



دبي التجارية
DUBAI TRADE

JAFZA

Letter Request

User's Manual

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Table Designs

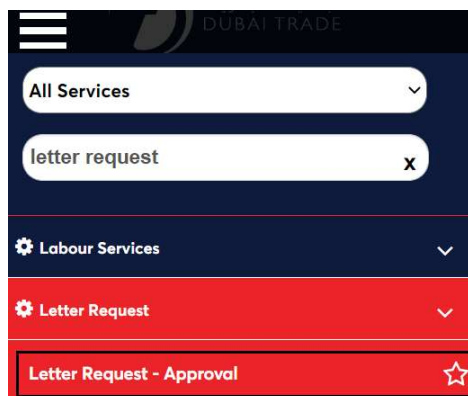
DOCUMENT DETAILS

Document Name	Letter Request
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	5 th September 2022
Current Version	2.0

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

Navigation:

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



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

Types of Admin Letters

Company Letter to External Agency	NOC for Employee PO Box
Letter to Abu Dhabi Security Passes Office	NOC Letter for Port Immigration - Barge
Letter to Consulate or Embassy	NOC Letter for Port Passes
Letter to Consulate or Embassy of SCHENGEN countries	NOC Letter to Obtain Police Clearance - Employee
Letter to Immigration Authorities PRO Card	NOC Letter to Police - Damaged Passport
Letter to Immigration Authorities PRO Card Renewal	NOC to establish a company for individuals
Letter to Police - CEC Lost Outside UAE	Salary Certificate to Bank
Letter to Police on Lost Documents	Salary Certificate to Consulate or Embassy
Letter to UAE Port Authorities for Pass Clearance	Salary Certificate to Government Agency
Liquor Permission Letter	Salary Certificate to University
NOC for Customs Representative Card	Service Certificate


<input type="text" value="SR Number"/>	<input type="text" value="Select Status"/>	<input type="button" value="Search"/>
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SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
-----------	---------	--------	---------------	------------------	---------

5. Select the Letter / NOC Required

Company Letter to External Agency	NOC for Employee PO Box
Letter to Abu Dhabi Security Passes Office	NOC Letter for Port Immigration - Barge
Letter to Consulate or Embassy	NOC Letter for Port Passes
Letter to Consulate or Embassy of SCHENGEN countries	NOC Letter to Obtain Police Clearance - Employee
Letter to Immigration Authorities PRO Card	NOC Letter to Police - Damaged Passport
Letter to Immigration Authorities PRO Card Renewal	NOC to establish a company for individuals
Letter to Police - CEC Lost Outside UAE	Salary Certificate to Bank
Letter to Police on Lost Documents	Salary Certificate to Consulate or Embassy
Letter to UAE Port Authorities for Pass Clearance	Salary Certificate to Government Agency
Liquor Permission Letter	Salary Certificate to University
NOC for Customs Representative Card	Service Certificate


6. Click **Create New Request**

Jafza Salary Certificate to Bank

[Create New Request](#)
[Home](#)

 Edit SR
 Upload Document
 Cancel SR
 Update Address
 View SR Details

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
-----------	---------	--------	---------------	------------------	---------

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

Jafza Salary Certificate to Bank

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Service Request
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.
- Jafza e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name:

Company Id **1314**

Employee Number *

Bank Name *

Bank Address *

Emirate *

Mobile Number *

Request Reason

[Save and Continue](#)

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

Jafza Salary Certificate to Bank

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1
Service Request

2
Summary

3
Payment Confirmation

Details of the selected request are given below.

Company Name:
Middle East And Africa FZCO
SR Number: 20052671

Employee Number
1340600
Emirate
Dubai

Bank Name
EMIRATES NBD
Mobile Number
0560000000

Bank Address
Dubai

Edit

Confirm and Continue

9. Click Submit to FreeZone

Jafza Salary Certificate to Bank

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1
Service Request

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Summary

3
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)

921,896.97 AED

Total Charge Amount: 110.00 AED

Total VAT Amount: 0.50 AED


Total Charge Amount with VAT: 110.50 AED

SR Number	Customer	Status
20052671	Middle East And Africa FZCO	Saved

Submit to FreeZone

The below confirmation will be displayed

Jafza Salary Certificate to Bank



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✓

Service Request

✓

Summary

3

Payment Confirmation

✓

Your request has been forwarded to the Free Zone for processing. A charge of 110.00 AED and VAT amount 0.50 AED has been reserved for the same.

SR Number	Customer	Status
20052671	Middle East And Africa FZCO	Submitted to Free Zone

Procedure:

- I. Company Letter to External Agency – This is to request for a Letter / NOC from JAFZA for the Company addressed to other Government Departments.**

Select **Company Letter to External Agency**

Company Letter to External Agency

Letter to Abu Dhabi Security Passes Office
Letter to Consulate or Embassy
Letter to Consulate or Embassy of SCHENGEN countries
Letter to Immigration Authorities PRO Card
Letter to Immigration Authorities PRO Card Renewal
Letter to Police - CEC Lost Outside UAE
Letter to Police on Lost Documents
Letter to UAE Port Authorities for Pass Clearance
Liquor Permission Letter
NOC for Customs Representative Card

NOC for Employee PO Box
NOC Letter for Port Immigration - Barge
NOC Letter for Port Passes
NOC Letter to Obtain Police Clearance - Employee
NOC Letter to Police - Damaged Passport
NOC to establish a company for individuals
Salary Certificate to Bank
Salary Certificate to Consulate or Embassy
Salary Certificate to Government Agency
Salary Certificate to University
Service Certificate

The below page will be displayed

Jafza Company Letter to External Agency

1

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Service RequestSummaryPayment Confirmation

1

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.

Jafza e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.

Company Name: Middle East And Africa FZCO

Company Id1314

Addressed To *

Search and Select

Emirate *

Search and Select

Mobile Number *05xxxxxxxx

Request Reason

Save and Continue

II. Letter to Abu Dhabi Security Passes Office – This is to request for a Letter / NOC from JAFZA for an employee addressed to Abu Dhabi Security Department for a Security Pass.

Select **Letter to Abu Dhabi Security Passes Office**

Company Letter to External Agency

Letter to Abu Dhabi Security Passes Office

Letter to Consulate or Embassy

Letter to Consulate or Embassy of SCHENGEN countries

Letter to Immigration Authorities PRO Card

Letter to Immigration Authorities PRO Card Renewal

Letter to Police - CEC Lost Outside UAE

Letter to Police on Lost Documents

Letter to UAE Port Authorities for Pass Clearance

Liquor Permission Letter

NOC for Customs Representative Card

NOC for Employee PO Box

NOC Letter for Port Immigration - Barge

NOC Letter for Port Passes

NOC Letter to Obtain Police Clearance - Employee

NOC Letter to Police - Damaged Passport

NOC to establish a company for individuals

Salary Certificate to Bank

Salary Certificate to Consulate or Embassy

Salary Certificate to Government Agency

Salary Certificate to University

Service Certificate

The below page will be displayed

Jafza Letter to Abu Dhabi Security Passes Office

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Service Request

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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.
- Jafza e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name:
Middle East And Africa FZCO

Company Id
1314

Employee Number

Place of visit in Abu Dhabi

Name of visiting company

Visit Starting Date
DD-Mon-YYYY

No. of Months
Search and Select

Request Reason

Mobile Number
05xxxxxxxx

Jafza Comments

Save and Continue

III. Letter to Consulate or Embassy – This is to request for a Service Letter from JAFZA for the employee addressed to Consulate or Embassy for purpose of visit.

Select Letter to Consulate or Embassy

Company Letter to External Agency	NOC for Employee PO Box
Letter to Abu Dhabi Security Passes Office	NOC Letter for Port Immigration - Barge
Letter to Consulate or Embassy	NOC Letter for Port Passes
Letter to Consulate or Embassy of SCHENGEN countries	NOC Letter to Obtain Police Clearance - Employee
Letter to Immigration Authorities PRO Card	NOC Letter to Police - Damaged Passport
Letter to Immigration Authorities PRO Card Renewal	NOC to establish a company for individuals
Letter to Police - CEC Lost Outside UAE	Salary Certificate to Bank
Letter to Police on Lost Documents	Salary Certificate to Consulate or Embassy
Letter to UAE Port Authorities for Pass Clearance	Salary Certificate to Government Agency
Liquor Permission Letter	Salary Certificate to University
NOC for Customs Representative Card	Service Certificate

The below page will be displayed

Jafza Letter to Consulate or Embassy

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Service Request

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.

Jafza e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.

Company Name:

Middle East And Africa FZCO

Company Id

1314

Employee Number *

Addressed To *

Search and Select

Consulate or Embassy Name *

Search and Select

Visa Type *

Search and Select

Normal or Multiple *

Search and Select

Final Destination *

Search and Select

Mobile Number *

05xxxxxxxx

Request Reason

Save and Continue

IV. Letter to Consulate or Embassy of SCHENGEN countries – This is to request for a Service Letter from JAFZA for the employee addressed to Consulate or Embassy of Schengen countries for purpose of visit.

Select **Letter to Consulate or Embassy of SCHENGEN** countries

Company Letter to External Agency	NOC for Employee PO Box
Letter to Abu Dhabi Security Passes Office	NOC Letter for Port Immigration - Barge
Letter to Consulate or Embassy	NOC Letter for Port Passes
Letter to Consulate or Embassy of SCHENGEN countries	NOC Letter to Obtain Police Clearance - Employee
Letter to Immigration Authorities PRO Card	NOC Letter to Police - Damaged Passport
Letter to Immigration Authorities PRO Card Renewal	NOC to establish a company for individuals
Letter to Police - CEC Lost Outside UAE	Salary Certificate to Bank
Letter to Police on Lost Documents	Salary Certificate to Consulate or Embassy
Letter to UAE Port Authorities for Pass Clearance	Salary Certificate to Government Agency
Liquor Permission Letter	Salary Certificate to University
NOC for Customs Representative Card	Service Certificate

The below page will be displayed

V. Letter to Immigration Authorities PRO Card – This is to request for a Letter / NOC from JAFZA for the employee to apply for a new employee PRO Card for Immigration Authorities.

Select Letter to Immigration Authorities PRO Card

Company Letter to External Agency
 Letter to Abu Dhabi Security Passes Office
 Letter to Consulate or Embassy
 Letter to Consulate or Embassy of SCHENGEN countries
Letter to Immigration Authorities PRO Card
 Letter to Immigration Authorities PRO Card Renewal
 Letter to Police - CEC Lost Outside UAE
 Letter to Police on Lost Documents
 Letter to UAE Port Authorities for Pass Clearance
 Liquor Permission Letter
 NOC for Customs Representative Card

NOC for Employee PO Box
 NOC Letter for Port Immigration - Barge
 NOC Letter for Port Passes
 NOC Letter to Obtain Police Clearance - Employee
 NOC Letter to Police - Damaged Passport
 NOC to establish a company for individuals
 Salary Certificate to Bank
 Salary Certificate to Consulate or Embassy
 Salary Certificate to Government Agency
 Salary Certificate to University
 Service Certificate

The below page will be displayed

VI. Letter to Immigration Authorities PRO Card Renewal – This is to request for a Letter / NOC from JAFZA for the employee to renew the existing employee PRO Card for Immigration Authorities.

Select Letter to Immigration Authorities PRO Card Renewal

Company Letter to External Agency
 Letter to Abu Dhabi Security Passes Office
 Letter to Consulate or Embassy
 Letter to Consulate or Embassy of SCHENGEN countries
 Letter to Immigration Authorities PRO Card
 Letter to Immigration Authorities PRO Card Renewal
 Letter to Police - CEC Lost Outside UAE
 Letter to Police on Lost Documents
 Letter to UAE Port Authorities for Pass Clearance
 Liquor Permission Letter
 NOC for Customs Representative Card

NOC for Employee PO Box
 NOC Letter for Port Immigration - Barge
 NOC Letter for Port Passes
 NOC Letter to Obtain Police Clearance - Employee
 NOC Letter to Police - Damaged Passport
 NOC to establish a company for individuals
 Salary Certificate to Bank
 Salary Certificate to Consulate or Embassy
 Salary Certificate to Government Agency
 Salary Certificate to University
 Service Certificate

The below page will be displayed

VII. Letter to Police – CEC Lost Outside UAE – This is to request for a Letter / NOC from JAFZA for the employee when the employee has lost his CEC outside UAE.

Select **Letter to Police – CEC Lost Outside UAE**

Company Letter to External Agency
 Letter to Abu Dhabi Security Passes Office
 Letter to Consulate or Embassy
 Letter to Consulate or Embassy of SCHENGEN countries
 Letter to Immigration Authorities PRO Card
 Letter to Immigration Authorities PRO Card Renewal
Letter to Police - CEC Lost Outside UAE
 Letter to Police on Lost Documents
 Letter to UAE Port Authorities for Pass Clearance
 Liquor Permission Letter
 NOC for Customs Representative Card

NOC for Employee PO Box
 NOC Letter for Port Immigration - Barge
 NOC Letter for Port Passes
 NOC Letter to Obtain Police Clearance - Employee
 NOC Letter to Police - Damaged Passport
 NOC to establish a company for individuals
 Salary Certificate to Bank
 Salary Certificate to Consulate or Embassy
 Salary Certificate to Government Agency
 Salary Certificate to University
 Service Certificate

The below page will be displayed

Jafza Letter to Police - CEC Lost Outside UAE
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Service Request
Summary
Payment Confirmation

1 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.
- Jafza e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name: Middle East And Africa FZCO

Company Id **1314**

Employee Number *

Emirate * Search and Select

Name of the Police Station * Search and Select

Mobile Number * 05xxxxxxxx

Document Missing Date * DD-Mon-YYYY

Document Missing Place *

Post Box Number *

Request Reason

Save and Continue

VIII. Letter to Police on Lost Documents – This is to request for a Letter / NOC from JAFZA for the employee when the employee has lost his Identity Documents.

Select **Letter to Police on Lost Documents**

[Company Letter to External Agency](#)
[Letter to Abu Dhabi Security Passes Office](#)
[Letter to Consulate or Embassy](#)
[Letter to Consulate or Embassy of SCHENGEN countries](#)
[Letter to Immigration Authorities PRO Card](#)
[Letter to Immigration Authorities PRO Card Renewal](#)
[Letter to Police - CEC Lost Outside UAE](#)
Letter to Police on Lost Documents
[Letter to UAE Port Authorities for Pass Clearance](#)
[Liquor Permission Letter](#)
[NOC for Customs Representative Card](#)

[NOC for Employee PO Box](#)
[NOC Letter for Port Immigration - Barge](#)
[NOC Letter for Port Passes](#)
[NOC Letter to Obtain Police Clearance - Employee](#)
[NOC Letter to Police - Damaged Passport](#)
[NOC to establish a company for individuals](#)
[Salary Certificate to Bank](#)
[Salary Certificate to Consulate or Embassy](#)
[Salary Certificate to Government Agency](#)
[Salary Certificate to University](#)
[Service Certificate](#)

The below page will be displayed

Jafza Letter to Police on Lost Documents

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Service Request

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.
- Jafza e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.

Company Name: Middle East And Africa FZCO

Company Id 1314

Employee Number *

Type of Missing Document * Search and Select

Emirate * Search and Select

Name of the Police Station * Search and Select

Document Missing Date * DD-Mon-YYYY

Mobile Number * 05xxxxxxxx

Post Box No/Postal Code *

Request Reason

Save and Continue

IX. Letter to UAE Port Authorities for Pass Clearance – This is to request for a Letter / NOC from JAFZA addressed to Port Authorities for issuing a pass for the employee if they are visiting the Port.

Select Letter to UAE Port Authorities for Pass Clearance

Company Letter to External Agency
 Letter to Abu Dhabi Security Passes Office
 Letter to Consulate or Embassy
 Letter to Consulate or Embassy of SCHENGEN countries
 Letter to Immigration Authorities PRO Card
 Letter to Immigration Authorities PRO Card Renewal
 Letter to Police - CEC Lost Outside UAE
 Letter to Police on Lost Documents
Letter to UAE Port Authorities for Pass Clearance
 Liquor Permission Letter
 NOC for Customs Representative Card

NOC for Employee PO Box
 NOC Letter for Port Immigration - Barge
 NOC Letter for Port Passes
 NOC Letter to Obtain Police Clearance - Employee
 NOC Letter to Police - Damaged Passport
 NOC to establish a company for individuals
 Salary Certificate to Bank
 Salary Certificate to Consulate or Embassy
 Salary Certificate to Government Agency
 Salary Certificate to University
 Service Certificate

The below page will be displayed

Jafza Letter to UAE Port Authorities for Pass Clearance
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1 Service Request
 2 Summary
3 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.
- Jafza e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name: Middle East And Africa FZCO

Company Id **1314**

Employee Number *

Name of the Port * Search and Select

Name of the Ship *

Starting Date * DD-Mon-YYYY

Duration of visit * Search and Select

Request Reason

Mobile Number *

Jafza Comments

Save and Continue

- X. Liquor Permission Letter – This is to request for a Letter / NOC from JAFZA to the employee when the employee wants to apply for Liquor License.**

Select **Liquor Permission Letter**

Company Letter to External Agency	NOC for Employee PO Box
Letter to Abu Dhabi Security Passes Office	NOC Letter for Port Immigration - Barge
Letter to Consulate or Embassy	NOC Letter for Port Passes
Letter to Consulate or Embassy of SCHENGEN countries	NOC Letter to Obtain Police Clearance - Employee
Letter to Immigration Authorities PRO Card	NOC Letter to Police - Damaged Passport
Letter to Immigration Authorities PRO Card Renewal	NOC to establish a company for individuals
Letter to Police - CEC Lost Outside UAE	Salary Certificate to Bank
Letter to Police on Lost Documents	Salary Certificate to Consulate or Embassy
Letter to UAE Port Authorities for Pass Clearance	Salary Certificate to Government Agency
Liquor Permission Letter	Salary Certificate to University
NOC for Customs Representative Card	Service Certificate

The below page will be displayed

XI. NOC for Customs Representative Card – This is to request for a Letter / NOC from JAFZA addressed to Customs Authorities for issuing a Customs Representative Card for the employee if they interact with the Customs Authority.

Select NOC for Customs Representative Card

Company Letter to External Agency	NOC for Employee PO Box
Letter to Abu Dhabi Security Passes Office	NOC Letter for Port Immigration - Barge
Letter to Consulate or Embassy	NOC Letter for Port Passes
Letter to Consulate or Embassy of SCHENGEN countries	NOC Letter to Obtain Police Clearance - Employee
Letter to Immigration Authorities PRO Card	NOC Letter to Police - Damaged Passport
Letter to Immigration Authorities PRO Card Renewal	NOC to establish a company for individuals
Letter to Police - CEC Lost Outside UAE	Salary Certificate to Bank
Letter to Police on Lost Documents	Salary Certificate to Consulate or Embassy
Letter to UAE Port Authorities for Pass Clearance	Salary Certificate to Government Agency
Liquor Permission Letter	Salary Certificate to University
NOC for Customs Representative Card	Service Certificate

The below page will be displayed

XII. NOC for Employee PO Box – This is to request for a Letter / NOC from JAFZA to the employee when the employee wants to apply for PO Box.

Select NOC for Employee PO Box

Company Letter to External Agency
 Letter to Abu Dhabi Security Passes Office
 Letter to Consulate or Embassy
 Letter to Consulate or Embassy of SCHENGEN countries
 Letter to Immigration Authorities PRO Card
 Letter to Immigration Authorities PRO Card Renewal
 Letter to Police - CEC Lost Outside UAE
 Letter to Police on Lost Documents
 Letter to UAE Port Authorities for Pass Clearance
 Liquor Permission Letter
 NOC for Customs Representative Card

NOC for Employee PO Box
 NOC Letter for Port Immigration - Barge
 NOC Letter for Port Passes
 NOC Letter to Obtain Police Clearance - Employee
 NOC Letter to Police - Damaged Passport
 NOC to establish a company for individuals
 Salary Certificate to Bank
 Salary Certificate to Consulate or Embassy
 Salary Certificate to Government Agency
 Salary Certificate to University
 Service Certificate

The below page will be displayed

XIII. NOC Letter for Port Immigration – Barge – This is to request for a Letter / NOC from JAFZA to Sea Port Immigration when the employee is entering UAE from Sea Port.

Select **NOC Letter for Port Immigration – Barge**

[Company Letter to External Agency](#)
[Letter to Abu Dhabi Security Passes Office](#)
[Letter to Consulate or Embassy](#)
[Letter to Consulate or Embassy of SCHENGEN countries](#)
[Letter to Immigration Authorities PRO Card](#)
[Letter to Immigration Authorities PRO Card Renewal](#)
[Letter to Police - CEC Lost Outside UAE](#)
[Letter to Police on Lost Documents](#)
[Letter to UAE Port Authorities for Pass Clearance](#)
[Liquor Permission Letter](#)
[NOC for Customs Representative Card](#)

[NOC for Employee PO Box](#)
[NOC Letter for Port Immigration - Barge](#)
[NOC Letter for Port Passes](#)
[NOC Letter to Obtain Police Clearance - Employee](#)
[NOC Letter to Police - Damaged Passport](#)
[NOC to establish a company for individuals](#)
[Salary Certificate to Bank](#)
[Salary Certificate to Consulate or Embassy](#)
[Salary Certificate to Government Agency](#)
[Salary Certificate to University](#)
[Service Certificate](#)

The below page will be displayed

Jafza NOC Letter for Port Immigration - Barge Back

1 Service Request 2 Summary 3 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.
- Jafza e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.

Company Name: Middle East And Africa FZCO

Company Id: 1314

Employee Number * Q

Name of the Port * Search and Select

Mobile Number * 05xxxxxxxx

Start Date * DD-Mon-YYYY 📅

Request Reason

Duration of visit * Search and Select

Jafza Comments

Save and Continue

XIV. NOC Letter for Port Passes – This is to request for a Letter / NOC from JAFZA addressed to Port Authorities for issuing a pass for the employee if they are visiting a Port.

Select NOC Letter for Port Passes

Company Letter to External Agency
Letter to Abu Dhabi Security Passes Office
Letter to Consulate or Embassy
Letter to Consulate or Embassy of SCHENGEN countries
Letter to Immigration Authorities PRO Card
Letter to Immigration Authorities PRO Card Renewal
Letter to Police - CEC Lost Outside UAE
Letter to Police on Lost Documents
Letter to UAE Port Authorities for Pass Clearance
Liquor Permission Letter
NOC for Customs Representative Card

NOC for Employee PO Box
NOC Letter for Port Immigration - Barge
NOC Letter for Port Passes
NOC Letter to Obtain Police Clearance - Employee
NOC Letter to Police - Damaged Passport
NOC to establish a company for individuals
Salary Certificate to Bank
Salary Certificate to Consulate or Embassy
Salary Certificate to Government Agency
Salary Certificate to University
Service Certificate

The below page will be displayed

Jafza NOC Letter for Port Passes

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Service Request

Summary

Payment Confirmation

1

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.

Jafza e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.

Company Name:

Middle East And Africa FZCO

Company Id

1314

Employee Number *

Name of the Port *

Search and Select

Mobile Number *

05xxxxxxxx

Start Date *

DD-Mon-YYYY

Duration of visit *

Search and Select

Request Reason

Save and Continue

XV. NOC Letter to Obtain Police Clearance – This is to request for a Letter / NOC from JAFZA for the employee to obtain Police Clearance.

Select **NOC Letter to Obtain Police Clearance**

[Company Letter to External Agency](#)
[Letter to Abu Dhabi Security Passes Office](#)
[Letter to Consulate or Embassy](#)
[Letter to Consulate or Embassy of SCHENGEN countries](#)
[Letter to Immigration Authorities PRO Card](#)
[Letter to Immigration Authorities PRO Card Renewal](#)
[Letter to Police - CEC Lost Outside UAE](#)
[Letter to Police on Lost Documents](#)
[Letter to UAE Port Authorities for Pass Clearance](#)
[Liquor Permission Letter](#)
[NOC for Customs Representative Card](#)

[NOC for Employee PO Box](#)
[NOC Letter for Port Immigration - Barge](#)
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[NOC Letter to Obtain Police Clearance - Employee](#)
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[NOC to establish a company for individuals](#)
[Salary Certificate to Bank](#)
[Salary Certificate to Consulate or Embassy](#)
[Salary Certificate to Government Agency](#)
[Salary Certificate to University](#)
[Service Certificate](#)

The below page will be displayed

Jafza NOC Letter to Obtain Police Clearance - Employee Back

1 Service Request 2 Summary 3 Payment Confirmation

① 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.
- Jafza e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.

Company Name: Middle East And Africa FZCO

Company Id **1314**

Employee Number *

Emirate *

Name of the Police Station *

Mobile Number * 05XXXXXXXX

Request Reason

Save and Continue

XVI. NOC Letter to Police – Damaged Passport – This is to request for a Letter / NOC from JAFZA for the employee to obtain a NOC from Police for Damaged Passport.

Select **NOC Letter to Police – Damaged Passport**

Company Letter to External Agency
 Letter to Abu Dhabi Security Passes Office
 Letter to Consulate or Embassy
 Letter to Consulate or Embassy of SCHENGEN countries
 Letter to Immigration Authorities PRO Card
 Letter to Immigration Authorities PRO Card Renewal
 Letter to Police - CEC Lost Outside UAE
 Letter to Police on Lost Documents
 Letter to UAE Port Authorities for Pass Clearance
 Liquor Permission Letter
 NOC for Customs Representative Card

NOC for Employee PO Box
 NOC Letter for Port Immigration - Barge
 NOC Letter for Port Passes
 NOC Letter to Obtain Police Clearance - Employee
NOC Letter to Police - Damaged Passport
 NOC to establish a company for individuals
 Salary Certificate to Bank
 Salary Certificate to Consulate or Embassy
 Salary Certificate to Government Agency
 Salary Certificate to University
 Service Certificate

The below page will be displayed

XVII. NOC to establish a company for individuals – This is to request for a Letter / NOC from JAFZA to the employee when the employee wants to establish a company.

Select NOC to establish a company for individuals

Company Letter to External Agency
 Letter to Abu Dhabi Security Passes Office
 Letter to Consulate or Embassy
 Letter to Consulate or Embassy of SCHENGEN countries
 Letter to Immigration Authorities PRO Card
 Letter to Immigration Authorities PRO Card Renewal
 Letter to Police - CEC Lost Outside UAE
 Letter to Police on Lost Documents
 Letter to UAE Port Authorities for Pass Clearance
 Liquor Permission Letter
 NOC for Customs Representative Card

NOC for Employee PO Box
 NOC Letter for Port Immigration - Barge
 NOC Letter for Port Passes
 NOC Letter to Obtain Police Clearance - Employee
 NOC Letter to Police - Damaged Passport
NOC to establish a company for individuals
 Salary Certificate to Bank
 Salary Certificate to Consulate or Embassy
 Salary Certificate to Government Agency
 Salary Certificate to University
 Service Certificate

The below page will be displayed

The screenshot shows a web interface for requesting a No Objection Certificate (NOC) from Jafza. At the top, a blue header bar contains the title "Jafza NOC to establish a company for individuals" and a "Back" button. Below the header, a progress bar indicates four steps: 1. Service Request, 2. Upload Document, 3. Summary, and 4. Payment Confirmation. The current step is "Service Request".

Below the progress bar, there is a blue box with instructions: "Use this page to create/modify a request for the Letter. Once you have entered atleast the mandatory information, you can :". It includes two bullet points: "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." and "Jafza e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number." (Note: "send" is misspelled as "send" in the original image).

Below the instructions, there is a blue bar with the text "Company Name: Middle East And Africa FZCO".

The main form area contains several fields: "Company Id" (1314), "Employee Number" (with a search icon), "Emirate" (with a "Search and Select" dropdown), "Addressed To" (with a "Search and Select" dropdown), "Category" (with a "Search and Select" dropdown), and "Mobile Number" (05xxxxxxxx). There is also a "Request Reason" field with a large text area.

At the bottom right of the form, there is a blue button labeled "Save and Continue".

XVIII. Salary Certificate to Bank – This is to request for a Salary Certificate from JAFZA for the employee addressed to a Bank.

Select *Salary Certificate to Bank*

Company Letter to External Agency
Letter to Abu Dhabi Security Passes Office
Letter to Consulate or Embassy
Letter to Consulate or Embassy of SCHENGEN countries
Letter to Immigration Authorities PRO Card
Letter to Immigration Authorities PRO Card Renewal
Letter to Police - CEC Lost Outside UAE
Letter to Police on Lost Documents
Letter to UAE Port Authorities for Pass Clearance
Liquor Permission Letter
NOC for Customs Representative Card

NOC for Employee PO Box
NOC Letter for Port Immigration - Barge
NOC Letter for Port Passes
NOC Letter to Obtain Police Clearance - Employee
NOC Letter to Police - Damaged Passport
NOC to establish a company for individuals
Salary Certificate to Bank
Salary Certificate to Consulate or Embassy
Salary Certificate to Government Agency
Salary Certificate to University
Service Certificate

The below page will be displayed

Jafza Salary Certificate to Bank

1

2

3

Service Request

Summary

Payment Confirmation

1

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.

Jafza e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.

Company Name:

Middle East And Africa FZCO

Company Id

1314

Employee Number *

Bank Name *

Search and Select

Bank Address *

Emirate *

Search and Select

Mobile Number *

05xxxxxxxx

Request Reason

Save and Continue

XIX. Salary Certificate to Consulate or Embassy – This is to request for a Salary Certificate from JAFZA for the employee addressed to Consulate or Embassy for purpose of visit.

Select *Salary Certificate to Consulate or Embassy*

Company Letter to External Agency
 Letter to Abu Dhabi Security Passes Office
 Letter to Consulate or Embassy
 Letter to Consulate or Embassy of SCHENGEN countries
 Letter to Immigration Authorities PRO Card
 Letter to Immigration Authorities PRO Card Renewal
 Letter to Police - CEC Lost Outside UAE
 Letter to Police on Lost Documents
 Letter to UAE Port Authorities for Pass Clearance
 Liquor Permission Letter
 NOC for Customs Representative Card

NOC for Employee PO Box
 NOC Letter for Port Immigration - Barge
 NOC Letter for Port Passes
 NOC Letter to Obtain Police Clearance - Employee
 NOC Letter to Police - Damaged Passport
 NOC to establish a company for individuals
 Salary Certificate to Bank
Salary Certificate to Consulate or Embassy
 Salary Certificate to Government Agency
 Salary Certificate to University
 Service Certificate

The below page will be displayed

Jafza Salary Certificate to Consulate or Embassy

1

2

3

Service Request

Summary

Payment Confirmation

1

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.

Jafza e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.

Company Name

Middle East And Africa FZCO

Company Id

1314

Mobile Number *

05xxxxxxxx

Employee Number *

Addressed To *

Search and Select

Consulate or Embassy Name *

Search and Select

Save and Continue

XX. Salary Certificate to Government Agency – This is to request for a Salary Certificate from JAFZA for the employee addressed to Government Agencies in UAE.

Select Salary Certificate to Government Agency

Company Letter to External Agency	NOC for Employee PO Box
Letter to Abu Dhabi Security Passes Office	NOC Letter for Port Immigration - Barge
Letter to Consulate or Embassy	NOC Letter for Port Passes
Letter to Consulate or Embassy of SCHENGEN countries	NOC Letter to Obtain Police Clearance - Employee
Letter to Immigration Authorities PRO Card	NOC Letter to Police - Damaged Passport
Letter to Immigration Authorities PRO Card Renewal	NOC to establish a company for individuals
Letter to Police - CEC Lost Outside UAE	Salary Certificate to Bank
Letter to Police on Lost Documents	Salary Certificate to Consulate or Embassy
Letter to UAE Port Authorities for Pass Clearance	Salary Certificate to Government Agency
Liquor Permission Letter	Salary Certificate to University
NOC for Customs Representative Card	Service Certificate

The below page will be displayed

XXI. Salary Certificate to University – This is to request for a Salary Certificate from JAFZA for the employee addressed to University..

Select *Salary Certificate to University*

[Company Letter to External Agency](#)
[Letter to Abu Dhabi Security Passes Office](#)
[Letter to Consulate or Embassy](#)
[Letter to Consulate or Embassy of SCHENGEN countries](#)
[Letter to Immigration Authorities PRO Card](#)
[Letter to Immigration Authorities PRO Card Renewal](#)
[Letter to Police - CEC Lost Outside UAE](#)
[Letter to Police on Lost Documents](#)
[Letter to UAE Port Authorities for Pass Clearance](#)
[Liquor Permission Letter](#)
[NOC for Customs Representative Card](#)

[NOC for Employee PO Box](#)
[NOC Letter for Port Immigration - Barge](#)
[NOC Letter for Port Passes](#)
[NOC Letter to Obtain Police Clearance - Employee](#)
[NOC Letter to Police - Damaged Passport](#)
[NOC to establish a company for individuals](#)
[Salary Certificate to Bank](#)
[Salary Certificate to Consulate or Embassy](#)
[Salary Certificate to Government Agency](#)
[Salary Certificate to University](#)
[Service Certificate](#)

The below page will be displayed

Jafza Salary Certificate to University

Back

1

2

3

Service Request

Summary

Payment Confirmation

1

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.

Jafza e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.

Company Name: Middle East And Africa FZCO

Company Id 1314

Employee Number *

University Name * Search and Select

Mobile Number * 05xxxxxxxx

Request Reason

Save and Continue

XXII. Service Certificate – This is to request for a Service Certificate from JAFZA for the employee.

Select Service Certificate

Company Letter to External Agency	NOC for Employee PO Box
Letter to Abu Dhabi Security Passes Office	NOC Letter for Port Immigration - Barge
Letter to Consulate or Embassy	NOC Letter for Port Passes
Letter to Consulate or Embassy of SCHENGEN countries	NOC Letter to Obtain Police Clearance - Employee
Letter to Immigration Authorities PRO Card	NOC Letter to Police - Damaged Passport
Letter to Immigration Authorities PRO Card Renewal	NOC to establish a company for individuals
Letter to Police - CEC Lost Outside UAE	Salary Certificate to Bank
Letter to Police on Lost Documents	Salary Certificate to Consulate or Embassy
Letter to UAE Port Authorities for Pass Clearance	Salary Certificate to Government Agency
Liquor Permission Letter	Salary Certificate to University
NOC for Customs Representative Card	Service Certificate

The below page will be displayed

Jafza Service Certificate

Back

1

2

3

Service Request

Summary

Payment Confirmation

1

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.

▪ **Jafza e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name: Middle East And Africa FZCO

Company Id1314

Employee Number*

Addressed To*

Search and Select

Consulate/Embassy/Foreign Affairs/
Immigration*

Search and Select

Mobile Number*05xxxxxxxx

Request Reason

Save and Continue

