JAFZA eSERVICES Registration Letters User's Manual

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Version	Date	Author	Designation	Description of change

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Version	Date	Name	Designation	Comments

Distribution

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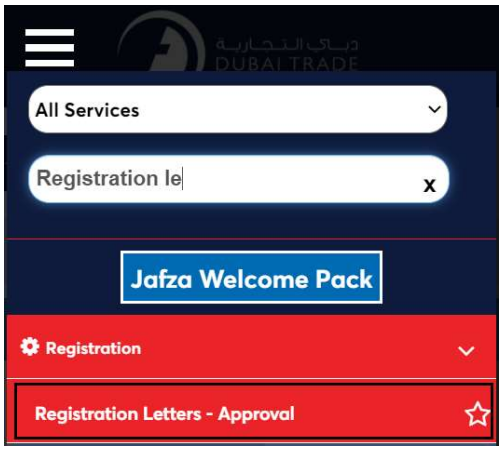
Registration Letters

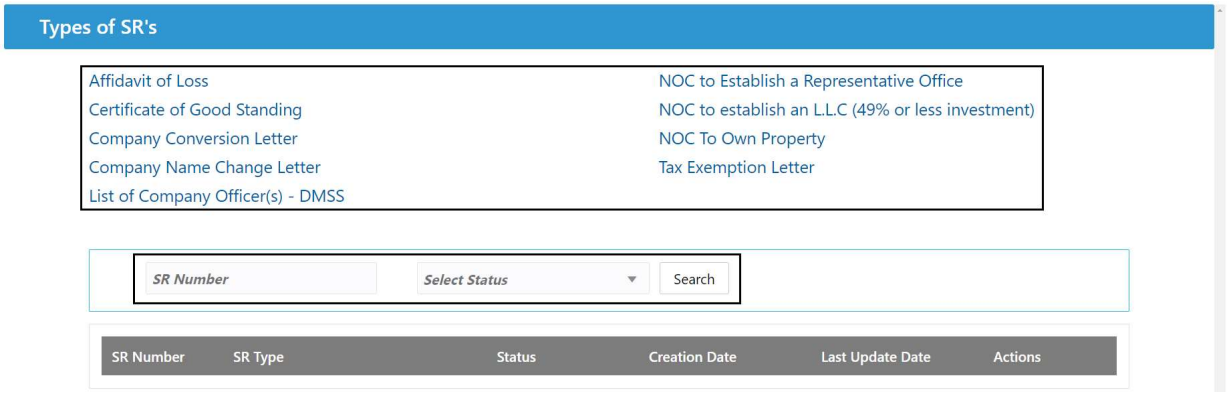
This service is to request for letters / No Objection Certificates for the Company from JAFZA for companies registered with JAFZA for other Government Departments / Embassies.

Navigation:

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

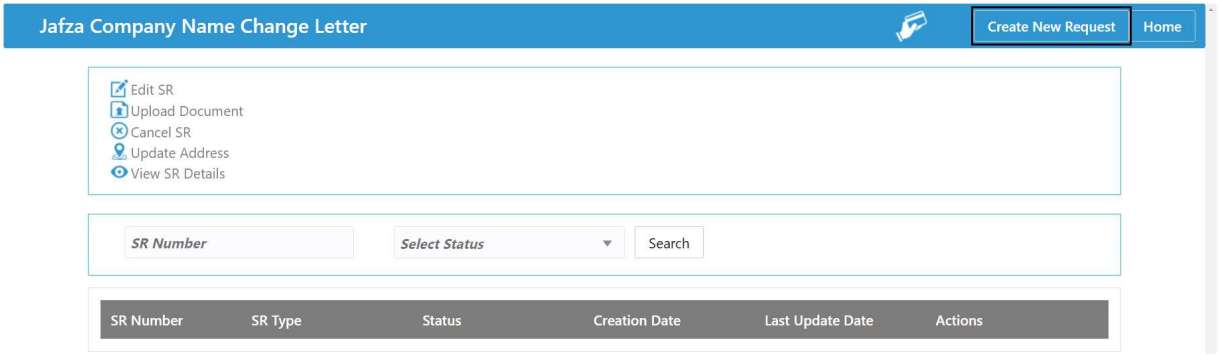


4. The below screen will be displayed where you can select the required Letter/NOC or **Search for SR**.

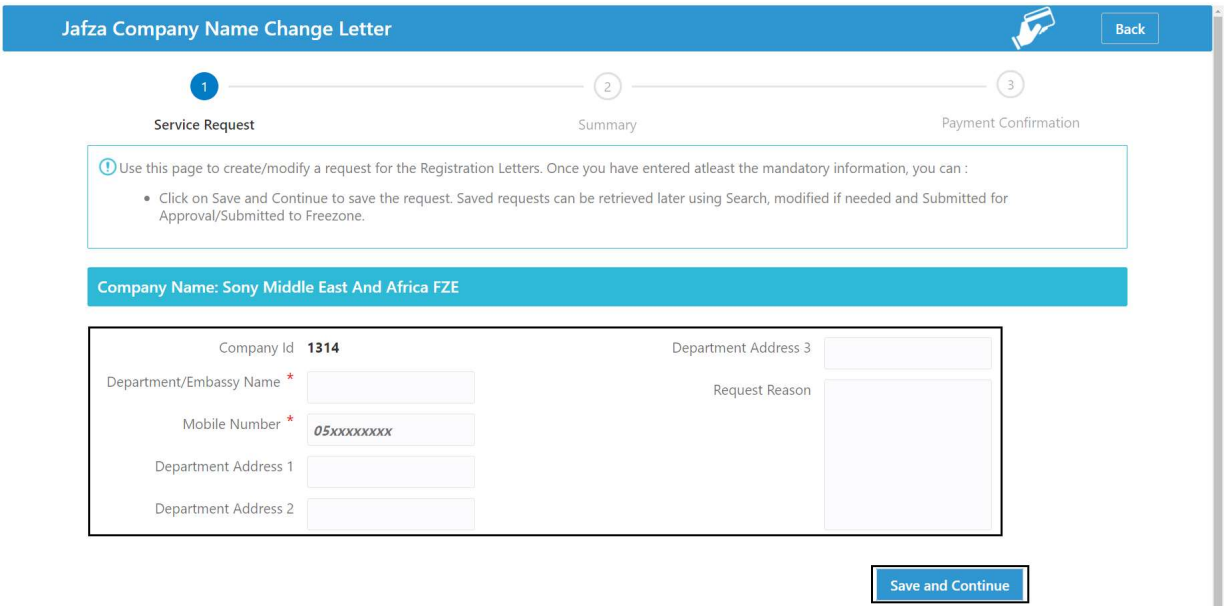


5. Select the Letter / NOC Required

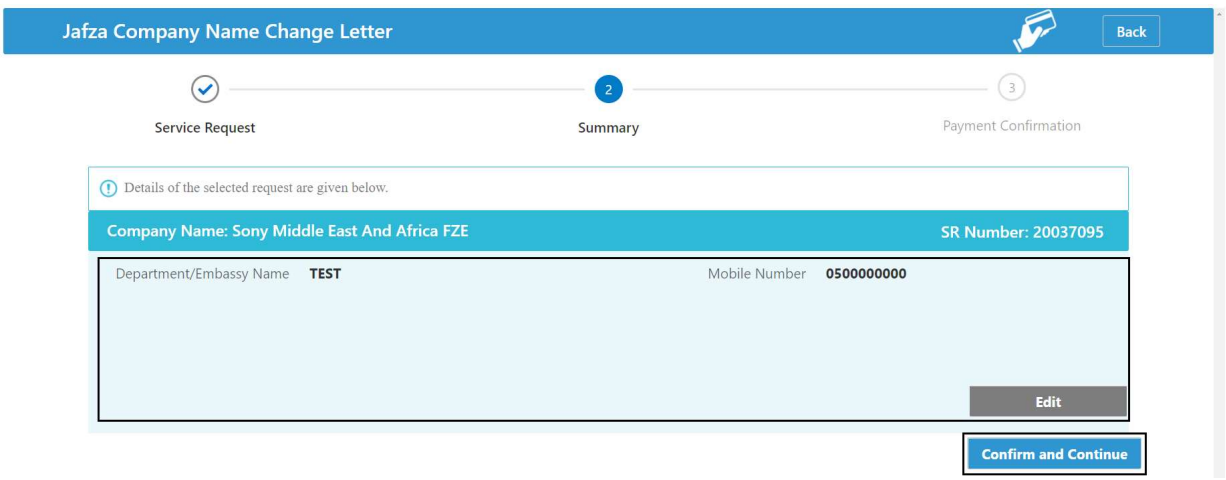
6. Click **Create New Request**



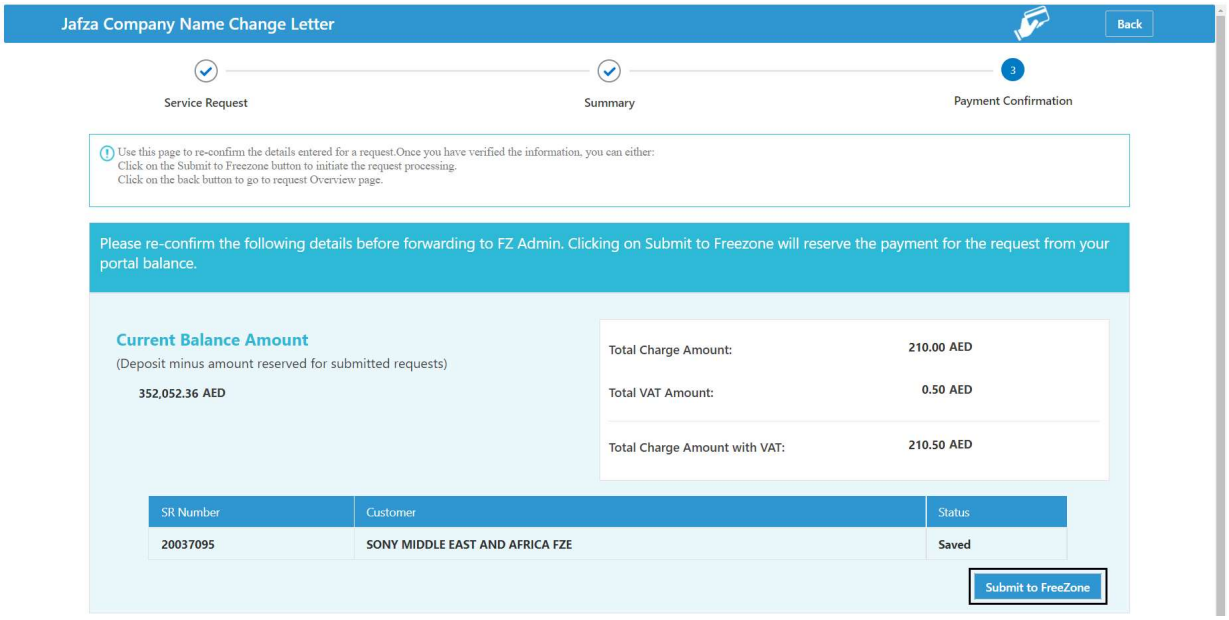
7. Enter the details and click **Save and Continue**



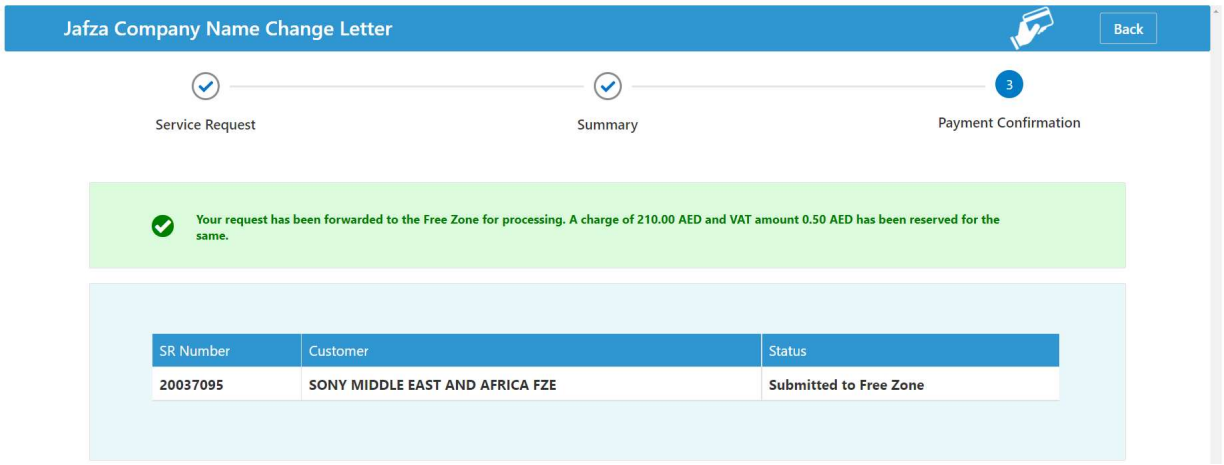
8. Review the details and click **Confirm and Continue**



9. Click **Submit to FreeZone**



The below confirmation will be displayed

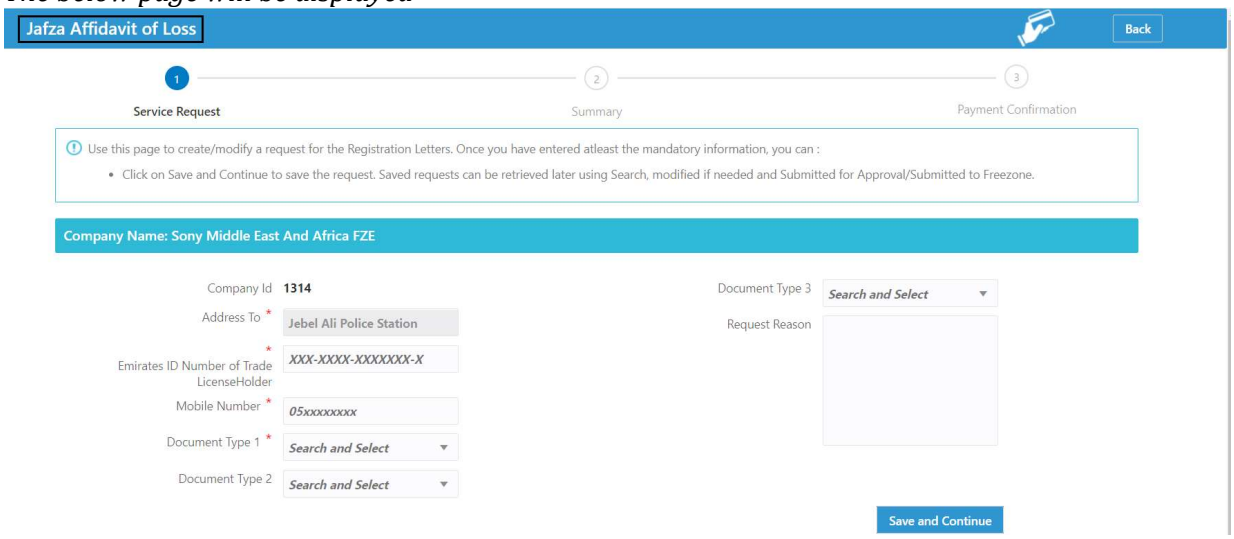


Procedure:

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

*Select **Affidavit of Loss***

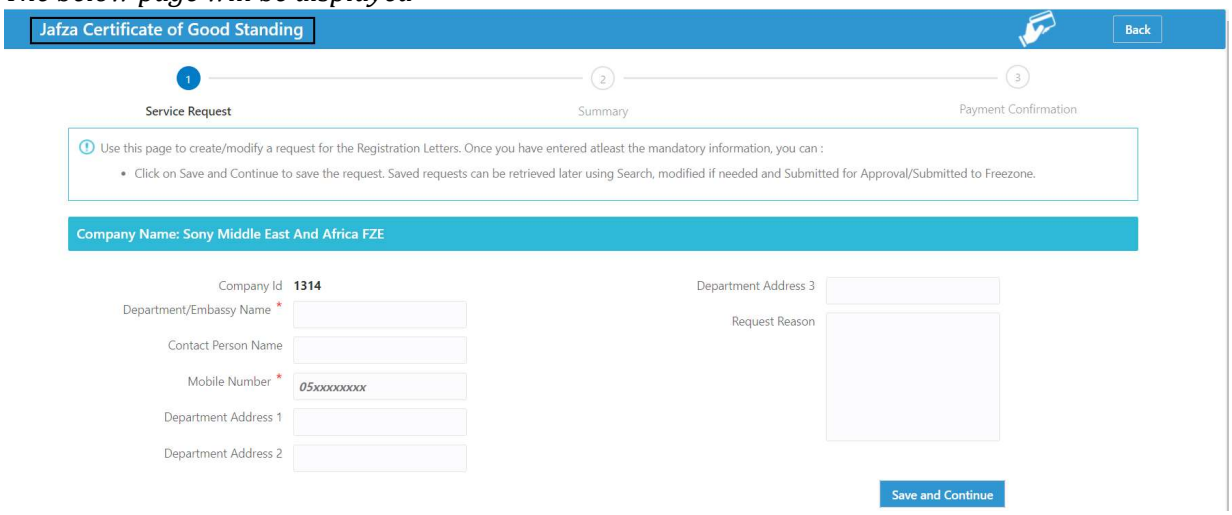
The below page will be displayed



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

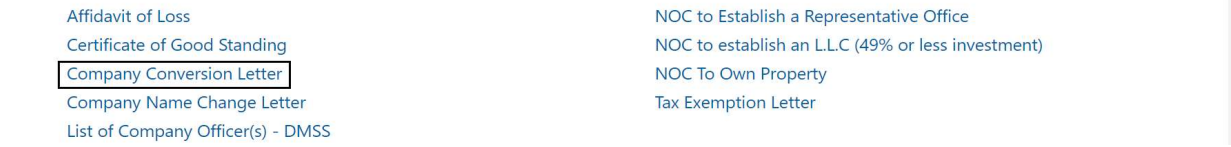
*Select **Certificate of Good Standing***

The below page will be displayed



III. Company Conversion Letter – This is to request for a Letter from JAFZA with the new conversion of Company Type details.

*Select **Company Conversion Letter***



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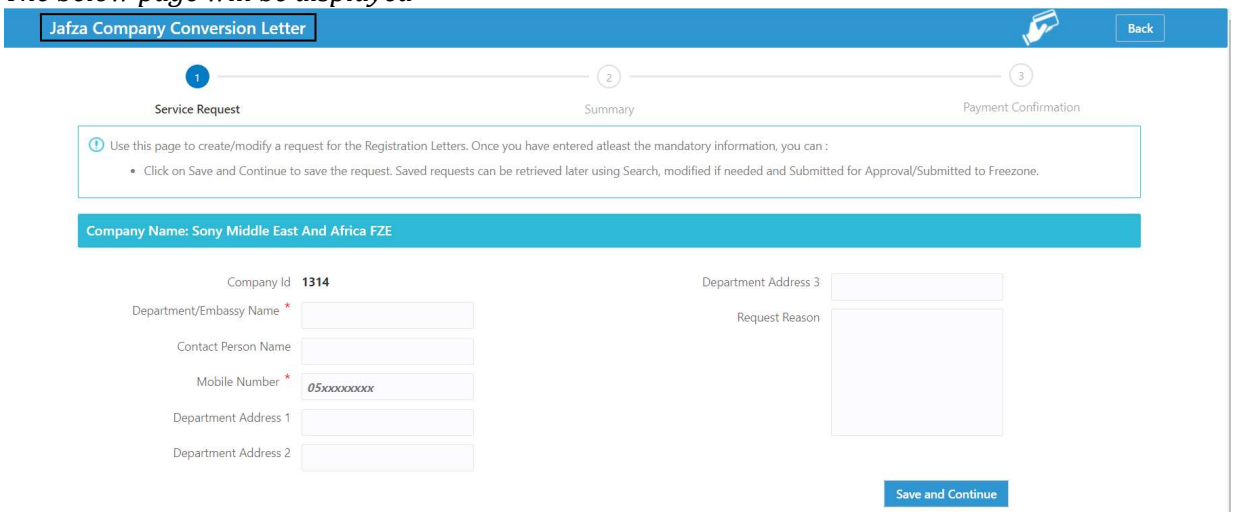
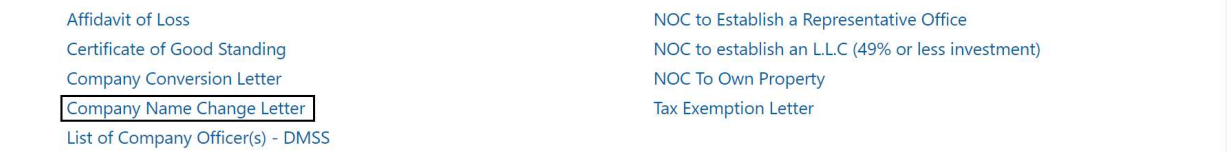


IV. Company Name Change Letter – This is to request for a Letter from JAFZA with the details of Company Name change.

*Select **Company Name Change Letter***



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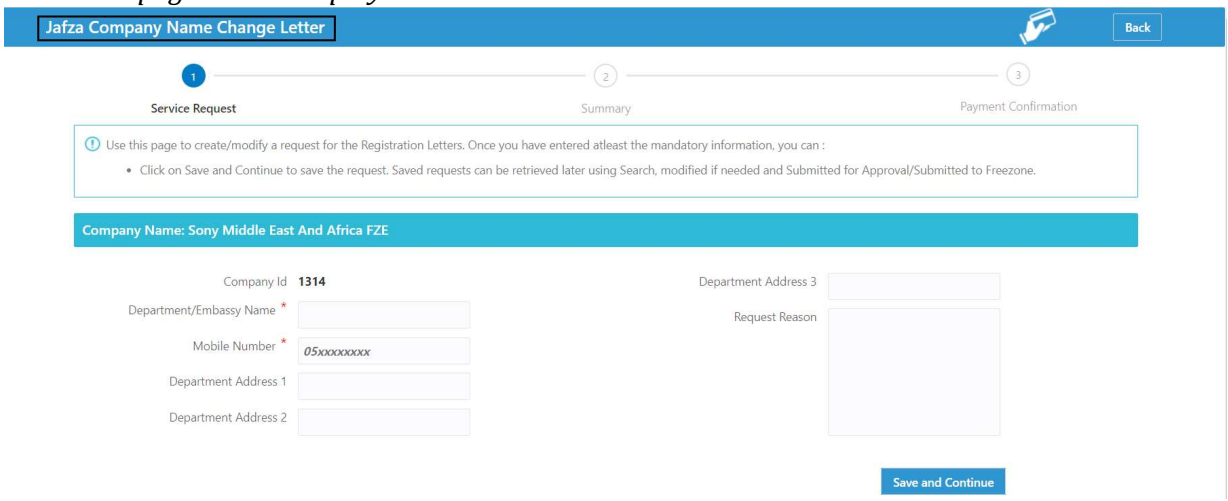
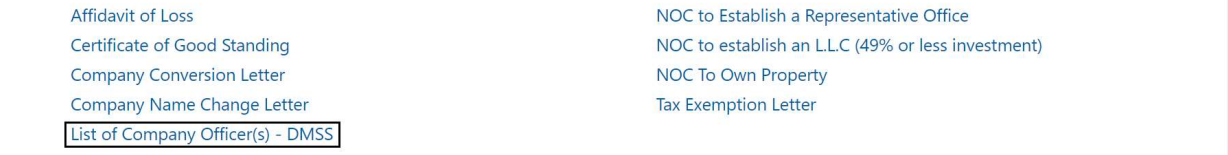


V. List of Company Officer(s) - DMSS – This is to request for a Letter / NOC from JAFZA for the List of Directors, Managers, Secretary, Shareholder of the Company.

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



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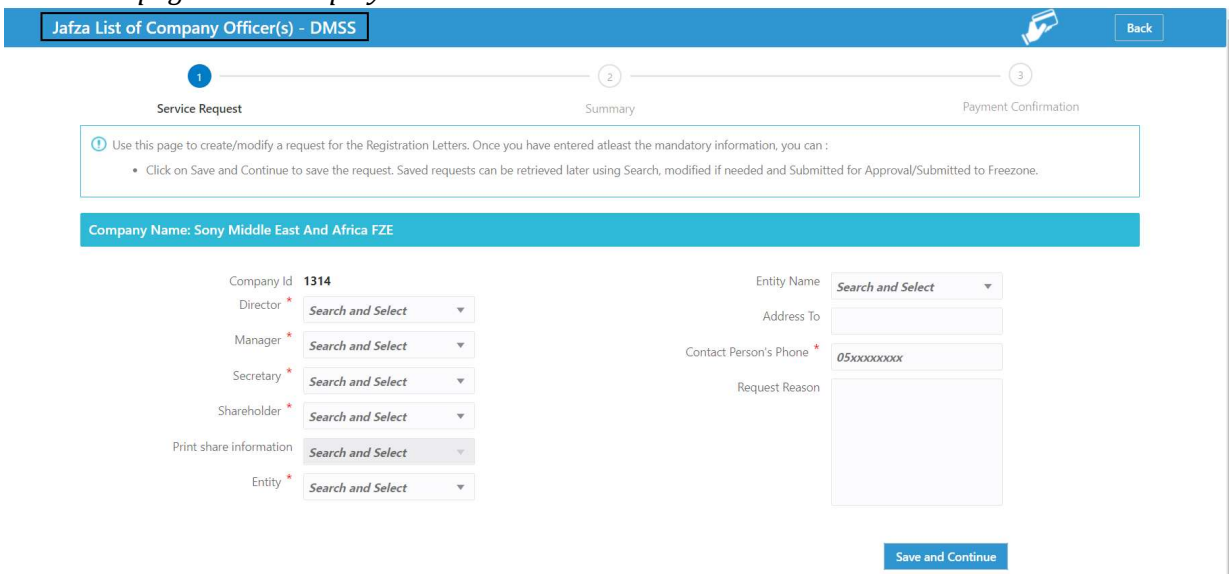
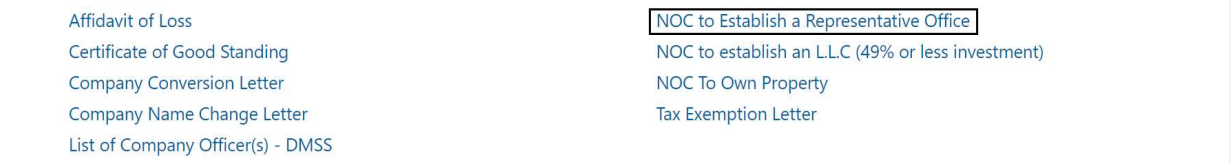


VI. NOC to Establish a Representative Office – This is to request for a Letter / NOC from JAFZA addressed to Economic Department to open a Representative office.

*Select **NOC to Establish a Representative Office***



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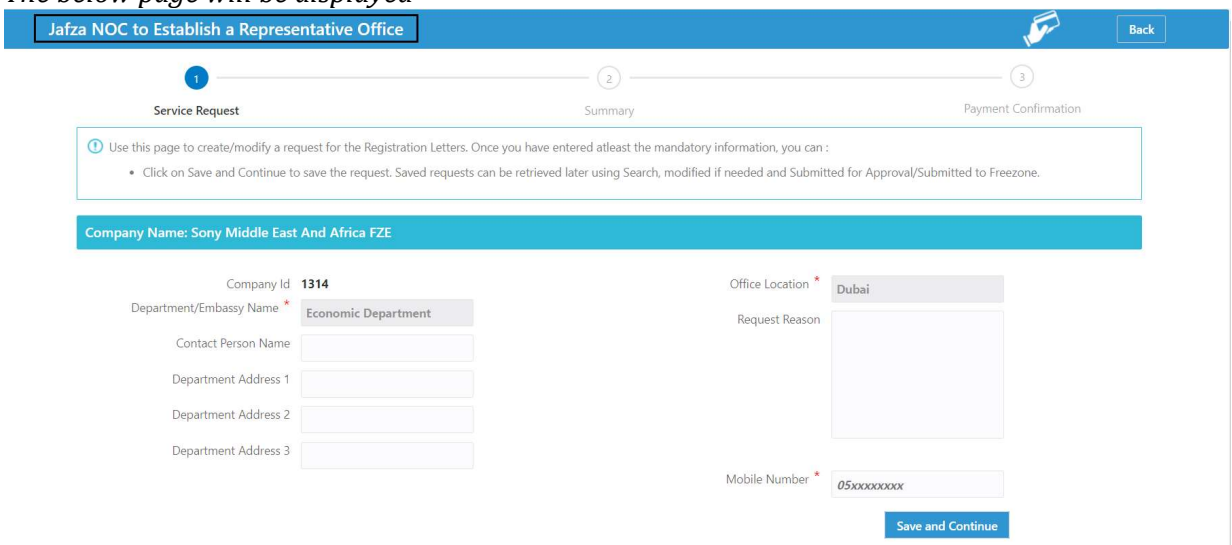
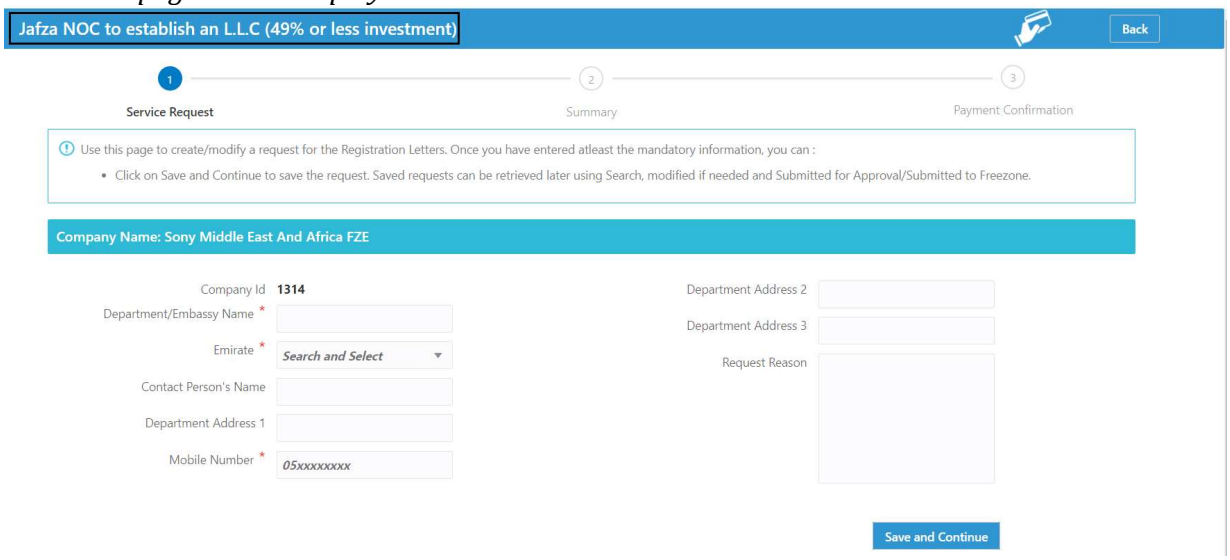


VII. NOC to establish an L.L.C (49% or less investment) – This is to request for a Letter / NOC from JAFZA to establish 49% or less investment company in Main Land.

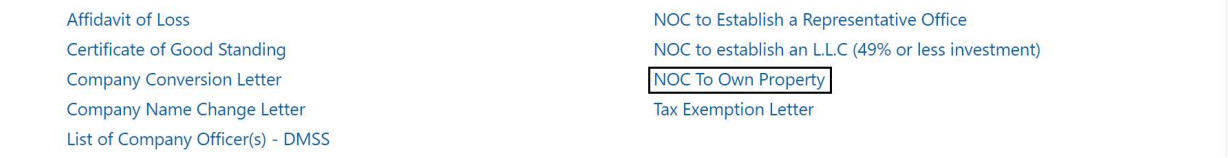
*Select **NOC to establish an L.L.C (49% or less investment)***

The below page will be displayed



VIII. NOC to Own Property – This is to request for a Letter / NOC from JAFZA for Company to own a property.

*Select **NOC to Own Property***



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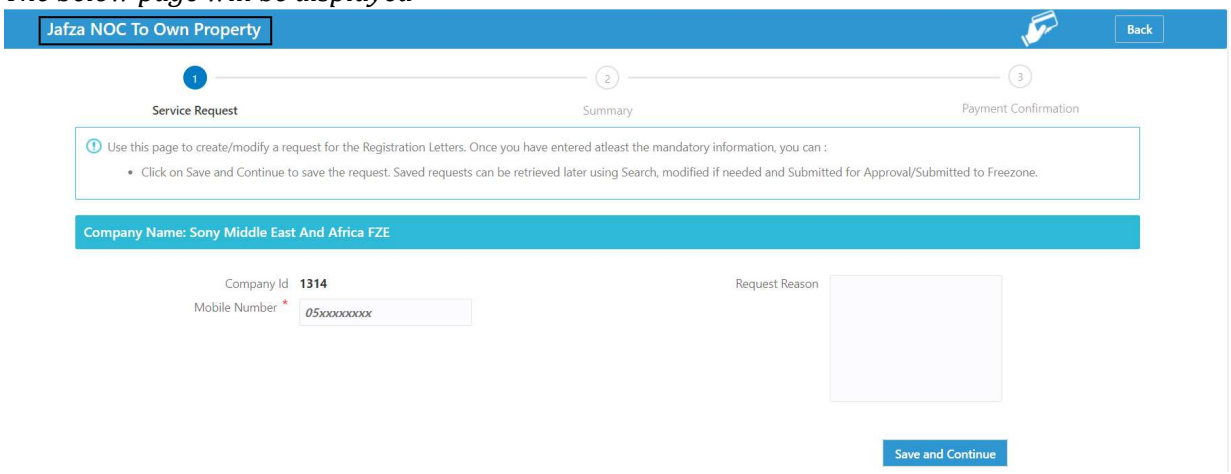
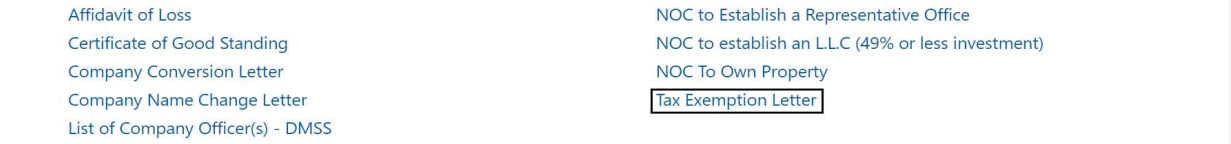
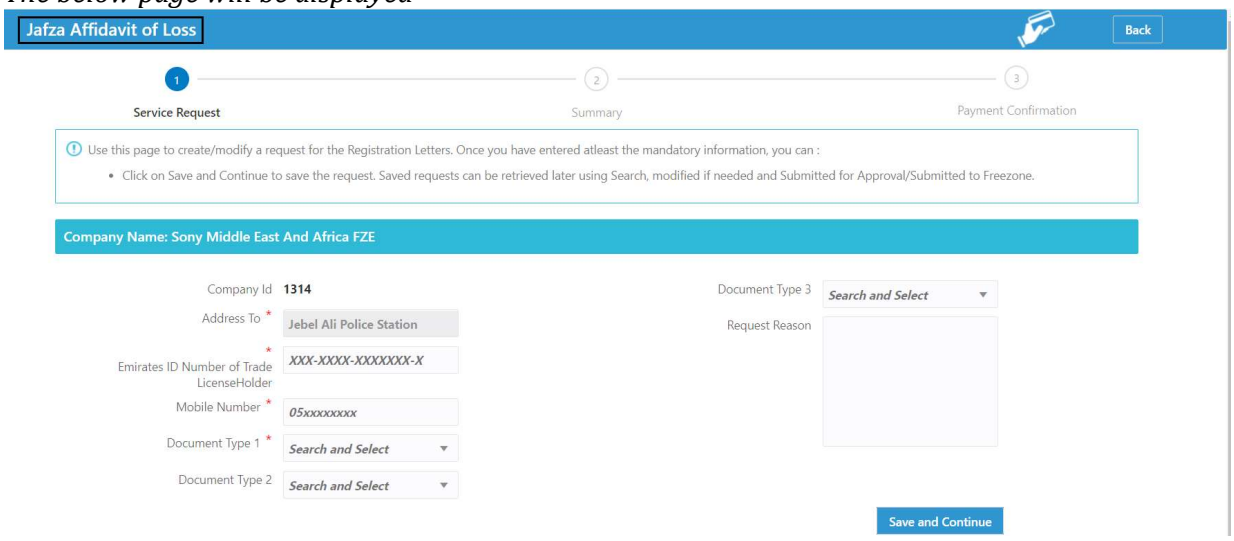


IX. Tax Exemption Letter – This is to request for a Letter / NOC from JAFZA for Tax-Exemption for the company.

*Select **Tax Exemption Letter***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