



دبي التجارية  
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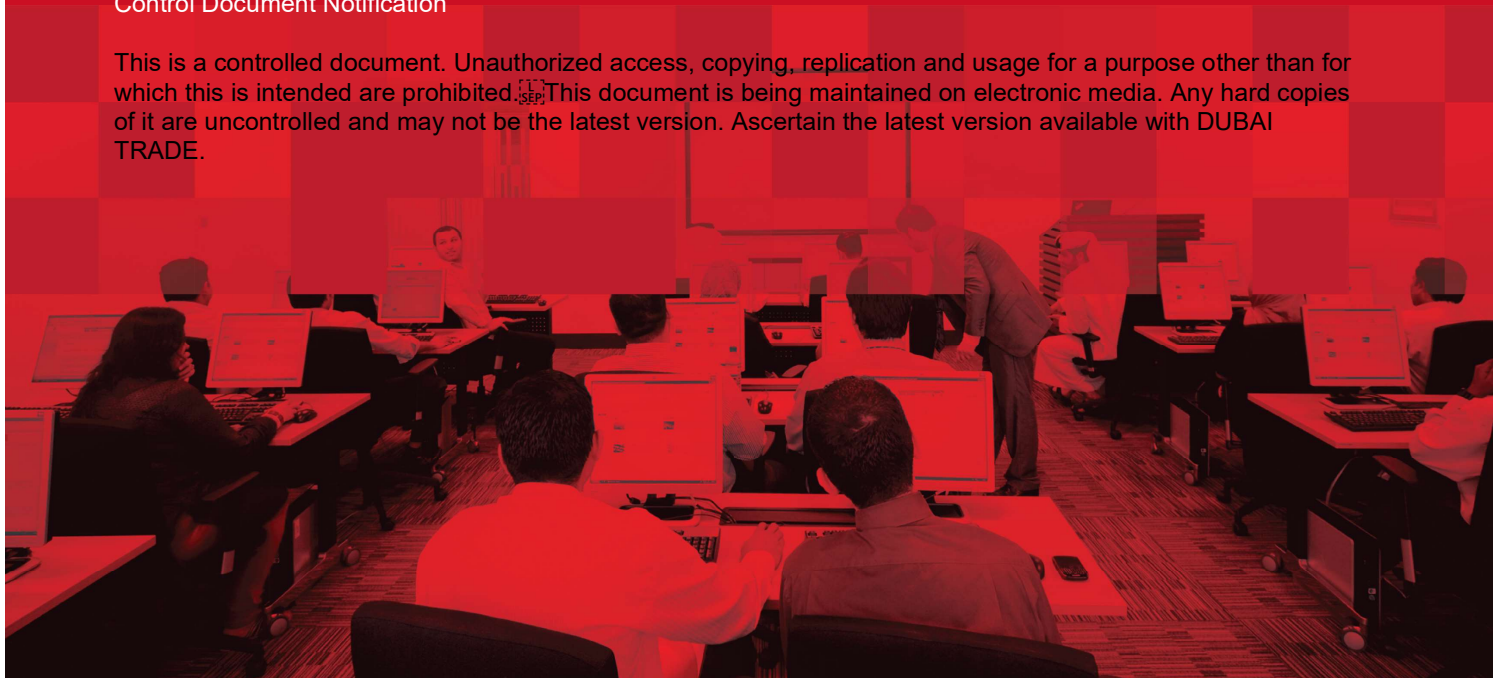
# JAFZA eSERVICES Offshore Letters User's Manual

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## DOCUMENT DETAILS

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### Document Information

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Version	Date	Author	Designation	Description of change

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### Distribution

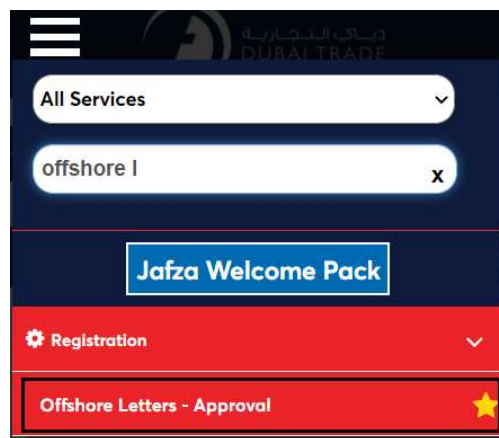
Version	Location

*This service is to request for letters / No Objection Certificates for the Offshore companies registered with JAFZA.*

*NOTE: Only Registered Offshore Agents will be allowed to access and create request for their approved Offshore Companies.*

## Navigation:

1. Login to **Dubai Trade**
2. Go to **Registration** from the menu on the left
3. Then Go to **Offshore Letters - Approval**



4. The below screen will be displayed where you can select the required Letter/NOC or **Search for SR.**

Types of SR's

Affidavit of Loss Certificate of Good Standing Certificate of Incumbency Company Name Change Letter - Offshore	List of Company Officer(s) - DMSS NOC to Economic Department NOC to Land Department Tax-Exemption Letter - (Offshore)
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SR Number	SR Type	Status	Creation Date	Last Update Date	Actions

5. Select the Letter / NOC Required

Affidavit of Loss Certificate of Good Standing Certificate of Incumbency Company Name Change Letter - Offshore	List of Company Officer(s) - DMSS NOC to Economic Department NOC to Land Department Tax-Exemption Letter - (Offshore)
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6. Click **Create New Request**

Jafza Tax-Exemption Letter - (Offshore)

Create New RequestHome

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

Jafza Tax-Exemption Letter - (Offshore)

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Service Request

Summary

Payment Confirmation

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Use this page to create/modify a request for the Offshore Letters. 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.

Company Name: Dlugbaa Limited

Company Id84862

Address To

Mobile Number \*05xxxxxxxx

Request Reason

Save and Continue

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

Jafza Tax-Exemption Letter - (Offshore)

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Service Request

Summary

Payment Confirmation

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Details of the selected request are given below:

Company Name: Dlugbaa Limited

SR Number: 20037241

Mobile Number0500000000

Edit

Confirm and Continue

9. Click **Submit to FreeZone**

**Jafza Tax-Exemption Letter - (Offshore)**

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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)

00.00 AED

Total Charge Amount:	210.00 AED
Total VAT Amount:	0.50 AED
Total Charge Amount with VAT:	210.50 AED

SR Number	Customer	Status
20037241	Dlugbaa Limited	Saved

Submit to FreeZone

*The below confirmation will be displayed*

**Jafza Tax-Exemption Letter - (Offshore)**

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Service Request
Summary
Payment Confirmation

**✓** Your request has been forwarded to the Free Zone for processing. A charge of 210.00 AED and VAT amount 0.50 AED has been reserved for the same.

SR Number	Customer	Status
20037243	AMVAR ME LIMITED	Submitted to Free Zone

## Procedure:

- I. **Affidavit of Loss – This is to request for an Affidavit (NOC) of Loss from JAFZA addressed to Police (Certificate of Incorporation, Memorandum of Association).**

### Select Affidavit of Loss

Affidavit of Loss

Certificate of Good Standing

Certificate of Incumbency

Company Name Change Letter - Offshore

List of Company Officer(s) - DMSS

NOC to Economic Department

NOC to Land Department

Tax-Exemption Letter - (Offshore)

The below page will be displayed

Jafza Affidavit of Loss
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Service Request
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**1** Use this page to create/modify a request for the Offshore Letters. 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.

Company Name: AMVAR ME LIMITED

Company Id **112359**

Address To \* Jebel Ali Police Station

Contact Person's Phone \* 05xxxxxxxx

Request Reason

Document Type 1 \* Search and Select

Document Type 2 Search and Select

Save and Continue

## II. Certificate of Good Standing – This is to request for a Certificate of Good Standing from JAFZA for the JAFZA Offshore Company.

Select **Certificate of Good Standing**

Affidavit of Loss

Certificate of Good Standing

Certificate of Incumbency

Company Name Change Letter - Offshore

List of Company Officer(s) - DMSS

NOC to Economic Department

NOC to Land Department

Tax-Exemption Letter - (Offshore)

The below page will be displayed

Jafza Certificate of Good Standing
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Service Request
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**1** Use this page to create/modify a request for the Offshore Letters. 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.

Company Name: AMVAR ME LIMITED

Company Id **112359**

Request Reason

Mobile Number \* 05xxxxxxxx

Save and Continue


## III. Certificate of Incumbency – This is to request for a certificate from JAFZA for Incumbency.

## Select *Certificate of Incumbency*

[Affidavit of Loss](#)  
[Certificate of Good Standing](#)  
[Certificate of Incumbency](#)  
[Company Name Change Letter - Offshore](#)

[List of Company Officer\(s\) - DMSS](#)  
[NOC to Economic Department](#)  
[NOC to Land Department](#)  
[Tax-Exemption Letter - \(Offshore\)](#)

The below page will be displayed

**Jafza Certificate of Incumbency**

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 Service Request                      Summary                      Payment Confirmation

**!** Use this page to create/modify a request for the Offshore Letters. 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.

Company Name: AMVAR ME LIMITED

Company Id **112359**

Request Reason

Mobile Number \*

05xxxxxxxx

Save and Continue


## IV. **Company Name Change Letter - Offshore – This is to request for a Letter from JAFZA with the details of the Offshore Company Name change.**

## Select *Company Name Change Letter - Offshore*

[Affidavit of Loss](#)  
[Certificate of Good Standing](#)  
[Certificate of Incumbency](#)  
[Company Name Change Letter - Offshore](#)

[List of Company Officer\(s\) - DMSS](#)  
[NOC to Economic Department](#)  
[NOC to Land Department](#)  
[Tax-Exemption Letter - \(Offshore\)](#)

The below page will be displayed

**Jafza Company Name Change Letter - Offshore**

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 Service Request                      Summary                      Payment Confirmation

**!** Use this page to create/modify a request for the Offshore Letters. 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.

Company Name: AMVAR ME LIMITED

Company Id **112359**

Mobile Number \*

05xxxxxxxx

Department/Embassy Name \*

Department Address 1

Department Address 2

Department Address 3

Request Reason

Save and Continue


**V. List of Company Officer(s) - DMSS – This is to request for a Letter / NOC from JAFZA for the List of Directors, Managers, Secretary, Shareholder of the Offshore Company.**

**Select *List of Company Officer(s) - DMSS***

Affidavit of Loss  
 Certificate of Good Standing  
 Certificate of Incumbency  
 Company Name Change Letter - Offshore

List of Company Officer(s) - DMSS  
 NOC to Economic Department  
 NOC to Land Department  
 Tax-Exemption Letter - (Offshore)

*The below page will be displayed*

**Jafza List of Company Officer(s) - DMSS**

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① Use this page to create/modify a request for the Offshore Letters. 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.

Company Name: AMVAR ME LIMITED

Company Id **112359**

Director \*

Secretary \*

Shareholder \*

Entity \*

Entity Name

Address To

Address To (Arabic)

Contact Person's Phone \*

Request Reason

Save and Continue

**VI. NOC to Economic Department – This is to request for a Letter / NOC from JAFZA addressed to Economic Department to open a company in Main Land.**

**Select *NOC to Economic Department***

Affidavit of Loss  
 Certificate of Good Standing  
 Certificate of Incumbency  
 Company Name Change Letter - Offshore

List of Company Officer(s) - DMSS  
 NOC to Economic Department  
 NOC to Land Department  
 Tax-Exemption Letter - (Offshore)

*The below page will be displayed*

**Jafza NOC to Economic Department**

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Service Request
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**1** Use this page to create/modify a request for the Offshore Letters. 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.

**Company Name: AMVAR ME LIMITED**

Company Id **112359**

Office Location \* Search and Select

Request Reason

Mobile Number \* 05xxxxxxxx

Save and Continue

## VII. NOC to Land Department – This is to request for a Letter / NOC from JAFZA for Offshore Company to own a property.

### Select **NOC to Land Department**

Affidavit of Loss  
 Certificate of Good Standing  
 Certificate of Incumbency  
 Company Name Change Letter - Offshore

List of Company Officer(s) - DMSS  
 NOC to Economic Department  
NOC to Land Department  
 Tax-Exemption Letter - (Offshore)

*The below page will be displayed*

**Jafza NOC to Land Department**

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Service Request
Summary
Payment Confirmation

**1** Use this page to create/modify a request for the Offshore Letters. 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.

**Company Name: AMVAR ME LIMITED**

Company Id **112359**

Office Location \* Search and Select

Mobile Number \* 05xxxxxxxx

Request Reason

Save and Continue


## VIII. Tax Exemption Letter - Offshore – This is to request for a Letter / NOC from JAFZA for Tax-Exemption for the Offshore company.

**Select Tax Exemption Letter - Offshore**

Affidavit of Loss  
Certificate of Good Standing  
Certificate of Incumbency  
Company Name Change Letter - Offshore

List of Company Officer(s) - DMSS  
NOC to Economic Department  
NOC to Land Department  
**Tax-Exemption Letter - (Offshore)**

*The below page will be displayed*

**Jafza Tax-Exemption Letter - (Offshore)****Back**

1Service Request

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3Payment Confirmation

**1** Use this page to create/modify a request for the Offshore Letters. 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.

**Company Name: AMVAR ME LIMITED**

Company Id **112359**

Address To

Mobile Number \*

Request Reason

**Save and Continue**

