



JAFZA eSERVICES Withdrawal of BG Paper User's Manual

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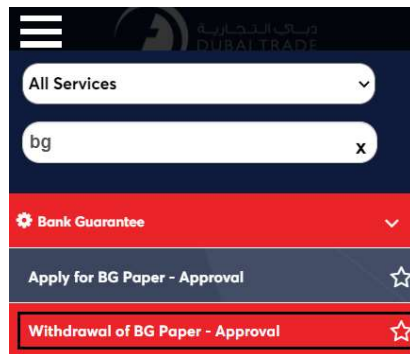
Withdrawal of BG Paper

3

This service is to request for withdrawal of the Bank Guarantee Paper for the employee(s) of your company.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Bank Guarantee** from the menu on the left
3. Then go to **Withdrawal of BG Paper - Approval**



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

Jafza Withdrawal of BG Paper

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 Withdrawal of BG Paper

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, Courier details and click **Save and Continue**

Withdrawal of BG Paper

4

Jafza Withdrawal of BG Paper

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

1

Use this page to create/modify a request for Withdrawal of BG. 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: Dubai

Company Id1673

BG Reference Number 1 *

BG Amount 1

BG Reference Number 2

BG Amount 2

BG Reference Number 3

BG Amount 3

BG Reference Number 4

BG Amount 4

BG Reference Number 5

BG Amount 5

Request Reason

Jafza Comments

Courier Details

Courier Required *Within FreeZone

Courier LocationSelect

Address Line 1 *P. O. Box: 16961

Address Line 2Jebel Ali

Contact Name *

Contact Phone *05xxxxxxxx

Time *Select

Save and Continue

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

Jafza Withdrawal of BG Paper

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

Company Name: DubaiSR Number: 20035310

Document Name	File Type	Mandatory	Upload File	View / Delete
Bank Guarantee Paper	jpg/jpeg/pdf	No	<div>Drag and Drop + Select a file or drop one here</div>	<div><div></div><div></div></div>
Clearance letter	jpg/jpeg/pdf	No	<div>Drag and Drop + Select a file or drop one here</div>	<div><div></div><div></div></div>
Other documents 1	jpg/jpeg/pdf	No	<div>Drag and Drop + Select a file or drop one here</div>	<div><div></div><div></div></div>
Other documents 2	jpg/jpeg/pdf	No	<div>Drag and Drop + Select a file or drop one here</div>	<div><div></div><div></div></div>
Other documents 3	jpg/jpeg/pdf	No	<div>Drag and Drop + Select a file or drop one here</div>	<div><div></div><div></div></div>

Continue and Review

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

Withdrawal of BG Paper

5

Jafza Withdrawal of BG Paper

✓

✓

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

Back

1

Details of the selected request are given below.

Company Name: Dubai

SR Number: 20035310

BG Reference Number 1BG-UAB-1

BG Amount 1100,000.27

Courier Details

Courier RequiredWithin FreeZone

Courier Location

Address Line 1P. O. Box: 16961

Address Line 2Jebel Ali

Contact NameContact Name

Contact Phone0512345678

Time9 AM -11 AM

Edit

Document Name

Preview

No data to display.

Confirm and Continue

9. Click Submit to FreeZone

Jafza Withdrawal of BG Paper

✓

✓

✓

4

Service RequestUpload DocumentSummaryPayment Confirmation

Back

1

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)

410,041.21 AED

Total Charge Amount:10.00 AED

Total VAT Amount:0.50 AED

Total Charge Amount with VAT:10.50 AED

SR Number

Customer

Status

20035310

Dubai

Saved

Submit to FreeZone

Withdrawal of BG Paper

The below confirmation will be displayed

Jafza Withdrawal of BG Paper

Back

✓

Service Request

✓

Upload Document

✓

Summary

4

Payment Confirmation

✓

Your request has been forwarded to the Free Zone for processing. A charge of 10.00 AED and VAT amount 0.50 AED has been reserved for the same.

SR Number	Customer	Status
20035310	Dubai	Submitted to Free Zone

