



دبي التجارية
DUBAI TRADE

JAFZA

RTA Letter Request

User's Manual

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Table Designs

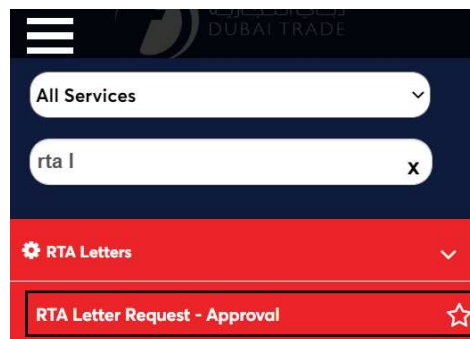
DOCUMENT DETAILS

Document Name	RTA (Road and Transport Authority) 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 JAFZA Company's and JAFZA Employees addressed to RTA (Road & Transport Authority).

Navigation:

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



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

Types of RTA Letters


Boat New Registration	RTA Advertisement New Logo
Cancel Vehicle Reg	RTA Advertisement Renew Logo
Change Company Name	RTA Change Plate Number
Clearance Letter	RTA Transfer Plate Number
Driving License Letter	Tejari Cancel Registration
Export Vehicle	Tejari New Registration
Heavy Vehicle Reg (New)	Tejari Renew Registration
Heavy Vehicle Reg (Renew)	Tejari Replace Registration
Light Vehicle Reg (New)	Tourist Letter
Light Vehicle Reg (ReNew)	Trailer Registration (New)
Motorcycle New Registration	Trailer Registration (Renew)
Motorcycle Renew Registration	Transfer Registration
Open RTA File (New Companies)	






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

5. Select the Letter / NOC Required

Boat New Registration	RTA Advertisement New Logo
Cancel Vehicle Reg	RTA Advertisement Renew Logo
Change Company Name	RTA Change Plate Number
Clearance Letter	RTA Transfer Plate Number
Driving License Letter	Tejari Cancel Registration
Export Vehicle	Tejari New Registration
Heavy Vehicle Reg (New)	Tejari Renew Registration
Heavy Vehicle Reg (Renew)	Tejari Replace Registration
Light Vehicle Reg (New)	Tourist Letter
Light Vehicle Reg (ReNew)	Trailer Registration (New)
Motorcycle New Registration	Trailer Registration (Renew)
Motorcycle Renew Registration	Transfer Registration
Open RTA File (New Companies)	

6. Click **Create New Request**

Jafza Open RTA File (New Companies)

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
-----------	---------	--------	---------------	------------------	---------

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

Jafza Open RTA File (New Companies)

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Service Request
Summary
Payment Confirmation

! Use this page to create/modify a request for the RTA 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:
International FZE

Company Id
11265

Request Reason

Mobile Number *
05XXXXXXXX

Save and Continue

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

Jafza Open RTA File (New Companies)

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Service Request
Summary
Payment Confirmation

! Details of the selected request are given below.

Company Name:
International FZE
SR Number: 20040515

Mobile Number
0500000000

Edit

Confirm and Continue

9. Click **Submit to FreeZone**

Jafza Open RTA File (New Companies)

Back

✓

Service Request

✓

Summary

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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)
34,201,884.98 AED

Total Charge Amount: 210.50 AED
Total VAT Amount: 0.50 AED
Total Charge Amount with VAT: 211.00 AED

SR Number	Customer	Status
20040515	International FZE	Saved

Submit to FreeZone

The below confirmation will be displayed

Jafza Open RTA File (New Companies)

Back

✓

Service Request

✓

Summary

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Payment Confirmation

Your request has been forwarded to the Free Zone for processing. A charge of 210.50 AED and VAT amount 0.50 AED has been reserved for the same.

SR Number	Customer	Status
20040515	International FZE	Submitted to Free Zone

Procedure:

- I. **Boat New Registration** – This is to request for a Letter / NOC from JAFZA for the employee to register a Boat with RTA.

RTA Letter Request

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Select **Boat New Registration**

Boat New Registration

Cancel Vehicle Reg

Change Company Name

Clearance Letter

Driving License Letter

Export Vehicle

Heavy Vehicle Reg (New)

Heavy Vehicle Reg (Renew)

Light Vehicle Reg (New)

Light Vehicle Reg (ReNew)

Motorcycle New Registration

Motorcycle Renew Registration

Open RTA File (New Companies)

RTA Advertisement New Logo

RTA Advertisement Renew Logo

RTA Change Plate Number

RTA Transfer Plate Number

Tejari Cancel Registration

Tejari New Registration

Tejari Renew Registration

Tejari Replace Registration

Tourist Letter

Trailer Registration (New)

Trailer Registration (Renew)

Transfer Registration

The below page will be displayed

Jafza Boat New Registration

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Service Request

Summary

Payment Confirmation

Use this page to create/modify a request for the RTA 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: International FZE

Company Id 11265

Mobile Number * 05xxxxxxxx

Employee Number *

Request Reason

Save and Continue


- II. **Cancel Vehicle Registration** – This is to request for a Letter / NOC from JAFZA for the company to Cancel Registered Vehicles of the Company with RTA.

Select **Cancel Vehicle Registration**

Boat New Registration
Cancel Vehicle Reg
Change Company Name
Clearance Letter
Driving License Letter
Export Vehicle
Heavy Vehicle Reg (New)
Heavy Vehicle Reg (Renew)
Light Vehicle Reg (New)
Light Vehicle Reg (ReNew)
Motorcycle New Registration
Motorcycle Renew Registration
Open RTA File (New Companies)

RTA Advertisement New Logo
RTA Advertisement Renew Logo
RTA Change Plate Number
RTA Transfer Plate Number
Tejari Cancel Registration
Tejari New Registration
Tejari Renew Registration
Tejari Replace Registration
Tourist Letter
Trailer Registration (New)
Trailer Registration (Renew)
Transfer Registration

The below page will be displayed

Jafza Cancel Vehicle RegBack

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Service RequestSummaryPayment Confirmation

ⓘ Use this page to create/modify a request for the RTA 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: International FZE

Company Id **11265**

Request Reason

Chassis Number *

Mobile Number * 05xxxxxxxx

Save and Continue


- III. **Change Company Name** – This is to request for a Letter / NOC from JAFZA for the company to change the name of the company with RTA.

Select **Change Company Name**

Boat New Registration
Cancel Vehicle Reg
Change Company Name
Clearance Letter
Driving License Letter
Export Vehicle
Heavy Vehicle Reg (New)
Heavy Vehicle Reg (Renew)
Light Vehicle Reg (New)
Light Vehicle Reg (ReNew)
Motorcycle New Registration
Motorcycle Renew Registration
Open RTA File (New Companies)

RTA Advertisement New Logo
RTA Advertisement Renew Logo
RTA Change Plate Number
RTA Transfer Plate Number
Tejari Cancel Registration
Tejari New Registration
Tejari Renew Registration
Tejari Replace Registration
Tourist Letter
Trailer Registration (New)
Trailer Registration (Renew)
Transfer Registration

The below page will be displayed


Jafza Change Company NameBack

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Service RequestSummaryPayment Confirmation

 Use this page to create/modify a request for the RTA 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: International FZE

Company Id **11265**

Request Reason

Mobile Number * 05xxxxxxxx

Save and Continue


IV. Clearance Letter – This is to request for a Letter / NOC from JAFZA to request for a Clearance Letter from RTA.

Select Clearance Letter

Boat New Registration
Cancel Vehicle Reg
Change Company Name
Clearance Letter
Driving License Letter
Export Vehicle
Heavy Vehicle Reg (New)
Heavy Vehicle Reg (Renew)
Light Vehicle Reg (New)
Light Vehicle Reg (ReNew)
Motorcycle New Registration
Motorcycle Renew Registration
Open RTA File (New Companies)

RTA Advertisement New Logo
RTA Advertisement Renew Logo
RTA Change Plate Number
RTA Transfer Plate Number
Tejari Cancel Registration
Tejari New Registration
Tejari Renew Registration
Tejari Replace Registration
Tourist Letter
Trailer Registration (New)
Trailer Registration (Renew)
Transfer Registration

The below page will be displayed

Jafza Clearance LetterBack

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Service RequestSummaryPayment Confirmation

ⓘ Use this page to create/modify a request for the RTA 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: International FZE

Company Id **11265**

Request Reason

Mobile Number * 05xxxxxxxx

Save and Continue

- V. **Driving License Letter** – This is to request for a Letter / NOC from JAFZA for the employee to register for a new or renew their Driving License with RTA.

Select **Driving License Letter**

Boat New Registration
Cancel Vehicle Reg
Change Company Name
Clearance Letter
Driving License Letter
Export Vehicle
Heavy Vehicle Reg (New)
Heavy Vehicle Reg (Renew)
Light Vehicle Reg (New)
Light Vehicle Reg (ReNew)
Motorcycle New Registration
Motorcycle Renew Registration
Open RTA File (New Companies)

RTA Advertisement New Logo
RTA Advertisement Renew Logo
RTA Change Plate Number
RTA Transfer Plate Number
Tejari Cancel Registration
Tejari New Registration
Tejari Renew Registration
Tejari Replace Registration
Tourist Letter
Trailer Registration (New)
Trailer Registration (Renew)
Transfer Registration

The below page will be displayed

Jafza Driving License Letter

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Service Request

Summary

Payment Confirmation

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Use this page to create/modify a request for the RTA 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: International FZE

Company Id 11265

Driving License * Search and Select

Mobile Number * 05xxxxxxxx

Employee Number *

Applicable Countries Search and Select

Vehicle Type * Search and Select

Request Reason

Save and Continue

- VI. **Export Vehicle** – This is to request for a Letter / NOC from JAFZA for the company to Export Company Vehicle to another Country.


Select Export Vehicle

Boat New Registration
Cancel Vehicle Reg
Change Company Name
Clearance Letter
Driving License Letter
Export Vehicle
Heavy Vehicle Reg (New)
Heavy Vehicle Reg (Renew)
Light Vehicle Reg (New)
Light Vehicle Reg (ReNew)
Motorcycle New Registration
Motorcycle Renew Registration
Open RTA File (New Companies)

RTA Advertisement New Logo
RTA Advertisement Renew Logo
RTA Change Plate Number
RTA Transfer Plate Number
Tejari Cancel Registration
Tejari New Registration
Tejari Renew Registration
Tejari Replace Registration
Tourist Letter
Trailer Registration (New)
Trailer Registration (Renew)
Transfer Registration

The below page will be displayed

Jafza Export Vehicle

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Service Request

Summary

Payment Confirmation

Use this page to create/modify a request for the RTA 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:

International FZE

Company Id

11265

Request Reason

Chassis Number *

Mobile Number *

05xxxxxxxx

Country or City *

Save and Continue


VII. Heavy Vehicle Registration (New) – This is to request for a Letter / NOC from JAFZA for the company to register a New Heavy Vehicle with RTA.

Select Heavy Vehicle Registration (New)

Boat New Registration
Cancel Vehicle Reg
Change Company Name
Clearance Letter
Driving License Letter
Export Vehicle
Heavy Vehicle Reg (New)
Heavy Vehicle Reg (Renew)
Light Vehicle Reg (New)
Light Vehicle Reg (ReNew)
Motorcycle New Registration
Motorcycle Renew Registration
Open RTA File (New Companies)

RTA Advertisement New Logo
RTA Advertisement Renew Logo
RTA Change Plate Number
RTA Transfer Plate Number
Tejari Cancel Registration
Tejari New Registration
Tejari Renew Registration
Tejari Replace Registration
Tourist Letter
Trailer Registration (New)
Trailer Registration (Renew)
Transfer Registration

The below page will be displayed

Jafza Heavy Vehicle Reg (New)Back

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Service RequestUpload DocumentSummaryPayment Confirmation

① Use this page to create/modify a request for the RTA 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: International FZE

Company Id11265

Chassis Number *

Request Reason

Greater than 7 ton *

Mobile Number *

Jafza Comments

Search and Select

05xxxxxxxx

Save and Continue

VIII. Heavy Vehicle Registration (Renew) – This is to request for a Letter / NOC from JAFZA for the company to renew the registration of Company Heavy Vehicle with RTA.


Select Heavy Vehicle Registration (Renew)

Boat New Registration
Cancel Vehicle Reg
Change Company Name
Clearance Letter
Driving License Letter
Export Vehicle
Heavy Vehicle Reg (New)
Heavy Vehicle Reg (Renew)
Light Vehicle Reg (New)
Light Vehicle Reg (ReNew)
Motorcycle New Registration
Motorcycle Renew Registration
Open RTA File (New Companies)

RTA Advertisement New Logo
RTA Advertisement Renew Logo
RTA Change Plate Number
RTA Transfer Plate Number
Tejari Cancel Registration
Tejari New Registration
Tejari Renew Registration
Tejari Replace Registration
Tourist Letter
Trailer Registration (New)
Trailer Registration (Renew)
Transfer Registration

The below page will be displayed

Jafza Heavy Vehicle Reg (Renew)

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Service Request

Summary

Payment Confirmation

① Use this page to create/modify a request for the RTA 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: International FZE

Company Id 11265

Chassis Number *

Request Reason

Mobile Number * 05xxxxxxxx

Jafza Comments

Save and Continue


- IX. **Light Vehicle Registration (New)** – This is to request for a Letter / NOC from JAFZA for the company to register a New Light Vehicle with RTA.

Select **Light Vehicle Registration (New)**

Boat New Registration	RTA Advertisement New Logo
Cancel Vehicle Reg	RTA Advertisement Renew Logo
Change Company Name	RTA Change Plate Number
Clearance Letter	RTA Transfer Plate Number
Driving License Letter	Tejari Cancel Registration
Export Vehicle	Tejari New Registration
Heavy Vehicle Reg (New)	Tejari Renew Registration
Heavy Vehicle Reg (Renew)	Tejari Replace Registration
Light Vehicle Reg (New)	Tourist Letter
Light Vehicle Reg (ReNew)	Trailer Registration (New)
Motorcycle New Registration	Trailer Registration (Renew)
Motorcycle Renew Registration	Transfer Registration
Open RTA File (New Companies)	

The below page will be displayed

Jafza Light Vehicle Reg (New)



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Service Request

Summary

Payment Confirmation

 Use this page to create/modify a request for the RTA 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:

International FZE

Company Id

11265

Chassis Number *

Mobile Number *

05XXXXXXXX

Request Reason


Save and Continue

- X. **Light Vehicle Registration (Renew)** – This is to request for a Letter / NOC from JAFZA for the company to renew the registration of Company Light Vehicle with RTA.

Select **Light Vehicle Registration (Renew)**

Boat New Registration	RTA Advertisement New Logo
Cancel Vehicle Reg	RTA Advertisement Renew Logo
Change Company Name	RTA Change Plate Number
Clearance Letter	RTA Transfer Plate Number
Driving License Letter	Tejari Cancel Registration
Export Vehicle	Tejari New Registration
Heavy Vehicle Reg (New)	Tejari Renew Registration
Heavy Vehicle Reg (Renew)	Tejari Replace Registration
Light Vehicle Reg (New)	Tourist Letter
Light Vehicle Reg (ReNew)	Trailer Registration (New)
Motorcycle New Registration	Trailer Registration (Renew)
Motorcycle Renew Registration	Transfer Registration
Open RTA File (New Companies)	

The below page will be displayed

Jafza Light Vehicle Reg (ReNew)Back

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Service RequestSummaryPayment Confirmation

ⓘ Use this page to create/modify a request for the RTA 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: International FZE

Company Id **11265**

Request Reason

Chassis Number *

Mobile Number * 05XXXXXXXX

Save and Continue

- XI. Motorcycle New Registration – This is to request for a Letter / NOC from JAFZA for the company to register a New Motorcycle with RTA.**


Select **Motorcycle New Registration**

Boat New Registration
Cancel Vehicle Reg
Change Company Name
Clearance Letter
Driving License Letter
Export Vehicle
Heavy Vehicle Reg (New)
Heavy Vehicle Reg (Renew)
Light Vehicle Reg (New)
Light Vehicle Reg (ReNew)
Motorcycle New Registration
Motorcycle Renew Registration
Open RTA File (New Companies)

RTA Advertisement New Logo
RTA Advertisement Renew Logo
RTA Change Plate Number
RTA Transfer Plate Number
Tejari Cancel Registration
Tejari New Registration
Tejari Renew Registration
Tejari Replace Registration
Tourist Letter
Trailer Registration (New)
Trailer Registration (Renew)
Transfer Registration

The below page will be displayed

Jafza Motorcycle New Registration



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Service Request

Summary

Payment Confirmation

 Use this page to create/modify a request for the RTA 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:

International FZE

Company Id

11265

Chassis Number *

Mobile Number *

05xxxxxxxx

Request Reason

Save and Continue


XII. Motorcycle Renew Registration – This is to request for a Letter / NOC from JAFZA for the company to renew the registration of Company Motorcycle with RTA.

Select **Motorcycle Renew Registration**

Boat New Registration
Cancel Vehicle Reg
Change Company Name
Clearance Letter
Driving License Letter
Export Vehicle
Heavy Vehicle Reg (New)
Heavy Vehicle Reg (Renew)
Light Vehicle Reg (New)
Light Vehicle Reg (ReNew)
Motorcycle New Registration
Motorcycle Renew Registration
Open RTA File (New Companies)

RTA Advertisement New Logo
RTA Advertisement Renew Logo
RTA Change Plate Number
RTA Transfer Plate Number
Tejari Cancel Registration
Tejari New Registration
Tejari Renew Registration
Tejari Replace Registration
Tourist Letter
Trailer Registration (New)
Trailer Registration (Renew)
Transfer Registration

The below page will be displayed

Jafza Motorcycle Renew RegistrationBack

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Service RequestSummaryPayment Confirmation

ⓘ Use this page to create/modify a request for the RTA 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: International FZE

Company Id **11265**

Request Reason

Chassis Number *

Mobile Number * 05xxxxxxxx

Save and Continue


XIII. Open RTA File (New Companies) – This is to request for a Letter / NOC from JAFZA for the company to open a new File with RTA.

Select **Open RTA File (New Companies)**


Boat New Registration
Cancel Vehicle Reg
Change Company Name
Clearance Letter
Driving License Letter
Export Vehicle
Heavy Vehicle Reg (New)
Heavy Vehicle Reg (Renew)
Light Vehicle Reg (New)
Light Vehicle Reg (ReNew)
Motorcycle New Registration
Motorcycle Renew Registration
Open RTA File (New Companies)

RTA Advertisement New Logo
RTA Advertisement Renew Logo
RTA Change Plate Number
RTA Transfer Plate Number
Tejari Cancel Registration
Tejari New Registration
Tejari Renew Registration
Tejari Replace Registration
Tourist Letter
Trailer Registration (New)
Trailer Registration (Renew)
Transfer Registration

The below page will be displayed

Jafza Open RTA File (New Companies)  [Back](#)

1 Service Request 2 Summary 3 Payment Confirmation

 Use this page to create/modify a request for the RTA 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 **11265**

Mobile Number *

Request Reason

[Save and Continue](#)

- XIV. **RTA Advertisement New Logo** – This is to request for a Letter / NOC from JAFZA for the company to get permission from RTA to display the Logo of the Company on their vehicles.


Select RTA Advertisement New Logo

Boat New Registration
Cancel Vehicle Reg
Change Company Name
Clearance Letter
Driving License Letter
Export Vehicle
Heavy Vehicle Reg (New)
Heavy Vehicle Reg (Renew)
Light Vehicle Reg (New)
Light Vehicle Reg (ReNew)
Motorcycle New Registration
Motorcycle Renew Registration
Open RTA File (New Companies)

RTA Advertisement New Logo
RTA Advertisement Renew Logo
RTA Change Plate Number
RTA Transfer Plate Number
Tejari Cancel Registration
Tejari New Registration
Tejari Renew Registration
Tejari Replace Registration
Tourist Letter
Trailer Registration (New)
Trailer Registration (Renew)
Transfer Registration

The below page will be displayed

Jafza RTA Advertisement New Logo



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Service Request

Summary

Payment Confirmation

Use this page to create/modify a request for the RTA 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:

International FZE

Company Id

11265

Chassis Number *

Mobile Number *

05xxxxxxxx

Request Reason

Save and Continue


- XV. **RTA Advertisement Renew Logo** – This is to request for a Letter / NOC from JAFZA for the company to renew the permission from RTA to display the Logo of the Company on their vehicles.

Select RTA Advertisement Renew Logo

Boat New Registration
Cancel Vehicle Reg
Change Company Name
Clearance Letter
Driving License Letter
Export Vehicle
Heavy Vehicle Reg (New)
Heavy Vehicle Reg (Renew)
Light Vehicle Reg (New)
Light Vehicle Reg (ReNew)
Motorcycle New Registration
Motorcycle Renew Registration
Open RTA File (New Companies)

RTA Advertisement New Logo
RTA Advertisement Renew Logo
RTA Change Plate Number
RTA Transfer Plate Number
Tejari Cancel Registration
Tejari New Registration
Tejari Renew Registration
Tejari Replace Registration
Tourist Letter
Trailer Registration (New)
Trailer Registration (Renew)
Transfer Registration

The below page will be displayed

Jafza RTA Advertisement Renew Logo[Back](#)

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Service RequestSummaryPayment Confirmation

ⓘ Use this page to create/modify a request for the RTA 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: International FZE

Company Id **11265**

Request Reason

Chassis Number *

Mobile Number * 05XXXXXXXX

Save and Continue


XVI. RTA Change Plate Number – This is to request for a Letter / NOC from JAFZA for the company to change the Plate Number of a vehicle registered with RTA.

Select RTA Change Plate Number

Boat New Registration
Cancel Vehicle Reg
Change Company Name
Clearance Letter
Driving License Letter
Export Vehicle
Heavy Vehicle Reg (New)
Heavy Vehicle Reg (Renew)
Light Vehicle Reg (New)
Light Vehicle Reg (ReNew)
Motorcycle New Registration
Motorcycle Renew Registration
Open RTA File (New Companies)

RTA Advertisement New Logo
RTA Advertisement Renew Logo
RTA Change Plate Number
RTA Transfer Plate Number
Tejari Cancel Registration
Tejari New Registration
Tejari Renew Registration
Tejari Replace Registration
Tourist Letter
Trailer Registration (New)
Trailer Registration (Renew)
Transfer Registration

The below page will be displayed

Jafza RTA Change Plate Number[Back](#)

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Service Request

Summary

Payment Confirmation

ⓘ Use this page to create/modify a request for the RTA 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: International FZE

Company Id **11265**

Request Reason

Chassis Number *

Mobile Number *

05xxxxxxxx

Save and Continue


XVII. RTA Transfer Plate Number – This is to request for a Letter / NOC from JAFZA for the company to transfer Plate Number registered under their company with RTA.

Select RTA Transfer Plate Number

Boat New Registration
Cancel Vehicle Reg
Change Company Name
Clearance Letter
Driving License Letter
Export Vehicle
Heavy Vehicle Reg (New)
Heavy Vehicle Reg (Renew)
Light Vehicle Reg (New)
Light Vehicle Reg (ReNew)
Motorcycle New Registration
Motorcycle Renew Registration
Open RTA File (New Companies)

RTA Advertisement New Logo
RTA Advertisement Renew Logo
RTA Change Plate Number
RTA Transfer Plate Number
Tejari Cancel Registration
Tejari New Registration
Tejari Renew Registration
Tejari Replace Registration
Tourist Letter
Trailer Registration (New)
Trailer Registration (Renew)
Transfer Registration

The below page will be displayed

Jafza RTA Transfer Plate NumberBack

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Service RequestSummaryPayment Confirmation

ⓘ Use this page to create/modify a request for the RTA 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: International FZE

Company Id **11265**

Plate Number *

Mobile Number * 05xxxxxxxx

Request Reason

Save and Continue


XVIII. Tejari Cancel Registration – This is to request for a Letter / NOC from JAFZA for the company to cancel their Tejari (Commercial) Plate registration with RTA.

Select **Tejari Cancel Registration**

Boat New Registration
Cancel Vehicle Reg
Change Company Name
Clearance Letter
Driving License Letter
Export Vehicle
Heavy Vehicle Reg (New)
Heavy Vehicle Reg (Renew)
Light Vehicle Reg (New)
Light Vehicle Reg (ReNew)
Motorcycle New Registration
Motorcycle Renew Registration
Open RTA File (New Companies)

RTA Advertisement New Logo
RTA Advertisement Renew Logo
RTA Change Plate Number
RTA Transfer Plate Number
Tejari Cancel Registration
Tejari New Registration
Tejari Renew Registration
Tejari Replace Registration
Tourist Letter
Trailer Registration (New)
Trailer Registration (Renew)
Transfer Registration

The below page will be displayed

Jafza Tejari Cancel RegistrationBack

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Service RequestSummaryPayment Confirmation

ⓘ Use this page to create/modify a request for the RTA 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: International FZE

Company Id **11265**

Request Reason

Plate Number *

Mobile Number * 05xxxxxxxx

Save and Continue


XIX. Tejari New Registration – This is to request for a Letter / NOC from JAFZA for the company to apply for New Tejari (Commercial) Plate registration with RTA.

Select **Tejari New Registration**

Boat New Registration
Cancel Vehicle Reg
Change Company Name
Clearance Letter
Driving License Letter
Export Vehicle
Heavy Vehicle Reg (New)
Heavy Vehicle Reg (Renew)
Light Vehicle Reg (New)
Light Vehicle Reg (ReNew)
Motorcycle New Registration
Motorcycle Renew Registration
Open RTA File (New Companies)

RTA Advertisement New Logo
RTA Advertisement Renew Logo
RTA Change Plate Number
RTA Transfer Plate Number
Tejari Cancel Registration
Tejari New Registration
Tejari Renew Registration
Tejari Replace Registration
Tourist Letter
Trailer Registration (New)
Trailer Registration (Renew)
Transfer Registration

The below page will be displayed

Jafza Tejari New Registration  [Back](#)

1 Service Request 2 Summary 3 Payment Confirmation

① Use this page to create/modify a request for the RTA 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 **11265**

Chassis Number *

Mobile Number *

Request Reason

Jafza Comments

[Save and Continue](#)

XX. Tejari Renew Registration – This is to request for a Letter / NOC from JAFZA for the company to renew their Tejari (Commercial) Plate registration with RTA.

Select **Tejari Renew Registration**

Boat New Registration
Cancel Vehicle Reg
Change Company Name
Clearance Letter
Driving License Letter
Export Vehicle
Heavy Vehicle Reg (New)
Heavy Vehicle Reg (Renew)
Light Vehicle Reg (New)
Light Vehicle Reg (ReNew)
Motorcycle New Registration
Motorcycle Renew Registration
Open RTA File (New Companies)

RTA Advertisement New Logo
RTA Advertisement Renew Logo
RTA Change Plate Number
RTA Transfer Plate Number
Tejari Cancel Registration
Tejari New Registration
Tejari Renew Registration
Tejari Replace Registration
Tourist Letter
Trailer Registration (New)
Trailer Registration (Renew)
Transfer Registration

The below page will be displayed

The screenshot shows the 'Jafza Tejari Renew Registration' form. At the top, there is a blue header with the title 'Jafza Tejari Renew Registration' and a 'Back' button. Below the header is a progress bar with three steps: 1. Service Request, 2. Summary, and 3. Payment Confirmation. The first step, 'Service Request', is currently active. Below the progress bar, there is a light blue box containing instructions: 'Use this page to create/modify a request for the RTA Letter. Once you have entered atleast the mandatory information, you can :'. Below this box, there is a blue bar with 'Company Name: [input field] International FZE'. Below this, there are several input fields: 'Company Id' (11265), 'Plate Number' (with an asterisk), 'Mobile Number' (05xxxxxxxx, with an asterisk), and 'Request Reason' (a large text area). To the right of these fields is a 'Jafza Comments' section with a large text area. At the bottom right, there is a blue button labeled 'Save and Continue'.


XXI. Tejari Replace Registration – This is to request for a Letter / NOC from JAFZA for the company to replace their Tejari (Commercial) Plate registration with RTA.

Select **Tejari Replace Registration**

Boat New Registration
Cancel Vehicle Reg
Change Company Name
Clearance Letter
Driving License Letter
Export Vehicle
Heavy Vehicle Reg (New)
Heavy Vehicle Reg (Renew)
Light Vehicle Reg (New)
Light Vehicle Reg (ReNew)
Motorcycle New Registration
Motorcycle Renew Registration
Open RTA File (New Companies)

RTA Advertisement New Logo
RTA Advertisement Renew Logo
RTA Change Plate Number
RTA Transfer Plate Number
Tejari Cancel Registration
Tejari New Registration
Tejari Renew Registration
Tejari Replace Registration
Tourist Letter
Trailer Registration (New)
Trailer Registration (Renew)
Transfer Registration

The below page will be displayed

Jafza Tejari Replace Registration[Back](#)

1

2

3

Service RequestSummaryPayment Confirmation

Use this page to create/modify a request for the RTA 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: International FZE

Company Id 11265

Plate Number *

Mobile Number * 05XXXXXXXX

Request Reason

Save and Continue


XXII. Tourist Letter – This is to request for a Letter / NOC from JAFZA to get a Vehicle Tourist Letter from RTA.

Select **Tourist Letter**

Boat New Registration
Cancel Vehicle Reg
Change Company Name
Clearance Letter
Driving License Letter
Export Vehicle
Heavy Vehicle Reg (New)
Heavy Vehicle Reg (Renew)
Light Vehicle Reg (New)
Light Vehicle Reg (ReNew)
Motorcycle New Registration
Motorcycle Renew Registration
Open RTA File (New Companies)

RTA Advertisement New Logo
RTA Advertisement Renew Logo
RTA Change Plate Number
RTA Transfer Plate Number
Tejari Cancel Registration
Tejari New Registration
Tejari Renew Registration
Tejari Replace Registration
Tourist Letter
Trailer Registration (New)
Trailer Registration (Renew)
Transfer Registration

The below page will be displayed

Jafza Tourist LetterBack

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Service RequestSummaryPayment Confirmation

Use this page to create/modify a request for the RTA 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: International FZE

Company Id 11265

Request Reason

Chassis Number *

Mobile Number *

05xxxxxxxx

Save and Continue

XXIII. **Trailer Registration (New)** – This is to request for a Letter / NOC from JAFZA for the company to register a new trailer for the company with RTA.

Select Trailer Registration (New)

Boat New Registration
Cancel Vehicle Reg
Change Company Name
Clearance Letter
Driving License Letter
Export Vehicle
Heavy Vehicle Reg (New)
Heavy Vehicle Reg (Renew)
Light Vehicle Reg (New)
Light Vehicle Reg (ReNew)
Motorcycle New Registration
Motorcycle Renew Registration
Open RTA File (New Companies)

RTA Advertisement New Logo
RTA Advertisement Renew Logo
RTA Change Plate Number
RTA Transfer Plate Number
Tejari Cancel Registration
Tejari New Registration
Tejari Renew Registration
Tejari Replace Registration
Tourist Letter
Trailer Registration (New)
Trailer Registration (Renew)
Transfer Registration

The below page will be displayed

Jafza Trailer Registration (New) Back

1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

Use this page to create/modify a request for the RTA 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: International FZE

Company Id **11265**

Chassis Number *

Mobile Number * 05xxxxxxxx

Request Reason

Jafza Comments


Save and Continue

XXIV. Trailer Registration (Renew) – This is to request for a Letter / NOC from JAFZA for the company to renew the trailer registration for the company with RTA.

Select Trailer Registration (Renew)

Boat New Registration	RTA Advertisement New Logo
Cancel Vehicle Reg	RTA Advertisement Renew Logo
Change Company Name	RTA Change Plate Number
Clearance Letter	RTA Transfer Plate Number
Driving License Letter	Tejari Cancel Registration
Export Vehicle	Tejari New Registration
Heavy Vehicle Reg (New)	Tejari Renew Registration
Heavy Vehicle Reg (Renew)	Tejari Replace Registration
Light Vehicle Reg (New)	Tourist Letter
Light Vehicle Reg (ReNew)	Trailer Registration (New)
Motorcycle New Registration	Trailer Registration (Renew)
Motorcycle Renew Registration	Transfer Registration
Open RTA File (New Companies)	

The below page will be displayed

Jafza Trailer Registration (Renew)Back

1234

Service RequestUpload DocumentSummaryPayment Confirmation

Use this page to create/modify a request for the RTA 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 11265

Chassis Number *

Mobile Number *

Request Reason

Jafza Comments

Save and Continue


XXV. Transfer Registration – This is to request for a Letter / NOC from JAFZA for the company to transfer the company to the new owner with RTA.

Select **Transfer Registration**

Boat New Registration
Cancel Vehicle Reg
Change Company Name
Clearance Letter
Driving License Letter
Export Vehicle
Heavy Vehicle Reg (New)
Heavy Vehicle Reg (Renew)
Light Vehicle Reg (New)
Light Vehicle Reg (ReNew)
Motorcycle New Registration
Motorcycle Renew Registration
Open RTA File (New Companies)

RTA Advertisement New Logo
RTA Advertisement Renew Logo
RTA Change Plate Number
RTA Transfer Plate Number
Tejari Cancel Registration
Tejari New Registration
Tejari Renew Registration
Tejari Replace Registration
Tourist Letter
Trailer Registration (New)
Trailer Registration (Renew)
Transfer Registration

The below page will be displayed

Jafza Transfer Registration**Back**

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3

Service Request

Summary

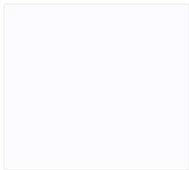
Payment Confirmation

ⓘ Use this page to create/modify a request for the RTA 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: International FZE

Company Id **11265**

Request Reason 

Chassis Number *

Mobile Number * 05XXXXXXXX

Transferee (Company/Person name) *

Save and Continue

