



دبي التجارية
DUBAI TRADE

JAFZA

Quota for Visit Visa User's Manual

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Quota for Visit Visa

Table Designs

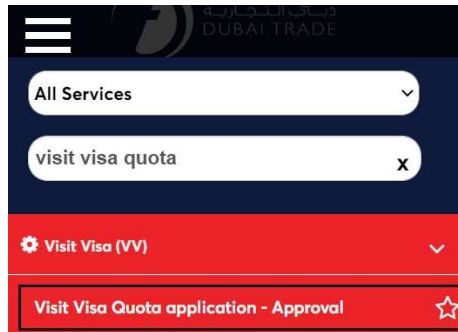
DOCUMENT DETAILS

Document Name	Quota for Visit Visa
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	2 nd September 2022
Current Version	2.0

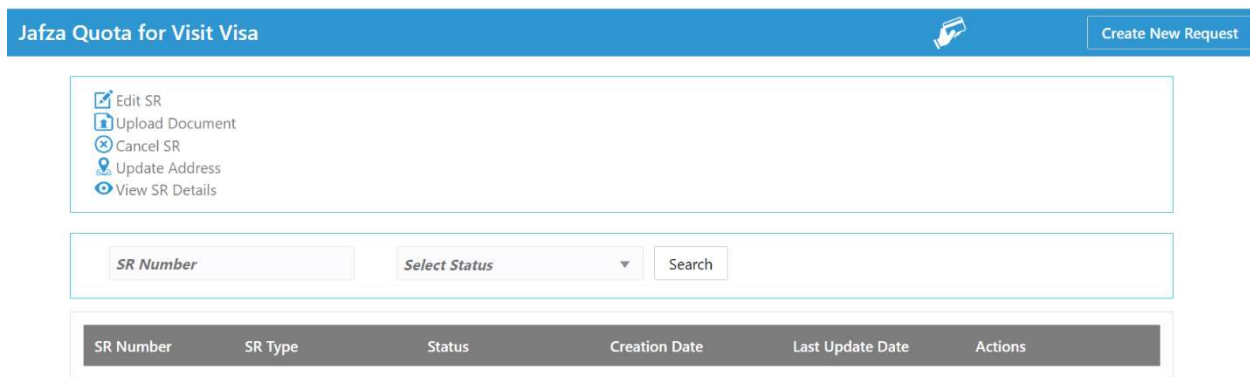
This service enables users to request for Quota for Visit Visa application(s).

Navigation:

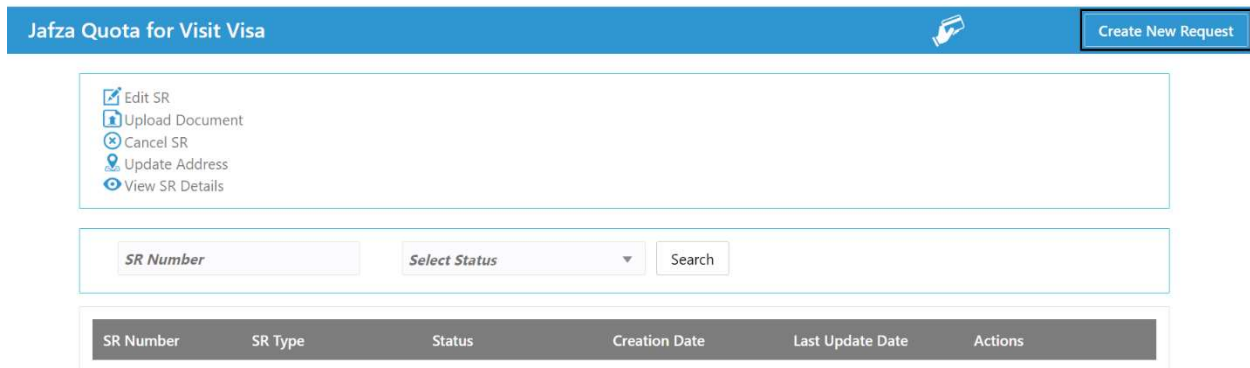
1. Login to **Dubai Trade**
2. Go to **Visit Visa (VV)**
3. Then go to **Visit Visa Quota application - Approval**



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



5. Click **Create New Request**



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 Quota for Visit visa. 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.
- AED 1000 should be deposited at CBD counter for each quota

Company Name: Dubai

Company Id **1673**

Request type **Additional Quota** ▼

Short term Visit Visa quota

Long term Visit Visa quota

Request reason

Jafza Comments

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**

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Service Request
Upload Document
Summary
Payment Confirmation

Company Name: Dubai
SR Number: 20085999

Document Name	File Type	Mandatory	Upload File	View / Delete
CBD deposit sticker	jpg/jpeg/pdf	Yes	Drag and Drop + <small>Select a file or drop one here</small>	
Other documents 1	jpg/jpeg/pdf	No	Drag and Drop + <small>Select a file or drop one here</small>	
Other documents 2	jpg/jpeg/pdf	No	Drag and Drop + <small>Select a file or drop one here</small>	
Other documents 3	jpg/jpeg/pdf	No	Drag and Drop + <small>Select a file or drop one here</small>	

Continue and Review

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

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✓ Service Request
 ✓ Upload Document
 3 Summary
 4 Payment Confirmation

1 Details of the selected request are given below:


Company Name: Dubai **SR Number:** 20085999

Request type **Additional Quota** Long term Visit Visa quota **5**
 Short term Visit Visa quota **5**

Courier Details


Courier Required **Within FreeZone** Contact Name **TEST**
 Courier Location Contact Phone **0560000000**
 Address Line 1 **2-220/1,MANAUYD** Time **11 AM - 1 PM**
 Address Line 2 **2-220/1,MANAUYD**

[Edit](#)

Document Name	Preview
CBD deposit sticker	

[Confirm and Continue](#)

9. Click **Submit to FreeZone**

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✓ Service Request
 ✓ Upload Document
 ✓ Summary
 4 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)
1,544,605.48 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
20085999	<input type="text"/> Dubai	Saved

[Submit to FreeZone](#)

The below confirmation will be displayed

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✓ — ✓ — ✓ — 4

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
20085999	Dubai	Submitted to Free Zone

