



دبي التجارية  
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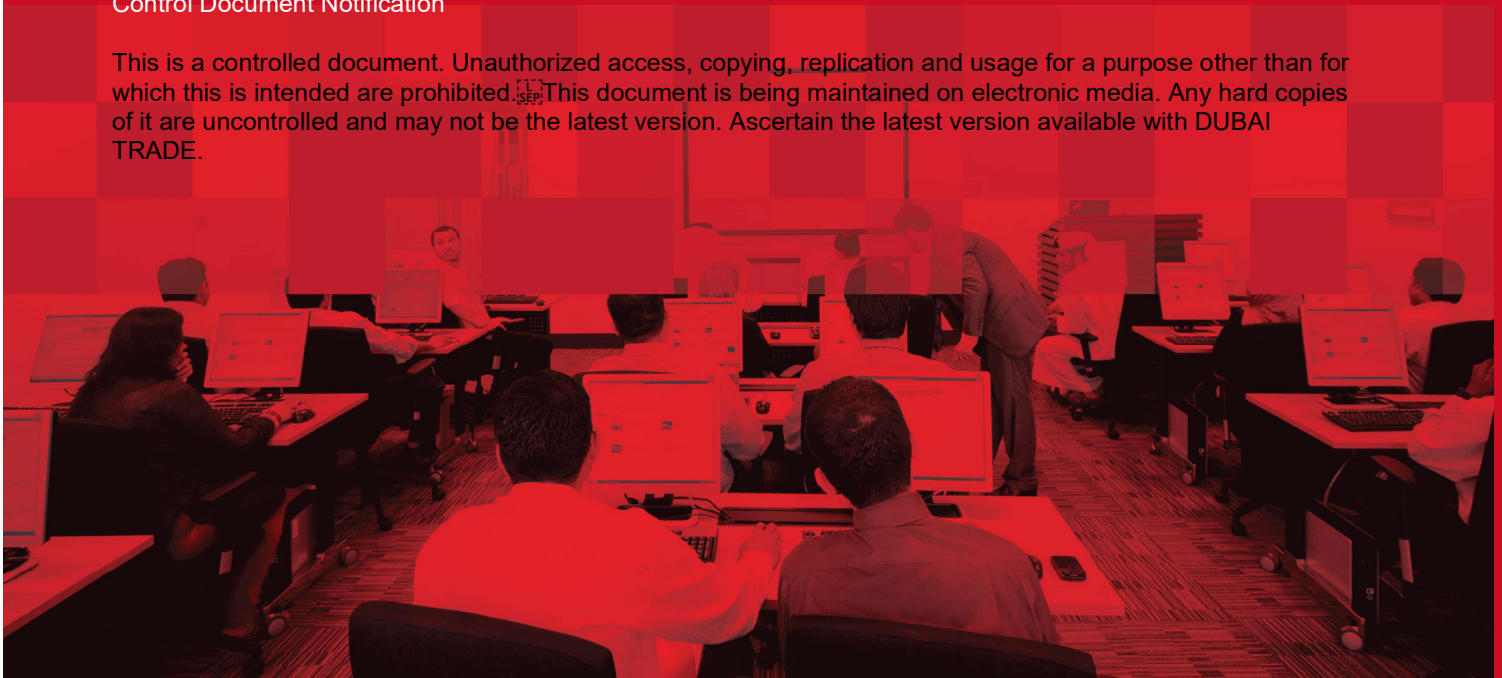
# JAFZA eSERVICES Lease Attestation User's Manual

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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

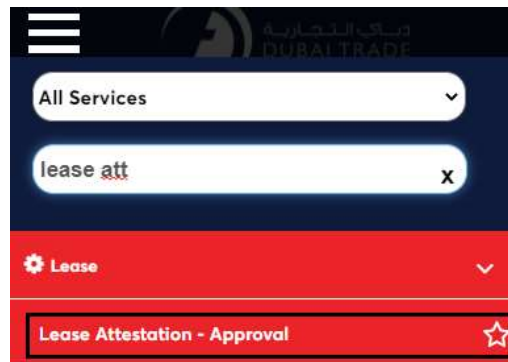
# Lease Attestation

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*This service is to request for Lease Attestation 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 **Lease Attestation - Approval**



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

Jafza Lease Attestation

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 Lease Attestation

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, click the  to select the Lease and click **Save and Continue**

# Lease Attestation

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Jafza Lease Attestation

1

2

3

Service RequestSummaryPayment Confirmation

1

Use this page to create/modify a request for Lease Attestation. 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.
- Attestation fee of AED 200 will be charged per Lease

Company Name:  Middle East And Africa FZCO



Company Id 1314

Request Reason TEST

Jafza Comments

Attestation

+

Lease Number	Lease Start Date	Lease End Date	Edit/Delete
LE0000020343	23-Dec-2021	24-Feb-2023	 

Save and Continue

## 7. Review the details and click **Confirm and Continue**

Jafza Lease Attestation

1

2

3

Service RequestSummaryPayment Confirmation

1

Details of the selected request are given below:

Company Name:  Middle East And Africa FZCO

SR Number: 20052612

Company Id 1314

Request Reason TEST

Lease Number	Lease Start Date	Lease End Date
LE0000020343	23-Dec-2021	24-Feb-2023

Edit

Confirm and Continue

## 8. Click **Submit to FreeZone**

Jafza Lease Attestation

1

2

3

Service RequestSummaryPayment 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.

Current Balance Amount

(Deposit minus amount reserved for submitted requests)

922,396.97 AED

Total Charge Amount:

200.00 AED

Total VAT Amount:

0.00 AED

Total Charge Amount with VAT:


200.00 AED

SR Number	Customer	Status
20052612	Middle East And Africa FZCO	Saved

Submit to Free Zone

The below confirmation will be displayed

Jafza Lease Attestation



Back

✓

Service Request

✓

Summary

3

Payment Confirmation

✓

Your request has been forwarded to the Free Zone for processing. A charge of 200.00 AED and VAT amount 0.00 AED has been reserved for the same.

SR Number	Customer	Status
20052612	Middle East And Africa FZCO	Submitted to Free Zone

