



دبي التجارية
DUBAI TRADE

JAFZA

Employee BG Waiver update Approval User's Manual

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Employee BG Waiver update Approval

Table Designs

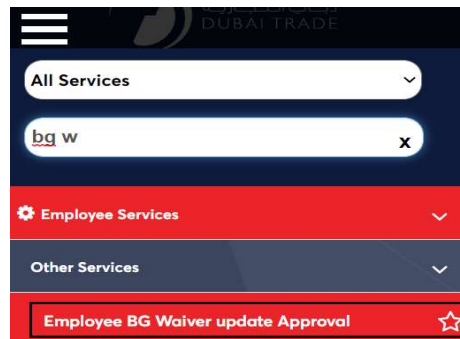
DOCUMENT DETAILS

| | |
|-------------------|---|
| Document Name | Employee BG (Bank Guarantee) Waiver update Approval |
| Project Name | |
| Business Unit | JAFZA |
| Author(s) | DT Training Dept. |
| Last Updated Date | 29 th September 2022 |
| Current Version | 1.0 |

This service enables users to request to update the Employee who has Bank Guarantee Waiver from JAFZA.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Employee Services**
3. Then under **Other Services** go to **Employee BG Waiver update Approval**



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

Jafza BG/Insurance Flag Update

Create New Request

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details

SR Number

Select Status

Search

| SR Number | SR Type | Employee Name | Status | Creation Date | Last Update Date | Actions |
|-----------|---------|---------------|--------|---------------|------------------|---------|
|-----------|---------|---------------|--------|---------------|------------------|---------|

5. Click **Create New Request**

Jafza BG/Insurance Flag Update

Create New Request

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details

SR Number

Select Status

Search

| SR Number | SR Type | Employee Name | Status | Creation Date | Last Update Date | Actions |
|-----------|---------|---------------|--------|---------------|------------------|---------|
|-----------|---------|---------------|--------|---------------|------------------|---------|

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

Jafza BG/Insurance Flag Update

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

1

Use this page to create/modify a request for Employee BG/Insurance Flag update. 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.

Company Name: (BRANCH)

Company Id3779551

Employee Number

Service Request Number

BG / Insurance Waived *Search and Select

Employee typeSearch and Select

Request Reason

Jafza Comments

Courier Details

Courier Required *Within FreeZone

Courier LocationSelect

Address Line 1 *RA08GA06 „Jebel Ali Freezon

Address Line 2

Contact Name *

Contact Phone *05xxxxxxxx

Time *Select

Save and Continue

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

Jafza BG/Insurance Flag Update

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

Company Name: (BRANCH)

SR Number: 20446226

| Document Name | File Type | Mandatory | Upload File | View / Delete |
|--------------------------------|--------------|-----------|---|---------------|
| BG waiver supporting documents | jpg/jpeg/pdf | Yes | Drag and Drop Select a file or drop one here | |
| Other documents 1 | jpg/jpeg/pdf | No | Drag and Drop Select a file or drop one here | |
| Other documents 2 | jpg/jpeg/pdf | No | Drag and Drop Select a file or drop one here | |
| Other documents 3 | jpg/jpeg/pdf | No | Drag and Drop Select a file or drop one here | |

Continue and Review

8. Review the details and click **Confirm and Continue**

Jafza BG/Insurance Flag Update

Back

✓

✓

3

4

Service Request
Upload Document
Summary
Payment Confirmation

Details of the selected request are given below.

Company Name:
(BRANCH)
SR Number: 20446226

Employee Number2003411

Employee typeOthers

BG / Insurance WaivedYes

Courier Details

Courier RequiredWithin FreeZone

Courier Location

Address Line 1RA08GA06 ,Jebel Ali Freezone

Address Line 2

Contact NameTEST

Contact Phone0560000000

Time11 AM - 1 PM

Edit

Document Name

Preview

BG waiver supporting documents

Confirm and Continue

9. Click **Submit to FreeZone**

Jafza BG/Insurance Flag Update

Back

✓

✓

✓

4

Service Request
Upload Document
Summary
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)

63.50 AED

Total Charge Amount:320.00 AED

Total VAT Amount:1.00 AED

Total Charge Amount with VAT:321.00 AED

| SR Number | Employee | Customer | Status |
|-----------|----------|----------|--------|
| 20446226 | AHAMED | (BRANCH) | Saved |


Submit to FreeZone

Employee BG Waiver update Approval

5

The below confirmation will be displayed

Jafza BG/Insurance Flag Update



Back

✓

Service Request

✓

Upload Document

✓

Summary

4

Payment Confirmation

✓

Your request has been forwarded to the Free Zone for processing. A charge of 333 AED and VAT amount 0.62 AED has been reserved for the same.

| SR Number | Employee | Customer | Status |
|-----------|----------|----------|------------------------|
| 20087028 | MUHAMMAD | Dubai | Submitted to Free Zone |

