



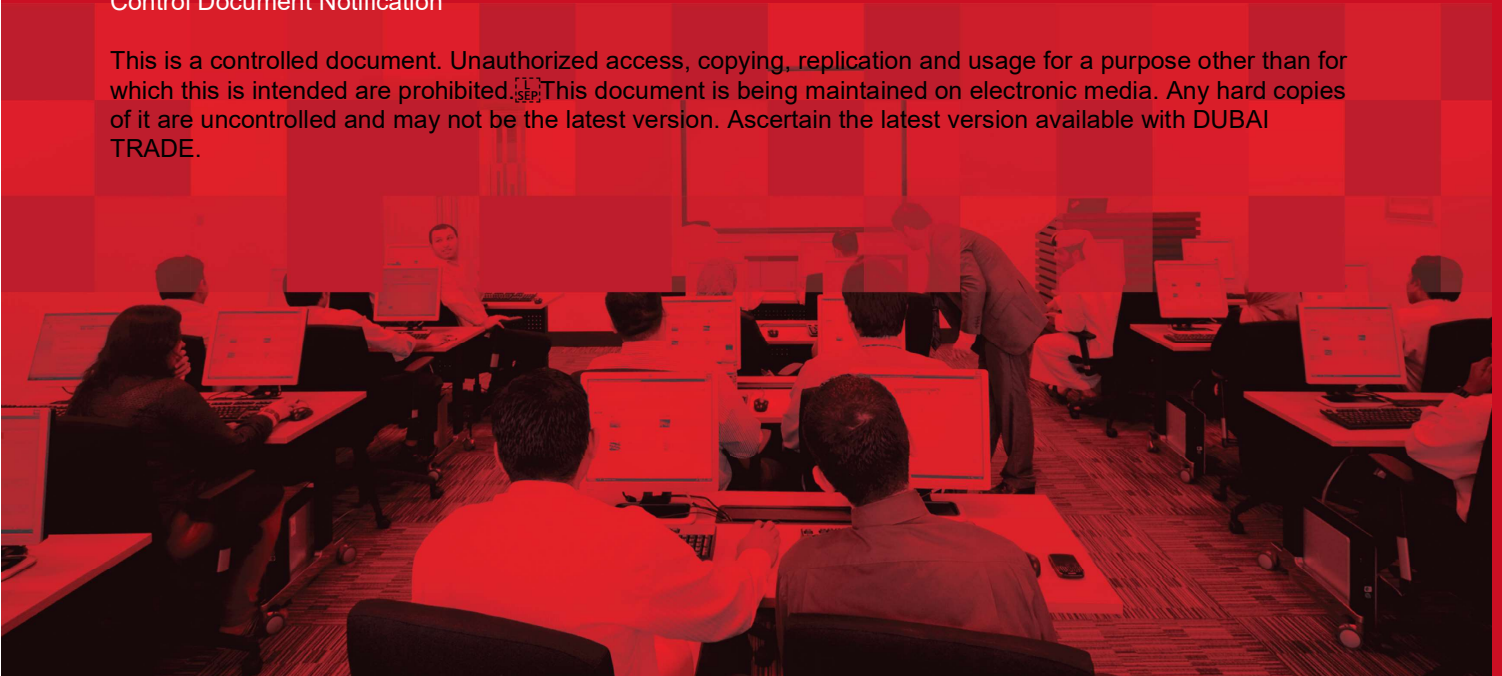
# JAFZA eSERVICES Amend MOA User's Manual

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## DOCUMENT DETAILS

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### Document Information

Document Name	Amend MOA
Project Name	JAFZA eService Manuals
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### Revision History

Version	Date	Author	Designation	Description of change

### Approval History

Version	Date	Name	Designation	Comments

### Distribution

Version	Location

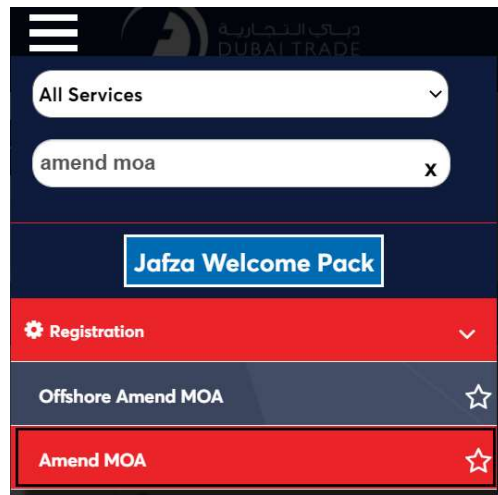
# Amend MOA

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*This service is to request for amendment of Company Memorandum and Article of Association.*

## Navigation:

1. Login to **Dubai Trade**
2. Go to **Registration** from the menu on the left
3. Then Go to **Amend MOA**



*The below screen will be displayed.*

Jafza Amend MOA

Create New Request

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
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4. Click **Create New Request**

Jafza Amend MOA

Create New Request

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
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# Amend MOA

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## 5. Enter the details and click **Save and Continue**

Jafza Amend MOA

1

2

3

Service RequestSummaryPayment Confirmation

1

Use this page to create/modify a request for Amend MOA. 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.
- Visit is required in Jafza Office only if Specimen Signature needs to be updated.

International FZE

Company Id11265

No. of Document Copies/Sets \*2

Specimen Signature for Company \*No

Visit Date for Specimen SignatureDD-Mon-YYYY

Visit Time for Specimen SignatureSearch and Select

Request Reason

Jafza Comments

Courier Details

Courier Required \*Within FreeZone

Courier LocationSelect

Address Line 1 \*Mazher Taher Papar

Address Line 2Plot No. MO 0793

Contact Name \*

Contact Phone \*05xxxxxxxx

Time \*Select

Save and Continue

## 6. Review the details and click **Confirm and Continue**

Jafza Amend MOA

1

2

3

Service RequestSummaryPayment Confirmation

1

Details of the selected request are given below:

International FZE

SR Number: 20040506

No. of Document Copies/Sets2

Specimen Signature for CompanyNo

Courier Details

Courier RequiredWithin FreeZone

Courier Location

Address Line 1Papar

Address Line 2Plot No. MO 0793

Contact NameTEST

Contact Phone0500000000


Time9 AM -11 AM

Edit

Confirm and Continue

## 7. Click **Submit to FreeZone**

Jafza Amend MOA



Back

✓

✓

3

Service Request

Summary

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)  
**34,202,316.48 AED**

Total Charge Amount:421.00 AED

Total VAT Amount:1.00 AED


Total Charge Amount with VAT:422.00 AED

SR Number	Customer	Status
20040506	International FZE	Saved

Submit to FreeZone

*The below confirmation will be displayed*

Jafza Amend MOA



Back

✓

✓

3

Service Request

Summary

Payment Confirmation

✓ Your request has been forwarded to the Free Zone for processing. A charge of 421.00 AED and VAT amount 1.00 AED has been reserved for the same.

SR Number	Customer	Status
20040506	International FZE	Submitted to Free Zone

