



JAFZA eSERVICES Know Your Customer (KYC) User's Manual

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DOCUMENT DETAILS

Document Information

Document Name	Know Your Customer (KYC)
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Business Unit	JAFZA
Author(s)	DT Training Dept.
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Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

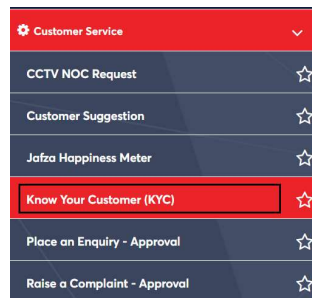
Know Your Customer (KYC)

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This service is for a customer to update their company contact details with JAFZA.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Customer Service** from the menu on the left
3. Click on **Know Your Customer (KYC)**



The below screen with the current details will be displayed

Jafza Know Your Customer

Middle East And Africa FZCO

Basic Information

Client Id
1314

Address1
Plot No. B34BR01, Jafza north

Address2
PO.Box 16871

City
Dubai

State

Post Box No/Postal Code
1314

Country
United Arab Emirates

Country of Origin
United Arab Emirates

Website
www.~middleast.com

Note
This email will be used for communication like notifications, updates etc.

Email Address
testcas682931@gmail.com

Business Activity

License Type	Status
General Trading	ACTIVE
Services	ACTIVE
Industrial	ACTIVE

Company Information

Delete	Primary Flag*	Phone Type*	Country Code*	Area Code*	Number (Eg. 1234567)*
	<input type="radio"/>	Fax	971	4	8816528
	<input type="radio"/>	Land	971	6	111111133
	<input checked="" type="radio"/>	Mobile	971	54	222222233

Business Sectors

Delete	Primary Flag	Segment Name
	<input checked="" type="radio"/>	Electronics & Electrical

Information in our record

Management Information

Edit	Delete	Title*	Name*	Nationality*	Email*	Direct Country Code*	Direct Area Code (Eg. 02 / 04 / 06)*	Direct Number (Eg.1234567)*	Mobile Country Code*
		Managing Director	TA	Japan	andy@sa.com	971	4	8070195	971
		GM	EUGENE	United States of America	eugene@sc.com	971	4	8070210	93

Commercial

Edit	Delete	Title*	Name*	Nationality*	Email*	Direct Country Code*	Direct Area Code (Eg. 02 / 04 / 06)*	Direct Number (Eg.1234567)*	Mobile Country Code*
		Branch Manager	EUGENE	India	andy@sa.com	971	4	8070195	971

Administration

Edit	Delete	Title*	Name*	Nationality*	Email*	Direct Country Code*	Direct Area Code (Eg. 02 / 04 / 06)*	Direct Number (Eg.1234567)*	Mobile Country Code*	Mobile Area Code (Eg. 055, 052 etc)
		PRO	Mohamed	India	test@gmail.com	971	90	432	971	9

☐ I confirm that the information provided is true and accurate, kindly update.

Submit

Know Your Customer (KYC)

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Procedure:

1. Update the details which needs to be updated, Confirm the information provided is true and accurate then click **Submit**

Jafza Know Your Customer

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State

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CountryUnited Arab Emirates

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Websitewww.-middleeast.com

Note This email will be used for communication like notifications, updates etc.

Email Address testcas682931@gmail.com

Business Activity**Company Information****Business Sectors****Information in our record****Management Information****Commercial****Administration**☐ I confirm that the information provided is true and accurate, kindly update.

Submit

The confirmation will be displayed

