



دبي التجارية
DUBAI TRADE

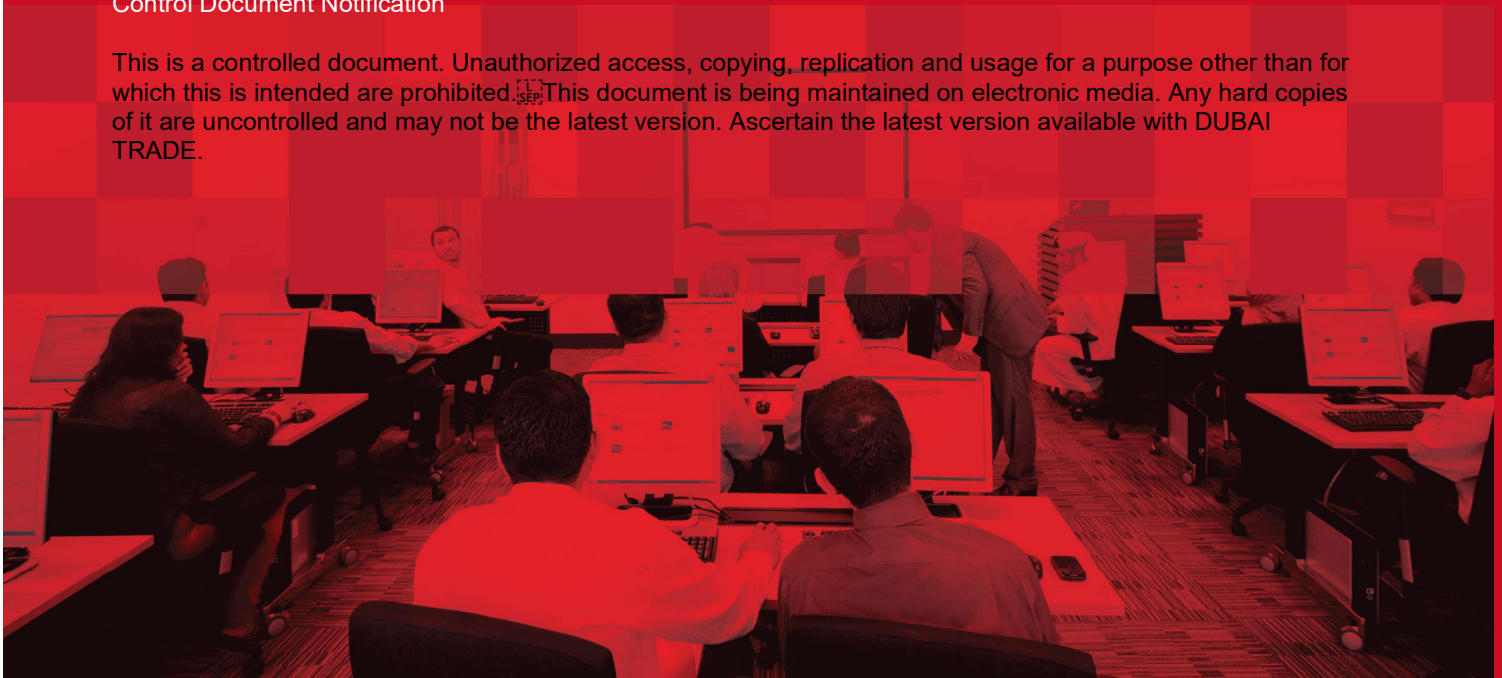
JAFZA eSERVICES CCTV / Guard NOC User's Manual

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DOCUMENT DETAILS

Document Information

| | |
|-------------------|---------------------------|
| Document Name | CCTV / Guard NOC |
| Project Name | JAFZA eService Manuals |
| Business Unit | JAFZA |
| Author(s) | DT Training Dept. |
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| Current Version | 1.0 |

Revision History

| Version | Date | Author | Designation | Description of change |
|---------|------|--------|-------------|-----------------------|
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Approval History

| Version | Date | Name | Designation | Comments |
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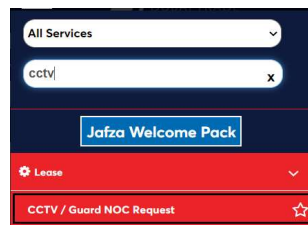
Distribution

| Version | Location |
|---------|----------|
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This service is for a customer to request a NOC from JAFZA for CCTV installation and/or getting Security Guard(s).

Navigation:

1. Login to **Dubai Trade**
2. Go to **Lease** from the menu on the left
3. Click on **CCTV / Guard NOC Request**



4. Then Click on **Create New Request**

Jafza NOC for CCTV and Security Guard
Create New Request

☒ Edit SR
☐ Upload Document
☐ Cancel SR
☐ Update Address
☐ View SR Details

Select Status
▼

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

The below screen will be displayed

Jafza NOC for CCTV and Security Guard
Back

1 Service Request
2 Upload Document
3 Summary
4 Payment Confirmation

① Use this page to create/modify a request for NOC for CCTV and Security Guard. 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.
- **Electronic Letter will be issued and it will be sent as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to the number mentioned on the request.**
- Company should have an Active lease to Apply for the NOC and is not applicable to sublease as NOC is issued only with the Direct (Main) lessee, Sublessee to contact the sublessor for the same

Company Name:

Company Id **1314**

Contact Person's Email *

Request Reason

Contact Person Name *


Contact Person's Phone *

Jafza Comments

| Location | Location Type | Camera | Guards |
|----------|---------------|----------------------|----------------------|
| B34BR01 | PLOT | <input type="text"/> | <input type="text"/> |
| B34BR02 | PLOT | <input type="text"/> | <input type="text"/> |

Procedure:

1. Enter Contact Person details, Request Reason, Number of Camera and Guards then click **Save and Continue**

Jafza NOC for CCTV and Security Guard  [Back](#)

1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

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Company Name: East And Africa FZE

Company Id **1314**

Contact Person's Email *

Request Reason

Contact Person Name *


Contact Person's Phone *

Jafza Comments

| Location | Location Type | Camera | Guards |
|----------|---------------|----------------------|----------------------|
| B34BR01 | PLOT | <input type="text"/> | <input type="text"/> |
| B34BR02 | PLOT | <input type="text"/> | <input type="text"/> |













[Save and Continue](#)

2. Upload all Documents (*CCTV Floor Plan, Security systems lay-out and SIRA approval of security system integrator are mandatory for CCTV NOC*) then click **Continue and Review**

Jafza NOC for CCTV and Security Guard  [Back](#)

1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

Company Name: East And Africa FZE SR Number: 20041299

| Document Name | File Type | Mandatory | Upload File | View / Delete |
|---|--------------|-----------|--|---|
| CCTV floor plan | pdf | Yes | <div>Drag and Drop</div> <div>Select a file or drop one here</div> |   |
| Security systems lay-out | pdf | Yes | <div>Drag and Drop</div> <div>Select a file or drop one here</div> |   |
| SIRA approval of security system integrator | pdf | Yes | <div>Drag and Drop</div> <div>Select a file or drop one here</div> |   |
| Other documents 1 | jpg/jpeg/pdf | No | <div>Drag and Drop</div> <div>Select a file or drop one here</div> |   |
| Other documents 2 | jpg/jpeg/pdf | No | <div>Drag and Drop</div> <div>Select a file or drop one here</div> |   |
| Other documents 3 | jpg/jpeg/pdf | No | <div>Drag and Drop</div> <div>Select a file or drop one here</div> |   |

[Continue and Review](#)

3. Review the details then click **Confirm and Continue**

Jafza NOC for CCTV and Security Guard

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1

2

3

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Service Request

Upload Document

Summary

Payment Confirmation

Details of the selected request are given below.

Company Name: East And Africa FZE

SR Number: 20041299

Contact Person's Email: test@test.ae

Contact Person's Phone: 0500000000

Contact Person Name: Test

| Location | Location Type | Camera | Guards |
|----------|---------------|--------|--------|
| B34BR01 | PLOT | 0 | 1 |
| B34BR02 | PLOT | 0 | 0 |

Edit

Document Name

Preview

No data to display.

Confirm and Continue

4. Confirm the Payment details then click **Submit to FreeZone**

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3

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)

346,450.11 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 |
|-----------|---------------------|--------|
| 20041299 | EAST AND AFRICA FZE | Saved |

Submit to FreeZone

The below confirmation will be displayed

Jafza NOC for CCTV and Security Guard

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✓

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 |
|-----------|---------------------|------------------------|
| 20041299 | EAST AND AFRICA FZE | Submitted to Free Zone |

