



دبي التجارية
DUBAI TRADE

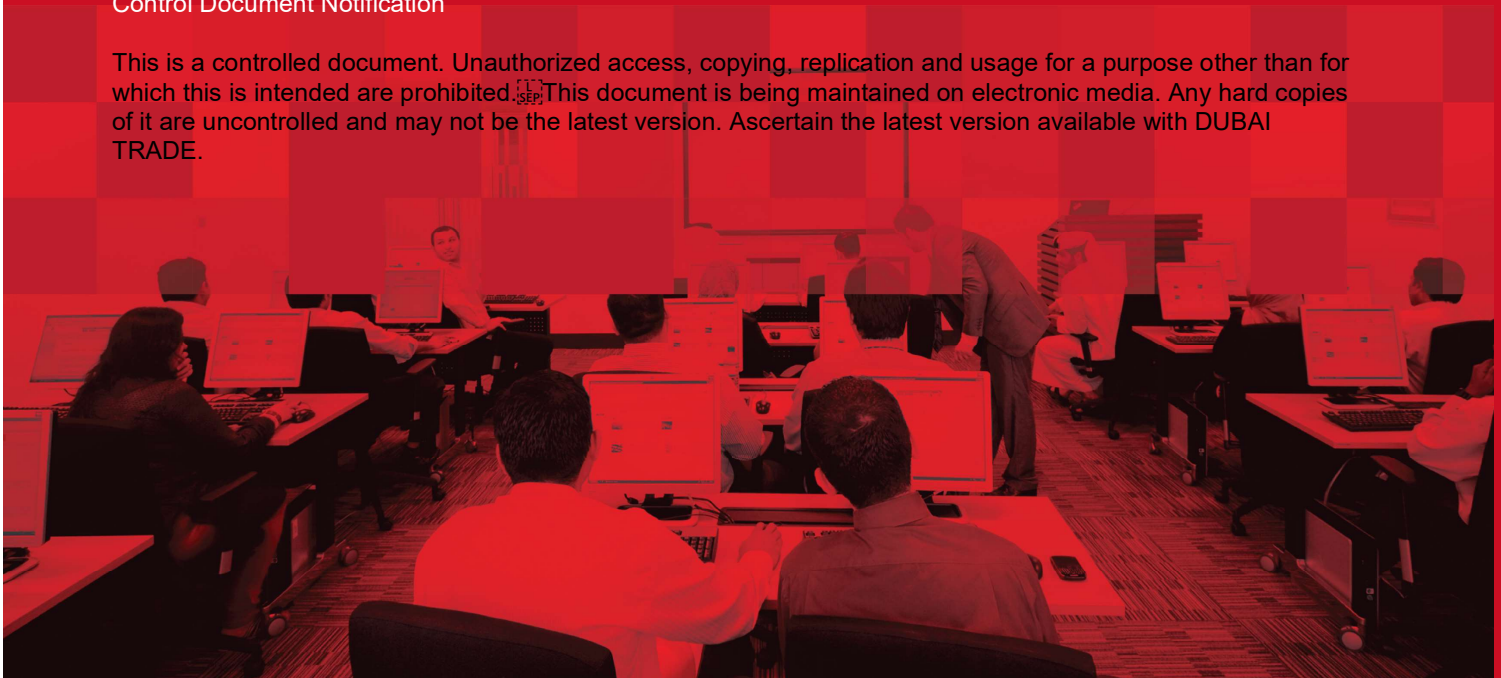
JAFZA eSERVICES Request for Additional Facility User's Manual

Copyright Information

Copyright © 2009 by Dubai Trade. All rights reserved. This document and all associated attachments mentioned therein are the intellectual property of Dubai Trade. This document shall be used only by persons authorized by DUBAI TRADE, for the purpose of carrying out their obligations under a specific contract with DUBAI TRADE. Unauthorized copying, printing, disclosure to third party and transmission of this document to any other destination by any media will constitute an unlawful act, attracting appropriate legal actions.

Control Document Notification

This is a controlled document. Unauthorized access, copying, replication and usage for a purpose other than for which this is intended are prohibited. This document is being maintained on electronic media. Any hard copies of it are uncontrolled and may not be the latest version. Ascertain the latest version available with DUBAI TRADE.



DOCUMENT DETAILS

Document Information

Document Name	Request for Additional Facility
Project Name	JAFZA eService Manuals
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	01 st 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

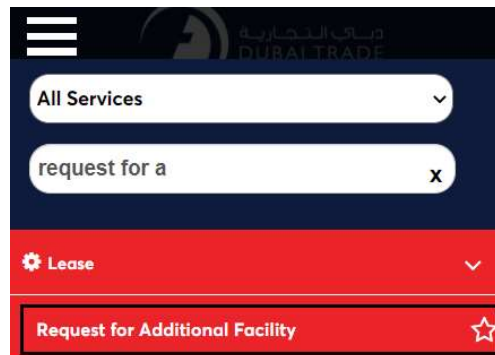
Request for Additional Facility

3

This service is to request for Additional Facility 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 **Request for Additional Facility**



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

5. Click **Create New Request**

6. Enter the details, click the  to select the Lease and click **Save and Continue**

Request for Additional Facility

4

Jafza Request for Additional Facility

Back

1

2

3

4

Service Request

License

Terms and Condition

Summary

Use this page to create/modify a request for the Request for Additional Facility. 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: Dubai

SR Number: 20052047

Facility Information

+

Facility types	Sub Type	Male / Female	Unit of Measure	Area	Edit / Delete
STAFF_ACCOMODATION	Labour	Female	Number		

Company Id 1673

Add to Existing Lease ☐

Lease Number -- Select --

* Port Transactions No

Customer Comments

Save and Continue

7. Review the details and click **Submit**

Jafza Request for Additional Facility

Back

✓

2

Service Request

Summary

Details of the selected request are given below.

Company Name: Dubai

SR Number: 20052047

Company Id 1673

Add to Existing Lease No

Lease Number

Port Transactions No

Customer Comments

License

Edit

Facility Information

Facility types	Area	Zone	Term (No of Years)	TCL Power (KW)	Sub Type	Unit of Measure	No of Units	Plot No	Water (Gallons)	Male / Female
STAFF_ACCOMODATION			22		Labour	Number	22			Female

Undertaking Document

Document Type	Document Name
No data to display.	

Submit

The below confirmation will be displayed

Jafza Request for Additional Facility

Back

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

SR Number	Customer	Status
20052047	Dubai	In Progress

