



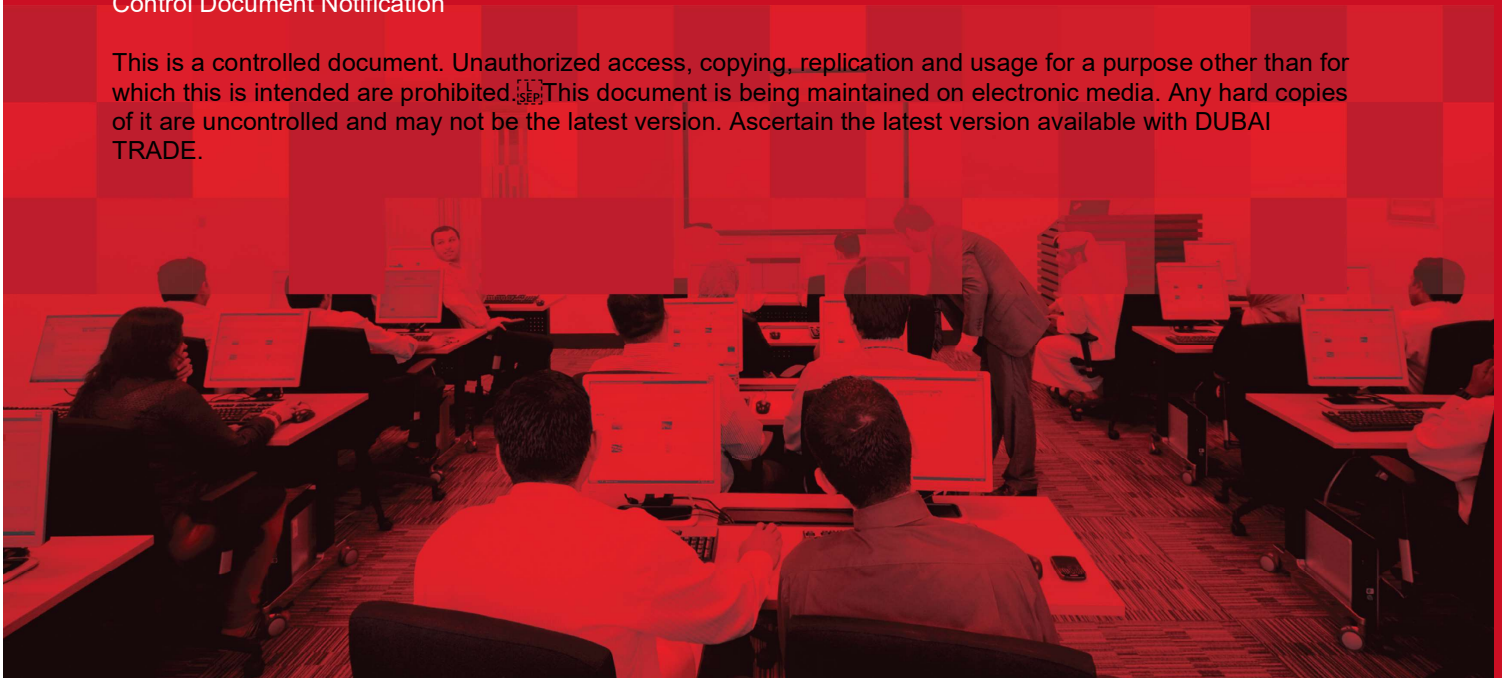
# JAFZA eSERVICES Lease Request Letter User's Manual

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## DOCUMENT DETAILS

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### Document Information

Document Name	Lease Request Letter
Project Name	JAFZA eService Manuals
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	01 <sup>st</sup> Feb, 2022
Current Version	1.0

### Revision History

Version	Date	Author	Designation	Description of change

### Approval History

Version	Date	Name	Designation	Comments

### Distribution

Version	Location

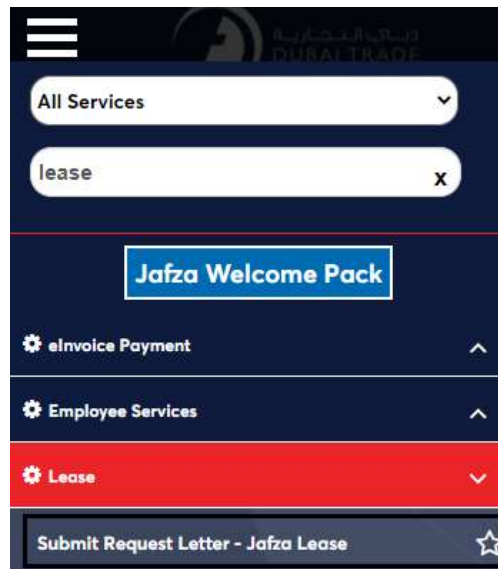
# Lease Request Letter

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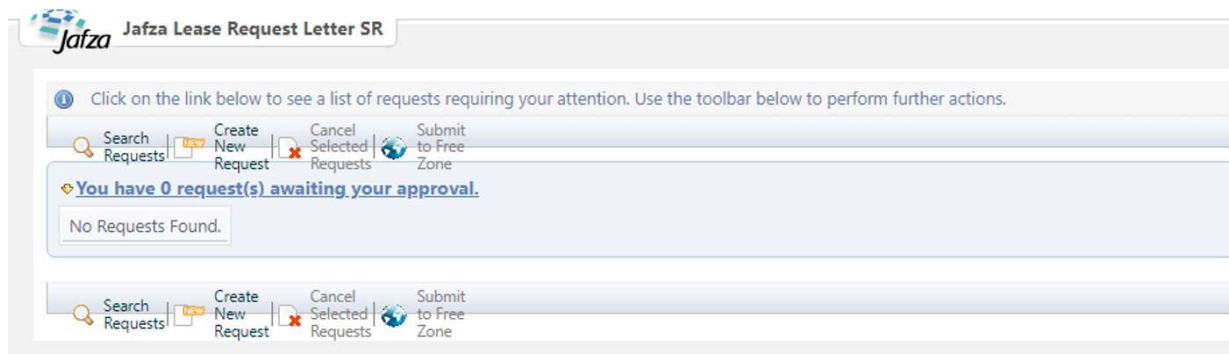
*This service is to request for a Lease Request Letter for companies registered with JAFZA.*

## Navigation:

1. Login to **Dubai Trade**
2. Go to **Lease** from the menu on the left
3. Then Go to **Submit Request Letter – JAFZA Lease**



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



5. Click **Create New Request**

# Lease Request Letter

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Jafza Lease Request Letter SR

Click on the link below to see a list of requests requiring your attention. Use the toolbar below to perform further actions.

Search Requests | Create New Request | Cancel Selected Requests | Submit to Free Zone

You have 0 request(s) awaiting your approval.

No Requests Found.

Search Requests | Create New Request | Cancel Selected Requests | Submit to Free Zone

6. Enter the request details / reason and click **Submit to FreeZone**

Jafza Lease Request Letter SR

Use this page to create Jafza Lease Request Letter SR

Save Request | Submit to Free Zone | Home

Client Id 58431

Name of Company WEG Middle East FZE

Specify the reason for request / Additional Information for JAFZA for facility termination

Prepared By Syed.Inayathullah@dubaitrade.ae

Save Request | Submit to Free Zone | Home

7. Upload the required Documents and click **Proceed to Pay**

Jafza Lease Request Letter SR - Attachment Upload

Please select a file/document type: Request Letter

Please select a file/document to upload: Choose File No file chosen

Upload | Delete Attachment | Home | Proceed to Pay

Uploaded Attachments

	Attachment Type	Attachment Size
<input type="checkbox"/>	Request Letter	81.55 KB

Upload | Delete Attachment | Home | Proceed to Pay

The below confirmation will be displayed

Jafza Lease Request Letter SR

Please note down the SR Number for future reference.

Search Requests | Create New Request | Home

Confirmation Details:

- Your request (SR Number:10612708) has been forwarded to the Free Zone for processing.
- Please enclose the required documents in an envelope mentioning the SR number and keep it ready for courier collection.

[Click here to see a list of documents required for this service.](#)

Company Name	SR Number	Service Name	Submitted User	Submitted date
East FZE	10612708	Jafza Lease Request Letter SR	Colin Cox	@dubaitrade.ae
				22-Dec-2021

UPDATE COURIER(EZ Post) COLLECTION AND DELIVERY TIMINGS

Search Requests | Create New Request | Home

