



دبي التجارية
DUBAI TRADE

JAFZA ODR Reports User's Manual

Copyright Information

Copyright © 2022 by Dubai Trade. All rights reserved. This document and all associated attachments mentioned therein are the intellectual property of Dubai Trade. This document shall be used only by persons authorized by DUBAI TRADE, for the purpose of carrying out their obligations under a specific contract with DUBAI TRADE. Unauthorized copying, printing, disclosure to third party and transmission of this document to any other destination by any media will constitute an unlawful act, attracting appropriate legal actions.

Control Document Notification

This is a controlled document. Unauthorized access, copying, replication and usage for a purpose other than for which this is intended are prohibited. This document is being maintained on electronic media. Any hard copies of it are uncontrolled and may not be the latest version. Ascertain the latest version available with DUBAI TRADE.



Table Designs

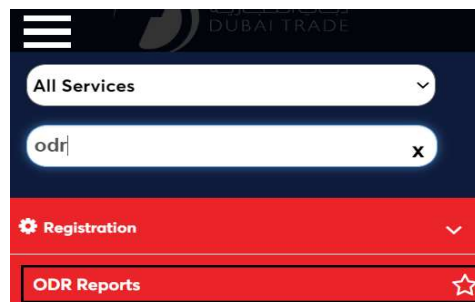
DOCUMENT DETAILS

Document Name	ODR Reports
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 their employees from JAFZA addressed to Labour Department.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Registration**
3. Then go to **ODR Reports**



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

Jafza Reports

i This page list the reports available in this service. You can either:

- Click on the View Status button to view the status of a previously requested report or to view / download the output of a previously requested report (in case the request has been successfully completed).
- Click on Request Refresh to place a request to the Free Zone for re-generating a report. The new report will typically be available 24 hours after placing a refresh request

Company Name:

Select Module ▼

Report Name	View Status	Request Refresh
No data to display.		

5. Select the **Module**

Jafza Reports

i This page list the reports available in this service. You can either:

- Click on the View Status button to view the status of a previously requested report or to view / download the output of a previously requested report (in case the request has been successfully completed).
- Click on Request Refresh to place a request to the Free Zone for re-generating a report. The new report will typically be available 24 hours after placing a refresh request

Company Name:

Select Module ▼

Registration
Admin
License

Report Name	View Status	Request Refresh
-------------	-------------	-----------------

a. Registration

Jafza Reports

- ① This page list the reports available in this service. You can either:
- Click on the View Status button to view the status of a previously requested report or to view / download the output of a previously requested report (in case the request has been successfully completed).
 - Click on Request Refresh to place a request to the Free Zone for re-generating a report. The new report will typically be available 24 hours after placing a refresh request

Company Name: Dubai

Registration

Report Name	View Status	Request Refresh
Formation Details	View Status	Request Refresh
Register Of Address	View Status	Request Refresh
Register Of Auditors	View Status	Request Refresh
Register Of Banker	View Status	Request Refresh
Register Of Director/Manager/Secretary	View Status	Request Refresh
Register of Distributions	View Status	Request Refresh
Register Of Financial Year	View Status	Request Refresh
Share Register- With Capital	View Status	Request Refresh
Share Register- Without Capital	View Status	Request Refresh

b. Admin

Jafza Reports

- ① This page list the reports available in this service. You can either:
- Click on the View Status button to view the status of a previously requested report or to view / download the output of a previously requested report (in case the request has been successfully completed).
 - Click on Request Refresh to place a request to the Free Zone for re-generating a report. The new report will typically be available 24 hours after placing a refresh request

Company Name: Dubai

Admin

Report Name	View Status	Request Refresh
XXFZ Employee Bank Guarantee List Report	View Status	Request Refresh
XXFZ Document Expiry Report	View Status	Request Refresh
XXFZ Employee Master Details Report (Portal)	View Status	Request Refresh
XXFZ Medical Appointment Schedule Reprint For Employee	View Status	Request Refresh
XXFZ Employment Contract Undertaking for EV	View Status	Request Refresh
XXFZ Employment Contract Agreement for RP	View Status	Request Refresh

c. License

Jafza Reports

- ① This page list the reports available in this service. You can either:
- Click on the View Status button to view the status of a previously requested report or to view / download the output of a previously requested report (in case the request has been successfully completed).
 - Click on Request Refresh to place a request to the Free Zone for re-generating a report. The new report will typically be available 24 hours after placing a refresh request

Company Name: Dubai

License

Report Name	View Status	Request Refresh
e-License Certificate	View Status	Request Refresh

6. Click **Request Refresh**

Jafza Reports

This page list the reports available in this service. You can either:

- Click on the View Status button to view the status of a previously requested report or to view / download the output of a previously requested report (in case the request has been successfully completed).
- Click on Request Refresh to place a request to the Free Zone for re-generating a report. The new report will typically be available 24 hours after placing a refresh request

Company Name: Dubai

License

Report Name	View Status	Request Refresh
e-License Certificate	<input type="button" value="View Status"/>	<input type="button" value="Request Refresh"/>

7. Enter the details then click **Request Report**

Jafza e-License Certificate

This page list the parameters required for running this report. Enter appropriate values and click on Refresh Report to place a request for generating a new report. Fields marked with * are mandatory.

Company Name: Dubai

Company Id **1673**

License Number *

Mobile Number * 05XXXXXXXX

The below confirmation will be displayed

Jafza e-License Certificate

Request for refreshing the selected report has been submitted. The request ID is 20086034. Note this down for future reference. The new report will typically be available 24 hours after placing a refresh request.

Company Name: Dubai

Procedure:

a. Registration

Jafza Reports

i This page list the reports available in this service. You can either:

- Click on the View Status button to view the status of a previously requested report or to view / download the output of a previously requested report (in case the request has been successfully completed).
- Click on Request Refresh to place a request to the Free Zone for re-generating a report. The new report will typically be available 24 hours after placing a refresh request

Company Name: Dubai

Registration

Report Name	View Status	Request Refresh
Formation Details	View Status	Request Refresh
Register Of Address	View Status	Request Refresh
Register Of Auditors	View Status	Request Refresh
Register Of Banker	View Status	Request Refresh
Register Of Director/Manager/Secretary	View Status	Request Refresh
Register of Distributions	View Status	Request Refresh
Register Of Financial Year	View Status	Request Refresh
Share Register- With Capital	View Status	Request Refresh
Share Register- Without Capital	View Status	Request Refresh

- I. **Formation Details – This is to request for Letter / NOC from JAFZA for the owner of the company with the company formation details.**

Registration

Report Name	View Status	Request Refresh
Formation Details	View Status	Request Refresh
Register Of Address	View Status	Request Refresh
Register Of Auditors	View Status	Request Refresh
Register Of Banker	View Status	Request Refresh
Register Of Director/Manager/Secretary	View Status	Request Refresh
Register of Distributions	View Status	Request Refresh
Register Of Financial Year	View Status	Request Refresh
Share Register- With Capital	View Status	Request Refresh
Share Register- Without Capital	View Status	Request Refresh

- II. **Register of Address – This is to request for a Letter / NOC from JAFZA for the owner of the company to register the Address of the company.**

Registration ▼

Report Name	View Status	Request Refresh
Formation Details	View Status	Request Refresh
Register Of Address	View Status	Request Refresh
Register Of Auditors	View Status	Request Refresh
Register Of Banker	View Status	Request Refresh
Register Of Director/Manager/Secretary	View Status	Request Refresh
Register of Distributions	View Status	Request Refresh
Register Of Financial Year	View Status	Request Refresh
Share Register- With Capital	View Status	Request Refresh
Share Register- Without Capital	View Status	Request Refresh

III. Register of Auditors – This is to request for a Letter / NOC from JAFZA for the owner of the company to register the Auditors of the company.

Registration ▼

Report Name	View Status	Request Refresh
Formation Details	View Status	Request Refresh
Register Of Address	View Status	Request Refresh
Register Of Auditors	View Status	Request Refresh
Register Of Banker	View Status	Request Refresh
Register Of Director/Manager/Secretary	View Status	Request Refresh
Register of Distributions	View Status	Request Refresh
Register Of Financial Year	View Status	Request Refresh
Share Register- With Capital	View Status	Request Refresh
Share Register- Without Capital	View Status	Request Refresh

IV. Register of Banker – This is to request for a Letter / NOC from JAFZA for the owner of the company to register the Banker of the company.

Registration ▼

Report Name	View Status	Request Refresh
Formation Details	View Status	Request Refresh
Register Of Address	View Status	Request Refresh
Register Of Auditors	View Status	Request Refresh
Register Of Banker	View Status	Request Refresh
Register Of Director/Manager/Secretary	View Status	Request Refresh
Register of Distributions	View Status	Request Refresh
Register Of Financial Year	View Status	Request Refresh
Share Register- With Capital	View Status	Request Refresh
Share Register- Without Capital	View Status	Request Refresh

V. Register of Director/Manager/Secretary – This is to request for a Letter / NOC from JAFZA for the owner of the company to register the Director/Manager/Secretary of the company.

Registration ▼

Report Name	View Status	Request Refresh
Formation Details	View Status	Request Refresh
Register Of Address	View Status	Request Refresh
Register Of Auditors	View Status	Request Refresh
Register Of Banker	View Status	Request Refresh
Register Of Director/Manager/Secretary	View Status	Request Refresh
Register of Distributions	View Status	Request Refresh
Register Of Financial Year	View Status	Request Refresh
Share Register- With Capital	View Status	Request Refresh
Share Register- Without Capital	View Status	Request Refresh

VI. Register of Distributions – This is to request for a Letter / NOC from JAFZA for the owner of the company to register the Distributions of the company.

Registration ▼

Report Name	View Status	Request Refresh
Formation Details	View Status	Request Refresh
Register Of Address	View Status	Request Refresh
Register Of Auditors	View Status	Request Refresh
Register Of Banker	View Status	Request Refresh
Register Of Director/Manager/Secretary	View Status	Request Refresh
Register of Distributions	View Status	Request Refresh
Register Of Financial Year	View Status	Request Refresh
Share Register- With Capital	View Status	Request Refresh
Share Register- Without Capital	View Status	Request Refresh

VII. Register of Financial Year – This is to request for a Letter / NOC from JAFZA for the owner of the company to register the Financial Year of the company.

Registration ▼

Report Name	View Status	Request Refresh
Formation Details	View Status	Request Refresh
Register Of Address	View Status	Request Refresh
Register Of Auditors	View Status	Request Refresh
Register Of Banker	View Status	Request Refresh
Register Of Director/Manager/Secretary	View Status	Request Refresh
Register of Distributions	View Status	Request Refresh
Register Of Financial Year	View Status	Request Refresh
Share Register- With Capital	View Status	Request Refresh
Share Register- Without Capital	View Status	Request Refresh

VIII. Share Register- With Capital – This is to request for a Letter / NOC from JAFZA for the owner of the company to register the Share – With Capital of the company.

Registration ▼

Report Name	View Status	Request Refresh
Formation Details	View Status	Request Refresh
Register Of Address	View Status	Request Refresh
Register Of Auditors	View Status	Request Refresh
Register Of Banker	View Status	Request Refresh
Register Of Director/Manager/Secretary	View Status	Request Refresh
Register of Distributions	View Status	Request Refresh
Register Of Financial Year	View Status	Request Refresh
Share Register- With Capital	View Status	Request Refresh
Share Register- Without Capital	View Status	Request Refresh

IX. Share Register- Without Capital – This is to request for a Letter / NOC from JAFZA for the owner of the company to register the Share – Without Capital of the company.

Registration ▼

Report Name	View Status	Request Refresh
Formation Details	View Status	Request Refresh
Register Of Address	View Status	Request Refresh
Register Of Auditors	View Status	Request Refresh
Register Of Banker	View Status	Request Refresh
Register Of Director/Manager/Secretary	View Status	Request Refresh
Register of Distributions	View Status	Request Refresh
Register Of Financial Year	View Status	Request Refresh
Share Register- With Capital	View Status	Request Refresh
Share Register- Without Capital	View Status	Request Refresh

b. Admin

Jafza Reports

This page list the reports available in this service. You can either:

- Click on the View Status button to view the status of a previously requested report or to view / download the output of a previously requested report (in case the request has been successfully completed).
- Click on Request Refresh to place a request to the Free Zone for re-generating a report. The new report will typically be available 24 hours after placing a refresh request

Company Name: Dubai

Admin

Report Name	View Status	Request Refresh
XXFZ Employee Bank Guarantee List Report	View Status	Request Refresh
XXFZ Document Expiry Report	View Status	Request Refresh
XXFZ Employee Master Details Report (Portal)	View Status	Request Refresh
XXFZ Medical Appointment Schedule Reprint For Employee	View Status	Request Refresh
XXFZ Employment Contract Undertaking for EV	View Status	Request Refresh
XXFZ Employment Contract Agreement for RP	View Status	Request Refresh

I. Employee Bank Guarantee List Report – This is to request for Employee Bank Guarantee List Report.

Admin

Report Name	View Status	Request Refresh
XXFZ Employee Bank Guarantee List Report	View Status	Request Refresh
XXFZ Document Expiry Report	View Status	Request Refresh
XXFZ Employee Master Details Report (Portal)	View Status	Request Refresh
XXFZ Medical Appointment Schedule Reprint For Employee	View Status	Request Refresh
XXFZ Employment Contract Undertaking for EV	View Status	Request Refresh
XXFZ Employment Contract Agreement for RP	View Status	Request Refresh

II. Document Expiry Report – This is to request for a Report of Expiring / Expired Documents of Employees.

Admin

Report Name	View Status	Request Refresh
XXFZ Employee Bank Guarantee List Report	View Status	Request Refresh
XXFZ Document Expiry Report	View Status	Request Refresh
XXFZ Employee Master Details Report (Portal)	View Status	Request Refresh
XXFZ Medical Appointment Schedule Reprint For Employee	View Status	Request Refresh
XXFZ Employment Contract Undertaking for EV	View Status	Request Refresh
XXFZ Employment Contract Agreement for RP	View Status	Request Refresh

III. Employee Master Details Report (Portal) – This is to request for Employee Master Details Report (Portal).

Admin

Report Name	View Status	Request Refresh
XXFZ Employee Bank Guarantee List Report	View Status	Request Refresh
XXFZ Document Expiry Report	View Status	Request Refresh
XXFZ Employee Master Details Report (Portal)	View Status	Request Refresh
XXFZ Medical Appointment Schedule Reprint For Employee	View Status	Request Refresh
XXFZ Employment Contract Undertaking for EV	View Status	Request Refresh
XXFZ Employment Contract Agreement for RP	View Status	Request Refresh

IV. Medical Appointment Schedule Reprint For Employee – This is to request for reprinting the Medical Appointment Schedule for Employee.

Admin

Report Name	View Status	Request Refresh
XXFZ Employee Bank Guarantee List Report	View Status	Request Refresh
XXFZ Document Expiry Report	View Status	Request Refresh
XXFZ Employee Master Details Report (Portal)	View Status	Request Refresh
XXFZ Medical Appointment Schedule Reprint For Employee	View Status	Request Refresh
XXFZ Employment Contract Undertaking for EV	View Status	Request Refresh
XXFZ Employment Contract Agreement for RP	View Status	Request Refresh

V. Employee Contract Undertaking for EV – This is to request for Employment Contract Undertaking for EV (Employment Visa).

Admin

Report Name	View Status	Request Refresh
XXFZ Employee Bank Guarantee List Report	View Status	Request Refresh
XXFZ Document Expiry Report	View Status	Request Refresh
XXFZ Employee Master Details Report (Portal)	View Status	Request Refresh
XXFZ Medical Appointment Schedule Reprint For Employee	View Status	Request Refresh
XXFZ Employment Contract Undertaking for EV	View Status	Request Refresh
XXFZ Employment Contract Agreement for RP	View Status	Request Refresh

VI. Employment Contract Agreement for RP – This is to request for Employment Contract Agreement for RP.

Admin ▼

Report Name	View Status	Request Refresh
XXFZ Employee Bank Guarantee List Report	View Status	Request Refresh
XXFZ Document Expiry Report	View Status	Request Refresh
XXFZ Employee Master Details Report (Portal)	View Status	Request Refresh
XXFZ Medical Appointment Schedule Reprint For Employee	View Status	Request Refresh
XXFZ Employment Contract Undertaking for EV	View Status	Request Refresh
XXFZ Employment Contract Agreement for RP	View Status	Request Refresh

c. License

Jafza Reports

- ① This page list the reports available in this service. You can either:
- Click on the View Status button to view the status of a previously requested report or to view / download the output of a previously requested report (in case the request has been successfully completed).
 - Click on Request Refresh to place a request to the Free Zone for re-generating a report. The new report will typically be available 24 hours after placing a refresh request

Company Name: Dubai

License ▼

Report Name	View Status	Request Refresh
e-License Certificate	View Status	Request Refresh

I. E-License Certificate – This is to request for Company e-License Certificate.

License ▼

Report Name	View Status	Request Refresh
e-License Certificate	View Status	Request Refresh

