



دبي التجارية
DUBAI TRADE

JAFZA

Submit Financial Statement User's Manual

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Submit Financial Statement

Table Designs

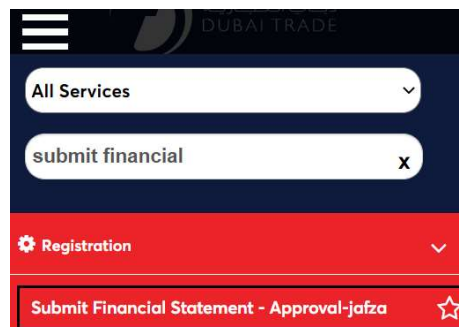
DOCUMENT DETAILS

Document Name	Submit Financial Statement
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	7 th September 2022
Current Version	2.0

This service enables users to submit the yearly financial statement of the company to JAFZA. Financial Year Start and End Date are determined as per when the company was established.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Registration**
3. Then go to **Submit Financial Statement - Approval**



4. The below screen will be displayed where you can **View** or **Search for SR**.

Jafza Sub of Fin Statements

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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5. Click **Create New Request**

Jafza Sub of Fin Statements

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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6. Enter/Amend the details and click **Save and Continue**

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Service Request

Upload Document

Summary

Payment Confirmation

1

Use this page to create/modify a request for a financial statement. Once you have entered atleast the mandatory information, you can either :

• 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.

• **In case Net worth of the company is below acceptable limits as per the Freezone regulations, Please increase your equity and meet commercial registration department to comply with the regulations (Minimum Net worth required : 75% for FZE and 50% for FZCO).**

Company Name: Dubai

Current Details

Fin. Year Start	Received Date	Submission Extension Date	Share Capital
No data to display.			

Company Id **1673**

Fin. Year Start **30-Jun-1985**

Fin. Year End **29-Jun-1986**

Received Date **07-Sep-2022**

Location **Dubai**

Share Capital

Auditor Name

Annual Sales

Total Salaries

Cost of Goods Sold

Total Depreciation

Current Assets

Non current assets

Fixed Assets

Long Term Liabilities

Total Liabilities

Net Profit/(Loss)

Opening Retained Earnings

Total Capital Expenditure

Calculation

Request Reason

Jafza Comments

Total Assets

Total Equity

Net Worth%

Courier Details

Courier Required **Within FreeZone**

Courier Location **Select**

Address Line 1 **2-220/1,MANAUYD**

Address Line 2 **2-220/1,MANAUYD**

Contact Name

Contact Phone **05xxxxxxxx**

Time **Select**

Save and Continue

7. Upload the required Documents and click **Continue and Review**

Submit Financial Statement

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Service Request

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Upload Document

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Summary

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Payment Confirmation

Company Name:
FZCO
SR Number: 20086105

Document Name	File Type	Mandatory	Upload File	View / Delete
Auditors Report Original	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	
Other documents 1	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	
Other documents 2	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	
Other documents 3	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	

Continue and Review

8. Review the details and click **Confirm and Continue**

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Service Request

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Upload Document

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Summary

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Payment Confirmation

Company Name:
FZCO
SR Number: 20086105

Details of the selected request are given below.

Fin. Year Start	27-Sep-1993	Non current assets	100,000,000.00
Fin. Year End	26-Sep-1994	Fixed Assets	1,000,000,000.00
Received Date	7-Sep-2022	Long Term Liabilities	100,000,000.00
Location	Dubai	Total Liabilities	100,000,000.00
Share Capital	500,000,000	Net Profit/(Loss)	100,000,000.00
Auditor Name	TEST	Opening Retained Earnings	100,000,000.00
Annual Sales	100,000,000	Total Capital Expenditure	100,000,000.00
Total Salaries	100,000,000.00	Request Reason	TEST
Cost of Goods Sold	100,000,000.00	Total Assets	1,200,000,000.00
Total Depreciation	100,000,000.00	Total Equity	1,100,000,000.00
Current Assets	100,000,000.00	Net Worth%	220.00

Courier Details

Courier Required	Within FreeZone	Contact Name	TEST
Courier Location		Contact Phone	0560000000
Address Line 1	NewAddress Line 1	Time	11 AM - 1 PM
Address Line 2	Address Line 2		


Edit


Document Name	Preview
Auditors Report Original	


Confirm and Continue


9. Click **Submit to FreeZone**


Submit Financial Statement


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Service Request


Upload Document


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)

549,178.00 AED

Total Charge Amount: 10.00 AED


Total VAT Amount: 0.50 AED


Total Charge Amount with VAT: 10.50 AED


SR Number	Customer	Status
20086105	FZCO	Saved


Submit to FreeZone


The below confirmation will be displayed


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Service Request


Upload Document


Summary


Payment Confirmation

 Your request has been forwarded to the Free Zone for processing. A charge of 10.00 AED and VAT amount 0.50 AED has been reserved for the same.

SR Number	Customer	Status
20086105	FZCO	Submitted to Free Zone

