



دبي التجارية
DUBAI TRADE

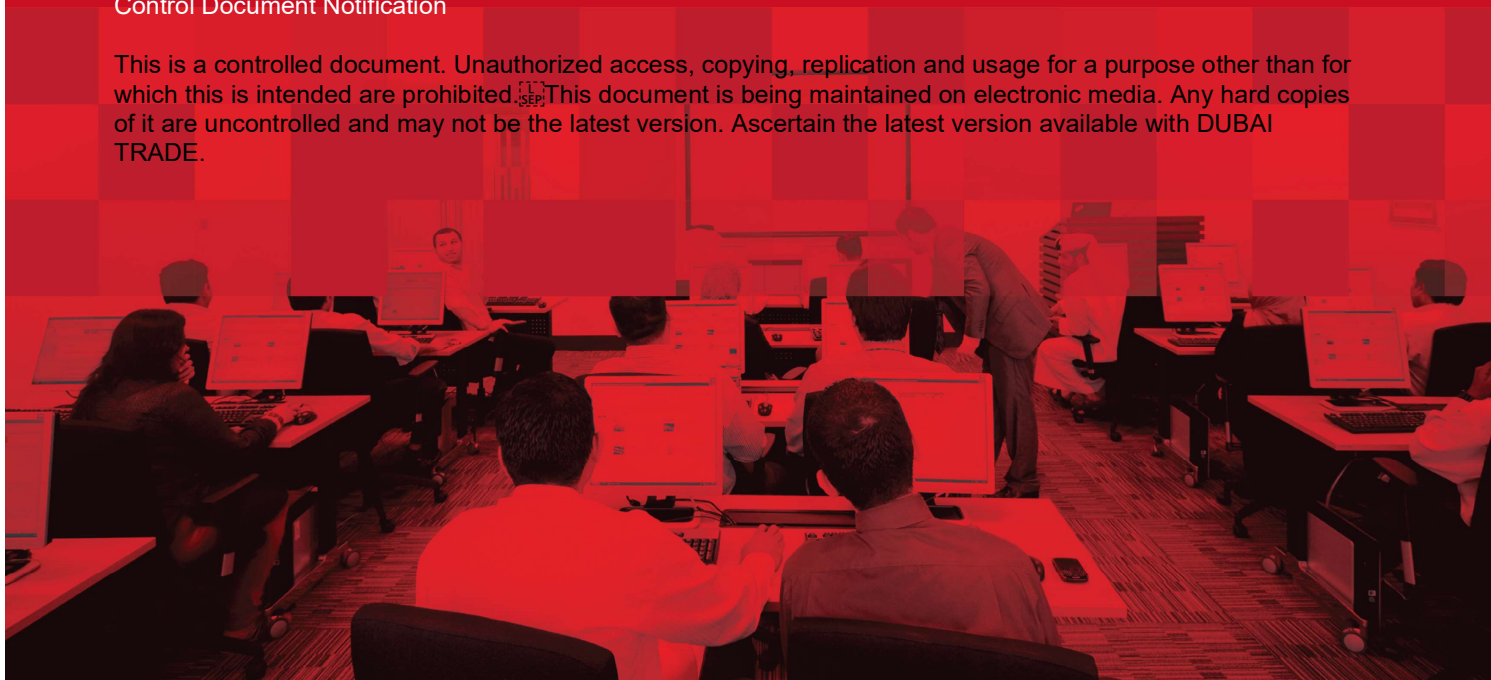
JAFZA eSERVICES Renew Local Agent Registration User's Manual

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DOCUMENT DETAILS

Document Information

Document Name	Renew Local Agent Registration
Project Name	JAFZA eService Manuals
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	01 st Feb, 2022
Current Version	2.0

Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

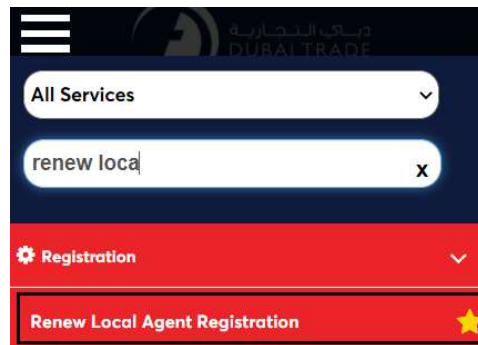
Renew Local Agent Registration

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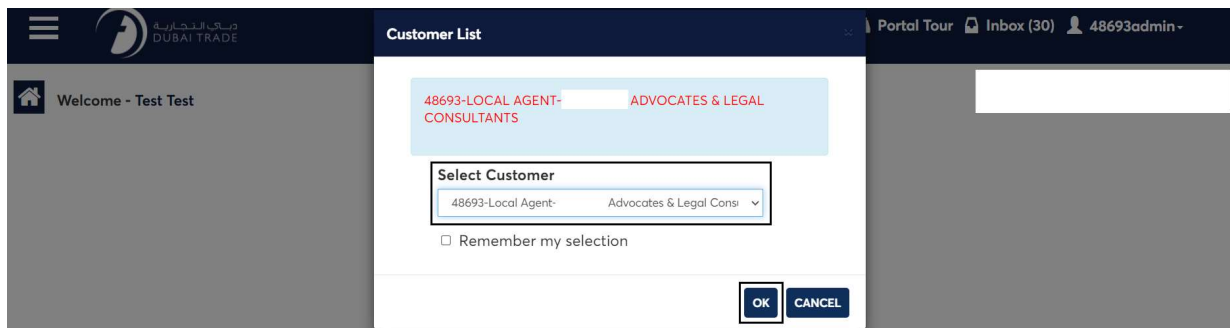
This service is to request for renewal of the Offshore Company Local Agent registered with JAFZA.

Navigation:

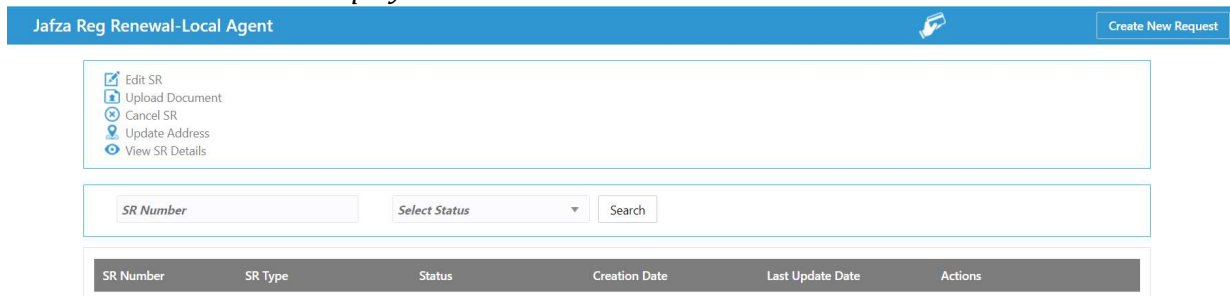
1. Login to **Dubai Trade**
2. Go to **Registration** from the menu on the left
3. Then Go to **Renew Local Agent Registration**



4. Select the **Offshore Company** from the Drop down List then click **OK**



The below screen will be displayed.



5. Click **Create New Request**

Renew Local Agent Registration

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Jafza Reg Renewal-Local Agent

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 Reg Renewal-Local Agent

Back

1

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3

4

Service Request

Upload Document

Summary

Payment Confirmation

1

Use this page to create/modify a request for the Reg Renewal-Local Agent. Once you have entered atleast the mandatory information, you can :

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

Company Name: Advocates & Legal Consultants

Company Id 48693

Formation Number 9

Formation Date 01-Oct-2005

Expiry Date 12-Mar-2021

New Expiry Date 12-Mar-2022

Mobile Number 9715*****

Request Reason

Renewal Fee 2500

Jafza Comments

Save and Continue

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

Jafza Reg Renewal-Local Agent

Back

1

2

3

4

Service Request

Upload Document

Summary

Payment Confirmation

Company Name: Advocates & Legal Consultants

SR Number: 20054740

Document Name	File Type	Mandatory	Upload File	View / Delete
Dubai License Copy	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here	
Letter to renew membership as local agent	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

Renew Local Agent Registration

5

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

Jafza Reg Renewal-Local Agent

✓

Service Request

✓

Upload Document

3

Summary

4

Payment Confirmation

Back

Details of the selected request are given below.

Company Name: Advocates & Legal Consultants

SR Number: 20054740

Formation Number 9

New Expiry Date 12-Mar-2022

Formation Date 1-Oct-2005

Mobile Number 971560000000

Expiry Date 12-Mar-2021

Renewal Fee 2500

Edit

Document Name	Preview
Dubai License Copy	
Letter to renew membership as local agent	

Confirm and Continue

9. Click **Submit to FreeZone**

Jafza Reg Renewal-Local Agent

✓

Service Request

✓

Upload Document

✓

Summary

4

Payment Confirmation

Back

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)

8,758,414.50 AED

Total Charge Amount: 2,510.00 AED

Total VAT Amount: 0.50 AED

Total Charge Amount with VAT: 2,510.50 AED

SR Number	Customer	Status
20054740	<input type="text"/> Advocates & Legal Consultants	Saved


Submit to FreeZone

Renew Local Agent Registration


6

The below confirmation will be displayed


Jafza Reg Renewal-Local Agent




Back



Service Request




Upload Document



Summary

4



Payment Confirmation



Your request has been forwarded to the Free Zone for processing. A charge of 2510.00 AED and VAT amount 0.50 AED has been reserved for the same.

SR Number	Customer	Status
20054740	Advocates & Legal Consultants	Submitted to Free Zone

