



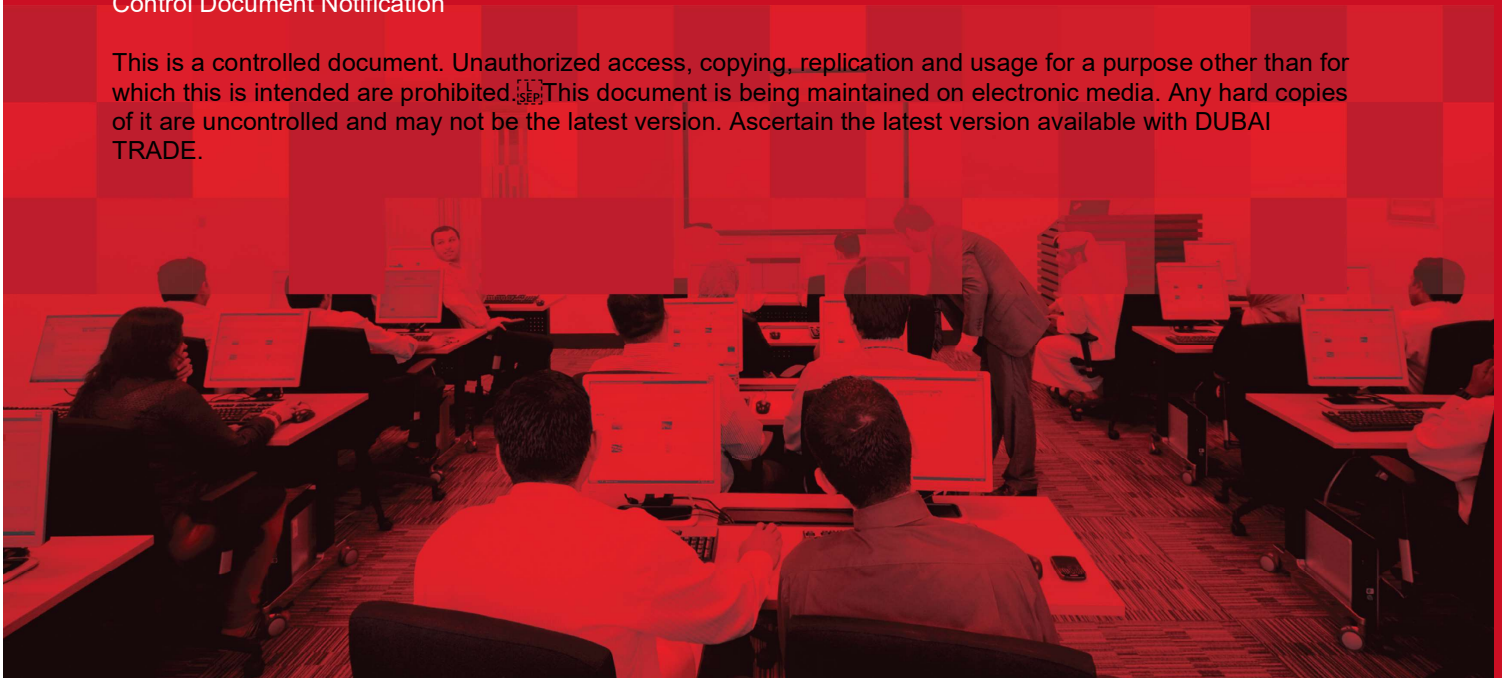
JAFZA eSERVICES Registration Attestation User's Manual

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DOCUMENT DETAILS

Document Information

Document Name	Registration Attestation
Project Name	JAFZA eService Manuals
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	9 th Aug, 2021
Current Version	2.0

Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

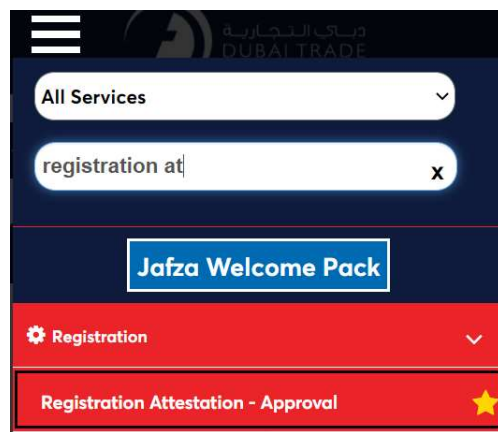
Registration Attestation

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This service is to request for attested documents of Company Registration Details which are registered with JAFZA. i.e Original OR True Copy (Attested from JAFZA) Board Resolution, Company Name Certificate, Formation Certificate, Memorandum and Article of Association, Share Certificates.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Registration** from the menu on the left
3. Then Go to **Registration Attestation – Approval**



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

Types of SR's

Affidavit of Loss	NOC to Establish a Representative Office
Certificate of Good Standing	NOC to establish an L.L.C (49% or less investment)
Company Conversion Letter	NOC To Own Property
Company Name Change Letter	Tax Exemption Letter
List of Company Officer(s) - DMSS	

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
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5. Select the Letter / NOC Required

Affidavit of Loss	NOC to Establish a Representative Office
Certificate of Good Standing	NOC to establish an L.L.C (49% or less investment)
Company Conversion Letter	NOC To Own Property
Company Name Change Letter	Tax Exemption Letter
List of Company Officer(s) - DMSS	

6. Click **Create New Request**

Jafza Company Name Change Letter

Create New Request

Home

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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7. Enter the details and click **Save and Continue**

Jafza Company Name Change Letter

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Service Request

Summary

Payment Confirmation

Use this page to create/modify a request for the Registration Letters. 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.

Company Name: Sony Middle East And Africa FZE

Company Id 1314

Department Address 3

Department/Embassy Name *

Mobile Number * 05XXXXXXXX

Department Address 1

Department Address 2

Request Reason

Save and Continue

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

Jafza Company Name Change Letter

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✓

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Service Request

Summary

Payment Confirmation

Details of the selected request are given below.

Company Name: Sony Middle East And Africa FZE

SR Number: 20037095

Department/Embassy Name TEST

Mobile Number 0500000000

Edit

Confirm and Continue

9. Click **Submit to FreeZone**

Jafza Company Name Change Letter

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Service Request Summary Payment Confirmation

1 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)

352,052.36 AED

Total Charge Amount:	210.00 AED
Total VAT Amount:	0.50 AED
Total Charge Amount with VAT:	210.50 AED

SR Number	Customer	Status
20037095	SONY MIDDLE EAST AND AFRICA FZE	Saved

Submit to FreeZone

The below confirmation will be displayed

Jafza Company Name Change Letter

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Service Request Summary Payment Confirmation

✓ Your request has been forwarded to the Free Zone for processing. A charge of 210.00 AED and VAT amount 0.50 AED has been reserved for the same.

SR Number	Customer	Status
20037095	SONY MIDDLE EAST AND AFRICA FZE	Submitted to Free Zone

Procedure:

- I. **Affidavit of Loss** – This is to request for an Affidavit (NOC) of Loss from JAFZA addressed to Police (Certificate of Incorporation, Company Immigration Card, Memorandum of Association, Share Certificates).

Select Affidavit of Loss

Affidavit of Loss

Certificate of Good Standing

Company Conversion Letter

Company Name Change Letter

List of Company Officer(s) - DMSS

NOC to Establish a Representative Office

NOC to establish an LLC (49% or less investment)

NOC To Own Property

Tax Exemption Letter

The below page will be displayed

Jafza Affidavit of Loss

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Service Request
Summary
Payment Confirmation

Use this page to create/modify a request for the Registration Letters. 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.

Company Name: Sony Middle East And Africa FZE

Company Id **1314**

Address To * Jebel Ali Police Station

Emirates ID Number of Trade LicenseHolder * XXX-XXXX-XXXXXXXX-X

Mobile Number * 05xxxxxxxx

Document Type 1 * Search and Select

Document Type 2 Search and Select

Document Type 3 Search and Select

Request Reason

Save and Continue

II. Certificate of Good Standing – This is to request for a Certificate of Good Standing from JAFZA for the JAFZA Company.

Select Certificate of Good Standing

Affidavit of Loss

Certificate of Good Standing

Company Conversion Letter

Company Name Change Letter

List of Company Officer(s) - DMSS

NOC to Establish a Representative Office

NOC to establish an LLC (49% or less investment)

NOC To Own Property

Tax Exemption Letter

Registration Attestation

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The below page will be displayed

Jafza Certificate of Good Standing

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Service RequestSummaryPayment Confirmation

Use this page to create/modify a request for the Registration Letters. 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.

Company Name: Sony Middle East And Africa FZE

Company Id1314

Department/Embassy Name *

Contact Person Name

Mobile Number *05xxxxxxxx

Department Address 1

Department Address 2

Department Address 3

Request Reason

Save and Continue

III. Company Conversion Letter – This is to request for a Letter from JAFZA with the new conversion of Company Type details.

Select Company Conversion Letter

Affidavit of Loss	NOC to Establish a Representative Office
Certificate of Good Standing	NOC to establish an LLC (49% or less investment)
Company Conversion Letter	NOC To Own Property
Company Name Change Letter	Tax Exemption Letter
List of Company Officer(s) - DMSS	

The below page will be displayed

Jafza Company Conversion Letter

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Service RequestSummaryPayment Confirmation

Use this page to create/modify a request for the Registration Letters. 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.

Company Name: Sony Middle East And Africa FZE

Company Id1314

Department/Embassy Name *

Contact Person Name

Mobile Number *05xxxxxxxx

Department Address 1

Department Address 2

Department Address 3

Request Reason

Save and Continue

IV. Company Name Change Letter – This is to request for a Letter from JAFZA with the details of Company Name change.

Select *Company Name Change Letter*

Affidavit of Loss	NOC to Establish a Representative Office
Certificate of Good Standing	NOC to establish an L.L.C (49% or less investment)
Company Conversion Letter	NOC To Own Property
Company Name Change Letter	Tax Exemption Letter
List of Company Officer(s) - DMSS	

The below page will be displayed

Jafza Company Name Change Letter
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Service Request
Summary
Payment Confirmation

! Use this page to create/modify a request for the Registration Letters. 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.

Company Name: Sony Middle East And Africa FZE

Company Id **1314**

Department/Embassy Name *

Mobile Number *

Department Address 1

Department Address 2

Department Address 3

Request Reason

Save and Continue

V. **List of Company Officer(s) - DMSS – This is to request for a Letter / NOC from JAFZA for the List of Directors, Managers, Secretary, Shareholder of the Company.**

Select *List of Company Officer(s) - DMSS*

Affidavit of Loss	NOC to Establish a Representative Office
Certificate of Good Standing	NOC to establish an L.L.C (49% or less investment)
Company Conversion Letter	NOC To Own Property
Company Name Change Letter	Tax Exemption Letter
List of Company Officer(s) - DMSS	

Registration Attestation

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The below page will be displayed

Jafza List of Company Officer(s) - DMSS

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Service RequestSummaryPayment Confirmation

1 Use this page to create/modify a request for the Registration Letters. 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.

Company Name: Sony Middle East And Africa FZE

Company Id 1314

Director * Search and Select

Manager * Search and Select

Secretary * Search and Select

Shareholder * Search and Select

Print share information Search and Select

Entity * Search and Select

Entity Name Search and Select

Address To

Contact Person's Phone * 05xxxxxxxx

Request Reason

Save and Continue

VI. NOC to Establish a Representative Office – This is to request for a Letter / NOC from JAFZA addressed to Economic Department to open a Representative office.

Select NOC to Establish a Representative Office

Affidavit of Loss
Certificate of Good Standing
Company Conversion Letter
Company Name Change Letter
List of Company Officer(s) - DMSS

NOC to Establish a Representative Office
NOC to establish an L.L.C (49% or less investment)
NOC To Own Property
Tax Exemption Letter

The below page will be displayed

Jafza NOC to Establish a Representative Office

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Service RequestSummaryPayment Confirmation

1 Use this page to create/modify a request for the Registration Letters. 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.

Company Name: Sony Middle East And Africa FZE

Company Id 1314

Department/Embassy Name * Economic Department

Contact Person Name

Department Address 1

Department Address 2

Department Address 3

Office Location * Dubai

Request Reason

Mobile Number * 05xxxxxxxx

Save and Continue

VII. NOC to establish an L.L.C (49% or less investment) – This is to request for a Letter / NOC from JAFZA to establish 49% or less investment company in Main Land.

Select **NOC to establish an L.L.C (49% or less investment)**

[Affidavit of Loss](#)
[Certificate of Good Standing](#)
[Company Conversion Letter](#)
[Company Name Change Letter](#)
[List of Company Officer\(s\) - DMSS](#)

[NOC to Establish a Representative Office](#)
[NOC to establish an L.L.C \(49% or less investment\)](#)
[NOC To Own Property](#)
[Tax Exemption Letter](#)

The below page will be displayed

Jafza NOC to establish an L.L.C (49% or less investment)
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Service Request
Summary
Payment Confirmation

Use this page to create/modify a request for the Registration Letters. 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.

Company Name: Sony Middle East And Africa FZE

Company Id 1314

Department/Embassy Name *

Emirate * Search and Select

Contact Person's Name

Department Address 1

Mobile Number * 05xxxxxxxx

Department Address 2

Department Address 3

Request Reason

Save and Continue

VIII. NOC to Own Property – This is to request for a Letter / NOC from JAFZA for Company to own a property.

Select **NOC to Own Property**

[Affidavit of Loss](#)
[Certificate of Good Standing](#)
[Company Conversion Letter](#)
[Company Name Change Letter](#)
[List of Company Officer\(s\) - DMSS](#)

[NOC to Establish a Representative Office](#)
[NOC to establish an L.L.C \(49% or less investment\)](#)
[NOC To Own Property](#)
[Tax Exemption Letter](#)

The below page will be displayed

Jafza NOC To Own Property

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Service Request

Summary

Payment Confirmation

Use this page to create/modify a request for the Registration Letters. 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.

Company Name: Sony Middle East And Africa FZE

Company Id

1314

Request Reason

Mobile Number *

05xxxxxxxx

Save and Continue

IX. Tax Exemption Letter – This is to request for a Letter / NOC from JAFZA for Tax-Exemption for the company.

Select Tax Exemption Letter

- | | |
|-----------------------------------|----------------------------------------------------|
| Affidavit of Loss | NOC to Establish a Representative Office |
| Certificate of Good Standing | NOC to establish an L.L.C (49% or less investment) |
| Company Conversion Letter | NOC To Own Property |
| Company Name Change Letter | Tax Exemption Letter |
| List of Company Officer(s) - DMSS | |

The below page will be displayed

Jafza Affidavit of Loss

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Service Request

Summary

Payment Confirmation

Use this page to create/modify a request for the Registration Letters. 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.

Company Name: Sony Middle East And Africa FZE

Company Id

1314

Document Type 3

Search and Select

Address To *

Jebel Ali Police Station

Request Reason

Emirates ID Number of Trade LicenseHolder *

XXX-XXXX-XXXXXXXX-X

Mobile Number *

05xxxxxxxx

Document Type 1 *

Search and Select

Document Type 2

Search and Select

Save and Continue

