



دبي التجارية
DUBAI TRADE

JAFZA eSERVICES View My Company Details User's Manual

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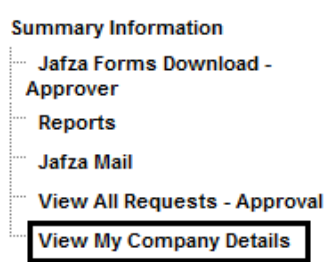
View My Company Details

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This service is to View the Company Details.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Summary Information** from the menu on the left
3. Then Go to **View My Company Details**



The below details will be displayed

This Part displays the Company Information as per JAFZA's records. You can get the following information from this page:

- This section shows your company's **Bank Guarantee, Portal Deposit, Current Balance Amount**

A screenshot of the 'View My Company Details' page. At the top, there is a header bar with the text 'View My Company Details' and an information icon. Below this, the main content area is titled 'Bank Guarantee, Deposit & Current Balance Amount'. The page displays various fields for company information, including 'Customer Account No', 'Name Of Company', 'Address1', 'Address2', 'Address3', 'City', and 'Country'. It also shows financial details such as 'Deposit Amount', 'Current Balance Amount (deposit minus amount reserved for pending requests)', 'Bank Guarantee Required', 'Bank Guarantee Submitted', and 'Bank Guarantee Balance'. At the bottom right, there is a link labeled 'Calculate Bank Guarantee'.


View My Company Details

- This service also features an Online Bank Guarantee Calculator.
 - Click on the link: ***Calculate Bank Guarantee***
 - A Window will pop up asking for the following details

Calculate Bank Guarantee

Employee Present Nationality*

Employee Basic Salary (Dhs)*


 **Calculate**

- Select the Employee Present Nationality from the dropdown

Employee Present Nationality*

- Then type in the Employee Basic Salary (in AED)

Employee Basic Salary (Dhs)*

- Click on  **Calculate** to process the request
- The Employee's required bank guarantee is displayed on the page (value below is only an example). Actual calculation is $1.5 \times \text{Basic} + \text{cost of 1 way air ticket based in IATA rates}$.

The bankguarantee payable for this employee is: 7645 Dhs

- Contact persons** - This section shows the listed contact person or contact points from your company.

Contact Person(s)	
No Records Found	

Contact Points			
Contact Type	Phone Number	URL	Email Address
EMAIL -	- -		
PHONE - GEN			
PHONE - FAX			

- Facility Type & Description**

Facility Type & Description	
No Records Found	

View My Company Details

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- **Sponsored Staff** - Click on this link to show the number of staff your company employs. Note that this does not show the list of the staff members; just the actual number is displayed.

Sponsored Staff	
Click here to view the number of staff sponsored by Jafza	
Number of Staff sponsored by JAFZA	

- **Lease**

Lease
No Records Found

- **License** - information about the license number and the status as well as the expiration date.

License		
License Number	License Status	Expiry Date

- **Outstanding & Fines** (warnings / notice)

Outstanding & Fines (warnings / notice)

- **Absconders**

Absconders
Click here to view the list of Absconders

