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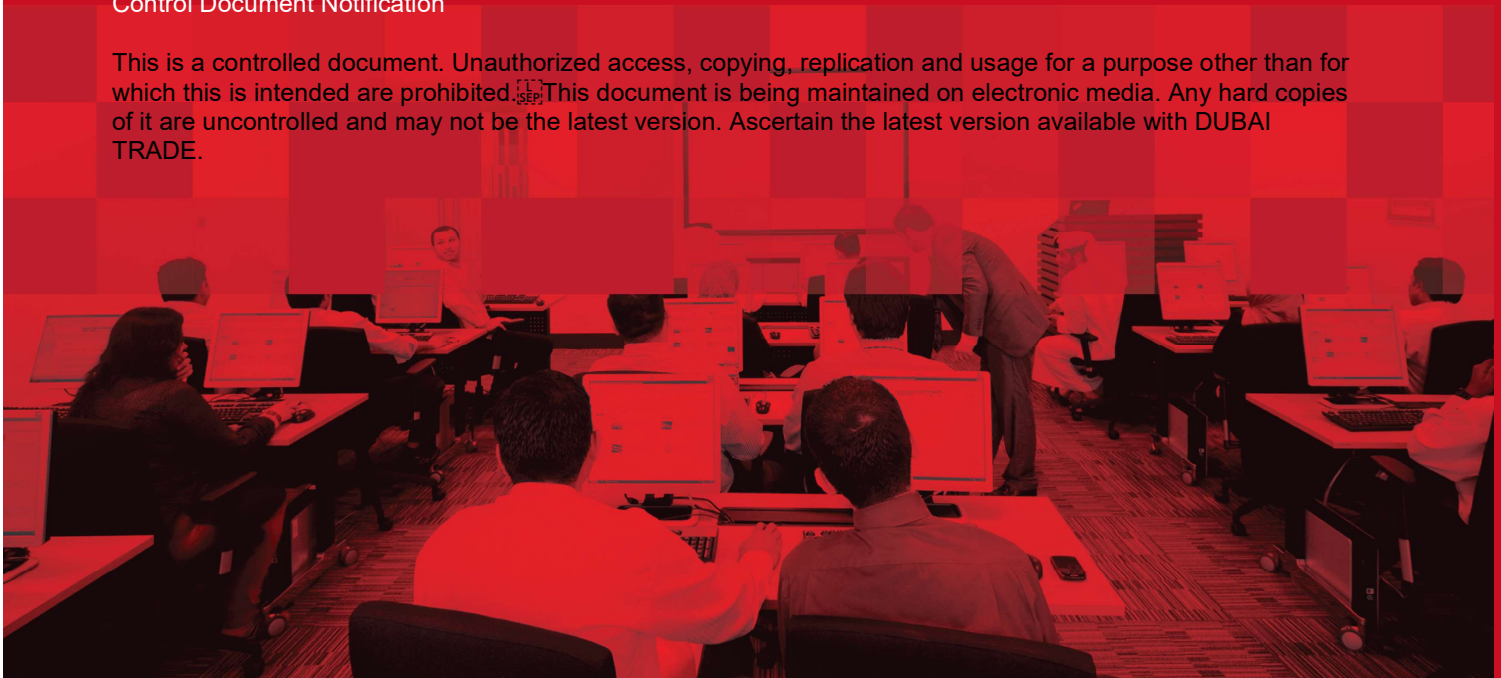
# JAFZA eSERVICES Payment Flexibility for Additional Facility User's Manual

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## DOCUMENT DETAILS

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### Document Information

Document Name	Payment Flexibility for Additional Facility
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Version	Date	Author	Designation	Description of change

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Version	Date	Name	Designation	Comments

### Distribution

Version	Location

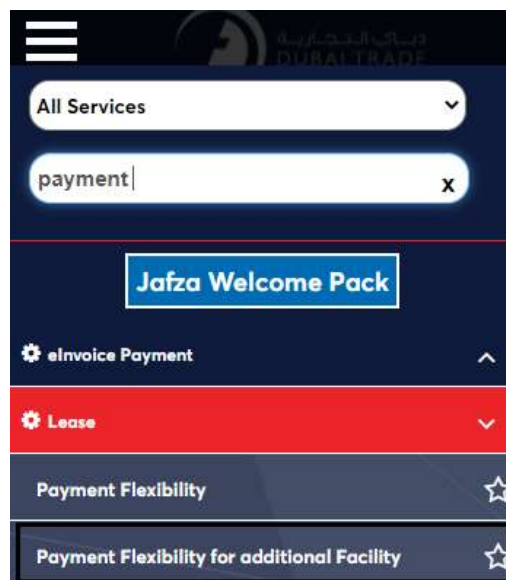
# Payment Flexibility for Additional Facility

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*This service is to request for Payment Flexibility of Lease Payment 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 **Payment Flexibility for additional Facility**



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

Jafza Payment Relaxation

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 Payment Relaxation

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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# Payment Flexibility for Additional Facility

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## 6. Select the SR for the Additional Facility

Please use % for wild card searches.

Search

Service Request Number	Title	Lease Number	Start Date	End Date
20052486	Request for Additional Facility	LE-005177	22-Dec-2021	28-Mar-2022
20052011	Request for Additional Facility	LE-005177	12-Dec-2021	29-Jun-2030

## 7. Enter the required details and click **Save and Continue**

Jafza Payment Relaxation Back

1 Service Request

2 Summary

3 Payment Confirmation

Use this page to create/modify a request for Payment Flexibility. Once you have entered atleast the mandatory information, you can either :

- 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.
- Click on Submit for Approval/Submit to Freezone to initiate the request processing.

**Terms and Conditions:**

- Payment Flexibility is not applicable for Service Level Agreements.
- Aed: 500/- to be deducted from Portal Account for Payment Flexibility application.
- We accept that the application Charge is Non Refundable and Non Adjustable.
- We accept application is subject to Management Approval and may be accepted or rejected based on Company history / violations and without reasons being disclosed.
- We undertake to submit payment towards :
  - Payment Flexibility: Immediate upon approval.
- Additional Fee is applicable for all Payment Flexibility requests as per table below.**

We understand that non-compliance of Condition 4 above might result in cancellation of the proposal leading to re-submission for approval or rejection.

Lease Rent Range Minimum	Lease Rent Range Maximum	No. of Installments/Cheques	Charge Per Additional Cheque
.00	49,999.00	1	500.00
50,000.00	99,999.00	2	500.00
100,000.00	299,999.00	3	750.00
300,000.00	9,999,999.999.00	4	1,000.00

Company Name:

Company Id 1314

Service Request Number

Email Address \*

No. of Installments/Cheques --Select--

Request Reason

Normal Payment Term as per System

Installment Number	Amount	Date
No data to display.		

Customer Requested for Payment Flexibility for Current Year Lease

Installment Number	Amount	Date
No data to display.		

Company Contact

Phone Type	Country Code (Eg. +971)	Area Code (Eg. 50 / 55 / 56)	Number (Eg. 1234567)
Mobile Number *	--Select--	<input type="text"/>	<input type="text"/>

Save and Continue

# Payment Flexibility for Additional Facility

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

Jafza Payment Relaxation

Back

✓

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3

Service Request

Summary

Payment Confirmation

Details of the selected request are given below:

Company Name: Africa FZCO

SR Number: 20054672

Company Id: 1314

Service Request Number

Email Address: test@test.ae

No. of Installments/Cheques: 10

Request Reason

Normal Payment Term as per System

Installment Number	Amount	Date
No data to display.		

Customer Requested for Payment Flexibility for Current Year Lease

Installment Number	Amount	Date
No data to display.		

Company Contact

Phone Type: Mobile Number

Area Code (Eg. 50 / 55 / 56): 55

Country Code (Eg. +971): 971

Number (Eg. 1234567): 0000000

Edit

Confirm and Continue

## 9. Click **Submit to FreeZone**

Jafza Payment Relaxation

Back

✓

✓

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Service Request

Summary

Payment Confirmation

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)  
873,228.75 AED

Total Charge Amount: 00.00 AED

Total VAT Amount: 0.00 AED

Total Charge Amount with VAT: 0.00 AED

SR Number	Customer	Status
20054672	: Africa FZCO	Saved

Submit to Free Zone

*The below confirmation will be displayed*

Jafza Payment Relaxation

Back

✓

✓

3

Service Request

Summary

Payment Confirmation

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

SR Number	Customer	Status
20054672	Africa FZCO	Submitted to Free Zone

