



JAFZA eSERVICES Offshore Letters User's Manual

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DOCUMENT DETAILS

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Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

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

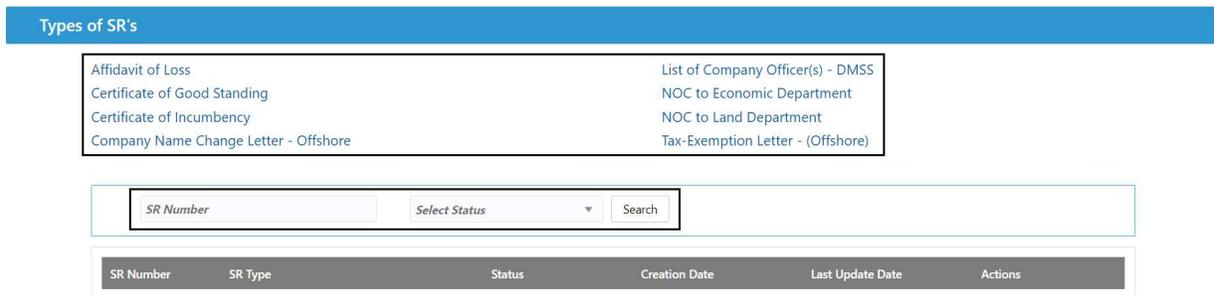
NOTE: Only Registered Offshore Agents will be allowed to access and create request for their approved Offshore Companies.

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.**



5. Select the Letter / NOC Required



6. Click **Create New Request**

Jafza Tax-Exemption Letter - (Offshore) Create New Request Home

- 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) Back

1 Service Request 2 Summary 3 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: Dlugbaa Limited

Company Id	84862	Request Reason	
Address To	<input type="text"/>		
Mobile Number *	05xxxxxxxx		

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

Jafza Tax-Exemption Letter - (Offshore) Back

1 Service Request 2 Summary 3 Payment Confirmation

Details of the selected request are given below.

Company Name: Dlugbaa Limited	SR Number: 20037241
Mobile Number	0500000000

9. Click **Submit to FreeZone**

Jafza Tax-Exemption Letter - (Offshore)

Back

✓
✓
3

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)

Back

✓
✓
3

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

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

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  [Back](#)

1 Service Request 2 Summary 3 Payment Confirmation

i 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 *

[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  [Back](#)

1 Service Request 2 Summary 3 Payment Confirmation

i 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 *

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 | List of Company Officer(s) - DMSS |
| Certificate of Good Standing | NOC to Economic Department |
| Certificate of Incumbency | NOC to Land Department |
| Company Name Change Letter - Offshore | Tax-Exemption Letter - (Offshore) |

The below page will be displayed

Jafza List of Company Officer(s) – DMSS
Back

1
2
3

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**

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 | List of Company Officer(s) - DMSS |
| Certificate of Good Standing | NOC to Economic Department |
| Certificate of Incumbency | NOC to Land Department |
| Company Name Change Letter - Offshore | Tax-Exemption Letter - (Offshore) |

The below page will be displayed

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

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](#)

1 Service Request 2 Summary 3 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** Request Reason

Address To

Mobile Number *

[Save and Continue](#)

