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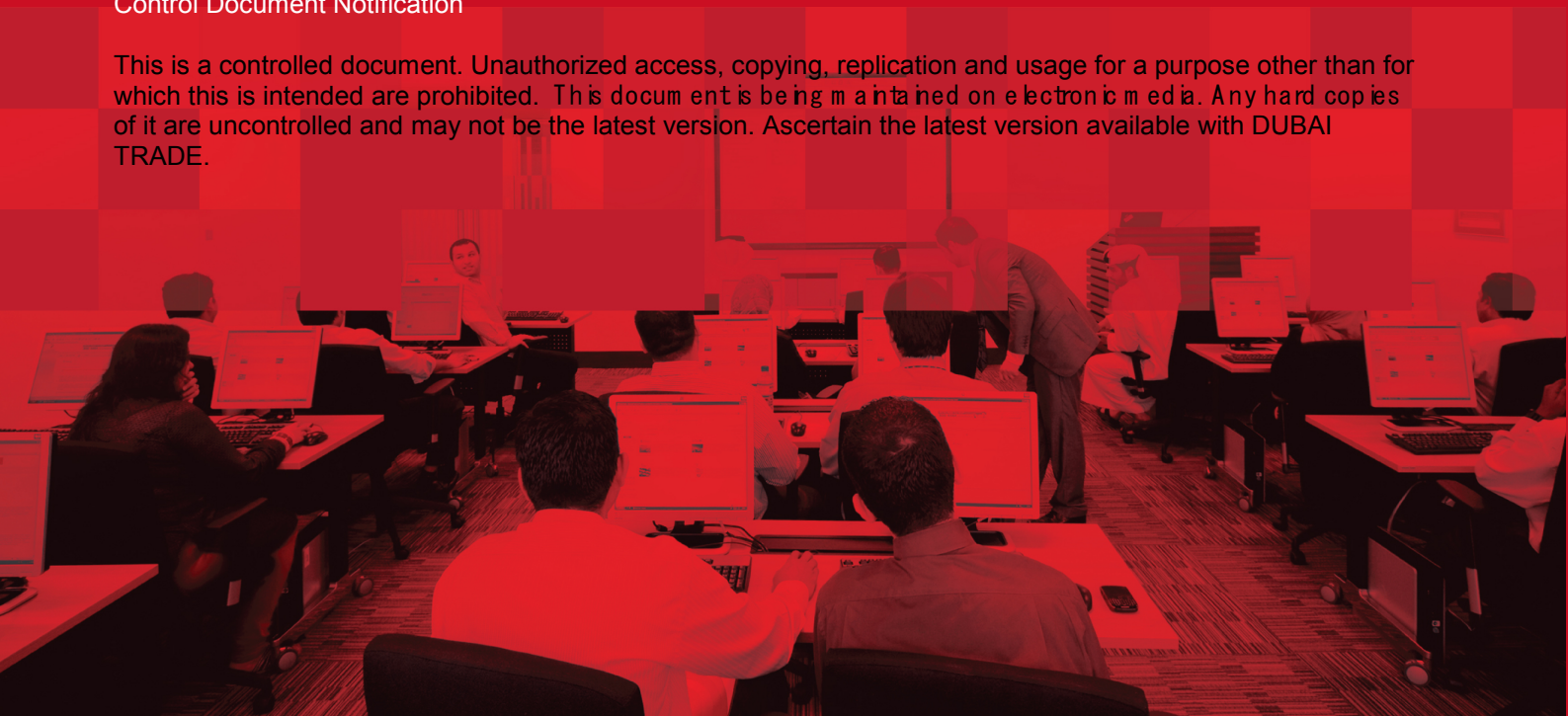
JAFZA eSERVICES Lease – Payment Flexibility User's Manual

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DOCUMENT DETAILS

Document Information

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Version	Date	Author	Designation	Description of change

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Version	Date	Name	Designation	Comments

Distribution

Version	Location

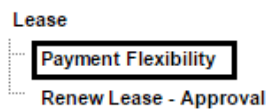
Lease – Payment Flexibility

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This service is to request for Flexible Payment options for NIP Lease of the Company.. Lease Renewal Service Request (SR) Number is automatically created once the Lease is due for renewal, if the customer requires any changes to the existing lease, they must contact NIP prior.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Lease** from the menu on the left
3. Then Go to **Payment Flexibility**



Procedure:

1. Search and Select the Lease Service Request Number

Service Request Number * 

2. Enter the email address

Email Address *

1. Specify the Reason for Request or give additional information for JAFZA.







Specify the reason for request / Additional Information for JAFZA

3. The current payment term will be displayed

Normal Payment Term as per System			
Installment Number	Date	Amount	
1	<input type="text"/>	<input type="text"/>	
2	<input type="text"/>	<input type="text"/>	
3	<input type="text"/>	<input type="text"/>	
4	<input type="text"/>	<input type="text"/>	
5	<input type="text"/>	<input type="text"/>	
6	<input type="text"/>	<input type="text"/>	

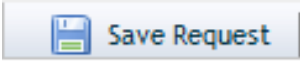
4. Enter the new payment term customer is requesting for

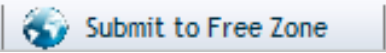
Lease – Payment Flexibility

Customer Requested for Payment Flexibility for Current Year Lease			
Installment Number	Date		Amount
1	<input type="text"/>		<input type="text"/>
2	<input type="text"/>		<input type="text"/>
3	<input type="text"/>		<input type="text"/>
4	<input type="text"/>		<input type="text"/>
5	<input type="text"/>		<input type="text"/>
6	<input type="text"/>		<input type="text"/>

5. Enter the Company Contact

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"/>

6. Click on  to save the request for future action.

Click  to submit the request to the Free Zone Authority for processing.

