



دبي التجارية
DUBAI TRADE

JAFZA eSERVICES

Apply for Medical Service

User's Manual

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DOCUMENT DETAILS

Document Information

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Version	Date	Author	Designation	Description of change

Approval History

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Distribution

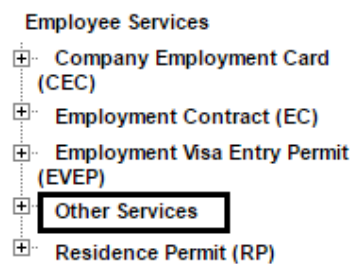
Version	Location

Update Medical Insurance

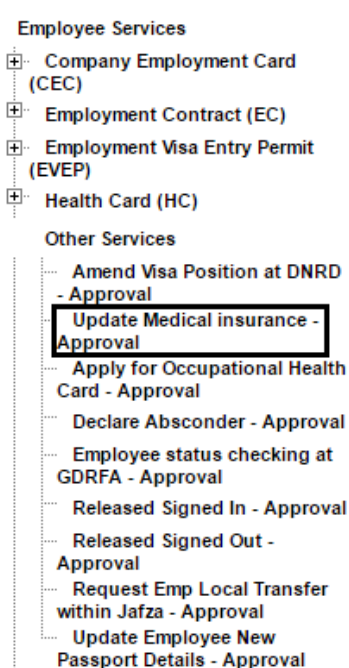
This service is to apply for medical insurance for the employee(s) working in the company.

Navigation:

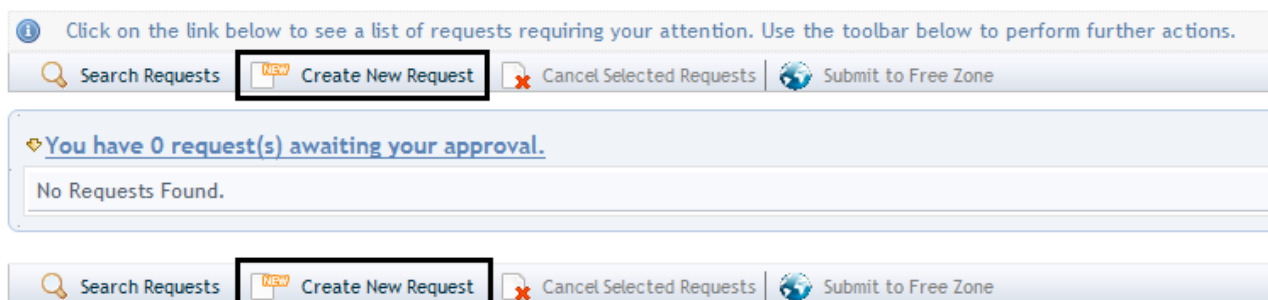
1. Login to **Dubai Trade**
2. Go to **Employee Services** from the menu on the left
3. Then Go to **Other Services**



4. Click on **Update Medical Insurance - Approval**



5. Then Click on **Create New Request**



Update Medical Insurance


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Procedure:

1. Select if is Group Insurance or not


Group Insurance * ☐ No ☒ Yes

2. Enter the Employee Number and skip to Step number 5

Employee Number 

OR

3. Search and Select the Employee Number in the pop-up window that appears by clicking on the magnifying glass icon instead of typing in the field

Employee Number 

4. Enter either the Employee Number, First Name, Last Name, Passport Number, Job Title, Nationality and click Search

Search for Employees

- Enter (*) or (%) to view all the details.
- Enter atleast one full or partial search criteria.
Eg. : United matches both United Arab Emirates and United States of America

Employee Number

First Name

Last Name

Passport Number

Job Title

Nationality



No Employee Found.

5. Select the Insurance Company Name from the Drop down list

Insurance Company Name * ▼


6. Enter the Insurance Reference Number

Insurance Reference Number *

7. Enter or Select the Date of Issue

Update Medical Insurance

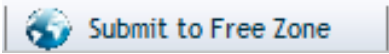
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Date of Issue * 

8. Specify the Reason for Request or give additional information for JAFZA.

Specify the reason for request / Additional Information for JAFZA

9. Click on  to save the request for future action.

Click  to submit the request to the Free Zone Authority for processing.

10. Click on **Pay now** to confirm charges and submit the request.

