



دبي التجارية
DUBAI TRADE

JAFZA

WPS Justification

User's Manual

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Table Designs

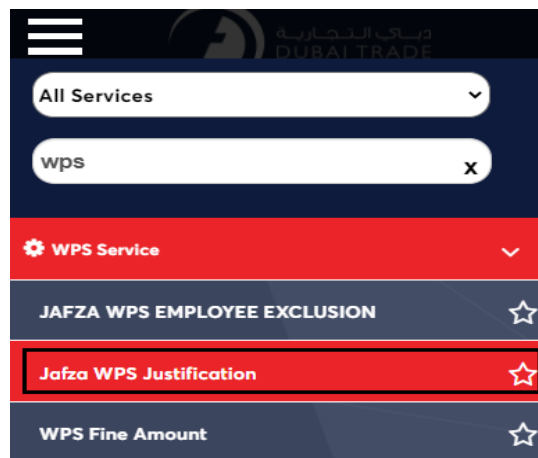
DOCUMENT DETAILS

Document Name	WPS Justification
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	25 th April 2023
Current Version	2.0

This service is for a company in JAFZA to submit Justification for not submitting the WPS for the period of time.

Navigation:

1. Login to **Dubai Trade**
2. Go to **WPS Service**
3. Then Go to **WPS Justification**



4. The below screen will be displayed where you can **View** or **Search for SR**.

Jafza WPS Justification

Create New Request

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details

SR Number

Select Status

Search

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
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5. Click **Create New Request**

Jafza WPS Justification

Create New Request

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details

SR Number

Select Status

Search

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
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6. Enter the details and click **Save and Continue**

Jafza WPS Justification

1

2

3

Service RequestUpload DocumentSummary

1

Use this page to create a request for Jafza WPS Justification. Once you have entered atleast the mandatory information, you can either :

Click on Save and Continue to save the request. Saved requests can be retrieved later using Search, modified if needed and Submitted for Approval/Submitted to Freezone.

Click on Submit for Approval/Submit To Jafza to initiate the request processing.

Company Name: Middle East And Africa FZCO

Company Id1314

Month

Reason

Search and Select

Request Reason

Jafza Comments

Save and Continue

7. Upload the required Documents and click **Continue and Review**

Jafza WPS Justification

✓

2

3

Service RequestUpload DocumentSummary

Company Name: Middle East And Africa FZCO

SR Number: 20052613

Document Name	File Type	Mandatory	Upload File	View / Delete
Acknowledgement of the Employee	jpg/jpeg/pdf	Yes	<div>Drag and Drop<div>Select a file or drop one here</div></div>	<div><div></div><div></div></div>
Undertaking Letter Employer	jpg/jpeg/pdf	Yes	<div>Drag and Drop<div>Select a file or drop one here</div></div>	<div><div></div><div></div></div>
Proof of Payment (Last 3 months)	jpg/jpeg/pdf	No	<div>Drag and Drop<div>Select a file or drop one here</div></div>	<div><div></div><div></div></div>
Other documents 1	jpg/jpeg/pdf	No	<div>Drag and Drop<div>Select a file or drop one here</div></div>	<div><div></div><div></div></div>
Other documents 2	jpg/jpeg/pdf	No	<div>Drag and Drop<div>Select a file or drop one here</div></div>	<div><div></div><div></div></div>
Other documents 3	jpg/jpeg/pdf	No	<div>Drag and Drop<div>Select a file or drop one here</div></div>	<div><div></div><div></div></div>

Continue and Review

8. Review the details and click **Submit to FreeZone**

Jafza WPS Justification

Back

✓

Service Request

✓

Upload Document

3

Summary

1 Details of the selected request are given below.

Company Name:
Middle East And Africa FZCO
SR Number: 20052613

Employee Number
1342623
To Month
1-Feb-2022

From Month
1-Jan-2022
Reason
Advance salary payment

Edit

Document Name	Preview
Acknowledgement of the Employee	
Undertaking Letter Employer	

Submit to FreeZone

The below confirmation will be displayed

Jafza WPS Justification

Back

✓

Service Request

✓

Upload Document

3

Summary

Your request has been forwarded to the Free Zone for processing.

SR Number	Customer	Status
20052613	Middle East And Africa FZCO	Submitted to Free Zone

