



دبي التجارية
DUBAI TRADE

JAFZA eSERVICES Additional Visa Quota User's Manual

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DOCUMENT DETAILS

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Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

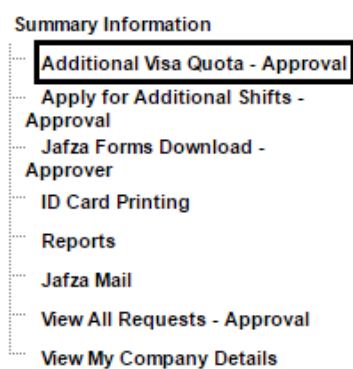
Version	Location

Additional Visa Quota

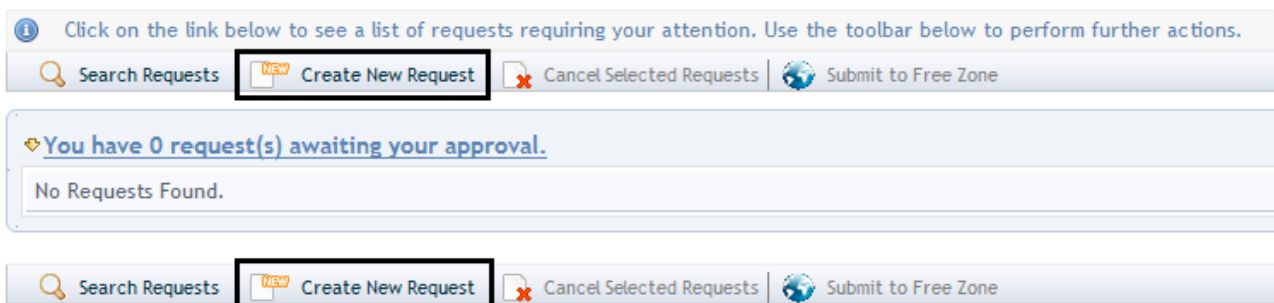
This service is to request for Additional Visa Quota for the company.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Summary Information** from the menu on the left
3. Then Go to **Additional Visa Quota - Approval**



4. Then Click on **Create New Request**



Procedure:

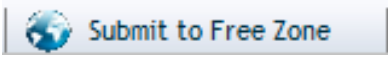
1. Enter Number of Additional Visa Required

Number of Additional Visa Required *

2. Specify the Reason for Request or give additional information for JAFZA.

Specify the reason for request / Additional Information for JAFZA *

3. Click on  to save the request for future action.

Click  to submit the request to the Free Zone Authority for

Additional Visa Quota

4

processing.

4. Attach the Required documents

Additional Visa Quota - Attachment Upload

You can upload documents or files to support the processing of your request. For Access Cards photo size should be - (3.5 mm x 4.5 mm).

Please select a file/document type: 1. License copy

Please select a file/document to upload: Choose File No file chosen

Upload Delete Attachment Home Proceed to Pay

Uploaded Attachments (Maximum of 2 MB of attachments)

No Attachments Have Been Uploaded.

Upload Delete Attachment Home Proceed to Pay

5. Click on **Pay now** to confirm charges and submit the request.

Pay Now Home Back

Please re-confirm the following details before forwarding to FZ Admin. Clicking on Pay Now will reserve the payment for the request from your Portal balance. This charge will be reversed if the request is returned by the Free Zone for clarification.

Total Charge Amount	
Deposit Amount	181,292
Current Balance Amount:(deposit minus amount reserved for pending requests)	117,048

SR Number	Created On	Charge

Pay Now Home Back

