



E-FINANCIAL STATEMENT SUBMISSION

e Financial Statement (Benefits)

We would like to introduce to you another value added service of processing e-Financial Statement Submission on Dubai Trade Portal. This Service will save you time and make more convenient to submit the annual statement of company accounts.

the below mentioned are the major benefits of this service:

- No more waiting in the queue. Facility to submit the statement and hand over the report with the SR details. (Jafza Counter/ Courier).
- Automated financial statement reminder notifications through Email & SMS.
- Updated summary sheet of annual accounts submission, procedures & FAQs available online.
- Commercial Registrars eComments available online during processing (SR Statuses)
- In case of rejection, specific rejection comments sent to customers through email/ SMS

Step 1 - Login to dubaitrade.ae

Step 2 - User Name/Password for (Admin User/Sub User)

WELCOME TO DUBAI TRADE

1. Enter User Name & Password

SIGN IN
Username
Password
Sign in
Forgot Password?
Modify Registration
Registration Enquiry
NEW USER
Register Now >>

OTHER LINKS

- DP World UAE Region
- Dubai Customs
- Jebel Ali Free Zone
- Dubai Multi Commodities Centre
- Dubai Multi Commodities Centre
- Emirates Sky Cargo

WELCOME TO DUBAI TRADE

- Jebel Ali Port, Dubai World Security earn top honours
- Global Industry leader, Essar Steel to open a 250,000 tonnes p.a. Processing Centre in Jebel Ali Free Zone
- Dubai Institute of Technology sets up R&D Strategy and tools at the Second DIT Strategic Forum
- Safety First at Downtown Jebel Ali
- DP World seeks dual listing on London Stock Exchange

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49 Square Kilometers, 6000+ companies, and 21 years of growth, all come together through the 100+ online services of the Jebel Ali Free Zone Authority. Doing business through Jafza's world-class amenities and unparalleled logistic infrastructure has never been easier. [Click here](#) to get on board today.

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FINGERS

e-FINANCIAL STATEMENT SUBMISSION STEPS

Step 3 - Create e-Submission - SR

The screenshot displays the Dubai Trade website interface. On the left, the 'USER PROFILE' sidebar shows the user 'Mark 1314-JAFZ' and a 'Logout' button. Below this is a 'View By Service' dropdown menu with a list of services. The 'Submit Financial Statement - Approval' option is highlighted with a callout labeled '2'. The main content area shows the 'Submit Financial Statement' page with a breadcrumb trail 'Home > Submit Financial Statement > Submit'. A toolbar contains buttons for 'Search Requests', 'Create New Request', 'Cancel Selected Requests', and 'Submit to Free Zone'. The 'Create New Request' button is highlighted with a callout labeled '3'. Below the toolbar, a message states 'You have 0 request(s) awaiting your approval.' and 'No Requests Found.' Another toolbar at the bottom of the main content area also contains the 'Create New Request' button, which is highlighted with a callout labeled 'Create New Request'. At the bottom of the page, a callout labeled 'Select option for Submit Financial Statement' points to the 'Submit Financial Statement - Approval' option in the sidebar.

Step 4 - Select year for submission for statement

The screenshot shows the 'Submit Financial Statement' page on the Dubai Trade website. The user profile on the left indicates the user is 'Mark' with ID '1314-IAFZ'. The main content area displays a table of unsubmitted financial statements:

Fin Id	Start Date	End Date
31641877	01-APR-2008	31-MAR-2009
31641878	01-APR-2009	31-MAR-2010
31641879	01-APR-2010	31-MAR-2011

A callout bubble with the number '4' points to the first row of the table, with the following text:

Select year for submission for statement .
Note : All the non submitted /incomplete or rejected case appear in the pending list

Step 5 - Fill the audited summary sheet details in the provided fields

Jafza Submit Financial Statement

Use this page to submit a financial statement.

Save Request | Submit to Free Zone

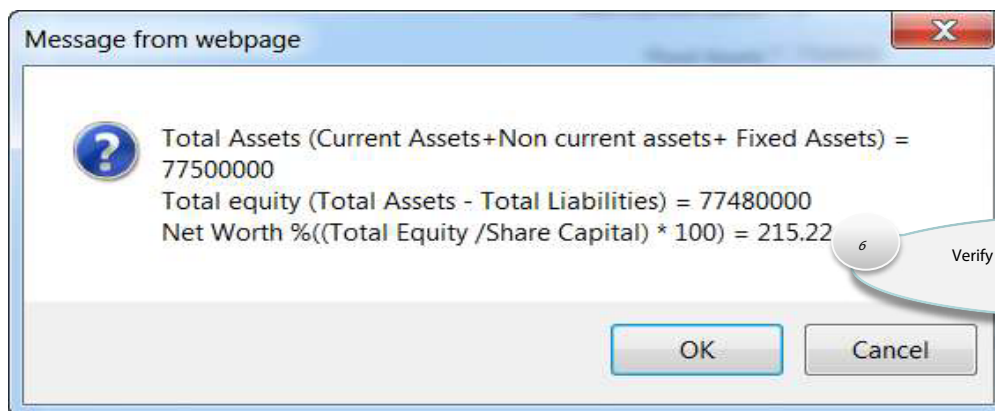
5 Save the SR and submit to Freezone

Client Id: 1314
Name Of Company: Sony Gulf FZE
Courier Collection/Delivery Required? (Additional charges of 50 AED will be charged on each Documents Collection/Delivery, if the courier option is selected as 'No'): No Yes
Fin Id: 31672660
Fin. Year Start: 01-APR-2008
Fin. Year End: 31-MAR-2009
Received Date: 29-MAR-2012
Submission Extension Date:

Share Capital *	36000000
Auditor Name (Choose an Existing Auditor to Modify OR Enter New) *	Test Auditor Name
Annual Sales *	145634500
Total Salaries *	1000000
Cost of Goods Sold *	1000000
Total Depreciation *	10000
Current Assets *	70000000
Non current assets *	0
Fixed Assets *	7500000
Long Term Liabilities *	10000
Total Liabilities (Current + Long term) *	20000
Net Profit/(Loss) *	500000
Opening Retained Earnings(Accumulated Losses) *	0
Total Capital Expenditure *	0

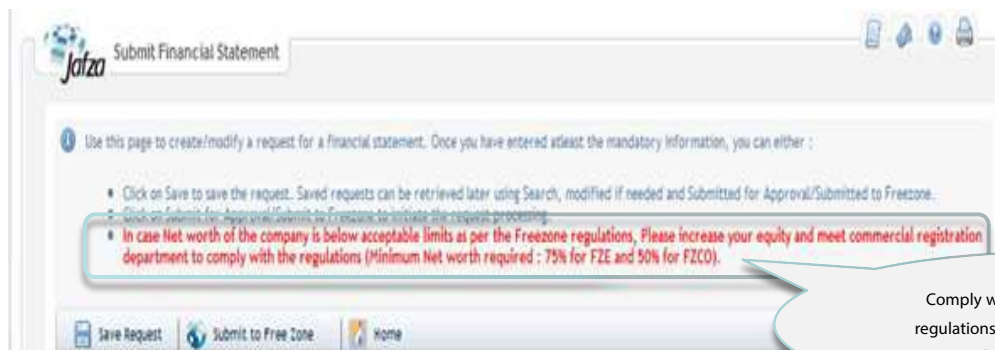
Prepared By: Syed.Inayathulla@dubaiworld.ae

Step 6 - Verify the company net worth to comply with Freezone Regulations.



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Verify the net worth of the company



Comply with Freezone regulations to avoid any regulatory actions

Step 7 - Submit the physical copy of Auditor

Report and the Summary sheet over the counter/ to counter

Important points to note:

Mention the below information on the summary sheet

- Submission SR no.
- Your name & contact no for any clarification
- If physical copy of the report is not submitted to Jafza within 2 weeks the SR would be rejected.
- In case of low net worth, please contact commercial registrar immediately with an action plan to comply with Free Zone regulations.
- Please use the latest summary sheet format for all submissions, available on the next page.

Latest Annual Accounts Summary Sheet Format

Auditor Report – New Summary Sheet

Company Details			
Company Name			
Account No			
Financial Information: Amount (In UAE – Dirham)			
Year Start Date		Year End Date	
Annual Sales		Total Salaries	
Cost of Goods Sold		Total Depreciation	
Current Assets		Non-Current Assets	
Fixed Assets		Total Assets	
Long Term Liabilities		(Current Assets+ Non-Current Assets+ Fixed Assets)	
Net Profit/(Loss)		Total Liabilities	
Share Capital		(Current + Long Term)	
Total Equity		Opening Retained Earnings/(Accumulated Losses)	
		Total Capital Expenditure	
Auditor Information			
Audit Firm			
Auditor's Signature		Date	
Auditor's Seal			

Thank you

P.O. Box 16888 Dubai, UAE

jafza.ae