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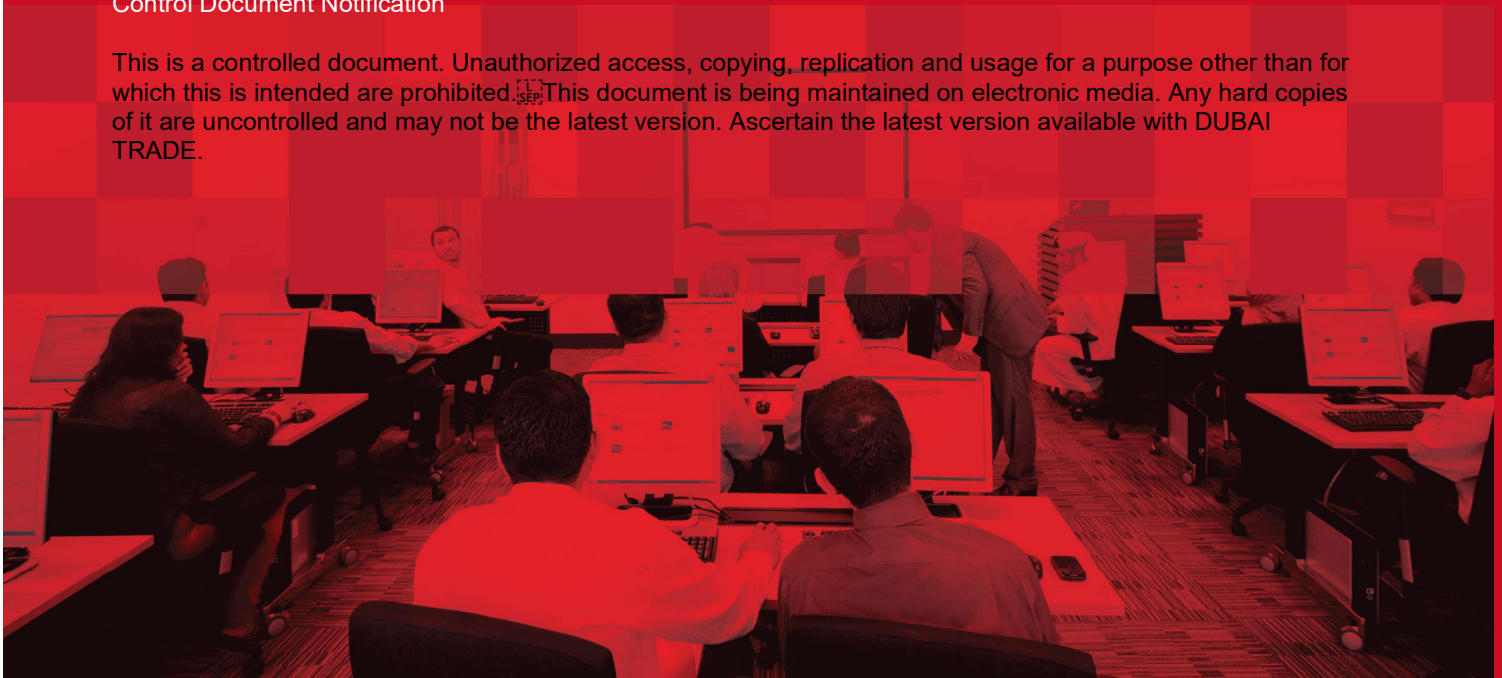
# JAFZA eSERVICES Extra Person Reduction User's Manual

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## DOCUMENT DETAILS

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### Document Information

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Version	Date	Author	Designation	Description of change

### Approval History

Version	Date	Name	Designation	Comments

### Distribution

Version	Location

# Extra Person Reduction

3


*This service is to apply Extra Person Reduction 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 **Extra Person Reduction**




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

Jafza Extra Person Reduction  [Create New Request](#)

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

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
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5. Click **Create New Request**

Jafza Extra Person Reduction  [Create New Request](#)

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

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**

# Extra Person Reduction

4

Jafza Extra Person Reduction

Back

1

Service Request

2

Summary

Use this page to create/modify a request for Extra Person Reduction. 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.
- Click on the + button to Add facility details for Extra person Reduction



Company Name:  Dubai

Company Id 1673

Request Reason

Staff Accomodation Facilities

+

Facility Code	Lease Number	Extra person in Facility	No of person to be removed	Date of Removal	Edit/Delete
C006LB161221	18982	1	1	22-Feb-2022	 

Save and Continue

## 7. Review the Details and click **Submit to FreeZone**

Jafza Extra Person Reduction

Back

✓

Service Request

2

Summary

Details of the selected request are given below.

Company Name:  Dubai

SR Number: 20054577

Company Id 1673

Facility Code	Lease Number	Extra person in Facility	No of person to be removed	Date of Removal
C006LB161221	18982	1	1	22-Feb-2022

Edit

SR Number	Customer	Status
20054577	Dubai	Saved

Submit to Freezone

*The below confirmation will be displayed*

Jafza Extra Person Reduction

Back

✓

Service Request

2

Summary

✓ Your request has been forwarded to the Free Zone for processing.

SR Number	Customer	Status
20054577	Dubai	Submitted to Free Zone

