



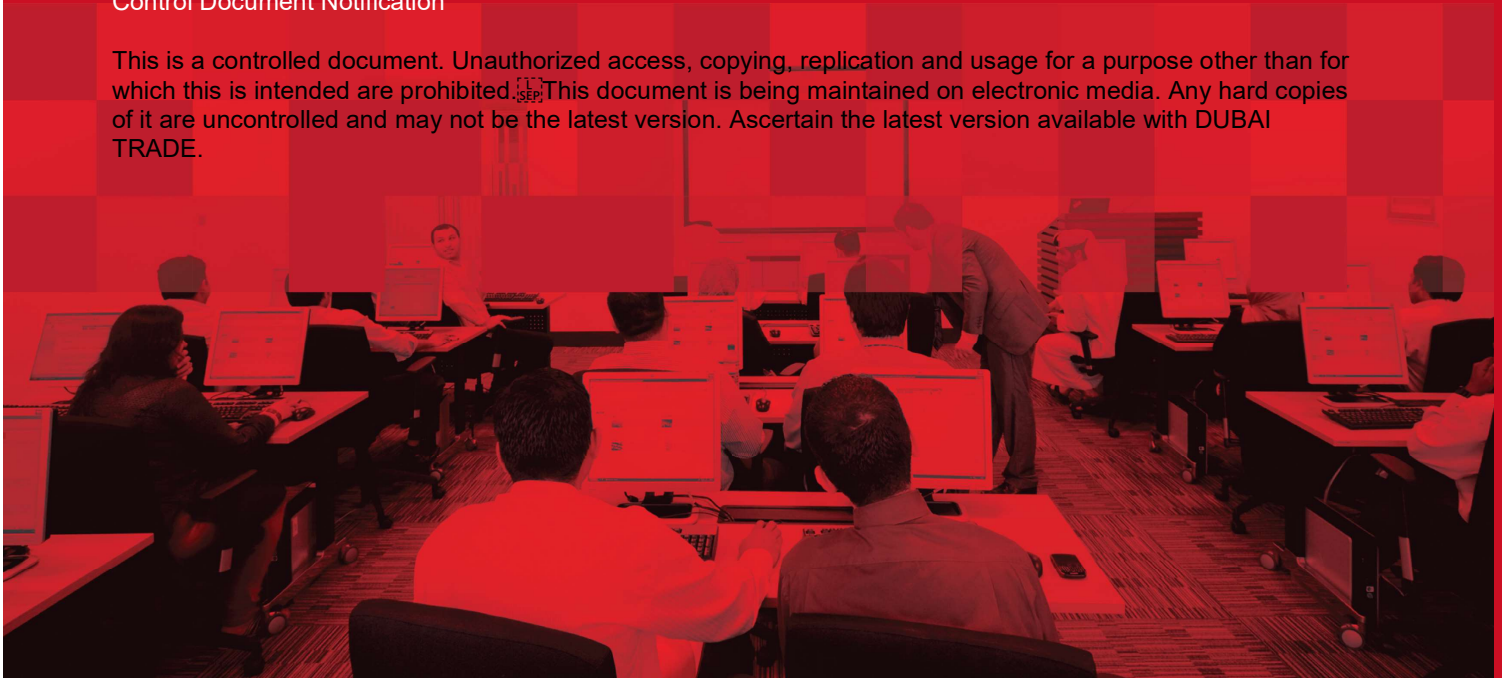
# JAFZA eSERVICES Apply NOC For Signage User's Manual

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## DOCUMENT DETAILS

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### Document Information

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### Revision History

Version	Date	Author	Designation	Description of change

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Version	Date	Name	Designation	Comments

### Distribution

Version	Location

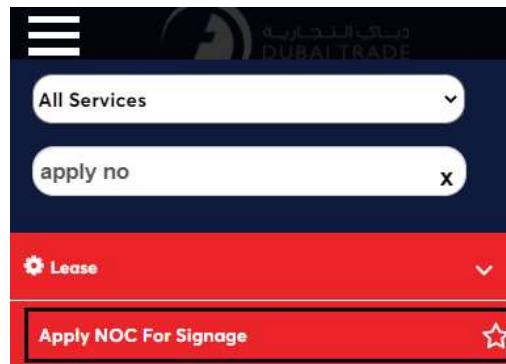
# Apply NOC For Signage

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*This service is to apply NOC for Signage for companies registered with JAFZA.*

## Navigation:

1. Login to **Dubai Trade**
2. Go to **Lease** from the menu on the left
3. Then Go to **Apply NOC For Signage**



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

A screenshot of the 'Jafza Signage NOC' application screen. The header is blue with the title 'Jafza Signage NOC' and a 'Create New Request' button. Below the header, there's a list of actions: Edit SR, Upload Document, Cancel SR, Update Address, and View SR Details. A search bar contains 'SR Number', a dropdown for 'Select Status', and a 'Search' button. Below the search bar is a table with columns: SR Number, SR Type, Status, Creation Date, Last Update Date, and Actions.

5. Click **Create New Request**

A screenshot of the 'Jafza Signage NOC' application screen, identical to the previous one, but with the 'Create New Request' button highlighted in blue.

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

# Apply NOC For Signage

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Jafza Signage NOC

1

2

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4

Service RequestUpload DocumentSummaryPayment Confirmation

1

Use this page to create/modify a request for the Signage NOC. 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: Middle East And Africa FZCO

Signage Type \*  
Search and Select

Facility Code \*

Unit of measure \*  
Search and Select

Value \*

No of Faces \*  
Search and Select

Facing \*  
Search and Select

Contract Start Date \*  
DD-Mon-YYYY

Contract End Date \*  
DD-Mon-YYYY

Contact Name \*

Contact Person Email Address \*

Contact Person Phone \*  
05XXXXXXXX

Save and Continue

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

Jafza Signage NOC

1

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3

4

Service RequestUpload DocumentSummaryPayment Confirmation

Company Name: Middle East And Africa FZCO

SR Number: 20052665

Document Name	File Type	Mandatory	Upload File	View / Delete
Signage Plan	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 Signage NOC

1

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4

Service RequestUpload DocumentSummaryPayment Confirmation

1

Details of the selected request are given below:

Company Name: Middle East And Africa FZCO

SR Number: 20052665

Signage Type  
Brand Name for a product

Facility Code  
B34BR02

Unit of measure  
UNIT

Value  
100000

No of Faces  
1

Facing  
Normal

Contract Start Date  
10-Jan-2022

Contract End Date  
31-Mar-2022

Contact Name  
TEST

Contact Person Email Address  
TEST@TEST.AE

Contact Person Phone  
0560000000

Edit

Document Name

Preview

Signage Plan

Confirm and Continue

# Apply NOC For Signage

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9. Select if you would like to change the payment type to PDC and click **Submit to FreeZone**

Jafza Signage NOC

1

2

3

4

Service Request

Upload Document

Summary

Payment Confirmation

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. This charge will be reversed if the request is returned by the Free Zone for clarification.

Current Balance Amount

(Deposit minus amount reserved for submitted requests)

45,448,186.08 AED

Total Charge Amount:

486.30 AED

Total VAT Amount:

0.00 AED

Total Charge Amount with VAT:

486.30 AED

SR Number	Customer	Status
20052666	International FZE	Saved

Would you like to change the payment type to PDC?

No

Submit to FreeZone

*The below confirmation will be displayed*

Jafza Signage NOC

1

2

3

4

Service Request

Upload Document

Summary

Payment Confirmation

✓

Your request has been forwarded to the Free Zone for processing. A charge of 486.30 AED and VAT amount 0.00 AED has been reserved for the same. This charge will be reversed if the request is returned by the Free Zone for clarification.

SR Number	Customer	Status
20052666	International FZE	Submitted to Free Zone

