



دبي التجارية
DUBAI TRADE

JAFZA eSERVICES Apply for Post Office Box User's Manual

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DOCUMENT DETAILS

Document Information

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Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

Apply for Post Office Box

3

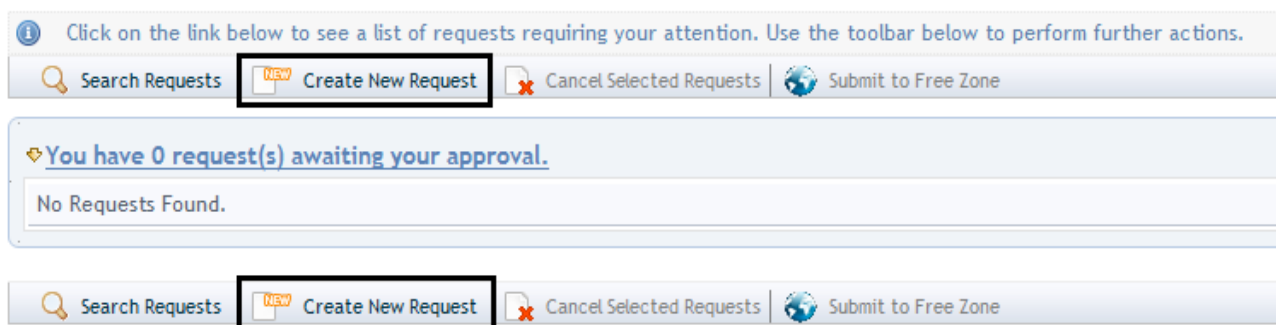
This service is to request for application for new Post Office Box for the company.

Navigation:

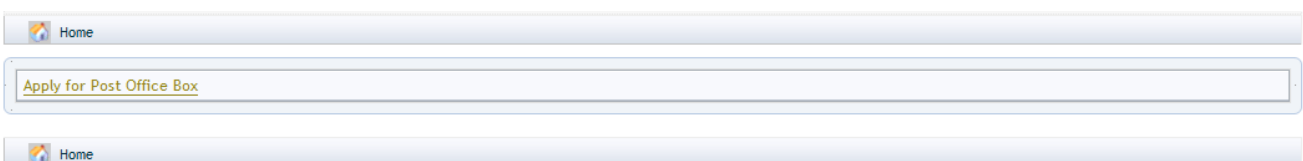
1. Login to **Dubai Trade**
2. Go to **Service Provider** from the menu on the left
3. Then Go to **Post Office - Approval**



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



5. Select **Apply for Post Office Box**



Procedure:


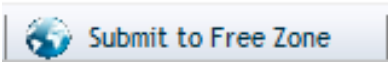
1. Select Courier Delivery/Collection Required?




Courier Collection/Delivery Required? ☐ Counter ☐ Outside Freezone ☒ Within Freezone

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

Specify the reason for request / Additional Information for JAFZA *

Apply for Post Office Box

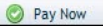


- 3. Click on  to save the request for future action.
Click  to submit the request to the Free Zone Authority for processing.
- 4. Click on **Pay now** to confirm charges and submit the request.

  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

  Home  Back

