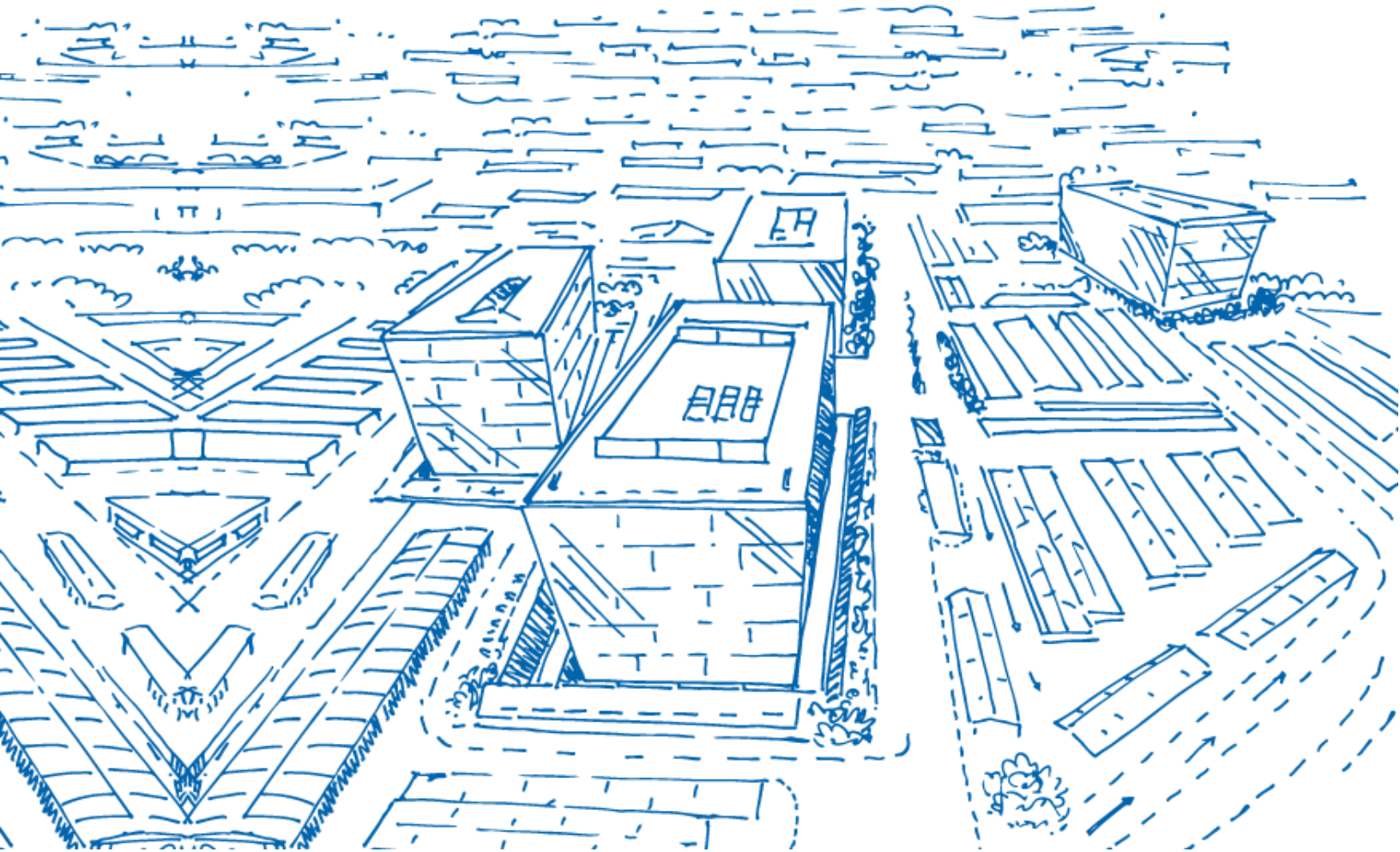


Jafza

Guidebook

Version 1.0 (November 2023)



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Foreword



We take great pleasure in presenting the updated volume of the Jafza Guidebook, a comprehensive guide to all our services. This guide was designed to provide our customers with a detailed understanding of all the services available at Jafza, empowering them to optimise their workflow efficiency.

This is a handy reference book for new and existing customers, which will help navigate all services while providing precise information and step-by-step procedures to avail them.

I hope the guidebook will be valuable for our customers in efficiently availing the required services.

We welcome your valued suggestions to make this publication more useful in times to come and thank you for your continuous support and appreciation.

Abdulla Al Hashmi
Chief Operating Officer
Parks & Zones

Introduction

Jebel Ali Free Zone (Jafza) is one of the world's most customer-centric and well-integrated business hubs where a company can flourish and achieve unhindered growth. Jafza offers various services from trade licenses, registration, visas, on-site staff residential facilities etc., including extensive one-stop-shop administrative support to its Customers.

The Leasing, Licensing and Operations function as key facilitators aiding customers in the friendliest and most efficient manner.

This guide has been compiled to create awareness about these services and how Jafza customers can avail them. Appropriate notes have been added to each service to provide necessary information about the activity.

Jafza office hours

Jafza Service Centre: <https://goo.gl/maps/qRWTeeWUBByHfBGj9>

Jafza Sales Centre: <https://goo.gl/maps/E2rvbGEJW5zybrxaA>

8:00 to 15:00 from Monday to Thursday

8:00 to 12:00 on Friday

Call Centre available 24/7

Within the UAE: 800-Jafza (800-52392); International: +971 4 445 3270

Important Information:

- > Processing time for any service request is subject to appropriate approvals from Jafza Management and other Government Regulations.
- > All applications and other related forms mentioned in the guide are available on <https://www.jafza.ae/resources/> in Adobe Acrobat format to fill and print the documents.
- > Any manual Application Forms, Request Letters or Company No Objection Certificates (NOC) must be typed on company letterhead and signed by the authorised person with a company stamp.
- > All urgent requests submitted during working hours will be processed instantly.
- > Dubai Trade portal must be used for all online services.
- > Requests can be submitted online only if sufficient funds are available in the portal.
- > When submitting an online request, it is necessary to upload (where the facility is available) or arrange the supporting documents for courier collection if the document collection/delivery is selected as a courier.

- > Document requirements and service fees are subject to change. Jafza reserves the right to ask for additional documents/fees if required.
- > 5% VAT will apply to all non-regulatory services, and customers should update their Tax Registration Numbers through the Dubai Trade portal.
- > Once the payment and documents are received and confirmed and the details provided in the application are correct, Jafza will acknowledge the application and proceed further.
- > The request's status can be checked through the portal's service request (SR) number anytime.
- > Services not available in the portal can be accessed through the Service Center at Jafza 14 or Jafza South by submitting the required documents & payment. For manual services procedures, please refer to Ahlan Counter (Reception).
- > To receive Jafza communications on time and to be quickly contacted by Jafza staff, please ensure your company's contact details are up to date.

Jafza Related Websites

www.jafza.ae

www.dubaitrade.ae

For all enquiries, don't hesitate to get in touch with us on:
800-Jafza (800-52392)

Service Guide

I. Investor Services

New Company Formation

Description

Jafza offers several formation types that enable investors to establish their company to suit individual requirements. Every company formation requires a leased facility. Jafza offers an extensive portfolio of products that align with the company's activities and the nature of operations.

Process Steps

A. Expression of Interest:

The investor can express interest in company formation and leasing by registering an inquiry on the following channels:

- > Online: [Inquiry | Jebel Ali Free Zone \(Jafza\)](#)
- > Over the phone: UAE: 800 - JAFZA(52392); International: +971 4 445 3270
- > In person at our Jafza Sales Centre at Jafza 15: <https://goo.gl/maps/E2rvbGEJW5zybrxaA>

B. Submission of Online Application:

The investor must complete the online application form received at the registered email address. Every application undergoes an evaluation process for qualification and security screening.

C. Selecting a Suitable Facility:

Jafza Facility (Direct Lease): Once the application is approved, the sales expert offers a suitable facility and invites the investor to a viewing of the available unit.

- > Jafza Product Portfolio is available at: <https://www.jafza.ae/offerings/>. Investors can [virtually tour](#) a sample of Jafza facilities for a general idea of the offering.
- > For facility-specific Terms and Conditions, please visit the Leasing Agreements section here: <https://www.jafza.ae/resources/guides/rules-and-regulations-at-jafza/>
- > A booking fee is paid against the sales offer to confirm a facility. The fee ensures the investor's chosen facility is reserved while the company formation process advances.

Non-Jafza facility (Sublease): Jafza must issue a No Objection letter to sublease a facility. This allows an Investor (Sublessee) to lease space at another existing company's premise (Sublessor).

- > Sublease agreements must originate as a request to Jafza from the Sublessor.

D. Company Incorporation and Key Handover:

The Customer receives the keys/access to the facility and the incorporation documents. The Customer will receive access to the Dubai Trade Customer Portal to access all Jafza services.

Documents Required

Required for all company formation types:

- > Know Your Customer-Ultimate Beneficiary Owner Form (KYC-UBO):
 - If Shareholders are individuals, then each shareholder should submit an individual KYC-UBO form duly filled and signed by each shareholder.
 - KYC-UBO Form is available here: <https://www.jafza.ae/resources/guides/all-you-need-to-know-about-ultimate-beneficial-owners-and-intermediate-beneficial-owners/>
- > Valid Passport Copy:
 - Shareholder/s, Director, Manager, Secretary, and Power of Attorney (With UAE Residence Visa Page, if Resident of UAE).
- > No Objection Certificate (NOC) from Sponsor (specimen template available in [Jafza Investor Guide](#)):
 - If Shareholders / Directors / Manager / Secretary are UAE Residents, then a No Objection Letter is required for the sponsor along with a Trade License Copy and Passport of the Sponsor.

Required for Branch:

- > Copy of UAE license (if the parent company is in the UAE); or Original Certificate of Incorporation or Good Standing (notarised and attested) if the parent is outside the UAE.
- > Original Memorandum and Articles of Association (returned after verification).
- > Company Board Resolution ([specimen template](#)) calling for the Establishment of a Branch company in Jafza and guaranteeing full financial commitment.
- > Power of Attorney (POA) – specimen template available in [Jafza Investor Guide](#) (notarised and attested).
- > Specimen Signatures (available in [Jafza Investor Guide](#)) of Appointed Manager & > Power of Attorney (POA) Holder (can be attested in Jafza).

Required for Free Zone Company (FZCO or FZE):

- > Shareholder/Directors Resolutions (notarised and attested, specimen template – [for FZE - Non Individual](#) and [for FZCO](#)) calling for:
 - Establishment of the Company in Jafza
 - Details of Shares and Share Capital (if more than 1 shareholder)
 - Appointment of Director/s, Secretary, Manager
 - Appointment of Legal Representative (if any)
 - Power of Attorney (POA)
- > Memorandum & Articles of Association of the Company (specimen template [for FZCO](#) and [for FZE](#), can be attested in Jafza)
- > Specimen Signatures (specimen template available in [Jafza Investor Guide](#)) of Appointed Director/s, Manager, Secretary, Legal Representative & Power of Attorney (POA) Holder (can be attested in Jafza)
- > Non-Individual shareholder additional requirements:
 - Original Certificates of Incorporation or Original Certificates of Good Standing of Company (notarised and attested).
 - Memorandum and Articles of Association (notarised and attested).

Facility-specific Requirements

- > Plot Facilities: Project Summary and Business Plan (specimen template available in [Jafza Investor Guide](#))
- > Subleased facilities: Sublease Area and Commercial Agreement between parties

Environment, Health and Safety (EHS) declaration:

- > Required for Leasing Warehouses, Light Industrial Units, Showrooms, Plot, Retail units and subleased facilities.
- > EHS Guidelines and Forms are available here: <https://www.dubaitrade.ae/en/help/support-document/category/81-ehs-guidelines-and-forms>

Fees	Processing Time
AED 5,000 Registration Fees	3 working days
See table below for Licensing fees	

License	Fee (AED)	Groups	Activities	Additional Activity Fee
Trading	5,000	One	7 (up to 17)	AED 500 per additional activity
	8,500	Two	12 (up to 17)	
Industrial	5,000	One	7 (up to 17)	
	8,500	Two	12 (up to 17)	
	12,000			
National Industries	5,500	One	7 (up to 17)	
	9,000	Two	12 (up to 17)	
	12,500			
Service	5,000			
General Trading	15,000			
Logistics	15,000			
Holding	30,000			

Existing Company Expansion

Description

Existing Jafza companies interested in expanding can lease additional facilities or relocate to a larger facility within Jafza.

Process Steps

A. Expression of Interest:

The Customer can contact the Jafza sales team to enquire about additional facilities through the following channels:

- > Dubai Trade Portal:
 - Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
 - Navigate to "Lease", scroll to the bottom and select "Request for Additional Facility."
 - Create and submit a new request for Expansion
- > Over the phone: UAE : 800 - JAFZA(52392); International : +971 4 445 3270
- > In person at our Jafza Sales Centre at Jafza 15: <https://goo.gl/maps/E2rvbGEJW5zybrxaA>

B. Selecting a Suitable Facility:

Jafza Facility (Direct Lease): Once the expansion request is received, the sales expert will offer suitable facilities available for the Customer to select.

- > Jafza Product Portfolio is available at: <https://www.jafza.ae/offerings/>. Investors can [virtually tour](#) a sample of Jafza facilities for a general idea of the offering.
- > For facility-specific Terms and Conditions, please visit the Leasing Agreements section here: <https://www.jafza.ae/resources/guides/rules-and-regulations-at-jafza/>

Non-Jafza Facility (Sublease): Jafza must issue a No Objection letter to sublease a facility. This allows an Investor (Sublessee) to lease space at another existing company's premise (Sublessor).

- > Sublease agreements must originate as a request to Jafza from the Sublessor.

C. Lease Agreement and Key Handover:

The lease agreement for the reserved facility of choice is generated and sent to the Customer. The Customer receives the keys/access to the facility and the finalised lease agreement.

Fees	Processing Time
AED 5,000 Registration Fees	3 working days
See table below for Licensing fees	

License	Fee (AED)	Groups	Activities	Additional Activity Fee
Trading	5,000	One	7 (up to 17)	AED 500 per additional activity
	8,500	Two	12 (up to 17)	
Industrial	5,000	One	7 (up to 17)	

	8,500	Two	12 (up to 17)	
	12,000			
National Industries	5,500	One	7 (up to 17)	AED 500 per additional activity
	9,000	Two	12 (up to 17)	
	12,500			
Service	5,000			
General Trading	15,000			
Logistics	15,000			
Holding	30,000			

Existing Company Downsize

Description

Existing Jafza companies interested in downsizing to a smaller unit of a lower cost can contact the Customer Service Team to discuss the options available.

Process Steps

A. Expression of Interest:

The Customer can express interest in downsizing via the following channels:

- > Email: JafzaCustomerServices@Jafza.ae
- > Over the phone: UAE: 800 - JAFZA(52392); International: +971 4 4453270
- > In person at our Jafza Service Centre at Jafza 14: <https://goo.gl/maps/qRWTeeWUBByHfBGj9>

B. Selecting a Suitable Facility:

Once the Jafza Customer Service Team approves the request, it is assigned to the sales team to offer options available to the Customer.

C. Lease agreement and Key Handover:

The lease agreement for the reserved facility of choice is generated and sent to the Customer. The Customer receives the keys/access to the facility and the finalised lease agreement.

Fees (in AED)	Processing Time
No Charges	1 working day

II. Dubai Trade Portal operation

i. Online registration for the Dubai Trade portal

"Dubai Trade Portal" (<http://www.dubaitrade.ae>) is an electronic platform that enables Jafza Customers to apply for all services offered by Jafza.

Once registered in Jafza, the company will receive a User ID and Password for Dubai Trade Portal activation.

ii. User Management Guidelines, Dubai Trade Customer Care

To access user management services, log in as Company Administrator with Username & Password.

Creating a Sub-User

Process Steps

- > Go to "User Management" and select "Create User".
- > Fill in the information of the User.
- > Go to "Select Role", where you will find the below business Roles:
 - Jafza - Approval
 - Jafza – Data Entry
 - Jafza - Enquiry

- E-payment
- > Any or all of the above roles should be selected for creating a Sub-User.
- > Submit the Request.
- > Once the Request is submitted, a user activation e-mail will be sent to the e-mail ID mentioned in the Request form.
- > The Sub-User can select a username and password by accessing the link to activate the user.

Please note that multiple Sub-Users can be created if required.

Modifying Sub-User Information

Process Steps

- > Go to "User Management" and select "Modify User".
- > Select the Sub-User from the list.
- > Change the Sub-User details and Add/Remove Services. Click on "submit".

Sub-User Password Reset

Process Steps

- > Go to "User Management" and select "Reset Password".
- > Input the Sub-User name.
- > Click on "submit". (Reset password link will be sent to the Sub-User's e-mail account).

Enable/disable a Sub-User

Process Steps

- > Go to "User Management" and select "Enable/Disable User".
- > Select the Sub-User from the list.

- > Set the status to Disable/Enable.
- > Click on "submit".

Modify Dubai Trade Portal Registration Information

Process Steps

- > Go to "User Management" and select "Modify Registration".
- > You can update the contact details of the Authorised person and the company administrator.

III. Administrative Services (Dubai Trade Portal)

i. Access and Identity Cards

Apply for a Permanent Access Card (PAC)

Description

This service will request a Permanent Access Card for an employee not sponsored by Jafza.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Access and Identity Cards', select 'Permanent Access Card (PAC)', and then select 'Apply for PAC - Approval.'
- > Create and submit a new request to apply for a Permanent Access Card.

Documents Required

All documents must be uploaded through the Dubai Trade Portal; no physical documents are required.

- > Current Sponsor Company's No Objection Certificate (NOC)
- > Passport Copy with Residence Permit (RP) Page Copy

- > Photograph (4.5cmX3.5cm)
- > Current Sponsor Company's License copy
- > Emirates ID copy

Fees	Processing Time
> AED 410 valid for one year	1 working day
> AED 610 valid for two years	
> AED 810 valid for three years	

Notes

- > The issue of a Permanent Access Card will be counted against the total number of employees allowed to be hired in the facility.
- > Permitted only for designated managerial staff and administrative positions but not for labourers.
- > Permitted only for sponsored staff at a Branch of the Company existing in Jafza or one who works for a company owned by the same person.
- > Permitted for a shareholder or a license holder in Jafza Company (if sponsored by a company registered in the UAE).
- > Permitted for drivers who will represent the company as a Public Relations Officer (PRO).
- > It does not apply to staff sponsored by construction and property companies.
- > The access cardholder should have a valid residence visa of more than six months.
- > The Permanent Access Card is also permitted for GCC nationals.

For GCC nationals

- > Employment Contracts for non-sponsored employees will be sent by e-mail (an additional charge of AED 100 will be applicable for contract attestation)
- > A signed non-sponsored contract should be submitted through courier.

Renew Permanent Access Card (PAC)

Description

This service will submit a renewal request for a Permanent Access Card for an employee Jafza does not sponsor. This service is used to renew PACs which are due for renewal.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Access and Identity Cards', select 'Permanent Access Card (PAC)', and then select 'Renew PAC - Approval.'
- > Create and submit a new request to renew a Permanent Access Card.

Documents Required

All documents must be uploaded through the Dubai Trade Portal; no physical documents are required.

- > Current Sponsor Company's No Objection Certificate (NOC)
- > Passport Copy with Residence Permit (RP) Page Copy
- > Photograph (4.5cmX3.5cm)
- > Current Sponsor Company's License copy
- > Emirates ID copy

Fees	Processing Time
<ul style="list-style-type: none">> AED 410 valid for one year> AED 610 valid for two years> AED 810 valid for three years	1 working day

Notes

- > Renewal requests can be submitted within 30 days before the card's expiry or the grace period 30 days after the expiry.
- > After 30 days of the expiry, the card will be cancelled automatically and not renewed. Customers can apply for a new access card.

For GCC nationals

- > Employment Contracts for non-sponsored employees will be sent by e-mail (An additional charge of AED 100 will be applicable for contract attestation).

- > A signed non-sponsored contract should be submitted through courier.

Cancel Permanent Access Card (PAC)

Description

This service will submit a cancel request for a Permanent Access Card for an employee Jafza does not sponsor. The original PAC must be returned to complete the request.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Access and Identity Cards', select 'Permanent Access Card (PAC)', and then select 'Cancel PAC - Approval.'
- > Create and submit a new request to cancel a Permanent Access Card.

Documents Required

- > Letter of Undertaking from the company or police report is required if a card was lost or expired.

<i>Fees</i>	<i>Processing Time</i>
> No charges	1 working day

Notes

- > After 30 days of expiry, a card will be cancelled automatically.

Apply for Permanent Identity Card (PIC)

Description

This service requests Permanent Identity Card for an employee Jafza does not sponsor. Permanent Identity Cards are issued to employees under their Parent, Spouse, or other relative. Sponsorship

(Non-Company Sponsored). These cards are Identity Cards with a validity of one year, allowing the non-sponsored employee to enter Jafza to work. Visa must be Valid for a minimum of 6 months.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Access and Identity Cards', select 'Permanent Identity Card (PIC)', and then select 'Apply for PIC - Approval.'
- > Create and submit a new request to apply for a Permanent Identity Card.

Documents Required

A. Physical documents:

- > Two sets of Employment Contract Sponsored by Relatives (<https://www.dubaitrade.ae/en/help/support-document/send/78-administrative/1278-jafza-employment-contract-sponsored-by-relatives>)

B. Documents to be uploaded

- > Photograph (4.5cm X 3.5cm)
- > Passport page -1
- > Passport page -2
- > Residence Permit copy
- > Sponsor's No Objection Certificate (NOC), addressed to Jafza (In English or Arabic)
- > Sponsor's Passport (PP) Copy
- > Sponsor's Residence Permit Page Copy

Fees	Processing Time
> AED 410 valid for one year	1 working day

Notes

- > Permanent Identity Card is valid for 1 year from the date of issue.
- > The applicant and sponsor should have a valid residence visa.
- > The Permanent Identity Card will be consumed from the allowed visa quota.
- > The Permanent Identity Card is applicable only for a Dubai Residence Visa Holder.

- > The Applicant should be in the UAE during the process.

Renew Permanent Identity Card (PIC)

Description

This service will submit a renewal request for a Permanent Identity Card for an employee Jafza does not sponsor. This service is used to renew PICs which are due for renewal.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae.
- > Navigate to 'Access and Identity Cards', select 'Permanent Identity Card (PIC)', and then select 'Renew PIC - Approval.'
- > Create and submit a new request to renew a Permanent Identity Card.

Documents Required

A. Physical documents:

- > Two sets of Employment Contract Sponsored by Relatives (<https://www.dubaitrade.ae/en/help/support-document/send/78-administrative/1278-jafza-employment-contract-sponsored-by-relatives>)

B. Documents to be uploaded

- > Photograph (4.5cm X 3.5cm)
- > Passport page -1
- > Passport page -2
- > Residence Permit copy
- > Sponsor's No Objection Certificate (NOC), addressed to Jafza (In English or Arabic)
- > Sponsor's Passport (PP) Copy
- > Sponsor's Residence Permit Page Copy

<i>Fees</i>	<i>Processing Time</i>
--------------------	-------------------------------

> AED 410 valid for one year	1 working day
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Notes

- > Renewal requests can be submitted within 30 days before the card's expiry or the grace period 30 days after the expiry.
- > After 30 days of the expiry, the card will be cancelled automatically. The customer can apply for a new access card.

Cancel Permanent Identity Card (PIC)

Description

This service will submit a cancellation request for a Permanent Identity Card for an employee who Jafza does not sponsor.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Access and Identity Cards', select 'Permanent Identity Card (PIC)', and then select 'Cancel PIC - Approval.'
- > Create and submit a new request to cancel a Permanent Identity Card.

Documents Required

Not applicable

Fees	Processing Time
> No charges	1 working day

Notes

- > After 30 days of expiry, the card will be cancelled automatically.

Apply for a Temporary Access Card (TAC)

Description

This service requests a Temporary Access Card for an employee Jafza does not sponsor. These cards are gate passes with a validity of one month to a maximum of 6 months, allowing the non-sponsored employee to enter Jafza to visit your company. Temporary Access Cards are issued only to the company's sister/parent employees registered outside Jafza and temporarily operating anywhere in the UAE.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Access and Identity Cards', select 'Temporary Access Card (TAC)', and then select 'Apply for TAC - Approval.'
- > Create and submit a new request to apply for a Temporary Access Card.

Documents Required

All documents must be uploaded through the Dubai Trade Portal; no physical documents are required.

- > Company's No Objection Certificate (NOC) (if sponsored by a company)
- > Passport Copy with visit visa / Entry Stamp / Residence Permit Page Copy
- > Photograph (4.5cm X 3.5cm)
- > Current Sponsor Company's License copy
- > Jafza Company's License Copy

<i>Fees</i>	<i>Processing Time</i>
> AED 100 per month + AED 10	1 working day

Notes

- > Temporary Access Card is valid for one to six months.
- > Permitted only for designated managerial staff and administrative positions, but not labourers.
- > It is not applicable for staff sponsored in a construction and property company.

The eligibility for applying for Temporary Access Cards:

- > Jafza Visit Visa
- > On Arrival Visit Visa holder must have a Contract/Agreement with Jafza Company.
- > Applicant sponsored by Parent /Sister Company.
- > The validity of the card is subject to the validity of the Visit/Residence Visa.
- > Holders of Temporary Access cards can visit for Training, Technical Work, Assemble Machines, Auditing, Consultancy etc.

Renew Temporary Access Card (TAC)

Description

This service will submit a renewal request for a Temporary Access Card for an employee Jafza does not sponsor. This service is used to renew TACs which are due for renewal.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae.
- > Navigate to 'Access and Identity Cards', select 'Temporary Access Card (TAC)', and then select 'Renew TAC - Approval.'
- > Create and submit a new request to renew a Temporary Access Card.

Documents Required

All documents must be uploaded through the Dubai Trade Portal; no physical documents are required.

- > Company's No Objection Certificate (NOC) (if sponsored by a company)
- > Passport Copy with visit visa / Entry Stamp / Residence Permit Page Copy
- > Photograph (4.5cm X 3.5cm)

- > Current Sponsor Company's License copy
- > Jafza Company's License Copy

Fees	Processing Time
> AED 100 per month + AED 10	1 working day

Notes

- > Renewal requests can be submitted within 30 days before the card's expiry or the grace period of 30 days after the expiry.
- > After 30 days of the expiry, the card will be cancelled automatically and not renewed. The customer can apply for a new access card.

Apply for a Temporary Identity Card (TIC)

Description

This service requests Temporary Identity Card for a labourer that Jafza does not sponsor. Temporary Identity Cards are issued to labourers under one of the listed Manpower Companies. These cards are Identity Cards with a validity of one month to a maximum of 3 months, allowing the labourers to work/provide service.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Access and Identity Cards', select 'Temporary Identity Card (TIC)', and then select 'Apply for TIC - Approval.'
- > Create and submit a new request to apply for a Temporary Identity Card.

Documents Required

All documents must be uploaded through the Dubai Trade Portal; no physical documents are required.

- > Passport with Residence permit page
- > One photograph

- > Current sponsor's Trade license copy

Fees	Processing Time
> AED 100 per month + AED 10	1 working day

Notes

- > This service applies only to employees under the Manpower Supply Companies registered with Jafza.
- > The contract between a free zone company and a Manpower company must be valid to avail of the service.

Renew Temporary Identity Card (TIC)

Description

This service will submit a renewal request for a Temporary Identity Card for an employee Jafza does not sponsor. This service is used to renew TICs which are due for renewal.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Access and Identity Cards', select 'Temporary Identity Card (TIC)', and then select 'Renew TIC - Approval.'
- > Create and submit a new request to renew a Temporary Identity Card.

Documents Required

All documents must be uploaded through the Dubai Trade Portal; no physical documents are required.

- > Passport with Residence permit page
- > One photograph
- > Current sponsor's Trade license copy

Fees	Processing Time
> AED 100 per month + AED 10	1 working day

Notes

- > Renewal requests can be submitted within 30 days before the card's expiry or the grace period of 30 days after the expiry.
- > After 30 days of the expiry, the card will be cancelled automatically. The customer can apply for a new access card.

ii. Company Representative Cards

Apply for a Company Representative Card (CRC)

Description

This service will request a Company Representative Card for an employee who will be the Company's Representative / Public Relations Officer (PRO) in Jafza.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Access and Identity Cards', select 'Company Representative Card (CRC)', and then select 'Apply for Company Representative Card - Approval.'
- > Create and submit a new request to apply for a Company Representative Card.

Documents Required

All documents must be uploaded through the Dubai Trade Portal; no physical documents are required.

- > One Colour Photograph (4.5x3.5cm)

Fees	Processing Time
	1 working day

- > AED 210 valid for one year
- > AED 410 valid for two years
- > AED 510 valid for three years

Renew Company Representative Card

Description

This service requests to Renew the Company Representative Card for an employee who will be the company's Representative / Public Relations Officer (PRO) in Jafza.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Access and Identity Cards', select 'Company Representative Card (CRC)', and then select 'Company Representative Card Renewal - Approval.'
- > Create and submit a new request to renew a Company Representative Card.

Documents Required

All documents must be uploaded through the Dubai Trade Portal; no physical documents are required.

- > One Colour Photograph (4.5x3.5cm)

<i>Fees</i>	<i>Processing Time</i>
<ul style="list-style-type: none"> > AED 210 valid for one year > AED 410 valid for two years > AED 510 valid for three years 	1 working day

Notes

- > Renewal requests can be submitted 30 days before the card's expiry or within the grace period of 30 days after the expiry.
- > After 30 days of expiry, the card will be cancelled automatically. The customer can apply for a new card.

iii. RTA Letter Requests

RTA Letter Request (excl. Heavy Vehicle Registration)

Description

This service enables users to request for Letter / No Objection Certificate (NOC) for Jafza Companies and Jafza Employees addressed to RTA (Road & Transport Authority).

Electronic Document Verification (EDV) was implemented for RTA letters. Once the letter request is 'submitted to free zone', the Letter with a digital signature will be sent to the customer's registered email, and it can be unlocked using the password, which is received via SMS.

RTA Letters available through Dubai Trade Portal:

- > Boat New Registration
- > Cancel Vehicle Registration
- > Change Company Name
- > Clearance Letter
- > Driving License Letter
- > Export Vehicle
- > Heavy Vehicle Registration (New)
- > Heavy Vehicle Registration (Renew)
- > Light Vehicle Registration (New)
- > Light Vehicle Registration (Renew)
- > Motorcycle New Registration
- > Renew Motorcycle Registration
- > Open RTA File (New Companies)

- > RTA Advertisement New Logo
- > RTA Advertisement Renew Logo
- > RTA Change Plate
- > RTA Transfer Plate Number
- > Tejari Cancel Registration
- > Tejari New Registration
- > Tejari Renew Registration
- > Tejari Replace Registration
- > Tourist Letter
- > Trailer Registration (New)
- > Trailer Registration (Renew)
- > Transfer Registration

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to ‘RTA Letters’, then select ‘RTA Letter Request - Approval.’
- > Create and submit a new request for an RTA letter.

Fees	Processing Time
> AED 210 valid for one year	2 working days

RTA Letter Request (Heavy Vehicle Registration & Renewal)

Description

This service enables users to request for Letter / No Objection Certificate (NOC) for Jafza Companies and Jafza Employees addressed to RTA (Road & Transport Authority).

Electronic Document Verification (EDV) were implemented for RTA letters. Once the letter request is ‘submitted to free zone’, the Letter with a digital signature will be sent to the customer’s registered email, and it can be unlocked using the password, which is received via SMS.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae.
- > Navigate to 'RTA Letters', then select 'RTA Letter Request - Approval.'
- > Create and submit a new request for an RTA letter.

Documents Required

All documents must be uploaded through the Dubai Trade Portal; no physical documents are required.

- > Letter of Undertaking from company addressed to Jafza
- > Vehicle registration documents
- > Showroom paper or RTA test certificate
- > The vehicle's weight must be mentioned in the documents
- > Report from RTA (Vehicle Ownership Certificate)
- > Employee (the Driver) residence visa copy + CEC copy (Jafza ID) + driving license copy
- > Company trading license copy

Fees	Processing Time
<ul style="list-style-type: none">> AED 210 + AED 10,000 (Applicable only for Heavy Vehicles above 7 tons)> AED 1,130 (renewal)	2 working days

iv. Employee Services

Company Employment Card (CEC) Amendment

Description

This service requests an amendment of the employee's details on the Company Employment Card (CEC). Note: There is no service to apply for a new Company Employment Card (CEC) because the

New Company Employment Card is included with the New Employment Visa Application and sent after the process for New Employment Visa is completed.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Employee Services', select 'Company Employment Card (CEC)', and then select 'Amend CEC - Approval.'
- > Create and submit a new request to amend a Company Employment Card

Documents Required

All documents must be uploaded through the Dubai Trade Portal; no physical documents are required.

- > One Colour Photograph (4.5x3.5cm)

Fees	Processing Time
> AED 300	1 working day

Notes

- > Amendment reason to be mentioned at the time of creating the Service Request (SR).

Employment Contract (EC) – Amend for Vacant Employee

Description

This Service is used to amend the employee's employment contract (salary) before arrival or visa position Amendment.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae

- > Navigate to 'Employee Services', select 'Employment Contract (EC)', and then select 'Amend EC for Vacant Employees - Approval.'
- > Create and submit a new request to amend an Employment Contract for Vacant Employees.

Documents Required

All documents must be uploaded through the Dubai Trade Portal; no physical documents are required.

- > Entry Permit copy

<i>Fees</i>	<i>Processing Time</i>
> AED 200	1 working day

Employment Contract (EC) – Salary Increase

Description

This service enables users to request amending the Salary / Allowance details of the employee.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Employee Services', select 'Employment Contract (EC)', and then select 'Amend EC - Approval.'
- > Create and submit a new request to amend an Employment Contract (salary increase).

Documents Required

All documents must be uploaded through the Dubai Trade Portal; no physical documents are required.

- > Three months' latest bank statement or pay slip with increased salary
- > Employment Contract Amendment Form- <https://www.dubaitrade.ae/en/help/support-document/send/78-administrative/1266-employment-contract-amendment>

Fees	Processing Time
> AED 310	1 working day

Notes

- > Time of net increase on basic salary is additionally required as Cash Guarantee (CG) / Bank Guarantee (BG) / Insurance premium.

Employment Contract (EC) – Salary Decrease

Description

This service requests decreasing the Salary / Allowance for employees.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Employee Services', select 'Employment Contract (EC)', and then select 'EC Amend Salary Decrease Approval.'
- > Create and submit a new request to amend an Employment Contract (salary decrease).

Documents Required

Physical documents required:

Upon submitting the online Request, the Customer will receive the following documents:

- > Signed auto-generated employment contract (signed and uploaded through verification SR)/undertaking.

Fees	Processing Time
> AED 300	1 working day

Notes

- > Once Service Request (SR) is submitted, the customer will receive the amended contract by email.

- > Employer and employee should visit Jafza Labour Section with the amended contract (received by e-mail) to sign before Jafza representatives.

Employment Contract (EC) – Designation Amendment

Description

This service enables users to request for amending the designation of the employee.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Employee Services', select 'Employment Contract (EC)', and then select 'Amend EC - Approval.'
- > Create and submit a new request to amend an Employment Contract (designation change).

Documents Required

Documents to be uploaded:

- > Employment Contract Amendment (<https://www.dubaitrade.ae/en/help/support-document/send/78-administrative/1266-employment-contract-amendment>) or Undertaking Form <https://www.dubaitrade.ae/en/help/support-document/send/78-administrative/1265-employment-contract-undertaking> is required if the Applicant has a Bank Guarantee waiver.
- > Educational Certificate attested by UAE Ministry of Foreign Affairs and UAE Embassy from the country of Origin, General Directorate of Residency & Foreigners Affairs (GDRFA) may require Arabic translation if the certificate is not in English).
- > If UAE issues an educational certificate, it requires attestation from the Ministry of Education.
- > Three months' latest bank statement or pay slip with increased salary (in case of salary change along with Job Title) if difference between old and new salary is AED 10,000 or more.
- > Recent Colour Photographs (4.5cmX3.5cm).
- > Residence visa copy.

<i>Fees</i>	<i>Processing Time</i>
> AED 1,240	3 working days

Notes

- > An amended CEC Card will be issued with the new designation.

Non-competition Undertaking for Sponsored Employees - Attestation

Description

It is to agree prohibits the employee from working for a competitor. It is a contractual restriction imposed on an employee to prevent the employee from working for competitors after terminating the employment relationship (resignation) with the previous employer.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Employee Services', select 'Employment Contract (EC)', and then select 'Non Competition Contract Approval.'
- > Create and submit a new request for approval for a Non-competition Employee contract.

Documents Required

Upon submitting the online Request, the Customer will receive the following documents:

- > An auto-generated contract will be sent to the registered email.

Fees	Processing Time
> AED 300	1 working day

Notes

- > Once Service Request (SR) is submitted, the customer will receive an auto-generated, Non-Competition contract by email.
- > Employer and employee should visit the Jafza Labour Section with the contract to be signed and attested in Jafza.

v. *New Employment Visa (EV)*

Apply for Employment Visa Entry Permit New (EV EP)

Description

This service enables users to request a new Employment Visa for a new employee on the company's sponsorship. This request has two parts; the Entry Permit and the Residence Visa.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Employee Services', select 'Employment Visa Entry Permit (EVEP)', and then select 'Apply for Employment Visa Jafza - Approval.'
- > Create and submit a new request to apply for an employment visa.

Documents Required

All documents must be uploaded through the Dubai Trade Portal; no physical documents are required.

- > Passport Copy
- > Latest Colour Photograph (4.5cm X 3.5cm)
- > Passport page 2 (optional)
- > For managerial/professional categories: Education Certificate (Bachelor's Degree) copy attested by UAE Ministry of Foreign Affairs

<i>Fees</i>	<i>Processing Time</i>
<i>Subject to change by authorities</i> Normal Package: <ul style="list-style-type: none">> 1 year: AED 2,378> 2 years: AED 2,678 Urgent Package: <ul style="list-style-type: none">> 1 year: AED 2,748	2 working day

<ul style="list-style-type: none"> > 2 years: AED 3,048 <p>VIP Package</p> <ul style="list-style-type: none"> > 1 year: AED 3,778 > 2 years: AED 4,118 <p>Additional Charges:</p> <ul style="list-style-type: none"> > If the applicant is inside the country: AED 780 > Transfer of sponsorship required: AED 920 > An offer letter is required: AED 100 > Applicant age is above 60: AED 5,000 > The job title is Partner or Investor: AED 250 	
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If the company is under insurance, the insurance premium will be charged as below:

Salary Band (in AED)	Premium	
	1 year	2 year
RP Validity =		
<4,001	106.25	138.5
4,001-8,000	151.25	210.5
8,001-12,000	188.75	270.5
12,001- 16,000	238.75	350.5
16,001-20,000	276.25	410.5
>20,000	331.25	498.5

Notes

- > NOC letter from gold and diamond management must be provided with any visa request for gold and diamond companies.
- > All Employment Visas require a Bank Guarantee (BG) or Cash Guarantee (CG) if they are not under Insurance.
- > Minimum Passport Validity is 6 months.
- > The Employment Visa Entry Permit (EV EP) is valid for 60 days from the issue date.
- > The minimum Age limit for Employment Visa (EV) is 18 years.

- > An additional fee of AED 5,000 will be charged if the applicant's age is above 60 years. Refundable only if GDRFA rejects the request.
- > An employment Visa Entry Permit (EV EP) can only be renewed twice.
- > Specific nationalities are subject to additional checking by General Directorate of Residency & Foreigners Affairs (GDRFA), which may affect processing time.
- > For Sri Lankan and Indonesian nationalities: Medical Report (attested by the UAE Embassy) from the country of origin is required at the time of applying for EVEP (if applicant is outside the UAE).
- > Bank Guarantee must be provided in [Jafza's standard Format](#) from a UAE Bank only.
- > Cash Guarantee can be paid through an e-Payment option in Dubai Trade or by Cheque/Cash at Commercial Bank of Dubai at Jafza Counters.

Service letter to hold dependent visa:

- > Follow the below process if the applicant wants to cancel the current residence visa by holding a dependent's visa:
- > Apply for an Employment Visa by selecting "Yes" for "Offer letter to hold family visa required?" (Additional fee of AED 100 will be applicable).
- > The Administrative department will verify and approve the request.
- > Upon request approval, Service Letter will be issued and delivered to the customer through Email.
- > The applicant shall approach General Directorate of Residency & Foreigners Affairs (GDRFA) to cancel the current residence permit upon obtaining the service letter.
- > After cancelling the applicant's residence permit, the customer must upload the cancellation paper as an additional document in the Entry permit Service Request (SR) to process the Employment Visa request.

Visa Position Amendment

Description

Visa Position Amendment will obtain an entry stamp on the newly issued Employment Visa without exiting UAE, Subject to General Directorate of Residency & Foreigners Affairs (GDRFA) approval.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae

- > Navigate to ‘Employee Services’, select ‘Other Services’, and then select ‘Amend Visa Position at DNRD.’
- > Create and submit a new request for a Visa position amendment.
- > If the Applicant is inside the Country, there is an option to select the Visa position Amendment required “Yes” or “No” (No separate Service request is required).

Documents Required

- > New Entry Permit
- > Previous Residence Cancellation copy / previous entry permit
- > Passport page 1
- > Passport page 2 - (Optional)

Fees	Processing Time
> AED 920	1 working day

Employee Arrival Intimation

Description

Employee Arrival Intimation will notify Jafza to proceed with Medical and Emirates ID requirements for Visa stamping.

Process Steps

A. Normal and Urgent service packages

Customers can submit requests by updating the date as:

- > Employee arrival date (if the employee entered UAE on a new entry permit), or
- > Approval date of Visa status amendment if the applicant obtained visa status change to newly issued Employment Visa without exiting UAE.

Upon intimating the employee's arrival, the customer will receive the following documents to proceed with the medical and Emirates ID Biometric test.

- > Auto-generated DHA Application Form from DHA
- > Auto-generated Employment Contract (signed and uploaded through verification SR)
- > Medical Appointment schedule
- > Emirates ID Appointment schedule

B. VIP Service package

- > If the applicant is inside the country, arrival Intimation will be updated internally by Jafza, and the Customer does not require a Medical / Emirates ID schedule.
 - The customer will be notified to proceed with Medical and Emirates ID at the Jafza Service Center.
- > If the applicant is outside the country, the customer should submit arrival intimation and proceed to Medical and Emirates ID upon receiving the DHA form and Employment Contract. Employment Contract must be uploaded before visiting the Medical centre for test. (No schedule required for Medical and Emirates Identity Authority (EIDA)).

Documents required

A. Normal and Urgent service packages

- > Medical Emirates Identity Authority (EIDA) Test / Emirates Identity Authority (EIDA) Registration
 - Auto-generated DHA Application Form
 - Medical Appointment schedule
 - Emirates ID Appointment schedule

Once the request is updated as 'Medically Fit', the customer must upload the below documents to proceed with Residence Stamping.

- > Health Insurance Card copy
- > Entry Permit copy
- > Computer Immigration Card (CIC) copy
- > Medical fitness results from DHA

B. VIP service package

- > Medical Emirates Identity Authority (EIDA) Test / Emirates Identity Authority (EIDA) Registration
 - Auto-generated DHA Application Form

- Medical Insurance
- Signed New Employment Contract or [Employment Contract Undertaking](#) if he has a BG wavier to be uploaded under verification SR

In the case of a VIP Service Package, Customer does not have to type the Emirates ID Application as it will be filled by Jafza staff at the Jafza Service Centre. Carrying Emirates ID (original or copy) is highly recommended if the applicant has been issued an Emirates ID previously.

Jafza will process the Residence permit stamping immediately upon receiving the medical fitness report, as all other required documents are already submitted to Jafza.

Notes

New Employment Contract (uploaded under Verification SR) or Undertaking Form if Applicant has a Bank Guarantee waiver. (Upon Arrival Intimation, Employment Contract or Undertaking will be sent to the registered email or can be downloaded from the portal through Menu >> Summary Information >> Reports)

Correct Visa Entry Permit

Description

This service requests a correction of the details on an Employment Visa Entry Permit (EVEP) for a new employee who will be on the company's sponsorship.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae.
- > Navigate to 'Employee Services', select 'Employment Visa Entry Permit (EVEP)', and then select 'Correct EVEP - Approval.'
- > Create and submit a new request to correct the Employment Visa Entry Permit submission.

Documents Required

- > Entry Permit copy
- > Company request letter mentioning the correction details
- > Photograph (if Photo needs correction)

Fees	Processing Time
<ul style="list-style-type: none"> > AED 783 > AED 160 If Urgent (Additional) > AED 790 if inside the country. 	2 working days

Renew Employment Visa Entry Permit (EV EP)

Description

This service will request to renew the Employment Visa Entry Permit (EVEP), which has expired, for a new employee who will be on the company's sponsorship. A new entry permit has 60 days validity for the new employee to enter UAE. The entry permit must be renewed if the employee fails to enter within the validity.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae.
- > Navigate to 'Employee Services', select 'Employment Visa Entry Permit (EVEP)', and then select 'Renew EVEP - Approval.'
- > Create and submit a new request to renew an employment visa.

Documents Required

- > Entry Permit copy

Fees	Processing Time
<ul style="list-style-type: none"> > AED 843 > AED 790 If Inside the country > AED 160 If Urgent (Additional) 	2 working days

Notes

- > An Employment Visa Entry Permit (EV EP) can be renewed twice for 60 days (each renewal).

Cancel Employment Visa Entry Permit Unutilised

Description

This service will request to cancel the unutilized Entry Permit issued for a new employee.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Employee Services', select 'Employment Visa Entry Permit (EVEP)', and then select 'EP Cancellation Unutilized - Approval.'
- > Create and submit a new request to cancel an Employment Visa Entry Permit that has not been utilised.

Documents Required

- > Entry Permit (If General Directorate of Residency and Foreigners Affairs (GDRFA) issues Entry Permit)

<i>Fees</i>	<i>Processing Time</i>
> AED 273	2 working days

Notes

- > The request is eligible for a refund only if the Entry Permit cancellation request is submitted within 6 months of Employment Visa creation, and the refund amount will be transferred to the Company's Portal Account only.

vi. Residence Permit (RP)

Renew Employee's Residence Permit (RP)

Description

This service enables users to request to renew the Residence Permit for the Employee. Employee Residence Permit is valid for 3 years. Residence Permit renewal is subject to Medical Test Clearance. Residence Permit should be valid for at least 180 days and not more than 180 days.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Employee Services', select 'Residence Permit', and then select 'Renew Employee RP-Jafza - Approval.'
- > Create and submit a new request to renew an employee's Residence Permit.

Documents Required

A. SR submission

- > Photo
- > Passport page 1
- > Passport page 2 (Optional)
- > Residence visa copy

Upon submitting the online Request, the Customer will receive the following documents:

- > Auto-generated DHA Application from DHA
- > Auto-generated Employment Contract (signed and uploaded under verification SR)
- > Medical Appointment schedule (Not Applicable for VIP Service Package)
- > Emirates ID Appointment schedule (Not Applicable for VIP Service Package)

B. Normal and Urgent service packages

- > Medical Emirates Identity Authority (EIDA) Test / Emirates Identity Authority (EIDA) Registration
 - Auto-generated DHA Application Form
 - Medical Appointment schedule
 - Emirates ID Appointment schedule
 - Emirates Identity Authority (EIDA) Registration Form Copy

Once the request is updated as 'Medically fit', the customer must upload the below documents to proceed with Residence Stamping.

- > Passport (PP) Copy

- > Photo
- > [Employment Contract](#) (signed and uploaded under verification SR) or [Employment Contract Undertaking](#) if the customer has a Bank guarantee (BG) wavier (Employment Contract/Undertaking will be sent to the registered email once the Service Request (SR) is submitted or can be downloaded from the portal through Menu >> Summary Information >> Reports)
- > Emirates Identity Authority (EIDA) Registration Copy

C. VIP service package

In the case of a VIP service package, the customer does not have to type the Emirates ID Application as it will be filled by Jafza staff at Jafza Service Centre. Carrying Emirates ID (original or copy) for renewal is highly recommended.

VIP Service package customers do not require Medical and Emirates ID appointments as they can directly approach Jafza's Service Centre with a print of the DHA application (received from DHA) and Resident Visa stamping documents mentioned below.

- > Passport (PP) Copy
- > Photo
- > [Employment Contract](#) (signed and uploaded under Verification SR) or [Employment Contract Undertaking](#) if the customer has a Bank guarantee (BG) wavier (Employment Contract/Undertaking will be sent to the registered email once the SR is submitted or can be downloaded from the portal through Menu >> Summary Information >> Reports)
- > Emirates Identity Authority (EIDA) Registration Copy

Fees	Processing Time
<p>Subject to change by authorities</p> <p>Normal Package:</p> <ul style="list-style-type: none"> > 1 year: AED 1,882.5 > 2 years: AED 2,082.5 <p>Urgent Package:</p> <ul style="list-style-type: none"> > 1 year: AED 2,092.5 > 2 years: AED 2,292.5 <p>VIP Package</p>	<p>2 working day</p>

<ul style="list-style-type: none"> > 1 year: AED 3,122.5 > 2 years: AED 3,522.5 <p>Additional Charges:</p> <ul style="list-style-type: none"> > CEC Late fine: AED 500 > Age greater than 65 = AED 5,000 	
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If the company is under insurance, the insurance premium will be charged as below:

Salary Band (in AED)	Premium	
	1 year	2 year
RP Validity =		
<4,001	106.25	138.5
4,001-8,000	151.25	210.5
8,001-12,000	188.75	270.5
12,001- 16,000	238.75	350.5
16,001-20,000	276.25	410.5
>20,000	331.25	498.5

Notes

- > Company Employment Card (CEC) Renewal charge depends on the existing card validity.
- > Company Employment Card (CEC) will be renewed according to the validity of the Resident Permit.
- > If passport validity is less than 6 months or expired, employee records will not reflect for RP renewal. Please update the new passport details by using the online service “Update employee new passport Details “, available under “Employee Service > Other Services”.
- > An additional fee of AED 5,000 will be charged if the applicant's age is above 65 years. Refundable only if General Directorate of Residency and Foreigners Affairs (GDRFA) rejects the request.

Resident Permit Renewal with EC Amend

Description

This service enables users to request renewing the Residence Permit for the Employee and amending the Designation / Job Title and Salary / Allowance of the employee. Employee Residence Permit is valid for 3 years. Residence Permit renewal is subject to Medical Test Clearance. Residence Permit should be valid for at least 180 days and not more than 180 days. The Bank Guarantee amount must be available in the Account based on the new basic salary.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Employee Services', select 'Residence Permit', and then select 'RP Renewal with EC Amend - Approval.'
- > Create and submit a new request to renew an employee's Residence Permit with amendments to the Employment Contract.

Documents Required

A. Service Request (SR) submission

- > Photo
- > Passport page 1
- > Three months latest bank statement or pay slip with the increase in salary, in case of salary change of AED 10,000 or greater
- > Education Certificate copy attested by UAE Ministry of Foreign Affairs, in case of designation amendment

Upon submitting the online Request, the Customer will receive the following documents:

- > Auto-generated DHA Application from DHA
- > Auto-generated Employment Contract (signed and uploaded through verification SR)
- > Medical Appointment schedule (Not Applicable for VIP Service Package)
- > Emirates ID Appointment schedule (Not Applicable for VIP Service Package)

B. Normal and Urgent service packages

- > Medical Emirates Identity Authority (EIDA) Test / Emirates Identity Authority (EIDA) Registration
 - Auto-generated DHA Application Form
 - Medical Appointment schedule
 - Emirates ID Appointment schedule
 - Emirates Identity Authority (EIDA) Registration Form Copy

Once the request is updated as 'Medically fit', the customer must upload the below documents to proceed with Residence Stamping.

- > Passport (PP) copy
- > [Employment Contract Form](#) (signed and uploaded through verification SR) or [Employment Contract Undertaking](#) if he is Bank Guarantee (BG) wavier
- > Three months' latest bank statement or Pay Slip with the increase in salary, in case of salary change
- > Education Certificate copy attested by UAE Ministry of Foreign Affairs, in case of designation amendment

C. VIP service package

In the case of a VIP service package, the customer does not have to type the Emirates ID Application as it will be filled out by Jafza staff at Jafza Service Centre. Carrying Emirates ID (original or copy) for renewal is highly recommended.

VIP Service package customers do not require Medical and Emirates ID appointments as they can directly approach Jafza's Service Centre with a print of the DHA application (received from DHA) and Resident Visa stamping documents mentioned below.

- > Passport (PP) Copy
- > [Employment Contract Form](#) or [Employment Contract Undertaking](#) if he has a Bank Guarantee (BG) wavier
- > Three months' latest bank statement or pay slip with the increase in salary, in case of salary change
- > Education Certificate copy attested by UAE Ministry of Foreign Affairs, in case of designation amendment

Fees	Processing Time
Normal Package: > 1 year: AED 1,882.50 + Salary change: AED 200 + Profession changes (Including CEC Amend): AED 560 > 2 years: AED 2,082.50 + Salary change: AED 200 + Profession changes (Including CEC Amend): AED 560	2 working day

Urgent Package:

- > 1 year: AED 2,092.50 + Salary change: AED 200 + Profession changes (Including CEC Amend): AED 560
- > 2 years: AED 2,292.50 + Salary change: AED 200 + Profession changes (Including CEC Amend): AED 560

VIP Package

- > 1 year: AED 3,122.50 + Salary change: AED 200 + Profession changes (Including CEC Amend): AED 560
- >
- > 2 years: AED 3,522.50 + Salary change :AED 200 + Profession changes (Including CEC Amend): AED 560

Additional Charges:

- > CEC Late fine: AED 500
- > Age greater than 65 = AED 5,000

If the company is under insurance, the insurance premium will be charged as below:

Salary Band (in AED)	Premium	
	1 year	2 year
RP Validity =		
<4,001	106.25	138.5
4,001-8,000	151.25	210.5
8,001-12,000	188.75	270.5
12,001- 16,000	238.75	350.5
16,001-20,000	276.25	410.5
>20,000	331.25	498.5

Notes

- > Company Employment Card (CEC) will be renewed with the new Job Title.
- > Company Employment Card (CEC) Renewal charge depends on the existing card validity.

- > If passport validity is less than 6 months or expired, employee records will not reflect for RP renewal. Please update the new passport details by using the online service “Update employee new passport Details “, available under “Employee Service > Other Services.”
- > An additional fee of AED 5,000 will be charged if the applicant's age is above 65 years. Refundable only if request rejected by General Directorate of Residency and Foreigners Affairs (GDRFA).

Transfer Employee’s Resident Permit into New Passport

Description

This service requests transferring a Residence Permit from an old passport to a new passport. This service is required if the passport is renewed.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to ‘Employee Services’, select ‘Residence Permit’, and then select ‘Transfer Employee RP into New Passport - Approval.’
- > Create and submit a new request to transfer an employee’s Residence Permit into a new passport.

Documents Required

- > Photo
- > Residence Visa copy
- > Old Passport copy 1
- > Old Passport copy 2 (Optional)
- > New Passport copy 1
- > New Passport copy 2 (Optional)

<i>Fees</i>	<i>Processing Time</i>
> AED 630	1 working days

Nationality Change

Description

This service requests changing an employee's nationality in the Residence Permit (RP).

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Employee Services', select 'Residence Permit', and then select 'Apply for Nationality Change.'
- > Create and submit a new request to change an employee's nationality in the Residence Permit.

Documents Required

- > New Passport - Page 1
- > New Passport - Page 2 (optional)
- > Old Passport
- > Residence Permit
- > Recent Colour Photographs (4.5cmX3.5cm)
- > Police Report

<i>Fees</i>	<i>Processing Time</i>
> AED 930	3 working days

RP Stamping for Lost Passport

Description

This service will re-stamp the Residence Permit (RP) of an employee on the company's sponsorship who has lost his passport. The request must be created after the new passport has been issued.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Employee Services', select 'Residence Permit', and then select 'RP Stamping Lost Passport - Approval.'
- > Create and submit a new request to re-stamp the Residence Permit on a new passport.

Documents Required

A. If the Applicant is outside the country

The applicant needs to get a visa status report from the UAE embassy with which they can enter UAE. Once in the country, the applicant should upload the below documents for re-stamping of visa on the new passport:

After Arrival

- > Police Report from the Country of Origin (attested by UAE Ministry of Foreign Affairs or UAE Embassy)
- > New PP Copy
- > Old PP Copy with RP Page Copy
- > Latest Colour Photographs (4.5cm x 3.5cm)

B. If the Applicant is inside the country

- > Portal request
- > Police Report
- > Old Passport (PP) Copy with Residence Permit (RP) Page Copy
- > New Passport (PP) Copy
- > Colour Photograph

Fees	Processing Time
> AED 930	3 working days

Notes

- > If the embassy requests a No Objection Certificate – they can apply for a service letter online, which can be presented to the Embassy.
- > The visa must be cancelled if the employee enters using a different visa.
- > If they cannot acquire a visa status report from the UAE embassy or cannot be provided, the visa will be cancelled without a passport.

Cancel Employee's Resident Permit (RP)

Description

This service requests the cancellation of the Residence Permit of an employee under your company sponsorship after an employee has resigned or been terminated from the company and the person's passport is available with the company. If the Visa is not yet stamped in the passport but has already been used, then you must cancel the Visa by entering the Employment Visa SR Number in the Service Request Number field. All dependents Visa's must be cancelled or kept on hold directly with Immigration before Employee RP cancellation, and the applicant has 30 days grace period to exit the country (If the RP was valid for more than 30 days).

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Employee Services', select 'Residence Permit', and then select 'Cancel Employee RP-Jafza - Approval.'
- > Create and submit a new request to cancel an employee's Residence Permit.

Documents Required

- > Residence visa copy
- > Passport page 1
- > Copy of End of Service Letter
- > Original passport is required if the applicant is outside the UAE and valid Residence Permit (RP) if exit date is less than 60 days
- > The applicant needs to get a visa status report from the UAE Embassy

Fees	Processing Time
Normal > Inside the country: AED 320 > Outside country: AED 720 Urgent > Inside the country: AED 460 > Outside country: N/A	3 working days

Notes

- > The employee and company's authorized person must sign the [End of Service Entitlement Form](#).
- > The applicant has 30 days grace period to exit the country or apply for a new visa after Residence Permit (RP) cancellation if the RP was valid at the time of cancellation.
- > Dependents' Visas should be cancelled before cancelling Applicant's Residence Visa.
- > After Residence Permit (RP) is cancelled, Cancellation Form should be submitted again to Jafza through the service "Upload Exit Paper" with an Airport Exit Stamp or Visa Position Amendment Stamp to clear the company's records and refund the Bank Guarantee.
- > To hold a dependent visa, the customer must process it directly with General Directorate of Residency and Foreigners Affairs (GDRFA) before submitting an online request for Residence Permit cancellation.

RP Correction (Employee's Resident Permit Correction)

Description

This service requests correcting the details on a Residence Permit (RP) for an employee on the company's sponsorship. The request charges will depend on whether the correction is due to the customer's mistake.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Employee Services', select 'Residence Permit', and then select 'RP Correction - Approval.'

- > Create and submit a new request to submit a correction for an employee's Residence Permit.

Documents Required

- > Company's Request Letter explaining the correction
- > Passport Copy
- > Residence Permit copy
- > Photo

<i>Fees</i>	<i>Processing Time</i>
> AED 465	1 working days

Declare Absconder

Description

This service will request to declare that an employee under your company sponsorship has absconded from the company.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae.
- > Navigate to 'Employee Services', select 'Other Services', and then select 'Declare Absconder - Approval.'
- > Create and submit a new request to declare an absconder.

Documents Required

- > [Declaration of Absconder Form](#)
- > Request Letter from company attached with (Resignation or Termination letter)
- > No objection Letter for deduction of AED 2,500 from the portal Account
- > General Directorate of Residency and Foreigners Affairs (GDRFA) Report
- > Passport & Visa Page

- > Company Employment Card (CEC) Card Copy

Fees	Processing Time
> AED 1,600	10 working days

Withdraw Absconder with RP Cancellation

Description

This service requests the cancellation of the Residence Permit of an employee under your company sponsorship after an employee was declared an absconder. If the Visa is not yet stamped in the passport but has already been used, you must submit the request using the Employment Visa SR Number in the Service Request Number field.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae.
- > Navigate to 'Employee Services', select 'Residence Permit', and then select 'Withdraw Absconder with Candel RP - Approval.'
- > Create and submit a request to withdraw an absconder request.

Documents Required

- > Request Letter from the company
- > General Directorate of Residency and Foreigners Affairs (GDRFA) Report
- > Passport & Visa Page
- > Company Employment Card (CEC) Card Copy

Fees	Processing Time
> AED 1,600	10 working days

Upload Exit Paper

Description

This service enables users to request submitting the exit paper of the employee whose visa has been cancelled. If this request is not completed, the Bank Guarantee will not be refunded, and the Quota blocked for the employee will not be released. The only document accepted besides the Exit Paper is the New Residence Permit stamped in the old Employees passport.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Employee Services', select 'Residence Permit', and then select 'Upload Exit Document after RP Cancellation - Jafza.'
- > Create and submit a new request to upload the exit documentation.

Documents Required

- > Exit Document /New Resident Permit (RP) Stamped Copy / Visa Position Amendment form/ General Directorate of Residency and Foreigners Affairs (GDRFA) status report.

Fees	Processing Time
> No Charges	1 working days

vii. Medical

Update Medical Insurance

Description

This service will apply for medical insurance for the employee(s) working in the company.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Employee Services', select 'Other Services', and then select 'Update Medical Insurance - Approval.'
- > Create and submit a new request to update an employee's medical insurance information.

Documents Required

All documents must be uploaded through the Dubai Trade Portal; no physical documents are required.

- > Medical Insurance Certificate copy

<i>Fees</i>	<i>Processing Time</i>
> No Charges	1 working days

Notes

Customers can submit either Group or Individual insurance using the service.

Occupational Health Card (HC)

Description

This service will facilitate medical test at Jafza medical center 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 health and safety measures from the employee.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Employee Services', select 'Other Services', and then select 'Apply for Occupational Health Card - Approval.'
- > Create and submit a new request to apply for an Occupational Health Card.

Documents Required

Employees sponsored by Jafza can apply for Occupation Health Card as per Jafza rules and regulations.

- > No documents required

Fees	Processing Time
> AED 100	1 working days

Medical Re-schedule

Description

This service requests rescheduling of medical appointments for employees while applying for new or renewing Residence Permit. Re-scheduling request will be valid for 3 working days.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Employee Services', select 'Other Services', and then select 'Jafza Medical Reschedule Approval.'
- > Create and submit a new request to reschedule a medical appointment.

Fees	Processing Time
> AED 100	1 working days

Medical for Non-Sponsored Company

Description

This service will Apply to Medical services for Non-Sponsored Jafza employees.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Employee Services', select 'Other Services', and then select 'Apply for Medical Service – Non Sponsored.'
- > Create and submit a new request a medical service for individuals not sponsored by Jafza.

Documents Required

- > Portal request
- > Medical Appointment request from www.dha.gov.ae
- > Passport copy with residence page
- > One photograph
- > Emirates Identity Authority (EIDA) Registration Form Copy

Fees	Processing Time
> AED 100	1 working days

Notes

This service applies only to registered non-Jafza companies.

Update Employee New Passport Details

Description

This service will update an employee's new passport details.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Employee Services', select 'Other Services', and then select 'Update Employee New Passport Details - Approval.'
- > Create and submit a new request to update an employee's passport details.

Documents Required

- > Old passport copy
- > New passport copy

Fees	Processing Time
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> No Charges	1 working days
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Employee Status Checking at DNRD (GDRFA)

Description

This service enables users to check the status of an employee at GDRFA (General Directorate of Residency and Foreign Affairs), if whether the person is in the country or not.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Employee Services', select 'Other Services', and then select 'Employee status checking at DNRD -Jafza - Approval'.
- > Create and submit a new request to check the status of an employee with General Directorate of Residency and Foreign Affairs (GDRFA).

Documents Required

- > Passport (PP) copy
- > Residence Permit (RP) copy

<i>Fees</i>	<i>Processing Time</i>
> AED 290	1 working days

Cancel Submitted Service Request (SRs)

Description

This service requests the cancellation of any admin Service Request (SR) created by the Jafza Company.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Employee Services', select 'Other Services', and then select 'Cancel Submitted SR Approval'
- > Create and submit a new request to cancel a submitted Service Request (SR).

Fees	Processing Time
> No Charges	1 working days

Notes

For processed employment visa requests (before arrival, visa position amendment, or Requests Rejected by DNRD), EP cancellation Unutilised service must be applied.

viii. Bank Guarantee (BG)

Employee Bank Guarantee (BG) Waiver update

Description

This service enables users to request and update the Employee with Bank Guarantee Waiver from Jafza.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Employee Services', select 'Other Services', and then select 'Employee BG Waiver update Approval'
- > Create and submit a new request to request and Employee bank guarantee waiver.

Service to change the Bank Guarantee flag of the existing employee (Subject to Jafza's approval).

- > If "Bank Guarantee Waived" is "YES", the customer will receive [Employment Contract Undertaking](#) by e-mail.
- > If "Bank Guarantee Waived" is "NO", the customer will receive [Employment Contract Form](#) by e-mail.

Documents Required

- > Company request letter (to be signed by an authorised signatory of the company other than the applicant if the applicant is not a shareholder).
- > 2 sets of signed Auto-generated employment contract (signed and uploaded through verification SR)/ undertaking.

Fees	Processing Time
> AED 300	1 working days

Withdrawal of Bank Guarantee (BG)

Description

This service requests the withdrawal of the bank guarantee paper for the company's employees.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Bank Guarantee', select 'Withdrawal of BG paper - Approval'.
- > Create and submit a new request to withdraw a bank guarantee paper.

Documents Required

Documents to upload to the Dubai Trade portal:

- > Bank Guarantee (BG) paper copy
- > Clearance letter (Issued by Jafza)

Fees	Processing Time
> No Charges	2 working days

Notes

- > Upon submission of the above, Jafza will issue a No Objection Certificate (NOC) addressed to the Bank. The courier will deliver NOC with Original Bank Guarantee. The customer must submit Jafza's NOC letter to the Bank to liquidate the fund.

- > The amount of BG release will equal the amount mentioned in the Bank Guarantee (BG) Letter only. No partial amount is refundable.

Submission of Bank Guarantee (BG) Paper

Description

This service will create or amend the Bank Guarantee Paper for the company's employees. The service can be used to top-up the Bank Guarantee of the company.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Bank Guarantee', select 'Apply for BG paper.'
- > Create and submit a new request to update the Company's bank guarantee.

Documents Required

A. Physical documents required:

- > Original Bank Guarantee (BG) Paper

B. Documents to be uploaded

- > Bank Guarantee (BG) paper copy

<i>Fees</i>	<i>Processing Time</i>
> No Charges	2 working days

Notes

Service can be used to submit a New BG paper or to amend the existing BG Paper.

ix. Employee Transfer

Released Signed In

Description

This service enables users to request an Employee Visa transferred under your Jafza Company Sponsorship from within Jafza, Other Dubai-based Free Zone(s) or Government Department. The Transfer and Residence Visa stamping processes have specific criteria that should be considered while applying for this request.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Employee Services', select 'Other Services', and then select 'Released Signed In - Approval'.
- > Create and submit a new request to transfer an employee under the Jafza Company sponsorship.

Documents Required

A. Required at the time of Service Request (SR) submission

- > Photograph
- > Passport - Page 1
- > Passport - Page 2 (Optional)
- > Residence Permit Page
- > New sponsor's CIC copy
- > Current Sponsor's CIC copy
- > Required No Objection Certificate (NOC) Letter issued from Current Sponsor (from Free Zone Authority)
- > Attested Educational Certificate - Page 1
- > Attested Educational Certificate – Page 2 (for job titles of assistant manager and above and if there is a change in the Job Title.)

Bank Guarantee (BG) or Cash Guarantee (CG) or Insurance should be paid before submitting the request (1.5*Basic Salary + One Way IATA Airfare)

B. Normal and Urgent service packages

- > Medical Emirates Identity Authority (EIDA) Test / Emirates Identity Authority (EIDA) Registration
 - Auto-generated DHA Application
 - Medical Appointment schedule
 - Auto-generated Employment Contract (signed and uploaded through verification SR)

Once the request is updated as 'Medically fit', the customer must upload the below documents to proceed with Residence Stamping.

- > Signed Employment Contract (to be uploaded under contract verification SR)

Physical documents required for visa stamping

- > [Employment Contract](#) or [Employment Contract Undertaking](#) if he has a Bank Guarantee (BG) wavier (to be uploaded under contract verification SR)

C. VIP service package

In the case of a VIP service package, the customer does not have to type the Emirates ID Application as it will be filled by Jafza staff at Jafza Service Centre. Carrying Emirates ID (original or copy) for renewal is highly recommended.

Jafza will process the Residence permit stamping immediately upon receiving the medical fitness report, as all other required documents are already submitted to Jafza.

Fees	Processing Time
Normal package: <ul style="list-style-type: none">> 1 year: AED 2,670> 2 years: AED 2,970	2 working days
Urgent package: <ul style="list-style-type: none">> 1 year: AED 2,880> 2 years: AED 3,180	
VIP Package <ul style="list-style-type: none">> 1 year: AED 3,910> 2 years: AED 4,410	
Additional Charges:	

> Applicant age is above 60: AED 5,000	
> If the job title is Partner or Investor: AED 250	
> Transfer from a non-government sector (Partner visa): AED 530	

If the company is under insurance, the insurance premium will be charged as below:

Salary Band (in AED)	Premium	
	1 year	2 year
RP Validity =		
<4,001	106.25	138.5
4,001-8,000	151.25	210.5
8,001-12,000	188.75	270.5
12,001- 16,000	238.75	350.5
16,001-20,000	276.25	410.5
>20,000	331.25	498.5

Notes

- > The existing Visa must be valid for at least one month.
- > An education certificate copy (Attested by the Ministry of Foreign Affairs) is required in case of a change in Job Title.
- > On the General Directorate of Residency and Foreigners Affairs (GDRFA) [Release Transfer Form](#), 'New Sponsor's Details' must be Jafza's, not the Jafza Company's.
- > Company Immigration Card must be valid for Current and New sponsors.

Released Signed Out

Description

This service requests the transfer/ release of an employee Jafza sponsors to another Free Zone or Government Department (Non-Jafza). This service will be accepted if the other Authority accepts Transfers.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae

- > Navigate to 'Employee Services', select 'Other Services', and then select 'Released Sign Out - Approval'.
- > Create and submit a new request to transfer an employee to a non-Jafza company sponsorship.

Documents Required

- > [End of Service Entitlement Form](#)
- > Passport page 1
- > Passport page 2 (optional)
- > Residence Permit

Fees	Processing Time
> AED 210	1 working days

Notes

- > End of Service Entitlement Form is mandatory, and it has to be signed & stamped by the employee and the company.
- > The new sponsor must sign a [release transfer form](#) and General Directorate of Residency and Foreigners Affairs (GDRFA) if the transfer is from Jafza to any Emirates other than Dubai.
- > The Dependent should be cancelled if the transfer is to Emirate other than Dubai.
- > A New Visa copy should be uploaded online (Upload exit paper) to clear the company's records and reverse the bank guarantee paid for the employee.

x. *Letter requests - employees*

Letter Requests

Description

This service enables users to request a Letter or NOC (No Objection Certificate) for their employees from Jafza.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Letter Request', select 'Letter Request - Approval.'
- > Create and submit a new request for the required letters.

Fees	Processing Time
> AED 110	1 working days

Notes

Letter requests available in the portal

All letters available in English and Arabic

- > Letter to Immigration Authorities – Public Relations Officer (PRO) Card
- > Letter to Immigration Authorities – Public Relations Officer (PRO) Card Renewal
- > Letter to Police – Company Employment Card (CEC) Lost Outside UAE
- > Company Letter to External Agency
- > Letter to Abu Dhabi Security Passes Office
- > Letter to Consulate or Embassy
- > Letter to Consulate or Embassy of SCHENGEN countries
- > Letter to Police on Lost Documents
- > Letter to UAE Port Authorities for Pass Clearance
- > NOC Letter for Port Immigration – Barge
- > NOC Letter for Port Passes
- > NOC Letter to Obtain Police Clearance – Employee
- > NOC Letter to Police - Damaged Passport
- > NOC for Employee P.O. Box
- > NOC to establish a company in Dubai for individuals (Fees AED 500/)
- > Salary Certificate to Bank
- > Salary Certificate to Consulate or Embassy
- > Salary Certificate to Government Agency
- > Salary Certificate to University
- > Service Certificate

- > NOC for Customs Representative Card.
- > Liquor Letter (Fees AED 1000/-)

Electronic Document Verification (EDV) has been implemented for the below letters. Once the letter request is 'submitted to the free zone', the Letter with a digital signature will be sent to the customer's registered email, and it can be unlocked using the password, which is received through SMS.

- > Letter to Police – Company Employment Card (CEC) Lost Outside UAE
- > Letter to Police on Lost Documents
- > NOC Letter to Obtain Police Clearance – Employee
- > NOC Letter to Police - Damaged Passport
- > Letter to Consulate or Embassy of SCHENGEN countries
- > Salary Certificate to Bank
- > Salary Certificate to Consulate or Embassy
- > Letter to Consulate or Embassy - English
- > Letter to Consulate or Embassy
- > Service Certificate
- > Salary Certificate to Government Agency (Only for Immigration)
- > NOC for Customs Representative Card

xi. Labour NOC (No Objection Certificate) letter requests

Labour NOC letter request

Description

This service enables the Company to request a Letter or NOC (No Objection Certificate) for their employees from Jafza addressed to Labour Department.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Labour Services', select 'Labour Letter Request - Approval.'
- > Create and submit a new request for the required letters.

Documents Required

Documents to be uploaded (No physical documents required)

- > Workman Compensation
- > License of invited company
- > Agreement or Contract
- > Letter of Undertaking stating that company is taking full responsibility of the employee (During working Outside Free Zone) from Free Zone company.

<i>Fees</i>	<i>Processing Time</i>
> AED 10 for one month	1 working days
> AED 510 for two months	
> AED 1,010 for Three months	

Free Zone NOC for Sister Company

Description

NOC (No Objection Certificate) to Operate within Jafza companies (sister companies only).

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Labour Services', select 'Labour Letter Request - Approval', then select 'Freezone NOC for Sister Company.'
- > Create and submit a new request to operate within a sister Jafza company.

Documents Required

Documents to be uploaded (No physical documents required)

- > Workman Compensation
- > Agreement or Contract
- > [Letter of Undertaking](#) from Free Zone sister company

Fees	Processing Time
<ul style="list-style-type: none"> > AED 10 for one month > AED 510 for two months > AED 1,010 for Three months 	1 working days

xii. Additional visa quota

Additional Visa Quota

Description

This service requests an Additional Visa Quota for the company.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Summary Information', select 'Additional Visa Quota - Approval.'
- > Create and submit a new request for additional visa quotas.

Documents Required

Documents to be uploaded (No physical documents required)

- > Company letter

Fees	Processing Time
<ul style="list-style-type: none"> > No Charges 	1 working days

xiii. Additional Shift Request

Additional Shift Approval

Description

Service is used to get Jafza's approval for an additional shift - Evening / Night shift.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Summary Information', select 'Apply for Additional Shifts - Approval.'
- > Create and submit a new request for additional shifts.
- > An email will be sent to the registered email upon Approval.

Fees	Processing Time
> No Charges	1 working days

xiv. Visit visa

New Visit Visa File Opening Requirements from GDRFA

Description

As per the new guidelines from General Directorate of Residency and Foreigners Affairs (GDRFA), below are the requirements from GDRFA to be provided for applying for Visit Visa.

Process Steps

Documents to be uploaded and physical documents required through courier.

- > The client has to approach the Commercial Bank of Dubai (CBD) counter at the Jafza Service Centre in JAFZA 14 to get the stickers required.
- > Then submit a request through Dubai Trade to upload the stickers.
- > Original stickers will be collected by the courier team.

Fees	Processing Time
> AED 5,041 Entry Permit	1 working days
> AED 241 New Category fee	

<ul style="list-style-type: none"> > AED 3,041 For a minimum of three visit visas 	
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Apply For Visit Visa Entry Permit

Description

This service requests a new Visit Visa for a person coming to UAE for business purposes related to the company.

Process Steps

Documents are to be uploaded, and No physical documents are required.

Documents Required

- > One Recent Colour Photograph (4.5cmX3.5cm)
- > Passport (PP) Copy
- > Company's Letter of Undertaking in Arabic (Applicable to specific nationalities, please refer to the below for nationality details)

Letter of Undertaking in Arabic:

The company must accept the complete responsibility of visiting person. It should specify the applicant's details, purpose of visit, place of stay and the contact number of the responsible person. Applicable to the following Nationalities: Syria, Yemen, Nigeria, Kenya, Tanzania, Iraq, Uzbekistan, Turkmenistan, Indonesia, Palestine, Somalia, Senegal, Cameron, Eritrea, Iran, Ukraine and Ethiopia.

<i>Fees</i>	<i>Processing Time</i>
<ul style="list-style-type: none"> > AED 1,103 (30 days) 	1 working days
<ul style="list-style-type: none"> > AED 2,153 (90 days) 	

Notes

- > Visit Visa Entry Permit (VV EP) is valid 60 days from the issue date. The duration of stay is 30 days from the day of arrival.

- > No Visit Visa Entry Permit (VV EP) will be issued for ladies below the age of 25 years.
- > Jafza will provide Travel Insurance for visit visa applicants through the General Directorate of Residency and Foreigners Affairs (GDRFA), as all visit visa applicants must obtain Travel Insurance before entering the UAE.

Cancellation of Unutilised Visit Visa

Description

This Service will cancel any Valid Visit visa which is not used.

Process Steps

Documents are to be uploaded, and no physical documents are required.

Documents Required

- > Visit visa copy

<i>Fees</i>	<i>Processing Time</i>
> AED 193	2 working days

xv. *Computer Immigration Card (CIC)*

New CIC

Description

This service requests New Computer Immigration Card for the company registered with Jafza. The validity of the Card is 1 Year and must be renewed yearly from Renew CIC service. A Computer Immigration Card is required to apply for any application with immigration.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Service Provider', select 'CIC New.'
- > Create and submit a new request for a Computer Immigration Card.

Documents Required

Documents to be uploaded (No physical documents required)

- > Trade license copy

<i>Fees</i>	<i>Processing Time</i>
> AED 1,975	1 working days

Renew CIC

Description

This service requests the renewal of the Computer Immigration Card of the company registered with Jafza. The validity of the Card is 1 Year and must be renewed yearly. A valid Computer Immigration Card is required to apply for any application with immigration.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Service Provider', select 'CIC Renew - Approval.'
- > Create and submit a new request to renew a Computer Immigration Card.

Documents Required

Documents to be uploaded (No physical documents required)

- > Trade license copy

<i>Fees</i>	<i>Processing Time</i>
> AED 1,910	1 working days

Notes

Renewed CIC can be downloaded from the SR under Jafza created documents.

Amend CIC

Description

This service requests an amendment of the Computer Immigration Card of the company registered with Jafza. The validity of the Card is 1 Year and must be renewed yearly from Renew CIC service. A valid Computer Immigration Card is required to apply for any application with immigration.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Service Provider', select 'CIC Amend.'
- > Create and submit a new request to amend a Computer Immigration Card.

Documents Required

Documents to be uploaded (No physical documents required)

- > Company name change certificate
 - [Change of Name for PLC](#)
 - [Change of Name for FZCO](#)
 - [Change of Name for FZE](#)

Fees	Processing Time
> AED 453	1 working days

Notes

Amend CIC can be downloaded from the SR under Jafza created documents.

Cancel CIC

Description

This service requests the cancellation of the Computer Immigration Card of the company registered with Jafza. A valid Computer Immigration Card is required to apply for any application with immigration. Visa must be canceled and Exit document should be uploaded before applying for this service.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Service Provider', select 'CIC Cancel.'
- > Create and submit a new request to cancel a Computer Immigration Card.

Documents Required

Documents to be uploaded (No physical documents required)

- > Computer Immigration Card (CIC) copy.

Fees	Processing Time
> AED 112	1 working days

IV. Administrative Services (Non Portal)

Cash Guarantee Refund

Description

This service is for Cash Guarantee amount withdrawal available in the balance of the company's account.

Process Steps

The request should be sent by Email to the following recipients:

JafzaCashGuaranteeRefund@Jafza.ae.

Documents Required

Company's all outstanding issues must be cleared before Cash Guarantee (CG) refund request.

- > Company's Request Letter
- > Cash Guarantee (CG) Original Receipt
- > Company's Bank Statement with IBAN copy

<i>Fees</i>	<i>Processing Time</i>
> No Charges	1 working days

Notes

- > The amount of Cash Guarantee (CG) release will equal the amount mentioned in the Cash Guarantee's (CG) Original Receipt only.
- > The refund will only be transferred to the Company's Account and not to Personal Accounts.

V. Registration, Licensing and Leasing (Dubai Trade portal)

xvi. Leasing

Lease Renewal

Description

This service will request to renew the expiring Jafza Lease of the Company. The Lease must be valid to renew the Company's Jafza License. The Lease Renewal Service Request (SR) Number is automatically created once the Lease is due for renewal; if the customer requires any changes to the existing Lease, they must contact Jafza prior.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Lease" and select "Renew Lease - Approval."
- > Create and submit a new request to renew the Company's Lease.

Documents Required

- > Lease Rental payment confirmation.

<i>Fees</i>	<i>Processing Time</i>
> As per Lease Agreement	1 working days (courier applicable for plot leases + 2 days)

Notes

Updated Insurance confirmation (Workmen – Third party – Fire)

Facility Termination

Description

This service will facilitate the Customer to Terminate their additional facilities lease. The Customer may not apply for facility termination if only one facility remains.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Lease', scroll to the bottom and select 'Facility Termination by Customer.'
- > Create and submit a new request for Facility Termination.

Documents Required

- > Final bill and receipt payment from DEWA (Applicable for Showroom, Warehouse and Plots)

<i>Fees</i>	<i>Processing Time</i>
> Maintenance costs are payable as assessed by the Jafza End-of-Lease team	1 working days

Notes

- > The tenant is liable to pay the pro-rata rental up to the date of maintenance work completion of the leased unit(s).

Lease Attestation

Description

This service is to facilitate the Customer to request their attested copy of the lease agreement due to loss or damage of their original lease agreement.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'Lease', scroll to the bottom and select 'Lease Attestation - Approval.'
- > Create and submit a new request for Lease Attestation.

Documents Required

- > Lease Agreement Copy.

Fees	Processing Time
> AED 200	1 working days

xvii. Licensing

Renew License

Description

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

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae

- > Navigate to 'License', scroll to the bottom and select 'Renew License - Approval.'
- > Create and submit a new request for License Renewal.

Documents Required

A. Branch of Overseas Registered Company

- > Good Legal Standing Certificate of the Mother Company notarised and attested.
- > Incumbency Certificate and Passport copies of the Board members.
- > Operational Fitness Certificate (OFC) copy (Except Offices/ Workstation).

B. Branch of UAE Registered Company

- > Copy of a valid UAE Registered Company License.
- > Incumbency Certificate or License page with partner List and Passport copy of the board members.
- > Operational Fitness Certificate (OFC) copy (Except Offices/ Workstation).

C. Free Zone Establishment (FZE) or Free Zone Company (FZCO)

- > Operational Fitness Certificate (OFC) copy (Except Offices/ Workstation).

D. Gold & Diamond Park Companies

- > No Objection Certificate (NOC) from Gold & Diamond Park Authority.

Fees	Processing Time
> See table below	1 working days

License	Fee (AED)	Groups	Activities	Additional Activity Fee
Trading	5,000	One	7 (up to 17)	AED 500 per additional activity
	8,500	Two	12 (up to 17)	
Industrial	5,000	One	7 (up to 17)	
	8,500	Two	12 (up to 17)	

	12,000			
National Industries	5,500	One	7 (up to 17)	AED 500 per additional activity
	9,000	Two	12 (up to 17)	
	12,500			
Service	5,000			
General Trading	15,000			
Logistics	15,000			
Holding	30,000			

- > AED 1,000 fine for delay in renewing an expired license.

Notes

- > Trade License can be renewed within three months before the expiry.
- > No Objection Certificate (NOC) Letter must be provided from Dubai Maritime City DMCC at the time of license renewal (Applicable for Sea Shipment, Cargo, and transportation activities).
- > No Objection Certificate (NOC) Letter must be provided from RTA at the time of license renewal for service license (Applicable for vehicle rental activities).
- > Valid National Production Certificate Copy (National Industrial License only).
- > A license can be renewed for three years for companies with a plot & sublease facility with more than 3 years of validity.
- > Three years' charges will be AED 1,500 for each license Type.
- > License activity amendment during the validity of the three years will be License full charge.
- > A rent payment of Three years has to be paid.

New License for Existing Company

Description

This service enables Existing Companies to request a New Jafza Company License.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to 'License', scroll to the bottom and select 'New License - Approval.'
- > Create and submit a request for a New License.

Documents Required

A. Branch of Overseas Registered Company

- > Good Legal Standing Certificate of the Mother Company notarised and attested.
- > Incumbency Certificate and Passport copies of the Board members.
- > Operational Fitness Certificate (OFC) copy (Except Offices/ Workstation).

B. Branch of UAE Registered Company

- > Copy of a valid UAE Registered Company License.
- > Incumbency Certificate or License page with partner List and Passport copy of the board members.
- > Operational Fitness Certificate (OFC) copy (Except Offices/ Workstation).

C. Free Zone Establishment (FZE) or Free Zone Company (FZCO)

- > Operational Fitness Certificate (OFC) copy (Except Offices/ Workstation).

D. Gold & Diamond Park Companies

- > No Objection Certificate (NOC) from Gold & Diamond Park Authority.

Fees	Processing Time
> See table below	3 working days

License	Fee (AED)	Groups	Activities	Additional Activity Fee
Trading	5,000	One	7 (up to 17)	

	8,500	Two	12 (up to 17)	AED 500 per additional activity
Industrial	5,000	One	7 (up to 17)	
	8,500	Two	12 (up to 17)	
	12,000			
National Industries	5,500	One	7 (up to 17)	AED 500 per additional activity
	9,000	Two	12 (up to 17)	
	12,500			
Service	5,000			
General Trading	15,000			
Logistics	15,000			
Holding	30,000			

Notes

- > Form to be signed by the License holder.

Insurance Document Update

Description

This service applies to Companies that need to update the status of their required insurance policies. These are:

- > Workmen's compensation
- > Third-party liability
- > Fire & peril (required for plot facilities)

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "License", scroll to the bottom and select "Insurance status update."
- > Create and submit a new request to update the Insurance policy status.

Documents Required

- > Upload insurance Certificate.

Fees	Processing Time
> No charges	1 working days

Notes

- > Workmen's Compensation Policy (for Jafza-sponsored employees only).
- > Third-Party Liability (Applicable for Offices, Plots, Warehouses, Showrooms and Workstations).
- > Fire Insurance for all risk-related activities (Applicable for Plot only).

License Certificate True Copy

Description

This service will enable the Customer to get an authenticated copy of their License.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "License" and select "License Attestation - Approval."
- > Select 'License Certificate True Copy' from the Types of SRs listed.
- > Create and submit a new request to receive an authenticated copy of the License by email.

Documents Required

- > Request online

Fees	Processing Time
<ul style="list-style-type: none"> > AED 50 one month > AED 150 for three months 	1 working days

Notes

- > The attested document will be sent to the Company's registered email.

New/Amend Authorisation Card

Description

This process will facilitate the Customer to apply for an Authorization Card to list their Company's Authorised personnel for the authentication of signatures approved by Jafza for their internal & external business-related activities.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "License" and select "License Attestation - Approval."
- > Select 'Authorisation Card Amendment' or 'New Authorisation Card' from the Types of Service Requests (SRs) available as applicable.
- > Create and submit a new request to create or amend an Authorisation Card.

Documents Required

- > Employment Contract - Sponsored by Relatives

Fees	Processing Time
<ul style="list-style-type: none"> > AED 50 	1 working days

Notes

- > The document will be sent to the Company's registered email.
- > There are no physical Documents collected in case of Amendment.

Attestation of Authorisation Card

Description

This process will facilitate the Customer to apply for an Authorization Card attested to list their Company's Authorised personnel for the authentication of signatures approved by Jafza for their internal & external business-related activities.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "License" and select "License Attestation - Approval."
- > Select 'Authorisation Card Attestation' from the Types of SRs listed.
- > Create and submit a new request for an attested copy of the Authorisation Card.

<i>Fees</i>	<i>Processing Time</i>
> AED 50 per month	1 working days

Notes

- > The attested document will be sent to the Company's registered email.

Additional License Cancellation

Description

This service allows the Customer to cancel their License. The Customer may not apply for this service if only one License remains.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "License" and select "License Cancellation - Approval."
- > Create and submit a new request to cancel an existing License.

Fees	Processing Time
> AED 1,500	1 working days

Notes

- > The license Cancellation Certificate will be emailed to the customer after completing the process.

License Activity Amendments

Description

This service will facilitate the Customer to add an activity or change/remove an activity from their active existing License.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "License" and select "License Activity Amendment - Approval."
- > Create and submit a new request to amend an existing License.

Fees	Processing Time
> AED 500 + license fee if during the license validity	3 working days

License	Fee (AED)	Groups	Activities	Additional Activity Fee
Trading	5,000	One	7 (up to 17)	

	8,500	Two	12 (up to 17)	AED 500 per additional activity
Industrial	5,000	One	7 (up to 17)	
	8,500	Two	12 (up to 17)	
	12,000			
National Industries	5,500	One	7 (up to 17)	AED 500 per additional activity
	9,000	Two	12 (up to 17)	
	12,500			
Service	5,000			
General Trading	15,000			
Logistics	15,000			
Holding	30,000			

Notes

- > EHS approval is not required for Office or Workstation facilities.
- > The amended License will be emailed to the customer after completing the process.
- > Amendment during license validity will have the full license fee to be paid.
- > Amendment with License Renewal will have a License fee + AED 500 Amendment charge.

License Conversion – Amend Activity

Description

This service will facilitate the Customer to change the license type. The Conversion types can include:

- > Trading ↔ General Trading
- > Industrial ↔ National Industrial

> Service ↔ Logistics

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "License" and select "License Conversion - Approval."
- > Create and submit a new request to convert a License.

Documents Required

- > No Objection Certificate (NOC)s from relevant authorities are required based on License activities.

Fees	Processing Time
> AED 500 amendment fee	3 working days

License	Fee (AED)	Groups	Activities	Additional Activity Fee
Trading	5,000	One	7 (up to 17)	AED 500 per additional activity
	8,500	Two	12 (up to 17)	
Industrial	5,000	One	7 (up to 17)	
	8,500	Two	12 (up to 17)	
	12,000			
National Industries	5,500	One	7 (up to 17)	
	9,000	Two	12 (up to 17)	
	12,500			
Service	5,000			
General Trading	15,000			

Logistics	15,000			
Holding	30,000			

xviii. *Registration Services*

Audit Report Submission (FZE & FZCO)

Description

FZE and FZCO establishments must provide an updated audit report to the Authority annually. Each Company must pass a resolution appointing the auditor who will prepare the audit report of the free zone company/establishment.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Submit Financial Statement - Approval."
- > Create and submit a new request to share the annual audit report.
- > Once the Service Request (SR) is submitted, the courier team will approach the Customer to collect the original audit report and summary sheet at the Customer's registered address.
- > The Service Request (SR) will be closed once the records are verified and updated.

Documents Required

- > [Summary Sheet](#) must be stamped & signed by the Auditor
- > Audit Report signed by FZE/FZCO Manager & Company Stamp

Fees	Processing Time
Courier fee > AED 10 within the Free Zone > AED 20 outside the Free Zone	3 working days (+1 day if outside Jafza)

Notes

- > The audit report should be issued only by the auditor who has a Dubai Economic Department license.
- > The period of the Financial Year should not be less than 6 Months and more than 18 Months.

Registration True Copy

Description

An existing FZE or FZCO may request for attesting its registration documents issued by Jafza as true copies. Registration documents applicable for attestation include:

- > Certificate of incorporation
- > Certificate of change of company name
- > MOA of the FZE or FZCO
- > Share certificates

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Registration Attestation - Approval."
- > Select 'True Copy' to receive an attested copy of a Jafza-issued document.
- > A courier will be assigned to collect and deliver the documents.

Documents Required

- > Copy of the documents requiring attestation.

<i>Fees</i>	<i>Processing Time</i>
<ul style="list-style-type: none"> > AED 50 one month > AED 150 for three months 	3 working days (+1 day if outside Jafza)
Courier fee	
<ul style="list-style-type: none"> > AED 10 within the Free Zone > AED 20 outside the Free Zone 	

Notes

Attested Document will be delivered by Courier.

Registration Letters

Description

The registration letters available upon request are:

- > Certificate of Good Standing
- > Company Name Change
- > Company Type Conversion
- > Tax Exemption Letter
- > NOC to Establish a Company with a 49% Share
- > NOC to Open a Representative Office
- > NOC to own property for Land Department
- > Company Officers (List of Director(s), Manager, Secretary, shareholder with or without the number of shares)
- > Affidavit for loss letter (loss of Formation Certificate, Change of Name Certificate, Share Certificate & Memorandum and Article of Association)

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Registration Letters - Approval."
- > Create and submit a new request for the required letters.

Fees	Processing Time
<ul style="list-style-type: none">> AED 200 – all letters> AED 3,000 – Certificate of Good Standing	1 working days
AED 10 Electronic fee (+5% VAT)	

Appointment/Removal of Director(s) (FZE & FZCO)

Description

Customers may change the Company's Director. The following requests can be carried out:

- > Appoint a new Director
- > Remove an existing Director
- > Update the details of an existing Director

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Registration Amendment - Approval."
- > Select 'Change Director' to create a service to 'Appoint New', 'Remove' or 'Update Details' of the Company Directors.

Documents Required

- > Passport Copy
- > Resolution regarding Appointment/ Removal of Director(s) written on FZE's/FZCO's letterhead
- > Form for corporate action of Appointment/ Removal of Director(s)
 - [Appointment of Director for FZCO](#)
 - [Appointment of Director for FZE](#)
 - [Removal of Director for FZCO](#)
 - [Removal of Director for FZE](#)

<i>Fees</i>	<i>Processing Time</i>
> AED 300 – Appointment of Director (each)	5-7 working days
> AED 300 – Removal of Director (each)	

> AED 50 – Specimen Signature attested by Jafza	
Courier fee	
> AED 10 within the Free Zone	
> AED 20 outside the Free Zone	

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Appointment/Removal of Manager (FZE, FZCO & Branch Companies)

Description

The Customer may change the Manager of the Company.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Registration Amendment - Approval."
- > Select 'Change Manager to create a service to 'Appoint New' or 'Update Details' of the Company Manager.

Documents Required

- > Passport Copy
- > Visa Copy (sponsored by Jafza)
- > Specimen Signature
- > New Authorisation Card
- > Resolution regarding Appointment/ Removal of Manager written on FZE's/FZCO's letterhead
- > Form for corporate action of Appointment/ Removal of Manager
 - [Appointment of Manager for FZCO](#)
 - [Appointment of Manager for FZE](#)

- [Removal of Manager for FZCO](#)
- [Removal of Manager for FZE](#)

Fees	Processing Time
<ul style="list-style-type: none"> > AED 500 – Change manager > AED 50 – Specimen signature attested by Jafza 	5-7 working days

Appointment/Removal of Secretary

Description

The Customer may change the Secretary of the Company.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Registration Amendment - Approval."
- > Select 'Change Secretary' to create a service to 'Appoint New' or 'Update Details' of the Company Secretary.

Documents Required

- > Passport Copy
- > Resolution regarding Appointment/ Removal of Secretary written on FZE's/FZCO's letterhead.
- > Form for corporate action of Appointment/ Removal of Secretary
 - [Appointment of Secretary for FZCO](#)
 - [Appointment of Secretary for FZE](#)
 - [Appointment of Secretary for PLC](#)
 - [Removal of Secretary for FZCO](#)
 - [Removal of Secretary for FZE](#)
 - [Removal of Secretary for PLC](#)

Fees	Processing Time
<ul style="list-style-type: none"> > AED 300 – Appointment of Secretary (each) > AED 300 – Removal of Secretary (each) 	5-7 working days
Courier fee <ul style="list-style-type: none"> > AED 10 within the Free Zone > AED 20 outside the Free Zone 	

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Change of Financial Year (FZE & FZCO)

Description

The Customer may request to change the reporting financial year for the Company.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Registration Amendment - Approval."
- > Select 'Change Financial Year' to create a service to propose a new Financial Year reporting period for the Company.

Documents Required

- > Owner's Declaration/Board Resolution regarding Change of Financial Year written on FZE's/FZCO's letterhead
 - [Change of Financial Year - For FZEs](#)
 - [Change of Financial Year - For FZCOs](#)

Fees	Processing Time
> No charges	1 working days

Notes

- > The period of the Financial Year should not be less than 6 Months and more than 18 Months.
- > The Registrar reserves the right to call for any extra documents if necessary.

Owner Registrar Letter Request

Description

The registration letters available upon request are:

- > Formation Details
- > Register of Address
- > Register of Auditors
- > Register of Banker
- > Register of Branches
- > Register of Director/Manager/Secretary
- > Register of Financial Year
- > Register of Names
- > Register of Security Interests
- > Register of Share Capital
- > Register of Distributions
- > Share Certificate Reprint FZCO
- > Share Certificate Reprint FZE
- > Share Charge Register
- > Share Register- With Capital
- > Share Register- Without Capital
- > Winding Up Report Details

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae

- > Navigate to "Registration" and select "ODR Reports."
- > Select 'Registration' from the Module drop-down menu to see all available Registration letters.

Fees	Processing Time
> NA	1 working days

Change of Company's Name

Description

The Customer may change the existing company name with a new name.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Registration Amendment - Approval."
- > Select 'Change Operating Name for Company' to submit a Name Change request and submit original documents by courier.

Documents Required

A. FZE & FZCO

- > Resolution regarding Change of Company's Name written on FZE's/FZCO's.
- > Form for corporate action of change for Company's name
 - [Change of Name for PLC](#)
 - [Change of Name for FZCO](#)
 - [Change of Name for FZE](#)
- > Original Certificate of Formation, if available
- > Original Share Certificate(s) (in case of share capital deposited)
- > Amendment to Memorandum Of Association (MOA) signed by the shareholders

B. Branch Companies of Overseas registered companies

- > A Board Resolution changing the Company's operating name must be undertaken to honour any liability on the existing name. (notarised and attested by the UAE Embassy) (Overseas registered Company)

C. Branch Companies of Locally registered companies

- > Board Resolution should be notarised and attested (Locally registered Company)

Fees	Processing Time
<ul style="list-style-type: none"> > AED 200 – Certificate of Changing Company's Name > AED 200 – New Share Certificate (in case of share capital deposited). > AED 1,500 – Advertisements (+5% VAT) > AED 500 – Nameplate Change (applicable for office and workstations only) > AED 200 – For each Amendment of MOA > AED 500 – Changing operating name fee 	21 working days
<p>Courier fee</p> <ul style="list-style-type: none"> > AED 10 within the Free Zone > AED 20 outside the Free Zone 	

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Parent Company Name Change

Description

The Customer may update the parent company name.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae

- > Navigate to "Registration" and select "Registration Amendment - Approval."
- > Select 'Change Operating Name for Company' to submit Name Change request and proceed with submission of original documents by courier.

Documents Required

- > A certificate indicating the change from the Company's Register provided by the Overseas Mother Company should be notarised by foreign affairs and attested by the UAE Embassy. (Branch Overseas registered)
- > The UAE Branch should provide an active mother company license, Original and copy of MOA notarised and attested. (Branch locally registered).

<i>Fees</i>	<i>Processing Time</i>
<ul style="list-style-type: none"> > AED 1,500 advertisement (+5% VAT) 	3-5 working days
Courier fee	
<ul style="list-style-type: none"> > AED 10 within the Free Zone > AED 20 outside the Free Zone 	

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Share Pledge (Security of Interest)

Description

The Customer may mortgage the Company's assets (real estate, commercial, shares) to obtain financing from a lender. The Customer has the option to amend, renew and release their Mortgage.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Mortgage or Pledge- Approval."
- > Select 'New Share Pledge', 'Amend Share Pledge' or 'Cancellation of Mortgage Share Pledge' to submit a request for the corresponding service required.

Documents Required

A. New Share Pledge

- > [Resolution regarding Charge over Shares](#) (Written on FZE's/FZCO's Letterhead)
- > Form for corporate action of new share pledge – [Security of interest](#)
- > Share Pledge Agreement notarised by Dubai Notary Public
- > Original share certificate.
- > Bank confirmation regarding share pledge
- > Power of attorney from the Company and the Bank
- > Passport copy of Power of Attorney (POA) holders
- > License Copy of the Bank

B. Amend Share Pledge

- > Resolution regarding Amend Charge over Shares Written on FZE's/FZCO's Letterhead must be signed before Jafza's Registrar.
- > Form for corporate action of amending share pledge – security of interest (Available in Jafza.ae – Customers- Forms & E-services – Commercial)
- > Power of Attorney from both parties of the Company & the Bank notarised and attested with a Passport copy of Power of Attorney (POA) holder.
- > Request letter from Bank duly signed by the Power of Attorney (POA) holders
- > Request letter from Company duly signed by Power of Attorney (POA) holders' signatory

C. Release/Cancellation of Mortgage Share Pledge

- > Resolution regarding Release Charge over Shares Written on FZE's/FZCO's Letterhead to be signed before the Jafza Registrar.
- > Form for corporate action of release share pledge – security of interest (Available in Jafza.ae – Customers- Forms & E services – Commercial)
- > Power of Attorney from both parties with the Company & the Bank notarised and attested Passport copy of Power of Attorney (POA) holders.
- > Power of Attorney from both parties with the Company & the Bank notarised and attested Passport Copy of Power of Attorney (POA) holders.
- > Request letter from Bank duly signed by the Power of Attorney (POA) holders
- > Request letter from Company duly signed by Power of Attorney (POA) holders' signatory

Fees	Processing Time
New/Amend > AED 200 – If attestation is required for the Resolution > AED 200 – for issuing a NOC letter to Court > AED 200 – for issuing a letter to the Bank confirming the share Pledge > AED 50 – Specimen signature (each)	3-5 working days
Cancellation > AED 200 – release/cancellation letter	
Courier fee > AED 10 within the Free Zone > AED 20 outside the Free Zone	

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Commercial Business Mortgage

Description

The Customer may mortgage the Company's assets (real estate, commercial, shares) to obtain financing from a lender. The Customer has the option to amend, renew and release their Mortgage.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Mortgage or Pledge- Approval."
- > Select 'New Commercial Mortgage, 'Change Commercial Mortgage,' or 'Cancellation of Mortgage – Commercial Mortgage' to submit a request for the corresponding service required.

Documents Required

A. New Commercial Mortgage

- > [Resolution regarding Commercial Business Mortgage](#) (to be signed in Jafza) written on FZE's/FZCO's Letterhead.
- > [New Commercial Business Mortgage Application](#) (to be signed in Jafza)
- > Power of Attorney from the Bank and Company with Passport copy of Power of Attorney (POA) holders
- > Mortgage Facility Contract, including List of Machineries duly notarised by Dubai Court.
- > Letter from the Bank regarding the commercial Mortgage.
- > License Copy of the Bank

B. Amend Share Pledge

- > [Amend Commercial Mortgage Application](#) signed by the authorised signature (to be signed in Jafza).
- > Letter from Bank to be signed by Power of Attorney (POA) holder
- > Mortgage Facility Contract, including List of Machineries duly notarised by Dubai Court.
- > Power of Attorney from both Parties with the Company & the Bank notarised and attested Passport copy of Power of Attorney (POA) holders.
- > Original Commercial Mortgage Certificate.

C. Release/Cancellation of Commercial Mortgage

- > [Release of Commercial Business Mortgage Application](#) must be signed before the Jafza Registrar.
- > Power of Attorney from both parties with the Company & the Bank notarised and attested Passport copy of Power of Attorney (POA) holder.
- > Original commercial mortgage certificate.
- > Request letter from the Bank duly signed by the Power of Attorney (POA) holders
- > Request letter from Company duly signed by Power of Attorney (POA) holders' signatory

Fees	Processing Time
New	3-5 working days
> AED 200 Mortgage Certificate	
> AED 500 Commercial Mortgages	
> AED 50 Specimen Signatures (each)	
Amend	

<ul style="list-style-type: none"> > AED 200 – for issuing NOC letter to Court > AED 500 – mortgage fees > AED 200 – Commercial mortgage certificate fees > AED 50 – specimen signatures (each) <p>Cancellation</p> <ul style="list-style-type: none"> > AED 200 – release letter <p>Courier fee</p> <ul style="list-style-type: none"> > AED 10 within the Free Zone > AED 20 outside the Free Zone 	
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Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Assignment of Lease

Description

The Customer may mortgage the Company's assets (real estate, commercial, shares) to obtain financing from a lender. The Customer has the option to amend, renew and release their Mortgage.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Mortgage or Pledge- Approval."
- > Select 'New Lease Assignment Mortgage', or 'Cancellation of Mortgage – Lease Assignment Mortgage' to submit a request for the corresponding service required.

Documents Required

A. New Lease Assignment Mortgage

- > [Owner's declaration](#) written on FZE's/FZCO's letterhead to be signed before Jafza.
- > Report from Civil Engineering. (Completion must be less than 75%).

- > Covenant letter from the Bank (Available in Jafza.ae – Customers- Forms & E services – Commercial) to be signed before Jafza.
- > Request letter from Bank duly signed by the Power of Attorney (POA) holder.
- > Power of Attorney from both Parties of the Company & the Bank notarised and attested with a Passport copy of Power of Attorney (POA) holder.
- > License Copy of the Bank

B. Cancellation of Mortgage – Lease Assignment

- > Letter from Company regarding Release Assignment of Lease Written on FZE's/FZCO's Letterhead.
- > Request letter from Bank duly signed by the Power of Attorney (POA) holder.
- > Power of Attorney from both Parties the Company & the Bank notarised and attested with Passport copy of Power of Attorney (POA) holder

<i>Fees</i>	<i>Processing Time</i>
New <ul style="list-style-type: none"> > AED 500 – for the letter > AED 50 – specimen signatures (each) Cancellation <ul style="list-style-type: none"> > AED 500 – release letter 	3-5 working days

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Building Mortgage

Description

The Customer may mortgage the Company's assets (real estate, commercial, shares) to obtain financing from a lender. The Customer has the option to amend, renew and release their Mortgage.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae

- > Navigate to "Registration" and select "Mortgage or Pledge- Approval."
- > Select 'New Building Mortgage', 'Change Building Mortgage' or 'Cancellation of Mortgage – Building Mortgage' to submit a request for the corresponding service required.

Documents Required

A. New Building mortgage

- > [Resolution from the Company regarding Building Mortgage](#) written on FZE's/FZCO's Letterhead.
- > [Building Mortgage Application](#) "Deed" and Mortgage Contract (to be signed in Jafza)
- > Certificate of Completion (75% Complete) From Trakhees - Civil Engineering Department
- > Letter from the Bank (Signed by Power of Attorney (POA) holder)
- > Covenant for Assignment From Bank (Available in Jafza.ae – Customers- Forms & E-services – Commercial).
- > Power of Attorney from the Bank and Company with Passport Copy of Power of Attorney (POA) holder
- > Building evaluation report
- > License Copy of the Bank

B. Change Building Mortgage

- > [Resolution regarding the Amendment](#) signed by the authorised signatory written on FZE's/FZCO's Letterhead
- > [Amendment of Building Mortgage Application](#) must be signed before the Jafza Registrar
- > Power of Attorney from both Parties, the Company and the Bank (notarised and attested)
- > Passport copy of the Power of Attorney (POA) holders
- > Original Mortgage Certificate
- > Request letter from Bank duly signed by the Power of Attorney (POA) holders
- > Request letter from the Company duly signed by the Power of Attorney (POA) holders

C. Cancellation of Mortgage – Building Mortgage

- > [Release of Building Mortgage Application](#) must be signed before the Jafza Registrar
- > Power of Attorney from both Parties, the Company and the Bank (notarised and attested)
- > Passport copy of the Power of Attorney (POA) holders
- > Original mortgage certificate
- > Request letter from Bank duly signed by the Power of Attorney (POA) holder

- > Request letter from the Company duly signed by the Power of Attorney (POA) holder

Fees	Processing Time
New/Change > 0.12% of the total value of the Mortgage > AED 200 Mortgage certificate fees > AED 50 Specimen Signatures (each)	3-5 working days
Cancellation > AED 500 – release Mortgage letter	
Courier fee > AED 10 within the Free Zone > AED 20 outside the Free Zone	

Company's Address Change

Description

This service will enable the Customer to request updating the new location's address in the Company's License.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Registration Amendment - Approval."
- > Select 'Change Registered Address' to update the Company's address.

Documents Required

- > Board Resolution Stating the Change in Address (Notarised and attested) (Branch Overseas registered)

Fees	Processing Time
> No fees	1 working days

Increase/Decrease in Share Capital

Description

Each Company, with share capital, has authorised and issued shares which can determine ownership, transfer ownership from one party to another and be amended based on changes to the Company circumstances.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Registration Amendment - Approval."
- > Select 'Increase/Decrease Share Capital' to submit the required documentation to increase or decrease the Company's Share Capital.

Documents Required

- > Resolution regarding Increase/decrease in Share Capital
 - [Increase of share capital for FZCO](#)
 - [Increase of share capital for FZE](#)
- > The form for corporate action of increase/decrease of share capital (Available in Jafza.ae – Customers- Forms & E-services – Commercial)
- > Original Share Certificate(s) (in case of a decrease in Share Capital and share capital has been deposited).
- > Confirmation letter from the Bank or Auditor confirming the increase of share Capital. (Applicable in case of increase in Share Capital and share capital has been deposited)
- > Amended Memorandum of Association (MOA) signed by the shareholders.
- > Legal document in case of new Shareholders:

A. Individual Applicant:

- > Founder's Details (CV).
- > Applicant's Specimen Signature
- > Passport (PP) copy

B. Non-Individual Applicant

- > Certificate of Registration/Formation notarised and attested by the UAE Embassy
- > Certificate of Good Standing notarised and attested by the UAE Embassy
- > Memorandum and Articles of Association notarised and attested by the UAE Embassy
- > Board Resolution calling for investment in existing Company must be notarised and attested by the UAE Embassy
- > Power of Attorney (POA) notarised and attested by the UAE Embassy
- > Passport copy of Power of Attorney (POA) holder and his Specimen Signature

Fees	Processing Time
> AED 2,000 – FZCO per share and a maximum of AED 50,000	6-7 working days
> AED 20,000 – FZE per share and a maximum of AED 50,000	
> AED 200 – for each new Share Certificate (in case share capital is deposited)	
> AED 50 – specimen signature attested by Jafza	
> AED 200 – for each MOA amendment	

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Transfer of Shares

Description

Each Company, with share capital, has authorised and issued shares which can determine ownership, transfer ownership from one party to another and be amended based on changes to the Company circumstances.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae

- > Navigate to "Registration" and select "Registration Amendment - Approval."
- > Select 'Share Transfer' to submit the required documentation to Transfer Shares.

Documents Required

- > Resolution regarding Transfer of Shares - 10R(Buyer) (Available in Jafza.ae – Customers-Forms & E-services – Commercial) written on FZE's/FZCO's Letterhead.
- > Resolution regarding Transfer of Shares - 10R(Seller) (Available in Jafza.ae – Customers-Forms & E-services – Commercial) written on FZE's/FZCO's Letterhead.
- > Form for corporate action of transfer of shares
 - o [Transfer of Shares for FZCO](#)
 - o [Transfer of Shares for FZE](#)
- > Original Share Certificate(s) (in case of share capital deposited).
- > Amended Memorandum of Association (MOA) signed by the shareholders.
- > Requirements for the new shareholder(s):

A. Individual Applicant:

- > Founder's Details (CV)
- > Applicant's Specimen Signature
- > Passport (PP) Copy

B. Non-Individual Applicant:

- > Certificate of Registration/Formation notarised and attested by the UAE Embassy
- > Certificate of Good Standing notarised and attested by the UAE Embassy
- > Memorandum and Articles of Association notarised and attested by the UAE Embassy
- > Board Resolution calling for an investment in the existing Company must be notarised and attested by the UAE Embassy
- > Power of Attorney (POA) notarised and attested by the UAE Embassy
- > Passport copy of Power of Attorney (POA) holder and his Specimen Signature
- > Ultimate Beneficial Owner (UBO) Form
- > Incumbency Certificate

Fees	Processing Time
	6-7 working days

<ul style="list-style-type: none"> > AED 2,000 – FZCO per share and a maximum of AED 50,000 > AED 20,000 – FZE per share and a maximum of AED 50,000 > AED 200 – for each new Share Certificate (in case share capital is deposited) > AED 50 – specimen signature attested by Jafza > AED 200 – for each MOA amendment 	
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Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Distribution of Profits

Description

The Customer may submit a resolution yearly on how it distributes the profit of the Company. Jafza will update its record and print confirmation that the record is updated.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Registration Amendment - Approval."
- > Select 'Change Distribution of Profits' to issue a resolution on the distribution.

Documents Required

- > [Shareholder Resolution Regarding Distribution of Profits](#) written on FZE's/FZCO's Letterhead

<p>Fees</p> <ul style="list-style-type: none"> > No Charges 	<p>Processing Time</p> <p>1 working days</p>
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Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Original Document Attestation

Description

An existing FZE or FZCO may request for attesting Jafza-issued documentation as true copies.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Registration Attestation - Approval."
- > Select 'Originals to receive an attested copy of a Company-issued document.
- > A courier will be assigned to collect and deliver the documents.

Documents Required

- > Documents must be attested, stamped and printed on FZE's/FZCO's letterhead (Ex. Resolution/ Power of Attorney (POA)...act).

<i>Fees</i>	<i>Processing Time</i>
<ul style="list-style-type: none"> > AED 200 – per document 	5 working days (+2 days if outside Jafza)
Courier fee	
<ul style="list-style-type: none"> > AED 10 within the Free Zone > AED 20 outside the Free Zone 	

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Division/Consolidation of Shares

Description

The Customer may divide or consolidate the value of Shares issued by the Company without changing the Company's total share capital.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Registration Amendment - Approval."
- > Select 'Change number of Share and Value' to submit the required documentation to divide/consolidate the Shares issued by the Company.

Documents Required

- > The form for corporate action for Division/Consolidation of share(s) written on FZE's/FZCO's Letterhead
 - o [Division of Shares for FZCO](#)
 - o [Division of Shares for FZE](#)
 - o [Division of Shares for PLC](#)
 - o [Consolidation of Shares for FZCO](#)
 - o [Consolidation of Shares for FZE](#)
 - o [Consolidation of Shares for PLC](#)
- > Amended MOA signed by the shareholders
- > Original Share Certificate(s) (in case of share capital deposited).

Fees	Processing Time
<ul style="list-style-type: none">> AED 200 – per new Share Certificate (if share capital is deposited)> AED 200 – per MOA amendment> AED 200 – per owner	3-5 working days
Courier fee <ul style="list-style-type: none">> AED 10 within the Free Zone> AED 20 outside the Free Zone	

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Company Termination

Description

The Customer may terminate the Company.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Company Termination."
- > Select 'Create New Request' to submit the required documentation to Terminate the Company.

Documents Required

- > Copy of Dubai Trade License of the Liquidator appointed.
- > The customer should fill out [Lease Termination Form](#) and hand over the keys.
- > The customer should obtain clearance on all outstanding dues from the Jafza Finance Department.
- > The customer should provide Jafza with a Roads and Transport Authority (RTA) Clearance.
- > Customers should clear all Visas from the Admin Dept.
- > The customer should provide Jafza Clearance of the final bill and receipt payment from DEWA (If Warehouse & Plot)
- > The customer will obtain a Customs Clearance from the Customs Department
- > The customer will obtain an ETISALAT Clearance

A. For FZE / FZCO:

- > Original Certificate of Formation
- > Original Share Certificate(s) in case of share capital deposited
- > Resolution regarding the appointment of Liquidator (must be printed on FZE's/FZCO's letterhead)

- [Appointment of Liquidator for FZCO](#)
- [Appointment of Liquidator for FZE](#)
- [Appointment of Liquidator for PLC](#)

> [Liquidation Report](#)

B. For Branch:

> Resolution from the Mother Company notarised and attested.

Fees	Processing Time
> AED 5,000 – de-registration for FZE & FZCO	21 working days
> AED 1,500 – advertisement (+ 5% VAT)	
Courier fee	
> AED 10 within the Free Zone	
> AED 20 outside the Free Zone	

Notes

> The Registrar reserves the right to call for any extra documents if necessary.

xix. Offshore Companies

New Offshore Company

Description

Offshore Companies' registration must be processed through Jafza Registered Agents only. Please refer to the [List of Registered Agents](#) published in jafza.ae.

Registered Agents possess all forms required. Moreover, interactions with the Jafza Offshore Section and document submission must be conducted via Registered Agents only.

Process Steps

> Customers can log in to Dubai Trade Portal via www.dubaitrade.ae

- > Navigate to "Registration" and select "New Offshore Company-jafza"
- > Select 'Create New Request' to submit the application and documents required for an Offshore Company establishment.

Documents Required

Legal Documents are prepared and submitted by the appointed Registered Agent:

- > Offshore Application
- > Memorandum and Articles of Association
- > Letter of Appointment of Registered Agent
- > Board (Director (s) & secretary) Passport (PP) Copy

A. Individual Applicant:

- > Founder's Details (CV).
- > Applicant's Specimen Signature
- > Passport (PP) Copy

B. Non-Individual Applicant

- > Certificate of Registration/Formation notarised and attested by the UAE Embassy
- > Certificate of Good Standing notarised and attested by the UAE Embassy
- > Incumbency Certificate mentioned the last beneficiary shareholder
- > Memorandum and Articles of Association notarised and attested by the UAE Embassy.
- > Board Resolution calling for the establishment of an Offshore Company, notarised and attested by the UAE Embassy
- > Power of Attorney (POA) notarised and attested by the UAE Embassy
- > Passport copy of Power of Attorney (POA) holder and his Specimen Signature

Fees	Processing Time
<ul style="list-style-type: none"> > AED 10,000 – registration > AED 50 – specimen signature (each) 	5-7 working days
Courier fee <ul style="list-style-type: none"> > AED 10 within the Free Zone > AED 20 outside the Free Zone 	

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Renewal of Offshore Company

Description

The Registered Agent may renew the offshore Company annually.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Renew Offshore Company - Approval"
- > Select 'Create New Request' to submit the application and documents required to renew an Offshore Company establishment.

Documents Required

- > Online request by the Registered Agent

Fees	Processing Time
<ul style="list-style-type: none">> AED 2,500> AED 120 late fee per 30 days	1 working days

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Offshore Company Letters

Description

The registration letters available upon request are (all documents are Electronic Document Verification (EDV) letters):

- > Company Officers Letter (List of Director(s), Secretary & Shareholder)
- > Arabic – No Objection Certificate (NOC) Letter to DED
- > English - Certificate of Good Standing
- > English - Letter of Incumbency
- > Arabic - No Objection Certificate (NOC) Letter to Own Property
- > Tax-Exemption Letter
- > Affidavit for loss letter (loss of Formation Certificate, Change name Certificate, & Memorandum and Article of Association)

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Offshore Letters - Approval."
- > Create and submit a new request for the required letter

Fees	Processing Time
<ul style="list-style-type: none">> AED 200 – letters> AED 400 – Letter of Incumbency	1 working days
AED 10 Electronic delivery fee (+5% VAT)	

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Change of Offshore Company Name

Description

An existing Offshore Company Customer may change the Company name.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Offshore Registration Amendment - Approval."
- > Select 'Change Operating Name for Company' to submit a Name Change request and submit original documents by courier.

Documents Required

- > Shareholder(s) [Resolution stating the Name Change](#) stamped by the Agent
- > Amended Memorandum and Articles of Association signed by the Shareholder(s)
- > Original Memorandum and Articles of Association (MOA & AOA)

Fees	Processing Time
<ul style="list-style-type: none">> AED 200 – Transaction fee> AED 1,500 – Advertisement (+5% VAT)> AED 500 Amendment of MOA> AED 500 – Changing operating name fee	21 working days
<p>Courier fee</p> <ul style="list-style-type: none">> AED 10 within the Free Zone> AED 20 outside the Free Zone	

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Amendment of the Board (Offshore Company)

Description

Customers may change the Offshore Company's Director. The following requests can be carried out:

- > Appoint a new Director

- > Remove an existing Director
- > Update the details of an existing Director.
- > Appoint a new Secretary
- > Update the details on the Company Secretary

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Offshore Registration Amendment - Approval."
- > Select 'Change Director' to create a service to 'Appoint New', 'Remove' or 'Update Details' of the Company Directors or Select' Change Secretary' to 'Appoint New' or 'Update Details' of the Company Secretary.

Documents Required

A. Appointment/ Resignation of Director

- > Passport Copy
- > Resolution regarding Appointment/Resignation of Director(s) stamped by the Agent.
 - o [Appointment of Director](#)
 - o [Removal of Director](#)

B. Appointment/ Resignation of Secretary

- > Passport Copy
- > Resolution regarding Appointment/Resignation of Secretary stamped by the Agent:
 - o [Appointment of Secretary](#)
 - o [Removal of Secretary](#)

Fees	Processing Time
<ul style="list-style-type: none"> > AED 200 – per transaction (add & remove) 	5-7 working days
Courier fee	
<ul style="list-style-type: none"> > AED 10 within the Free Zone > AED 20 outside the Free Zone 	

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Activity Amendment (Offshore Company)

Description

The Customer can change the Company's activity, Add/Remove or Replace.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Offshore Registration Amendment - Approval."
- > Select 'Offshore Activity Amendment' to make changes to the activity of the Company.

Documents Required

- > Shareholder(s) Resolution stating the Activity Amendment (change/addition) stamped by the Agent
- > Amended Memorandum and Article of Association signed by the Shareholder(s)
- > Original Memorandum and Articles of Association (MOA & AOA)

Fees	Processing Time
<ul style="list-style-type: none">> AED 200 – transaction fee> AED 500 – Amendment to MOA	5 working days
Courier fee	
<ul style="list-style-type: none">> AED 10 within the Free Zone> AED 20 outside the Free Zone	

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Document True Copy (Offshore Company)

Description

An existing Offshore Company may request for attesting its registration documents issued by Jafza as true copies. Registration documents applicable for attestation include:

- > Certificate of incorporation
- > Certificate of change of company name
- > MOA of the Offshore Company
- > Share certificates

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Offshore Attestation."
- > Select 'True Copy' to receive an attested copy of a Jafza-issued document.

Documents Required

- > Upload a copy of the document that needs to be attested (Formation Certificate – Change name Certificate - Memorandum and Articles of Association)

<i>Fees</i>	<i>Processing Time</i>
> AED 200 – per document	3-4 working days
Courier fee	
> AED 10 within the Free Zone > AED 20 outside the Free Zone	

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Increase/Decrease in Share Capital (Offshore Company)

Description

Each Company, with share capital, has authorised and issued shares which can determine ownership, transfer ownership from one party to another and be amended based on changes to the Company circumstances.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Offshore Registration Amendment - Approval."
- > Select 'Increase/Decrease Share Capital' to submit the required documentation to increase or decrease the Company's Share Capital.

Documents Required

- > Agent's Request Letter
- > Shareholder(s) Resolution stating the Increase / Decrease in Share Capital stamped by the Agent
 - [Increased Share Capital](#)
 - [Decreased Share Capital](#)
- > Original Memorandum and Articles of Association (MOA & AOA)
- > Amended Memorandum of Association (MOA) signed by the shareholders
- > Legal documents in case of new Shareholders:

A. Individual Applicant:

- > Founder's Details (CV)
- > Applicant's Specimen Signature
- > Passport (PP) Copy

B. Non-Individual Applicant

- > Certificate of Registration/Formation (notarised and attested by the UAE Embassy)
- > Certificate of Good Standing (notarised and attested by the UAE Embassy)
- > Memorandum and Articles of Association (notarised and attested by the UAE Embassy)

- > Board Resolution calling for an investment in the existing Company (notarised and attested by the UAE Embassy)
- > Power of Attorney (POA) (notarised and attested by the UAE Embassy)
- > Passport copy of Power of Attorney (POA) holder and Specimen Signature.

Fees	Processing Time
<ul style="list-style-type: none"> > AED 200 – per transaction > AED 500 MOA amendment 	5-7 working days
Courier fee <ul style="list-style-type: none"> > AED 10 within the Free Zone > AED 20 outside the Free Zone 	

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Transfer of Shares (Offshore Company)

Description

Each Company, with share capital, has authorised and issued shares which can determine ownership, transfer ownership from one party to another and be amended based on changes to the Company circumstances.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Offshore Registration Amendment - Approval."
- > Select 'Share Transfer' to submit the required documentation to Transfer Shares.

Documents Required

- > Agent's Request Letter

- > Shareholder(s) [Resolution stating the Transfer of Share\(s\)](#) stamped by the Agent
- > Original Memorandum and Articles of Association (MOA & AOA)
- > Amended MOA signed by the shareholders.
- > New Shareholder(s) Legal Documents

A. Individual Applicant:

- > Founder's Details (CV)
- > Applicant's Specimen Signature
- > Passport (PP) Copy

B. Non-Individual Applicant

- > Certificate of Registration/Formation notarised and attested by the UAE Embassy
- > Certificate of Good Standing notarised and attested by the UAE Embassy
- > Incumbency Certificate mentioned the last beneficiary shareholder
- > Memorandum and Articles of Association notarised and attested by the UAE Embassy
- > Board Resolution calling for an investment in the existing Company must be notarised and attested by the UAE Embassy
- > Power of Attorney (POA) notarised and attested by the UAE Embassy
- > Passport copy of Power of Attorney (POA) holder and his Specimen Signature

<i>Fees</i>	<i>Processing Time</i>
> AED 200 – per transaction	5-7 working days
> AED 500 – MOA amendment	
> AED 50 specimen signature attestation	

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Change of the Registered Agent (Offshore Company)

Description

Customers may to change the existing Agent of the Company.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Offshore Registration Amendment - Approval."
- > Select 'Register Agent Change' to submit the required documentation to change the Agent of the Company.

Documents Required

- > Appointment Letter from the New Agent
- > No Objection Certificate (NOC) from the Current Agent
- > Shareholder(s) [Resolution stating the Change of Agent](#) stamped by the Existing Agent (stamped by the new Agent)
- > Original Memorandum and Articles of Association (MOA & AOA)
- > Amended Memorandum of Association (MOA) signed by the shareholders

Fees	Processing Time
<ul style="list-style-type: none">> AED 200 – transaction fee> AED 500 MOA amendment	5 working days
Courier fee	
<ul style="list-style-type: none">> AED 10 within the Free Zone> AED 20 outside the Free Zone	

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Amend Shareholder - Division/Consolidation of Shares (Offshore Company)

Description

The Customer may divide or consolidate the value of Shares issued by the Company without changing the Company's total share capital.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Offshore Registration Amendment - Approval."
- > Select 'Amend Shareholder' to submit the required documentation to divide/consolidate the Shares issued by the Company.

Documents Required

- > Resolution regarding Division/Consolidation of Shares (Stamped by the Agent.)
 - [Division of Shares](#)
 - [Consolidation of Shares](#)
- > Original Share Certificate(s) (in case of share capital deposited).
- > Amended Memorandum of Association (MOA) signed by the shareholders

Fees	Processing Time
> AED 200 for each MOA amendment	5 working days
> AED 200 for each owner	

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Company Termination (Offshore Company)

Description

The Customer may terminate the Company.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Offshore Company Termination."
- > Select 'Create New Request' to submit the required documentation to Terminate the Company.

Documents Required

- > Agent's Request Letter
- > [Shareholder's Resolution regarding winding up](#) and [appointing the liquidator](#) (Stamped by the Agent)
- > Original Memorandum and Articles of Association (MOA)
- > Formation Certificate Original
- > [Liquidation Report Standard format](#) + [Liquidation Statements' Standard format](#)
- > License copy of the liquidator

Fees	Processing Time
<ul style="list-style-type: none"> > AED 500 – termination > AED 1,500 – advertisement (+ 5% VAT) <p>If the Company's status is inactive, the applicant must pay a renewal fee and delay penalties, as applicable, to make it active before applying for liquidation/dissolution and then the termination fees.</p> <ul style="list-style-type: none"> > AED 2,500 per year > AED 120 fine every 30 days after the expiry date. 	<p>21 working days</p>

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Renewal of Offshore Agent

Description

The Offshore Registered Agent may renew its Jafza registration annually.

Process Steps

- > Customers can log in to Dubai Trade Portal via www.dubaitrade.ae
- > Navigate to "Registration" and select "Renew Local Agent Registration."
- > Select 'Create New Request' to submit the required documentation to renew the Offshore Agent registration.

Documents Required

- > Covering Letter from the Agent
- > Copy of the Valid Dubai License

Fees	Processing Time
> AED 2,500	1 working days

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

VI. Registration, Licensing and Leasing (non-portal)

xx. Registration Services: excl. Offshore Companies)

Company Freeze

Description

Customer may freeze their License in JAFZA.

Process Steps

- > The Customer must make an appointment with the Jafza Lease & License team to submit the required documentation

- > The Lease & License team will notify the Customer when the freeze letter is ready for collection

Documents Required

- > Owner's Declaration regarding freezing the License for 1 year must be on the Company's letterhead. The customer should provide the appropriate reason for freezing, subject to Management approval.
- > Undertaking letter.
- > The customer should complete [Lease Termination Form](#) and hand over the keys
- > The customer should obtain clearance on all outstanding dues from the Jafza Finance Department
- > The customer should provide Jafza with a Roads and Transport Authority (RTA) Clearance
- > Customers should clear all Visas from the Admin Dept
- > The customer should provide Jafza Clearance of the final bill and receipt payment from DEWA (If Warehouse & Plot)
- > The customer will obtain a Customs Clearance from the Customs Department
- > The customer will obtain an ETISALAT Clearance

Fees	Processing Time
<ul style="list-style-type: none"> > AED 3,000 – license fee charge > AED 1,000 – reactivate license status after one year 	5-7 working days
<p>Courier fee</p> <ul style="list-style-type: none"> > AED 10 within the Free Zone > AED 20 outside the Free Zone 	

Notes

- > This request should be submitted before the license expiry or within the grace period of 30 days after the license expiry
- > The Registrar reserves the right to call for any extra documents if necessary

Registration and License Reinstatement

Description

This service will enable the reinstatement of a Customer who has been terminated voluntarily or by the Jafza Authority based on the decision from Jafza Management.

Process Steps

- > The Customer must make an appointment with the Jafza Lease team to submit a request for reinstatement
- > The Lease team will notify the Customer of any fees or additional documentation required to proceed with the registration and license reinstatement
- > Once all requirements are met, the Lease & License team will issue the required registration and licensing document to the Customer

Documents Required

- > Request letter signed by the authorised person

<i>Fees</i>	<i>Processing Time</i>
> AED 5,000 re-instatement	3 working days

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Conversion from Branch to FZE or FZCO

Description

A company of any legal type registered as a Branch in Jafza may convert to FZE or FZCO.

Process Steps

- > The Customer must make an appointment with the Jafza Lease & License team to submit a request for conversion
- > The Lease & License team will evaluate the application and notify the Customer of additional documentation and charges applicable to proceed with the conversion
- > Once all requirements are met, the Lease & License team will issue the amended registration and licensing documents to the Customer
- > Courier Service Request (SR) to be submitted for document collection

Documents Required

- > Resolution for conversion from the Mother Company clearly stating the fact of conversion (Notarised and Attested)
 - [Board Resolution FZE - Non-Individual](#)
 - [Board Resolution FZCO](#)
 - [Board Resolution Branch Formation](#)
- > Resolution from New Shareholders
- > [Ultimate Beneficial Owner Form](#)
- > Proof of address or bank letter
- > [FZE/FZCO Registration Application](#)
- > Passport copy of Board member (Directors / Manager/ Secretary)
- > Bank Letter confirming the deposit of Paid-Up Capital (in case of share capital deposited)
- > Memorandum and Article of Association signed by the shareholders
- > Requirements for the New Shareholder(s):

A. Individual Applicant:

- > Founder's Details (CV)
- > Applicant's Specimen Signature
- > Passport (PP) Copy

B. Non-Individual Applicant

- > Certificate of Registration/Formation notarised and attested by the UAE Embassy
- > Certificate of Good Standing notarised and attested by the UAE Embassy
- > Memorandum and Articles of Association must be notarised and attested by the UAE Embassy
- > Board Resolution calling for an investment in the existing Company must be notarised and attested by the UAE Embassy

- > Power of Attorney (POA) notarised and attested by the UAE Embassy
- > Passport copy of Power of Attorney (POA) holder and his Specimen Signature

Fees	Processing Time
<ul style="list-style-type: none"> > AED 5,000 – FZE registration > AED 5,000 FZCO registration > AED 1,500 – Advertisement (+5% VAT) > AED 50 – specimen signature (each) > AED 500 – name plate change (applicable for office only) > AED 200 – per MOA > AED 200 – per Share Certificate (in case share capital is deposited) 	21 working days
Courier fee <ul style="list-style-type: none"> > AED 10 within the Free Zone > AED 20 outside the Free Zone 	

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Conversion from FZE to FZCO or FZCO to FZE

Description

A company of any legal type registered in Jafza as FZE or FZCO may convert from/to either registration type.

Process Steps

- > The Customer must make an appointment with the Jafza Lease & License team to submit a request for conversion

- > The Lease & License team will evaluate the application and notify the Customer of additional documentation and charges applicable to proceed with the conversion
- > Once all requirements are met, the Lease & License team will issue the amended registration and licensing documents to the Customer
- > Courier Service Request (SR) to be submitted for document collection

Documents Required

- > Owner's [Declaration/Board Resolution and De-registration of Existing Company](#)
- > Resolution from new Share Holders
- > [Ultimate Beneficial Owner Form](#)
- > Proof of address or bank letter
- > Original Certificate of Formation
- > Original Share Certificate(s) (in case of share capital deposited)
- > Passport copy of Board member (Directors / Manager/ Secretary)
- > Bank Letter or Audited Financial Statement confirming the existing Paid Up Capital (in case of share capital deposited)
- > Memorandum and Articles of Association signed by the shareholders
- > Requirements for the New Shareholder(s):

A. Individual Applicant:

- > Founder's Details (CV)
- > Applicant's Specimen Signature
- > Passport (PP) Copy

B. Non-Individual Applicant

- > Certificate of Registration/Formation notarised and attested by the UAE Embassy
- > Certificate of Good Standing notarised and attested by the UAE Embassy
- > Memorandum and Articles of Association notarised and attested by the UAE Embassy
- > Board Resolution calling for an investment in the existing Company must be notarised and attested by the UAE Embassy
- > Power of Attorney (POA) notarised and attested by the UAE Embassy
- > Passport copy of Power of Attorney (POA) holder and his Specimen Signature

Fees	Processing Time
<ul style="list-style-type: none"> > AED 5,000 – de-registration > AED 5,000 – FZE registrations > AED 5,000 – FZCO registrations > AED 1,500 – Advertisement (+5% VAT) > AED 500 – name plate (applicable for office only) > AED 50 - specimen signature (each) > AED 200 – per MOA > AED 200 – per Share Certificate (in case share capital is deposited) <p>Courier fee</p> <ul style="list-style-type: none"> > AED 10 within the Free Zone > AED 20 outside the Free Zone 	21 working days

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Change to Holding Company for existing FZE or FZCO

Description

An existing FZE or FZCO may request for an additional Holding license.

Process Steps

- > The Customer must make an appointment with the Jafza Lease & License team to submit a request to convert an existing Company to a Holding company
- > The Lease & License team will evaluate the application and notify the Customer of additional documentation and charges applicable to proceed with the conversion

- > Once all requirements are met, the Lease & License team will issue the amended registration and licensing documents to the Customer

Documents Required

- > Shareholder resolution regarding the change in Company's name (written on FZE's/FZCO's Letterhead)
 - o [Change of Name for FZCO](#)
 - o [Change of Name for FZE](#)
- > Shareholder resolution regarding increasing share capital if it is less than AED 10,000,000 written on FZE's/FZCO's letterhead
 - o [Increase of share capital for FZCO](#)
 - o [Increase of share capital for FZE](#)
- > Confirmation from the Bank or Audit of the share capital
- > Amended Memorandum of Association (MOA) signed by the shareholders
- > Original Share Certificate(s) (in case of share capital deposited)
- > Evidence of the number of companies held by the FZE/FZCO or undertaking from the Company that will hold a minimum of three companies within three months (otherwise change from holding Company or terminate the Company)

Fees	Processing Time
> AED 2,000 – FZCO per share and a maximum of AED 50,000	21 working days
> AED 20,000 – FZE per share and a maximum of AED 50,000	
> AED 1,500 – advertisement (+5% VAT)	
> AED 500 – name plate change (applicable for office only)	
> AED 50 – specimen signature (each)	
> AED 200 – per MOA amendment	
> AED 200 – per Share Certificate	
> AED 30,000 – Holding license	

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Issue of Shares (Non-cash)

Description

Each Company, with share capital, has authorised and issued shares which can determine ownership, transfer ownership from one party to another and be amended based on changes to the Company circumstances.

Process Steps

- > The Customer must make an appointment with the Jafza Lease & License team to submit the required documentation

Documents Required

- > Resolution regarding Issue of shares written on FZE's/FZCO's Letterhead.
- > Form for corporate action of Issue of shares
 - [Issue of Shares \(non-cash\) for FZCO](#)
 - [Issue of Shares \(non-cash\) for FZE](#)
 - [Issue of Shares \(non-cash\) for PLC](#)
- > Amended Memorandum of Association (MOA) signed by the shareholders
- > Bank letter with details of deposit share capital

Fees	Processing Time
<ul style="list-style-type: none">> AED 200 – per Share Certificate> AED 200 – per MOA amendment> AED 200 – per owner	5 working days

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Re-domicile

Description

The Customer may transfer the Company's registration from Jafza to a different Authority.

Process Steps

- > The Customer must make an appointment with the Jafza Lease & License team to submit the required documentation

Documents Required

- > Shareholder Resolution requesting for Re-domiciliation.
- > Preliminary approval from the new free zone regarding accepting the Re-domicile. Once received, Jafza will issue a Preliminary approval letter - No Objection Certificate (NOC)
- > Confirmation from the new Registrar when the Company is Registered, accordingly Jafza will start the redomicile process; below clearances required:
 - Customers should complete [Lease Termination form](#) and hand over the keys
 - The Customer should obtain clearance on all outstanding dues from the Jafza Finance Department
 - The customer should provide Jafza with a Roads and Transport Authority (RTA) Clearance
 - Customers should clear all Visas from the Admin Department
 - The Customer should provide Jafza Clearance of the Final bill and receipt payment from DEWA (If Warehouse and plot)
 - The Customer will obtain a Customs Clearance from the Customs Department
 - The Customer will obtain an ETISALAT Clearance accordingly. When all the above is cleared, Jafza issues a Confirmation letter regarding the company transfer

Fees	Processing Time
> AED 200 – preliminary approval letter (NOC) to redomicile	21 working days
> AED 5,000 – de-registration	

- | | |
|---------------------------------------|--|
| > AED 1,500 – Advertisement (+5% VAT) | |
| > AED 200 – Confirmation letter | |

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Sale of Business

Description

The Customer may transfer full ownership of the Company to a new owner.

Process Steps

- > The Customer must make an appointment with the Jafza Lease & License team to submit a request for transferring the Company's ownership
- > The Lease & License team will evaluate the application and notify the Customer of additional documentation and charges applicable to proceed with the conversion
- > Once all requirements are met, the Lease & License team will issue the amended registration and licensing documents to the Customer.

Documents Required

- > Purchase and sale agreements between Existing Company (Transferor) and New Company (Transferee). Notarised and Attested.

A. Undertaking from both companies:

- > Existing Company (Transferor) that they transferred Assets and Assumed Liabilities to the transferor and have no objection to transferring the Jafza branch to a new company (Transferee) (signed by Authorised person)
- > The New Company (Transferee) confirms the opening/buying of the Branch in Jafza. It confirms that all such Assets and Assumed Liabilities are sold and Transferred to them and that they accept all previous liabilities related to the Jafza Branch. (Signed by an Authorised person)

B. Legal documents from the new Company (Transferee):

- > Resolution regarding this particular transaction (buying of business and opening the branch in Jafza) and the resolution need to include the appointment of the new Manager of the Jafza Branch along with their passport copy
- > Power of Attorney (POA)
- > Memorandum & Article Of Association (MOM & AOA)
- > Certificate of incorporation. All above legal documents are to be notarised and attested

Fees	Processing Time
> AED 1,500 Sale of business fee	5 working days

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

xxi. Registration Services: Offshore Companies

Offshore Companies' registration must be processed through Jafza Registered Agents only. Please refer to the [list of Registerd agents](#) published on jafza.ae.

Registered Agents possess all forms required. Moreover, interactions with the Jafza Offshore Section and document submission must be conducted via Registered Agents only.

New Offshore Agent

Description

Agents with a Dubai license may register as offshore Registered Agents in JAFZA.

Process Steps

- > Agent must make an appointment with the Jafza Lease & License team to register as an Offshore Agent and submit the required documentation.

Documents Required

- > Request Letter

- > Copy of the Dubai License
- > Brochure of the Company
- > [Letter of Undertaking](#)

Fees	Processing Time
> AED 10,000 – registration fees	2 working days

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Share Pledge (Offshore Company)

Description

Customers may pledge the shareholder shares (can pledge whole or part of them) and amend their pledged Shares.

Process Steps

- > The Agent must make an appointment with the Jafza Lease & License team to submit the required documentation.

Documents Required

A. New/Amend Share Pledge

- > Agent's Request Letter
- > Shareholder(s) Resolution stating the share [pledge/amendment](#) stamped by the Agent
- > Share pledge agreement attested by the Court
- > Bank confirmation regarding the share pledge/Amendment
- > Power of Attorney (POA) from the Company and the Bank
- > Passport copy of Power of Attorney (POA) holder

B. Release/Cancellation of Mortgage Share Pledge

- > Covering letter from the Agent

- > Incumbency certificate mentioning the last beneficiary shareholder
- > Bank letter confirming the release
- > Power of Attorney (POA) and Passport copy of the Power of Attorney (POA) holder from the Bank

Fees	Processing Time
New/Amend > AED 200 – attestation of Resolution > AED 200 – issuance of NOC letter to the Court > AED 200 – issuance of a letter to the Bank confirming the Share Pledge/Amendment Release > AED 200 – issuance of a letter to the Bank confirming the release	5 working days

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Conversion Offshore to Free Zone

Description

The Customer may change the legal type of the Offshore Company into a Free Zone Establishment or Free Zone Company.

Process Steps

- > The Agent must make an appointment with the Jafza Lease & License team to submit a request for conversion from offshore to FZE or FZCO.
- > The Lease & License team will evaluate the application and notify the Agent of additional documentation and charges applicable to proceed with the conversion.
- > Once all requirements are met, the Lease & License team will issue the amended registration and licensing documents to the Customer.

Documents Required

- > Agent's Request Letter.
- > Resolution from the Company's Shareholder clearly stating the conversion stamped by the Agent
 - [Board Resolution FZE - Non-Individual](#)
 - [Board Resolution FZCO](#)
- > [FZE/FZCO](#) Registration Application.
- > Memorandum and Articles of Association of the FZE or FZCO (minimum 2 copies)
 - [Standard Memorandum and Articles of Association for FZCO](#)
 - [Standard Memorandum and Articles of Association for FZE](#)
- > Bank Letter confirming the deposit of Paid-Up Capital (in case of share capital deposited)
- > The manager visa should be under Jafza, & we need his Specimen Signature (Which will be provided by the Lease and License Department over the counter)
- > Authorisation Card to be submitted (FORMAT available on Jafza website). (notarised and attested). The Registrar reserves the right to call for any extra documents if necessary
- > Know Your Customer-Ultimate Beneficiary Owner Form (KYC-UBO form with passport copy of the beneficiary shareholder)
- > Board Member (Director, Manager and Secretary) Requirements:
 - Passport (PP) Copy
 - Personal identity card such as a UAE National ID
 - Proof of Address such as a utility bill or bank statement
- > Shareholder Requirements:
 - A. Individual:**
 - > Founder Details (CV)
 - > Passport (PP) Copy
 - > Personal identity includes a UAE National ID and passport (Unified Number for UAE Nationality only)
 - > Proof of Address such as a utility bill or bank statement. The details in the application or copies of the Documents
 - > Applicant's Specimen Signature (Will be provided by the Lease & License Department over the counter)

B. Non-Individual:

- > Certificate of Registration/Formation*
- > Certificate of Good Standing*
- > Memorandum and Articles of Association*
- > A resolution calling to Invest in Onshore FZCO/FZE Company in Jafza*
- > Power of Attorney (POA)*
- > Passport copy o Power of Attorney (POA) holder
- > Incumbency Certificate (including Shareholder/Board names and their passport Copy)*
- > Applicant's Specimen Signature of Power of Attorney (POA) holder (Will be provided by the Lease and License Department over the counter).

* Notarised from the company registrar and Attested by the UAE Embassy and Ministry of Foreign Affairs of the UAE.

Fees	Processing Time
<ul style="list-style-type: none">> AED 3,000 – Conversion fees> AED 5,000 – FZE registrations> AED 5,000 – FZCO registrations> AED 1,500 – Advertisement (+5% VAT)> AED 50 – Specimen signatures (each)> AED 200 – per Share Certificate (in case share capital is deposited)> License fees as per Activity type> Facility fees as per Customer section.	21 working days

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Re-domicile from Jafza Offshore Company to other Jurisdiction

Description

An existing Offshore company may apply to redomicile their Jafza Company to a different Free Zone in Dubai.

Process Steps

- > The Agent must make an appointment with the Jafza Lease & License team to submit the required documentation

Documents Required

- > Shareholder Resolution from the Offshore Company requesting Re-domiciliation.
- > Agent Request letter
- > Return the Memorandum and Articles of Association of the Offshore Company
- > Return the certificate of incorporation of the Offshore Company
- > Preliminary approval from the new Jurisdiction accepting the Re-domicile. Accordingly, Jafza will Issue the following:
 - > Preliminary approval letter (No Objection Certificate) to the new Jurisdiction.
 - > Confirmation from the new Registrar when the Company is Registered (submit a certificate of continuation).
- > Accordingly, Jafza will start the redomicile process, strike the name of the Offshore Company off the Register and issue a confirmation letter regarding the Company transfer.

Fees	Processing Time
<ul style="list-style-type: none">> AED 200 – preliminary approval letter (NOC) from Jafza regarding redomicile> AED 5,000 – de-registration> AED 1,500 – Advertisement (+5% VAT)> AED 200 – Confirmation letter	21 working days

Notes

- > The Registrar reserves the right to call for any extra documents if necessary.

Re-domicile from other Jurisdictions to Jafza Offshore Company

Description

An existing Company operating outside of Jafza may apply to redomicile their Company to a Jafza Offshore registration.

Process Steps

- > The Agent must make an appointment with the Jafza Lease & License team to submit the required documentation.
- > The Lease & License team will evaluate the application and notify the Agent of additional documentation and charges applicable to proceed with the conversion.
- > Once all requirements are met, the Lease & License team will issue the amended registration and licensing documents to the Customer.

Documents Required

- > Agent's Request Letter.
- > From Foreign Company
 - [Resolution of Re-domiciliation](#)
 - [Memorandum and Articles of Association*](#)
 - Incumbency certificate including shareholders' name and Passport (PP) Copy*
 - Certificate of incorporation*
 - No Objection Certificate (NOC) from the previous Registrar to Re-domicile*
- > [Offshore Application Form](#)
- > [Memorandum and Articles of Association](#)

A. Board Member (Director and Secretary) requirements

- > Individual Passport (PP) Copy.
- > Personal identity includes a UAE National ID and passport (Unified Number for UAE Nationality only).
- > Proof of Address, such as
 - Utility bill or bank statement
 - Body Corporate (Other than the registered Agent)

- Certificate of Registration*
- Certificate of Good Standing*
- Memorandum and Articles of Association*
- A resolution calling for the Accepting to be a Director or Secretary of an Offshore Company*
- Power of Attorney (POA)*
- Incumbency Certificate (including Shareholder/Board names and their passport Copy)*
- Passport copy of Power of Attorney (POA) holder
- Applicant's Specimen Signature of Power of Attorney (POA) holder (Will be provided by the Lease and License Department over the counter)

B. Shareholder requirements:

> Individual

- Founder Details (CV)
- Passport (PP) Copy
- Personal identity includes a UAE National ID and passport (Unified Number for UAE Nationality only)
- Proof of Address such as a utility bill or bank statement
- Applicant's Specimen Signature (Will be provided by the Lease and License Department over the counter)

> Non-Individual

- Certificate of Registration*
 - Certificate of Good Standing*
 - Memorandum and Articles of Association*
 - Board Resolution calling for the Foreign Company's re-domiciliation to a Jafza Offshore Company*
 - Power of Attorney (POA)*
 - Passport copy of the Power of Attorney (POA) holder and his Specimen Signature (Will be provided by the Lease and License Department over the counter).
 - Incumbency Certificate (including Shareholder/Board names and their Passport copy)*
- > Letter from the foreign Registrar confirming the Re-domicile*. (After receiving the new Offshore Company Formation Certificate).

*Notarised from the company registrar and Attested by the UAE Embassy and Ministry of Foreign Affairs of the UAE.

Fees	Processing Time
> AED 10,000 – offshore registration fees	5-7 working days
> AED 50 – specimen signatures (each)	
> AED 200 – NOC to the foreign company registrar	
> AED 1,000 – redomicile fees	

Notes

The Registrar reserves the right to call for any extra documents if necessary.

xxii. Leasing

Renew Sublease

Description

This service will facilitate the Customer to renew their Sublease before its expiry.

Process Steps

- > The Customer must make an appointment with the Jafza Lease & License team to submit a request for conversion.
- > The Lease & License team will evaluate the application and notify the Customer of additional documentation and charges applicable to proceed with the Sublease renewal.
- > Once all requirements are met, the Lease & License team will issue the No Objection Certificate (NOC) with the updated Sublease information.

Documents Required

- > No Objection Certificate (NOC) from Lessor
- > Good Legal Standing Certificate of the Mother Company should be notarised and attested (Applicable for Branch Overseas Companies only)

- > Copy of Valid Registration Certificate issued by any authority in UAE (Applicable for Branch Locally registered Companies only)
- > Operational Fitness Certificate (OFC) copy (not required for Office facilities)

Fees	Processing Time
<ul style="list-style-type: none"> > AED 20,000 - per sublease agreement for up to five > AED 5,000 - for each additional sublease agreement after the fifth 	1 working days

Notes

The Sublease can be renewed for a period equal to or less than the length of the Lease of the Sublessor.

VII. Asset and Property Management Services

Modifications - No Objection Certificate Request

Description

This request is to apply for No Objection Certificates (NOC) relating to changes or upgrades to be done within and outside the leased unit.

Process Steps

Customers can process No Objection Certificate (NOC) requests via the following mediums:

- > Via Dubai Trade Portal (www.dubaitrade.ae) using their account details,
 - o Go to "Asset and Property Management."
 - o Select the type of NOC required.
 - o Fill out the form, provide the required documents and submit.
- > Via phone – 600 555554
- > Via email – customercare@dubaitrade.ae

- > For NIP, Ducamz, Port & Terminals and Dry Ports – via email - apm.noc@jafza.ae

Documents Required

A. For Modifications:

- > Trade license copy issued by Jafza
- > Building or Modification Permit
- > Approved Drawings
- > Site Photographs (for outdoor – include outer limits or edge of boundary wall)

B. Modification NOC for Plot Facilities:

- > Lease drawing or affection plan issued by TRAKHEES
- > Proposed Layout drawings (architectural only)
- > CED approved as-built drawings for the existing facilities (architectural only)

Fees	Processing Time
> No Charges	5 working days

Notes

- > Customers can directly apply for the No Objection Certificate (NOC) via Dubai Trade Portal. However, if a contractor or consultant needs to apply on behalf of the Customer, a sub-user ID can be created for them by the Customer.
- > The sub-user ID allows contractors or consultants to submit applications and manage the necessary documentation.
- > When submitting the files online and via email, please ensure to limit the file size to 20MB.

Signage Application Approval – Technical

Description

Customers can process No Objection Certificate (NOC) requests via the following mediums:

- > Via Dubai Trade Portal (www.dubaitrade.ae) using their account details,
 - Go to "Asset and Property Management."
 - Select "Apply NOC for Signage"
 - Fill out the form, provide the required documents and submit
- > Via phone – 600 555554
- > Via email – customercare@dubaitrade.ae
- > For NIP, Ducamz, Port & Terminals and Dry Ports – via email - apm.noc@jafza.ae

<i>Fees</i>	<i>Processing Time</i>
> Applicable for Signage of No Objection Certificate (NOC)	5 working days

Appendix

xxiii. Fee Structure Summary

Registration

Type of Registration	Frequency	Amount in AED.
Branch	One Time	5,000.00
Free Zone Establishment (FZE) One Shareholder	One Time	5,000.00
Free Zone Company (FZCO) Multiple Shareholder	One Time	5,000.00

License

Type of License	Frequency	Amount in AED.
Trade License Fees-(7 activities from one product group)	Annual	5,000.00
Trade License Fees-(12 activities from two product groups)	Annual	8,500.00
General Trading License Fees	Annual	15,000.00
Industrial License Fees-(7 activities from one product group)	Annual	5,000.00
Industrial License Fees-(12 activities from two product groups)	Annual	8,500.00
Service License Fees-(7 activities from one product group)	Annual	5,000.00
Service License Fees-(12 activities from one product group)	Annual	8,500.00
Logistics License Fees	Annual	15,000.00
Holding License Fees	Annual	30,000.00

Insurance Charges

Facility	Frequency	Amount in AED.
Workstation – Per Sq. meter	Annual	4.00

Office - Per Sq. meter	Annual	4.00
Warehouse / Light Industrial Unit-Per Unit, approx.555 sq. meter	Annual	300.00
Warehouse /Light Industrial Unit-Per Unit approx.1,065sq. meter	Annual	600.00
Showroom - Per Unit	Annual	1,400.00
Retail Unit - Per Sq. meter	Annual	4.00
Onsite Residence (OSR)	Annual	

Name Plate Charges

Facility	Frequency	Amount in AED.
Workstation	Annual	500.00
Office	Annual	500.00
Retail Unit (Only applicable if Retail Unit is in Lease Office Building)	Annual	500.00

Security Deposit Charges

Facility	Frequency	Amount in AED.
Workstation	One Time	AED 500
Office	One Time	10% of Annual Rent
Warehouse / LIU	One Time	10% of Annual Rent
Showroom – Per Unit	One Time	10% of Annual Rent
Retail Unit	One Time	10% of Annual Rent
Onsite Residence (OSR)	One Time	10% of Annual Rent

Public Health Levy (PHL) Charges

Facility	Frequency	Amount in AED.
Warehouse / LIU	Annual	2% of Annual Rent
Showroom – Per Unit	Annual	2% of Annual Rent
Retail Unit	Annual	2% of Annual Rent
Plot	Annual	2% of Annual Rent
Onsite Residence (OSR)	Annual	2% of Annual Rent

> Maximum AED 10,000 annually

Computer Immigration Card (Establishment Card)

Applicable only if Company wants General Directorate of Residency and Foreign Affairs (GDRFA) service.

Facility	Frequency	Amount in AED.
All Types of Companies	Annual	2,000.00

Dubai Chamber of Commerce

Applicable only if Company wants service from the Dubai Chamber of Commerce.

Facility	Frequency	Amount in AED.
All Types of Companies	Annual	2,400.00

Administrative Services (Dubai Trade Portal)

Service	Fee
New Permanent Access Card (1Year \ 2 Years \ 3 Years)	AED 400\600\800
Renew Permanent Access Card (1Year \ 2 Years \ 3 Years)	AED 400\600\800
Cancel Permanent Access Card	-
New Permanent Identity Card	AED 400 per year
Renew Permanent Identity Card	AED 400 per year
Cancel Permanent Identity Card	-
New Temporary Access Card	AED 100 per month
Renew Temporary Access Card	AED 100 per month
Cancel Temporary Access Card	-
New Temporary Identity Card	AED 100 per month
Renew Temporary Identity Card	AED 100 per month
Attest Employment Contract For Consulate	AED 100
Company Representative Cards (1Year \ 2 Years \ 3 Years)	AED 200\400\500
Renew Company Representative Cards (1Year \ 2 Years \ 3 Years)	AED 200\400\500
Driving License Letters	AED 200
Converting Driving License	AED 200
Amend Company Employment Card	AED 300
Duplicate Company Employment Card	AED 300
Renew Company Employment Card	AED 400
Salary Amendment	AED 300
Designation Amendment	AED 12201
Employment Contract Attestation	AED 100
Apply For Employment Visa Entry Permit New	Normal package: Outside Country: AED 2,923 Inside the country: AED 3,723

	<p>Urgent Package: Outside Country: AED 3,513 Inside the country: AED 4,313</p> <p>VIP Package: Outside Country: AED 4,813 Inside the country: AED 6,463</p>
Visa Position Amendment	<p>AED 840 AED 50 GDRFA</p>
Correct Employment Visa Entry Permit	<p>AED 763 Normal AED 923 Urgent</p>
Cancel Employment Visa Entry Permit Unutilized	<p>AED 253</p>
Apply For a Pink Copy of Employment Visa Entry Permit	<p>AED 180</p>
Renew Employee's Resident Permit	<p>Normal package: AED 1,850 + CEC Renewal Charges</p> <p>Urgent Package: AED 2,280 + CEC Renewal Charges</p> <p>VIP Package: AED 3,590 + CEC Renewal Charges</p>
Resident Permit Renewal With Job Title Change	<p><u>RP Renewal with EC Amend</u> <u>(Salary only)</u></p> <p>Normal package: AED 2,050 + CEC Renewal Charges</p> <p>Urgent Package: AED 2,480 + CEC Renewal Charges</p> <p>VIP Package: AED 3,790 + CEC Renewal Charges</p> <p><u>RP Renewal with EC Amend</u> <u>(Salary + Job Title)</u></p> <p>Normal package: AED 2,610 + CEC Renewal Charges</p> <p>Urgent Package: AED 3,040</p>

	+ CEC Renewal Charges VIP Package: AED 4,350 + CEC Renewal Charges <u>RP Renewal with EC Amend</u> <u>(Job Title only)</u> Normal package: AED 2,410 + CEC Renewal Charges Urgent Package: AED 2,840 + CEC Renewal Charges VIP Package: AED 4,150 + CEC Renewal Charges.
Transfer Employee's Resident Permit Into New Passport	AED 910
Nationality Change	AED 910
Cancel Employee's Resident Permit (Applicant inside UAE)	AED 300 Normal AED 440 Urgent
Cancel Resident Permit When an applicant is outside UAE with Passport	AED 300 Normal AED 440 Urgent
Cancel Resident Permit When an applicant has been outside UAE for more than six months or Resident Permit Expired without a passport.	AED 600
Correct Employee's Resident Permit in Passport	AED 445
RP Stamping For Lost Passport	AED 910
Declare Absconder	AED 1,600
Withdraw Absconder with RP Cancellation	AED 1,600 AED 590 Without Passport AED 290 Normal – with passport AED 430 Urgent – with passport
Upload Exit Paper	No Charge
Update Employee New Passport Details	No Charge
Employee Status Check at DNRD (GDRFA)	AED 230
Release Transfer from Government to Jafza	Normal package: AED 3,190 Urgent Package: AED 3,620 VIP Package: AED 4,930
Release Transfer From Jafza to Government Sector	AED 200
Apply for Dewa Service	AED 200

Apply for Etisalat Internet Service	AED 100
Apply for Etisalat Telephone Service	AED 100
Apply for Post Office Box	AED 100
Apply for Vehicle Registration	AED 200 Light Vehicle AED 200 + AED 1000 (for Heavy Vehicles if it is above seven tones)
Renew Vehicle Registration	AED 200 Light Vehicle AED 1,120 Heavy Vehicle
Transfer Vehicle Registration	AED 200
Cancel Vehicle Registration	AED 200
Duplicate Vehicle Registration	AED 200
Apply for Tejari Number Plate	AED 200
Renew Tejari Number Plate	AED 200
Cancel Tejari Number Plate	AED 200
Apply for Export Number Plate	AED 200
Open File	AED 200
Multiple Entry Visit Visa	AED 3200 AED 185 Travel Insurance AED 50 GDRFA
Visit Visa Entry Permit Short Term	AED 1,040 AED 50 GDRFA
Visit Visa Entry Permit Long Term	AED 2,090 AED 50 GDRFA
Correct Visit Visa Entry Permit	AED 870 Short Term AED 1,520 Long Term
Occupational Health Card	AED 220
Medical Re-Schedule	AED 100
Employee BG Waiver Update	AED 300
Labour Letter Requests	AED 500
VV Cancellation Unutilized	AED 193

Administrative Services (Non-Portal)

Service	Fee
Cancel Employee's Resident Permit with Internal Ban	AED 800 Normal AED 940 Urgent

Portal Commercial Services

Service	Fee
<p>License Fees (NEW – RENEWAL)</p>	<p>AED 5,000 Trade license & Industrial License if One Group AED 8,500 Trade license & Industrial License if Two Group AED 12,000 Industrial License if Three Group AED 5,500 National Industrial license if One Group AED 9,000 National Industrial license if Two Group AED 12,500 National Industrial license if Three Group AED 5,000 Service License AED 15,000 General Trading License AED 15,000 Logistic License AED 30,000 Holding License AED 500 for Each Additional Activity for the above types of license AED 500 Activity Amendment during Renewal AED 1,000 License Fine For Delay in Renewing Expired License AED 20,000 Sublease Charge AED 1,890 Renewal CIC Card</p>
<p>License Renewal Fees 3 Years (Available for Plot & Sublease Customers)</p>	<p>AED 1,500/- 3 Years Charge AED 15,000/- Trade license & Industrial License if One Group AED 25,500/- Trade license & Industrial License if Two Group AED 36,000/- Industrial License if Three Group AED 16,500/- National Industrial License if One Group AED 27,000/- National Industrial license if Two Group AED 37,500/- National Industrial license if Three Group AED 500 for Each Additional Activity for the above types of license AED 500 Activity Amendment during Renewal AED 15,000 Service License AED 45,000 General Trading License AED 45,000 Logistic License AED 1000 License Fee Fine For Delay in Renewing the Expired License AED 60,000 Sublease Charge</p>

	AED 4,390 Renewal CIC Card
New/Amend Authorization Card	AED 50
True Copy of License	AED 50 Per month (<i>Max 3 Months</i>)
Registration - Appoint & Resign of Director/Secretary/Manager	AED 300 Appoint of director/Secretary each AED 300 Resign of director/Secretary each AED 500 for changing the Manager AED 200 for each MOA amendment (applicable for FZCO). AED 50 Specimen signature if attested by Jafza AED 10 Courier Fees
Registration - General Letters	AED 200 Service Fee AED 100 If Requested as Urgent AED 10 Courier Fees
Branch - General Letters	AED 100 Service Fee AED 100 If Requested as Urgent AED 10 Courier Fees
Registration - Good Legal Standing	AED 3000 Service Fee AED 10 Courier Fees
Offshore Company Renewal	AED 2,500 AED 120 late fee per month
Offshore - General Letters	AED 200 Service Fee AED 20 Courier Fees
Offshore - Good Legal Stand Certificate	AED 200 Service Fee AED 20 Courier Fees
Offshore - Certificate of Incumbency	AED 500 Service Fee AED 20 Courier Fees