



## DAZ e-Signature Letters

## التوقيع الرقمي للرسائل الصادرة من منطقة دبي للسيارات

**Dear Valued Customer,**

**عملاؤنا الكرام،**

Under the directives of His Highness Sheikh Mohammed bin Rashid Al Maktoum, Vice President and Prime Minister of the UAE and Ruler of Dubai, to offer world-class smart services and infrastructure through the Dubai Smart Government plan, DAZ has been implementing 24/7 smart e-services.

تماشياً مع رؤية صاحب السمو الشيخ محمد بن راشد آل مكتوم، نائب رئيس الدولة رئيس مجلس الوزراء حاكم دبي "رعاه الله"، بضرورة تبني أحدث الوسائل التكنولوجية لتحويل دبي إلى مدينة ذكية وتقديم خدمات وفق أعلى المواصفات العالمية، فقد بدأت منطقة دبي للسيارات منذ فترة بتطبيق هذه الرؤية لإتاحة الخدمات لعملائها على مدار الساعة.

DAZ is pleased to announce the adoption of e-signature solution, which would be available from next week and would replace the existing manual signature.

ويسرنا في هذا الصدد إعلامكم بتبني منطقة دبي للسيارات خدمة ذكية جديدة تتمثل في التوقيع الرقمي والذي سيتم إطلاقه خلال الأسبوع المقبل ليحل محل التوقيع التقليدي الحالي.

Once implemented, letters with e-signatures would be received in your mailbox and can be verified by any of the recipient entities. In case you face any challenges in receiving the letter or

ومع دخول الخدمة (التوقيع الرقمي) حيز التنفيذ الفعلي، سيكون بإمكان العملاء استلام رسائل بالتوقيع الرقمي عبر البريد الإلكتروني ويتم التحقق من صحتها إلكترونياً من قبل المؤسسة المستقبلة

acceptance, kindly approach us for support.

للمساعدة. في حال مواجهة مشاكل تقنية في استقبال الرسائل يرجى التواصل معنا

In the first phase, letters will be accepted for all services provided by the General Directorate of Residency & Foreigners Affairs - Dubai (Immigration Department) that are provided to the employees.

وخلال المرحلة الأولى، تقبل الرسائل لجميع الخدمات المقدمة للموظفين من قبل الإدارة العامة للإقامة وشؤون الأجانب - دبي.

Please find attached the procedure addendum for your reference.

للمزيد من المعلومات، يرجى الرجوع إلى الملف المرفق.

Thank you for your continued support and cooperation.

نشكر لكم دعمكم الدائم والمستمر.

For any clarifications, inquiries or information, please contact:

للمزيد من التفاصيل والاستفسارات، يرجى التواصل معنا على الأرقام التالية:

DAZ Admin:	Admin.Daz@Jafza.ae 04 8010663 - 04 8010664 – 04 8010665 – 04 8010484	القسم الإداري:
DAZ Commercial:	Commercial.Daz@Jafza.ae 04 8010655 – 04 8010662 – 04 8010483	القسم التجاري:
DAZ Customer Relation:	Customer.Service-DAZ@Jafza.ae 04 8010650 – 04 8010654 – 04 8010640	خدمة العملاء:

Dubai Auto Zone

منطقة دبي للسيارات

## **ADDENDUM**

### **E-VERSION OF “DAZ” LETTERS**

The E-Version of DAZ Letters includes:

- Letter Content
- Electronic Stamp
- Reference number for EDV (Electronic Document Verification) online verification
- EDV (Electronic Document Verification) web address

#### **I. EDV (Electronic Document Verification)**

EDV is an **online verification facility** for the DAZ Letters to Immigration – E-Version, by using the EDV code in the e-version letter and inputting additional required fields and clicking the button “Verify Document”. It is a web-based verification tool for ensuring the authenticity of DAZ letters.

On **successful verification**, the EDV screen will prompt a message “Document Verified”, and a “View Document” button will be made available as an additional verification option, upon clicking, a copy of the issued letter will be displayed on the screen for the visual comparison.

**Unsuccessful verification** the EDV screen will prompt a message “Document not verified”.

#### **II. Process**

##### **1. What is EDV for?**

EDV is a verification channel for the use of **external** agencies, now they can verify DAZ Letters over the internet using the electronic code in the EDV page without contacting DAZ Administrative Services Department for telephone verification.

##### **2. How do we go to the EDV page?**

The EDV link can be seen in the lower section of the issued letter.

Here's the EDV link: <http://edv.ezw.com/>

##### **3. How do we (external agencies) validate the DAZ letter in our hand using EDV?**

**a.** EDV requires the verifier to enter 3 parameters:

- **EDV Number** – this is the code number indicated in the DAZ letter.
- **Issue Date** – The date indicated in the DAZ letter.
- **Passport Number** – The passport number indicated in the DAZ letter.

**b.** Click “**VERIFY DOCUMENT**”

The screenshot shows the 'Electronic Document Verification' web application. The interface includes the following elements and instructions:

- 1. Enter: EDV No.**: Points to the 'EDV No:' input field.
- 2. Indicate: Letter Issue Date**: Points to the 'Issue Date:' input field.
- 3. Enter: Passport Number**: Points to the 'Passport Number' input field under 'Additional Information:'.
- 4. Click: Verify Document**: Points to the 'Verify Document' button.

#### 4. How do we know if the letter is valid or not in EDV?

Upon Clicking “**VERIFY DOCUMENT**”, a message will appear if the letter is successfully verified or not:

- **DOCUMENT NOT VERIFIED** – message will appear below the verify document for **unsuccessful** verification of the document.
- **DOCUMENT VERIFIED** – message will appear below the verify document for **successful** verification of the document.

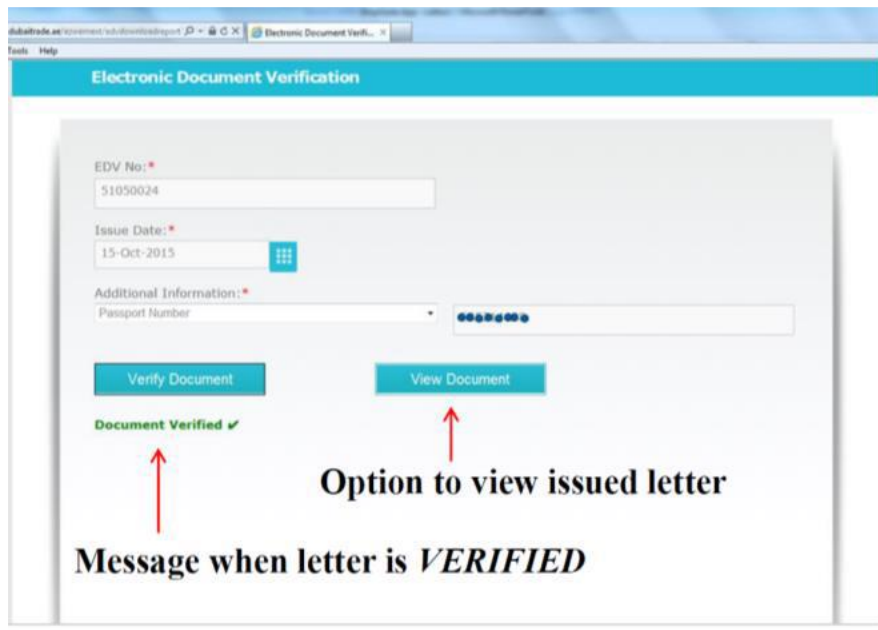
On successful verification, the “**VIEW DOCUMENT**” will appear, this is an optional feature that the verifier can use. Upon clicking this button, a copy of the issued letter will display and the verifier can visually compare the online letter copy from the hard copy on had with the verifier.

#### Document not Verified

The screenshot shows the 'Electronic Document Verification' web application with the following details:

- EDV No:** 51050024
- Issue Date:** 15-Oct-2015
- Additional Information:** Passport Number (field is empty)
- Verify Document** button is present.
- Message when letter is NOT VERIFIED**: A red message 'Document not Verified ✖' is displayed below the button, indicated by a red arrow.

## Document Verified



5. **Does DAZ acknowledge this electronic letter as one of their official letters?**

Yes, DAZ recognizes the electronic version of their letters as official.

6. **How long is the electronic letter valid?**

Electronic letter version is valid for 30 days from the date of issuance. After that the letter will be invalid and when used in EDV it will give a **DOCUMENT NOT VERIFIED** message.

### III. Available letters in EDV

- **Commercial letters: Price is Dhs.230 + 5% Vat**

1	Letter Any Department Manager & Share Holders Details(Arabic)
2	Letter To Open Bank Acct with Shareholder And Mgr Details (English)
3	Confirmation Letter with Share Details (English)
4	Confirmation letter with DMS and Share Details

- **Admin Letters: price is AED-170**

1	XXFZ: LR 013 Salary Certificate For Government Agency (Arabic) - Female
2	XXFZ: LR 012 Salary Certificate For Government Agency (Arabic) - Female
3	XXFZ: LR 010 Salary Certificate For Government Agency (Arabic) - Male

4	XXFZ: LR 011 Salary Certificate for Government Agency (Arabic) - Male
5	XXFZ: LR 023 Service Certificate (Arabic) - Female
6	XXFZ: LR 022 Service Certificate (Arabic) - Male
7	XXFZ: LR 020 Service Certificate (Arabic) - Male
8	XXFZ: LR 021 Service Certificate (Arabic) - Female
9	XXFZ: LR Salary Certificate to Bank (English)
10	XXFZ NOC Letter to Police - Damaged Passport - Arabic
11	XXFZ: CID for Alcohol Permit
12	XXFZ NOC Letter for Port Passes
13	XXFZ NOC Letter to Obtain Police Clearance for Employee - Arabic
14	XXFZ Letter to Immigration Authorities for PRO Card
15	XXFZ Letter to Immigration Authorities for PRO Card Renewal
16	XXFZ: LR 070 Abu Dhabi Security (Arabic) - Male
17	XXFZ: LR 071 Abu Dhabi Security (Arabic) - Female
18	XXFZ NOC for Employee PO Box
19	XXFZ: LR 091 Letter To Police (Arabic) - Lost Document (CEC) - Female
20	XXFZ: LR 093 Letter To Police (Arabic) - Lost Document (EP) - Female
21	XXFZ: LR 095 Letter To Police (Arabic) - Lost Document (Passport) - Female
22	XXFZ: LR 090 Letter To Police (Arabic) - Lost Document (CEC) - Male
23	XXFZ: LR 092 Letter To Police (Arabic) - Lost Document (EP) - Male
24	XXFZ: LR 094 Letter To Police (Arabic) - Lost Document (Passport) - Male
25	XXFZ Salary Certificate to University
26	XXFZ: LR 037 Consulate & Embassy Letters (Arabic) - Female
27	XXFZ: LR 036 Consulate & Embassy Letters (Arabic) - Male
28	XXFZ: LR 031 Consulate & Embassy Letters (Arabic) - Female
29	XXFZ: LR 033 Consulate & Embassy Letters (Arabic) - Female
30	XXFZ: LR 035 Consulate & Embassy Letters (Arabic) - Female
31	XXFZ: LR 034 Consulate & Embassy Letters (Arabic) - Male
32	XXFZ: LR 030 Consulate & Embassy Letters (Arabic) - Male
33	XXFZ: LR 032 Consulate & Embassy Letters (Arabic) - Male
34	XXFZ: LR Consulate & Embassy Letter - SCHENGEN Visa (English)
35	XXFZ: LR 101 Salary Certificate To Consulate/Embassies (Arabic) - Female
36	XXFZ: LR 100 Salary Certificate To Consulate / Embassies