

FACSIMILE MESSAGE
CIRCULAR

TO : All Jafza Companies
ATTN : General Manager
DATE : Tuesday, September 02nd 2008
FROM : Fatma Salem, Executive Vice President- Operations Dept. Jafza
SUBJECT : Data Entry Notification
Reference : OPT/ES/Sept-08

Dear Valued Customer,

In our continuous efforts to enhance our services to facilitate your business we would like to clarify the process of entering the names for employment and visit visa requests in Dubai Trade to avoid any unnecessary inconvenience.

Clear guidelines on how to type the names of applicants for different nationalities in accordance with DNRD requirements are available below and in the Customer Lounge section on our website www.jafza.ae

We kindly request all our customers to familiarize themselves with the guidelines and follow them strictly to avoid any unnecessary delays and inconvenience; such as correction of Entry Permit and whatever charges that may be applicable.

For any further clarification please contact our Call Centre on 800-JAFZA (800 52392).

We assure you the continuous support and best Customer Service.

Best Regards,

Jebel Ali Free Zone
Jafza – Operations Department
Call Center **800-JAFZA** (800-52392) Fax: +9714-8810029
Website: www.jafza.ae e-mail: customerservice@jafza.ae

| Nationality | Data Entry Process |
|---|---|
| INDIA & PAKISTAN | <p>Enter Given Name {Complete} As Mentioned In The Passport In the Space Provided For Given Name & Enter Surname {Complete} As Mentioned In The Passport In The Space Provided For Last Name.</p> <p>Incase the Given Name And Last Name Combined Together Are Only 2 Names, Please Add the Father Name {Complete} As Mentioned In The Passport Along With Surname In The Last Name.</p> <p>Incase If Only One Name Is Mentioned In Passport (Either Only Given Name Or Only Surname), In This Case, Please Enter the Father Name {Complete} As Mentioned In The Passport In The Space Allocated For Last Name.</p> |
| BANGLADESH & AFGHANISTAN | <p>Enter Applicants Name As In The Passport In The Space Allocated Online For Given Name And Enter Fathers Name As Mentioned In The Passport In The Space Allocated For Last Name Online While Creating The Request.</p> |
| PHILIPPINES | <p>Enter Given Name As Mentioned In Passport In The Space Allocated For Given Name, Enter Middle Name As Mentioned In The Passport In The Space Allocated For Middle Name & Enter The Surname As Mentioned In The Passport In The Space Allocated For Last Name.</p> |
| IRAN, SYRIA & TURKEY | <p>Enter Given Name As In Passport In The Space Allocated For Given Name, Enter Fathers Name As In Passport In The Space Allocated For Middle Name & Enter The Surname As In The Passport In The Space Allocated For Last Name.</p> |
| SRI LANKA | <p>Enter Given (Other) Name As Mentioned In The Passport In The Space Allocated For Given Name, & Enter The Surname As Mentioned In The Passport In The Space Allocated For Last Name.</p> |
| OTHERS (SOUTH-AFRICA, IRAQ, UNITED KINGDOM, USA, PORTUGAL, CANADA, FRANCE, GERMANY, HELLENIC, IRELAND, NEW ZEALAND, UZBEKISTAN, RUSSIA, KYRGYZ, KENYA) | <p>Enter Given Name As Mentioned In The Passport in the Space Allocated For Given Name, And Enter the Surname as Mentioned In the Passport in the Space Allocated For Last Name</p> |