



دبي التجارية  
DUBAI TRADE

# JAFZA eSERVICES

## Apply for Medical Service – Non Sponsored

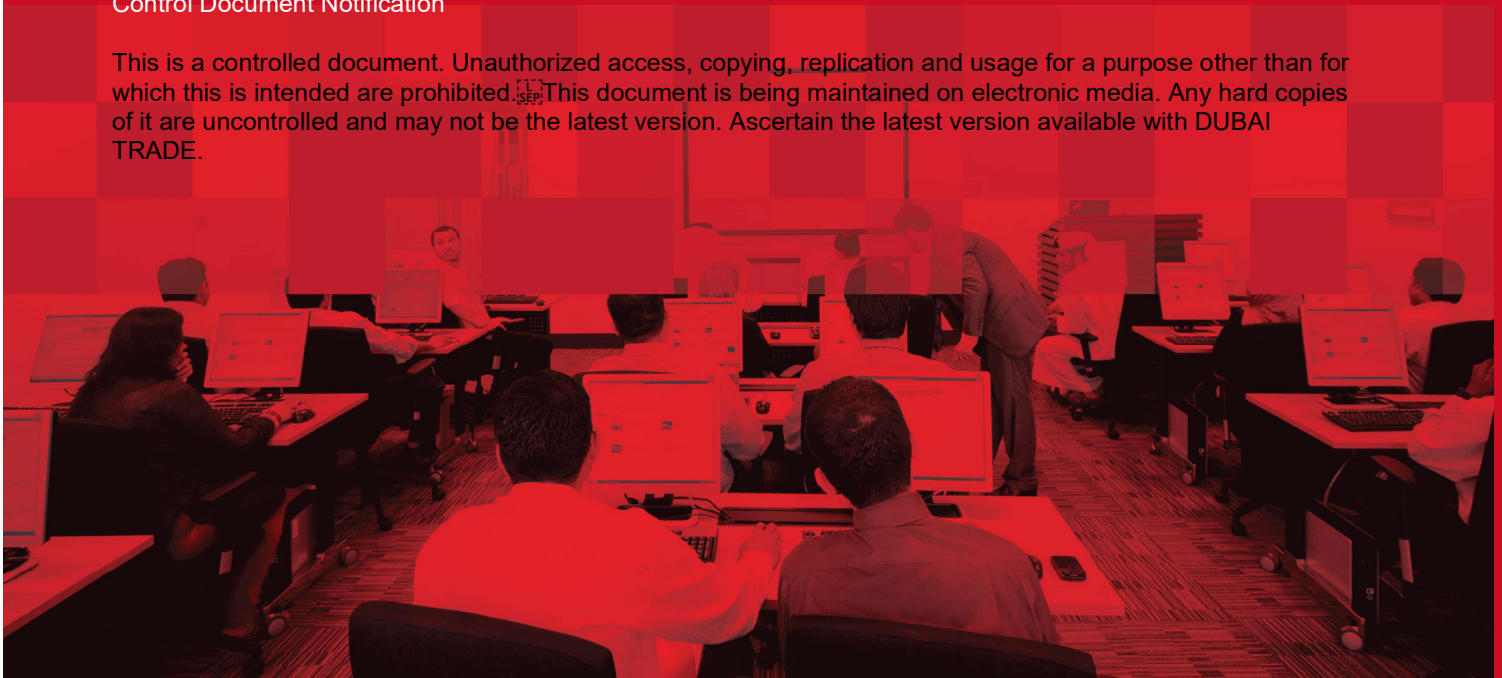
### User's Manual

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## DOCUMENT DETAILS

### Document Information

Document Name	Apply for Medical Service – Non Sponsored
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### Revision History

Version	Date	Author	Designation	Description of change

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Version	Date	Name	Designation	Comments

### Distribution

Version	Location

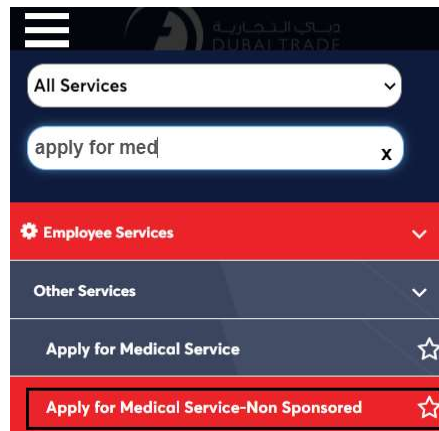
# Apply for Medical Service – Non Sponsored

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*This service is to Apply for Medical service for Non Sponsored JAFZA employee.*

## Navigation:

1. Login to **Dubai Trade**
2. Go to **Employee Services** from the menu on the left
3. Then under **Other Services** go to **Apply for Medical Service – Non Sponsored**



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

Jafza Medical NS Companies

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 Medical NS Companies

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 the details and click **Save and Continue**

# Apply for Medical Service – Non Sponsored

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Jafza Medical NS Companies

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

1

Use this page to create/modify a request for Medical Service for non sponsored employees. 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:  Dubai

Company id1673

Employee Number\*

EIDA Required?\*

Gender\*

First Name\*

Middle Name\*

Last Name\*

Present Nationality\*

Passport Number\*

Medical Fitness Priority\*

Request Reason

Jafza Comments

Save and Continue

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

Jafza Medical NS Companies

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

Company Name:  East FZE

SR Number: 20051763

Document Name	File Type	Mandatory	Upload File	View / Delete
DHA Medical Reg Form	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here	
EIDA Form	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here	
Passport Front page	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here	
Passport Visa Page	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here	
Other documents 1	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here	
Other documents 2	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here	
Other documents 3	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here	

Continue and Review

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

# Apply for Medical Service – Non Sponsored

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Jafza Medical NS Companies

Service Request

Upload Document

Summary

Payment Confirmation

Back

Details of the selected request are given below:

Company Name: East FZE

SR Number: 20051763

Employee Number: 123456

Last Name: Test

EIDA Required?: No

Present Nationality: U S A

Gender: Female

Passport Number: USA8885555

First Name: Test

Medical Fitness Priority: Regular (24 HRS)

Middle Name: Test

Request Reason: Test

Edit

Document Name

Preview

No data to display.

Confirm and Continue

## 9. Click Submit to FreeZone

Jafza Medical NS Companies

Service Request

Upload Document

Summary

Payment Confirmation

Back

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)

76,612.91 AED

Total Charge Amount:

180.00 AED

Total VAT Amount:

0.00 AED

Total Charge Amount with VAT:

180.00 AED

SR Number	Customer	Status
20051763	EAST FZE	Saved

Submit to FreeZone

*The below confirmation will be displayed*

Jafza Medical NS Companies

Service Request

Upload Document

Summary

Payment Confirmation

Back

Your request has been forwarded to the Free Zone for processing. A charge of 1610.00 AED and VAT amount 0.50 AED has been reserved for the same.

SR Number	Employee	Customer	Status
20054477	DE SOUZA	Dubai	Submitted to Free Zone

