfer within Jafza - Approval
  - Update Employee New Passport Details - Approval

5.  Then Click on **Create New Request**

ⓘ  Click on the link below to see a list of requests requiring your attention. Use the toolbar below to perform further actions.

🔍 Search Requests | 📄 **Create New Request** | ❌ Cancel Selected Requests | 🌐 Submit to Free Zone

◇**You have 0 request(s) awaiting your approval.**

No Requests Found.

🔍 Search Requests | 📄 **Create New Request** | ❌ Cancel Selected Requests | 🌐 Submit to Free Zone

# Apply for Occupational Health Card

**Procedure:**

1. Enter the Employee Number and skip to Step number 4

Employee Number [                    ] 🔍

**OR**

2. Search and Select the Employee Number in the pop-up window that appears by clicking on the magnifying glass icon instead of typing in the field

Employee Number [                    ] 🔍

3. Enter either the Employee Number, First Name, Last Name, Passport Number, Job Title, Nationality and click Search

Search for Employees
- Enter (*) or (%) to view all the details.
- Enter atleast one full or partial search criteria.
  Eg. : *United* matches both *United Arab Emirates* and *United States of America*

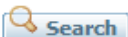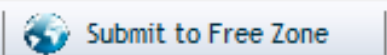| | |
|---|---|
| Employee Number | [                    ] |
| First Name | [                    ] |
| Last Name | [                    ] |
| Passport Number | [                    ] |
| Job Title | [                    ] |
| Nationality | [                    ] |

🔍 Search

No Employee Found.

4. Specify the Reason for Request or give additional information for JAFZA.

Specify the reason for request / Additional Information for JAFZA [                    ]

5. Click on  💾 **Save Request**  to save the request for future action.

    Click  🌐 **Submit to Free Zone**  to submit the request to the Free Zone Authority for processing.

6. Click on **Pay now** to confirm charges and submit the request.