



# JAFZA eSERVICES Non Competition Contract Approval User's Manual

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## DOCUMENT DETAILS

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### Document Information

Document Name	Non Competition Contract Approval
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### Revision History

Version	Date	Author	Designation	Description of change

### Approval History

Version	Date	Name	Designation	Comments

### Distribution

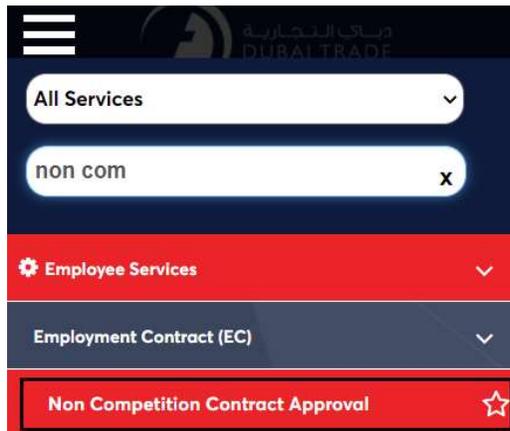
Version	Location

# Non Competition Contract Approval

This service is to apply for Non Competition Contract for the Employee(s) working in companies registered with JAFZA.

## Navigation:

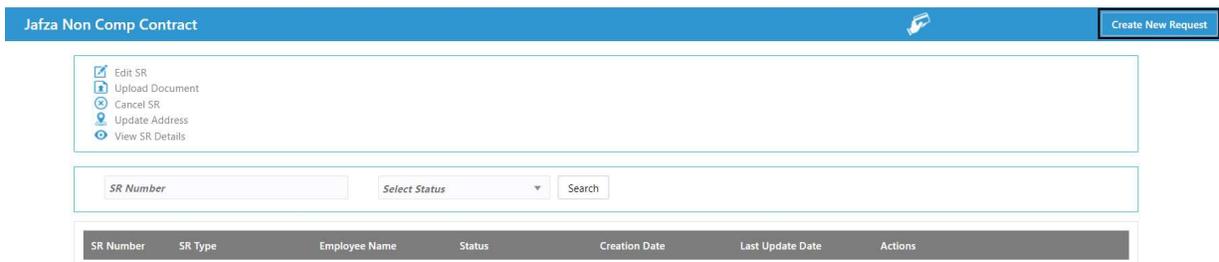
1. Login to **Dubai Trade**
2. Go to **Employee Services** from the menu on the left
3. Then under **Employment Contract (EC)** Go to **Non Competition Contract Approval**



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



5. Click **Create New Request**



6. Enter the details and click **Save and Continue**

# Non Competition Contract Approval

**Jafza Non Comp Contract** [Back](#)

1 Service Request      2 Summary      3 Payment Confirmation

Use this page to create/modify a request for Non Competition Contract. Once you have entered atleast the mandatory information, you can :

- 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.

Please wait for the rest of the details to load after selecting/entering the Employee Number.

Company Name:  international FZE

Company id: 11265

Non Competition Period \*  Search and Select

Employee Number \*

Request Reason

Jafza Comments

[Save and Continue](#)

## 7. Review the details and click **Confirm and Continue**

**Jafza Non Comp Contract** [Back](#)

1 Service Request      2 Summary      3 Payment Confirmation

Details of the selected request are given below.

Company Name:  Middle East And Africa FZCO      SR Number: 20052670

Non Competition Period: 1 calendar year      Employee Number: 1340600

[Edit](#)

[Confirm and Continue](#)

## 8. Click **Submit to FreeZone**

**Jafza Non Comp Contract** [Back](#)

1 Service Request      2 Summary      3 Payment Confirmation

Use this page to re-confirm the details entered for a request. Once you have verified the information, you can either:

- Click on the Submit to Freezone button to initiate the request processing.
- Click on the back button to go to request Overview page.

Please re-confirm the following details before forwarding to FZ Admin. Clicking on Submit to Freezone will reserve the payment for the request from your portal balance.

**Current Balance Amount**  
(Deposit minus amount reserved for submitted requests)

922,196.97 AED

Total Charge Amount:	300.00 AED
Total VAT Amount:	0.00 AED
Total Charge Amount with VAT:	300.00 AED

SR Number	Employee	Customer	Status
20052670	KARIM	Middle East And Africa FZCO	Saved

[Submit to FreeZone](#)

# Non Competition Contract Approval

*The below confirmation will be displayed*

Jafza Non Comp Contract  [Back](#)

Service Request      Summary      **3** Payment Confirmation

 Your request has been forwarded to the Free Zone for processing. A charge of 300.00 AED and VAT amount 0.00 AED has been reserved for the same.

SR Number	Employee	Customer	Status
20052670	KARIM	Middle East And Africa FZCO	Submitted to Free Zone

