



دبي التجارية  
DUBAI TRADE

# JAFZA

# Labour Letter Request User's Manual

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Labour Letter Request

# Table Designs

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## DOCUMENT DETAILS

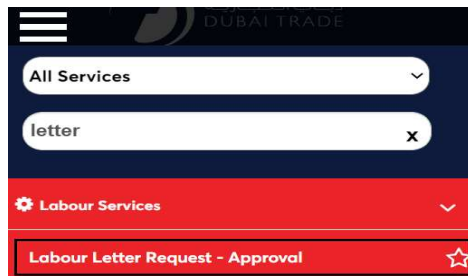
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|                   |                              |
|-------------------|------------------------------|
| Document Name     | Labour Letter Request        |
| Project Name      |                              |
| Business Unit     | JAFZA                        |
| Author(s)         | DT Training Dept.            |
| Last Updated Date | 31 <sup>st</sup> August 2022 |
| Current Version   | 2.0                          |

This service enables users to request for Letter / NOC for their employees from JAFZA addressed to Labour Department.

**Navigation:**

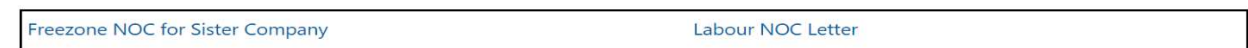
1. Login to **Dubai Trade**
2. Go to **Labour Services**
3. Then go to **Labour Letter Request - Approval**



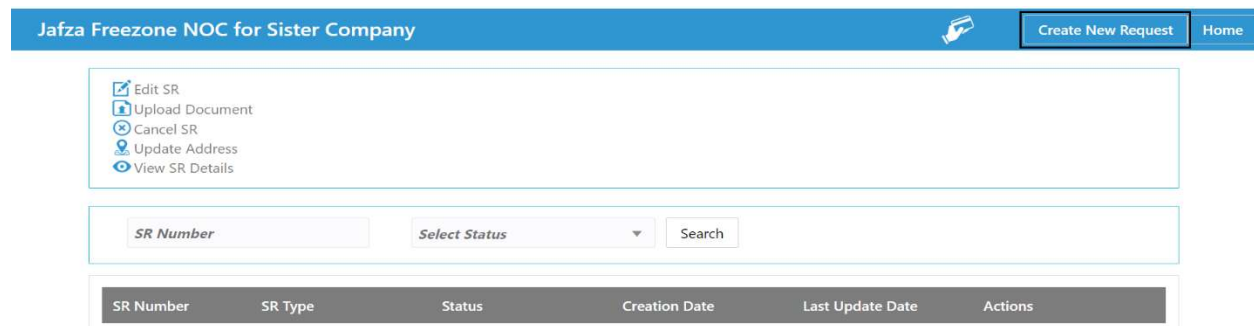
4. The below screen will be displayed where you can select the required NOC or **Search for SR**



5. Select the NOC Required



6. Click **Create New Request**



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

**Jafza Freezone NOC for Sister Company** Back

1 2 3 4  
 Service Request Upload Document Summary Payment Confirmation

Use this page to create/modify a request for the Letter. 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:  Dubai

|   |   |
|---|---|
| Company Id <b>1673</b><br>License Type * <input type="text"/> <input type="button" value="Q"/><br>Host Company License * <input type="text"/> <input type="button" value="Q"/><br>Period for NOC * <b>Search and Select</b> <input type="button" value="v"/><br>Employee Number 1 * <input type="text"/> <input type="button" value="Q"/><br>Employee Number 2 <input type="text"/> <input type="button" value="Q"/><br>Employee Number 3 <input type="text"/> <input type="button" value="Q"/><br>Employee Number 4 <input type="text"/> <input type="button" value="Q"/><br>Employee Number 5 <input type="text"/> <input type="button" value="Q"/><br>Employee Number 6 <input type="text"/> <input type="button" value="Q"/><br>Employee Number 7 <input type="text"/> <input type="button" value="Q"/><br>Employee Number 8 <input type="text"/> <input type="button" value="Q"/><br>Employee Number 9 <input type="text"/> <input type="button" value="Q"/><br>Employee Number 10 <input type="text"/> <input type="button" value="Q"/> | Mobile Number * <input type="text" value="05XXXXXXXX"/><br>Request Reason <input style="width: 100%; height: 50px;" type="text"/><br>Jafza Comments <input style="width: 100%; height: 50px;" type="text"/> |
|---|---|

**Save and Continue**

## 8. Upload the required Documents and click **Continue and Review**

**Jafza Freezone NOC for Sister Company** Back

1 2 3 4  
 Service Request Upload Document Summary Payment Confirmation

Company Name:  Dubai SR Number: 20085964

| Document Name                             | File Type    | Mandatory | Upload File  | View / Delete   |
|---|--------------|-----------|--|---|
| Agreement or contract                     | jpg/jpeg/pdf | Yes       | Drag and Drop <input type="button" value="+"/><br>Select a file or drop one here | <input type="button" value="v"/> <input type="button" value="T"/> |
| Under taking letter from Freezone company | jpg/jpeg/pdf | Yes       | Drag and Drop <input type="button" value="+"/><br>Select a file or drop one here | <input type="button" value="v"/> <input type="button" value="T"/> |
| Workmen's Compensation                    | jpg/jpeg/pdf | Yes       | Drag and Drop <input type="button" value="+"/><br>Select a file or drop one here | <input type="button" value="v"/> <input type="button" value="T"/> |
| Other documents 1                         | jpg/jpeg/pdf | No        | Drag and Drop <input type="button" value="+"/><br>Select a file or drop one here | <input type="button" value="v"/> <input type="button" value="T"/> |
| Other documents 2                         | jpg/jpeg/pdf | No        | Drag and Drop <input type="button" value="+"/><br>Select a file or drop one here | <input type="button" value="v"/> <input type="button" value="T"/> |
| Other documents 3                         | jpg/jpeg/pdf | No        | Drag and Drop <input type="button" value="+"/><br>Select a file or drop one here | <input type="button" value="v"/> <input type="button" value="T"/> |

**Continue and Review**

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

**Jafza Freezone NOC for Sister Company** Back

1 Service Request   
 2 Upload Document   
 3 Summary   
 4 Payment Confirmation

Details of the selected request are given below:

|  |                                    |                     |
|--|------------------------------------|---------------------|
| Company Name: <input type="text" value="Dubai"/> |                                    | SR Number: 20085964 |
| License Type                                     | <b>National Industrial</b>         | Employee Number 1   |
| Host Company License                             | <input type="text" value="Dubai"/> | 175043              |
| Period for NOC                                   | <b>3 Months</b>                    | Mobile Number       |
|  |                                    | 0560000000          |

[Edit](#)

| Document Name                             | Preview                 |
|---|-------------------------|
| Agreement or contract                     | <a href="#">Preview</a> |
| Under taking letter from Freezone company | <a href="#">Preview</a> |
| Workmen's Compensation                    | <a href="#">Preview</a> |

[Confirm and Continue](#)

## 10. Then click **Submit to FreeZone**

**Jafza Freezone NOC for Sister Company** Back

1 Service Request   
 2 Upload Document   
 3 Summary   
 4 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.

|   |   |                      |                     |                   |                 |                                      |                     |
|---|---|----------------------|---------------------|-------------------|-----------------|--------------------------------------|---------------------|
| <p><b>Current Balance Amount</b><br/>                 (Deposit minus amount reserved for submitted requests)</p> <p><b>1,551,365.59 AED</b></p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Total Charge Amount:</td> <td style="text-align: right;"><b>1,010.00 AED</b></td> </tr> <tr> <td>Total VAT Amount:</td> <td style="text-align: right;"><b>0.50 AED</b></td> </tr> <tr> <td><b>Total Charge Amount with VAT:</b></td> <td style="text-align: right;"><b>1,010.50 AED</b></td> </tr> </table> | Total Charge Amount: | <b>1,010.00 AED</b> | Total VAT Amount: | <b>0.50 AED</b> | <b>Total Charge Amount with VAT:</b> | <b>1,010.50 AED</b> |
| Total Charge Amount:  | <b>1,010.00 AED</b>   |                      |                     |                   |                 |                                      |                     |
| Total VAT Amount:   | <b>0.50 AED</b>   |                      |                     |                   |                 |                                      |                     |
| <b>Total Charge Amount with VAT:</b>  | <b>1,010.50 AED</b>   |                      |                     |                   |                 |                                      |                     |


| SR Number | Customer                           | Status |
|-----------|------------------------------------|--------|
| 20085964  | <input type="text" value="Dubai"/> | Saved  |

[Submit to FreeZone](#)

The below confirmation will be displayed

Jafza Freezone NOC for Sister Company  [Back](#)

Service Request      Upload Document      Summary      **4** Payment Confirmation

 Your request has been forwarded to the Free Zone for processing. A charge of 1010.00 AED and VAT amount 0.50 AED has been reserved for the same.

| SR Number | Customer | Status                 |
|-----------|----------|------------------------|
| 20085964  | Dubai    | Submitted to Free Zone |

**Procedure:**

- I. Freezone NOC for Sister Company – This is to request for NOC from JAFZA for the employee(s) to be able to work for a Sister Company within JAFZA.**

**Select *Freezone NOC for Sister Company***

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**Freezone NOC for Sister Company**

Labour NOC Letter

- II. Labour NOC Letter – This is to request for NOC from JAFZA for the employee addressed to Labour Department to be allowed to work for a company outside of JAFZA.**

**Select *Labour NOC Letter***

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Freezone NOC for Sister Company

**Labour NOC Letter**

