Department of Planning & Development Ports, Customs & Free Zone Corporation Government of Dubai



دائــرة الـــّــ خط مؤسسة الموانئ والجمارك والمنطق

دعـم للتنمية...Facilitating Growth

Trakhees

Online Services User Manual - Web - CLD Services



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Introduction

At the beginning of 2008 Trakhees was established by the Ports, Customs and Free Zone Corporation with the aim of integrating licensing and compliance functions, already performed by the Civil Engineering Division and Environment, Health and Safety Division with a new function, Commercial Licensing to be offered by a young division, Commercial Licensing Division.

On July 1st of 2008, the new department went into operation and the objective of establishing Trakhees started to materialize. PCFC, Dubai World Business Units, the Engineering Community interacting with Trakhees, and the Dubai World Communities now have a one stop shop where all their licensing and government services can be done. It has following main departments:

- Commercial Licensing Department (CLD)
- Civil Engineering Department (CED) •
- Environment Health & Safety (EHS) .

Part of the new mandate is providing services to businesses, owners and tenants of the new Dubai World Communities who had little interaction with the already existing departments before. To this end, Trakhees adopted a concept of "distributed services" by having satellite Helpdesk Offices in these communities, such as Dragon Mart, Atlantis and Ibn Batuta Mall. With the electronic platforms Trakhees uses, a full range of services can be offered at these locations, making life easier for clients without any compromise on quality of service.

Trakhees Online Services system will enable the users to avail e-Services provided like Client Registration, Visa application, Licensing etc. First users must have to register themselves in Trakhees back office to get Trakhees ID which is unique identification for each company/person. After back office registration an online account can be created by using Trakhees ID & PIN which is received during back office registration.

1.1 Purpose of the Document

The purpose of this document is to serve as the User Manual for the Trakhees Online Services so, that they can easily avail the services. It will give you a walkthrough of the Trakhees Online Services which are with respect to Commercial Licensing Department (CLD).

1.2 Intended Audience

Intended audiences are general public & Trakhees Clients.



2 System Overview

Trakhees Online Services will support to registration of company or person, and enable them to avail services. System is having following features:

- Back Office Registration
- Online Account Creation .
- Profile Management •
- Role Request •
- Service Request •
- CLD Services
- CED Services •
- EHS Services •
- Finance Services

If you are a company you can have more features as following:

- Employee Management •
 - Create User Account for Company Employee
 - o Active/Disable Employee User Account
 - o Grant/Revoke Available Services



Trakhees Online Services 3

3.1 CLD Department Services

3.1.1 Public Relation Information

In the Public Relation Information page, you can view Company and license related information.

3.1.1.1 Overview

The Public Relation Information page displays the following details:

- Company Name (English)
- Company Name (Arabic)
- License Number •
- Legal Type
- License Issue Date
- License Expiry Date
- Lease Start Date
- Lease End Date •
- **Required Allowed** •
- Actual
- Female •
- Male •
- Visitor
- Non Sponsored Employee
- **Release Signout** •
- Absconders •
- Medical Type
- Bank Guarantee Paid •
- Total Bank Guarantee Required •
- Bank Guarantee Balance •
- License Remark Type
- License Remark •



3.1.1.2 How it works

Go to CLD Services> click on Public Relation Information (see Image below). The Public Relation Information page will appear.

Hor	ne » Public Relations Details		Thursda	ay, June 04, 2015 10:20 AM	Help 🕢 🔍 Logout 🖄
Nelc	ome:useradm3			sy, sone ey, 2013 ; 10.20 mm	The second
		Public Relation Inform	ation		
Ħ	Home				
0	Inbox	Public Relations Detail:			
0	Public Relations Enquiry	Company Name (English):	China Building Mat. Trading	Company Name (Arabic):	الصين لتجارة معنات البناء
0	Comm./Govt. Services Enquiry =	License Number:	639	Legal Type:	Branch Oversea (Not Existed in Trakhees)
	License Related Enquiry Search	License Issue Date:	01-Nov-2008	License Expiry Date:	31-Mar-2017
-	Conservences Enquiry Search	Lease Start Date:	31-Mar-2017	Lease End Date:	01-Nov-2015
+	Employee Related Enquiry Search	Required Allowed:	100	Actual:	62
	Letters/ Commercial Permits	Female:	4	Male:	22
0	Letters/ Commercial Permits +	Visitor:	1	Non Sponsored Employee:	0
+	Commercial Permits	Release Signout:	6	Absconders:	0
+	NOC - License	Medical Type:	Goverment		
+	NOC - Government Relations	Employee Bank Guarantee In	formation:		
0	License Services	Bank Guarantee Paid:	206300.0	Total Bank Guarantee Required:	191000.0
0	Employment Visa Service 🔶	Bank Guarantee Balance:	15300.0		
0	Reports	License Remarks			
0	Labour Dispute				
20		Remark Type		Remarks	
		WARNING		Warning from Env Health and	Safety
		WARNING		Warning 2 FZ Accomodation	

Figure 5: Public Relation Information

User can view all the information as mentioned above.



3.1.2 License Related Enquiry

In the Licence Related Enquiry page, you can search for commercial and government related license details.

3.1.2.1 Overview

The Licence Related Enquiry page displays License Related Enquiry Search section and License Related Enquiry table section. In search section the below details will be furnished for the user

- Transaction # •
- Request Type
- Search •
- Show advanced option.

Show Advanced Options User will be able to click on button and upon clicking on the same, there will be some other search criteria displayed as below

Но	me> License Related Enquiry Se	arch		Th	iursday, June 04, 2015 11:2:	AM Help	Logout العربية
Velo	ome:useradm3		License Related I				
A	Home		Transaction #		Request Type	-Please Select-	•
0	Inbox		Date From		Date To		
0	Public Relations Enquiry		Payment Advice #		Workflow Status	-Please Select-	•
0	Comm./Govt. Services Enqui	ry –		-			
+	License Related Enquiry Search			Search	Hide Advanced Options		
+	Employee Related Enquiry Searc	h.	License Related Enqu	Jiry			•
0	Letters/ Commercial Permits		Transaction #	REQUEST TYPE	STATUS	LICENSE #	TRADE NAI 🌻
0	License Services			Per de Pa	ige 1 of 0	1	No records to view
0	Employment Visa Service					Ŧ	
0	Reports	14					
	Labour Dispute						

Figure 6: License Related Enquiry Search

- Date From
- Date To
- Payment Advice# •
- Workflow Status

User can hide the advanced options by clicking on Hide Advanced Options button.

User can choose the following Request type from the dropdown according to the user preference.

- License Amendment
- License Renewal

9



- License Termination
- License Remarks
- NOC Letters
- **Commercial Permits**

Request Type	-Please Select-
Data Ta	-Please Select-
Date To	LICENSE AMENDMENT
Workflow Status	LICENSE RENEWAL
WORKNOW Status	LICENSE TERMINATION
	LICENSE REMARKS
	NOC letters
Advanced Options	Commercial Permits

Figure 7: Request Type dropdown

User can choose the following workflow status from the dropdown according to the user preference.

- All
- Completed
- In Progress
- Rejected

Workflow Status	-Please Select-	•
	-Please Select-	
Advanced Options	ALL COMPLETED IN PROGRESS	
	REJECTED	

Figure 8: Workflow Status dropdown

User will be able to choose the date from and date to from the calendar displayed. User can select any date range from the calendar.

0	Мау	/	▼ 20)15	۲	0
Su	Мо	Ти	We	Th	Fr	Sa
					1	2
3	- 4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
То	day					X

Figure 9: Calendar



3.1.2.2 How it works

- 1. Go to CLD Services > Comm./Govt. Services Enquiry and click on Licence Related Enquiry. The Licence Related Enquiry Search page will appear. (See Figure 6)
- 2. Provide any search criteria as mentioned in the overview section and click on Search button
- 3. Upon searching, user will be getting a result table with details such as Transaction#, Request Type, Status, License#, Trade Name (ENG), Trade Name (ARB), Payment Advice#, Date of Submission and View. (See the Image Below)

Lice	License Related Enquiry								
	Transaction #	REQUEST TYPE	STATUS	LICENSE #	TRADE NAME				
1	5948	Commercial Permit	New	639	Huida And Tien				
2	5947	Commercial Permit	New	639	Huida And Tien				
3	5945	Commercial Permit	New	639	Huida And Tien				
4	5944	Commercial Permit	New	639	Huida And Tien				
5	5943	Commercial Permit	New	639	Huida And Tien				
6	5942	Commercial Permit	New	639	Huida And Tien				
7	5941	Commercial Permit	New	639	Huida And Tien				
8	5940	Commercial Permit	New	639	Huida And Tien				
9	5939	Commercial Permit	New	639	Huida And Tien				
10	5938	Commercial Permit	New	639	Huida And Tien				
•					•				
		14 <4 Pag	ge 1 of 55 🕨 🕨 10	¥	View 1 - 10 of 542				

Figure 10: License Related Enquiry Search Result Table

- User will be able to view the details of the transaction by clicking on ______ link in the table. 4
- 5. Upon clicking on the view link, user will be able to view the details such as Transaction#, Step Name and Date. (See the Image below)

	Transaction #	Step Name	Date	
1	5948	New	04-Jun-2015	1

Figure 11: View License details



3.1.3 Employee Related Enquiry

In the Employee Related Enquiry page, you can search for commercial and government related employee details.

3.1.3.1 Overview

The Employee Related Enquiry page displays the following details:

- Transaction #
- Passport No.
- Employee No •
- Employee Name ENG
- Employee Name ARB •
- Nationality
- Search
- Show Advanced Options

User will be able to click on Show Advanced Options button and upon clicking on the same, there will be some other search criteria displayed as below

- Date From
- Date To •
- Payment Advice# •
- Company Specific Information for Employee
- Workflow Status •
- Request Type .

User can hide the advanced options by clicking on Hide Advanced Options button.

Nationality Dropdown should display the names of all available countries and user can choose the nationality according to the preference.

User can choose the following Work flow status from the dropdown according to the user preference.

- All
- Completed
- In Progress
- Rejected

User can choose the following Request type from the dropdown according to the user preference.

- All
- Abscond
- Complete Abscond
- Employment Visa -New
- Employment Visa Amend
- Employment Visa -Renew
- Employment Visa Cancel н.
- No Objection Certificates(Noc) н.
- Non Sponsored -New
- Non Sponsored -Amend
- . Non Sponsored -Renew
- Non Sponsored -Cancel .
- Pro -New
- Pro -Amend



- Pro -Renew
- Pro -Cancel .
- Visit Visa -New
- Visit Visa -Cancel

3.1.3.2 How it works

1. Go to CLD Services > Comm./Govt. Services Enquiry and click on Employee Related Enquiry. The Employee **Related Enquiry Search** page will appear. (See the image below)

	OVERNMENT OF DUBAI	Search		The	rsday, June 04, 2015 03 40	جمارك والملطقة الحرة PORTS, CUSTOMS & FREE 7 Help ① 44	ONE CORPORATIO
Welc	ome:useradm3		Employee Related	50 00 2 C 10		- <u></u>	
ń	Home		Transaction #		Pasaport No		
٥	Inbox		Employee Name		Employee Name		
0	Public Relations Enquiry		ARB		ENG		
0	Comm /Govt. Services Enquiry	-	Employee No		Nationality	Afghanistan	
+	License Related Enquiry Search			Search	Show Advanced Options		
+	Employee Related Enquiry Searc	n.	Employee Related En	quiry Search			0
٥	Letters/ Commercial Permits		Transaction #	REQUEST TYPE	STATUS	APPLICANT NAME	PASSPOR
0	License Services		•	1			•
0	Employment Visa Service	4		in in Pi	ge 1 010 12 *	NO	records to view
0	Reports	*					
•	Labour Dispute						

Figure 12: Employee Related Enquiry Search

- 2. Provide any search criteria as mentioned in the overview section and click on Search button
- 3. Upon searching, user will be getting a result table with details such as Transaction#, Request Type, Status, Applicant Name, Passport No, Payment Advice#, Date of Submission and View. (See the Image Below)

	Transaction #	REQUEST TYPE	STATUS	APPLICANT NAME	PASSPOR
1	4010	Employment Visa	REJECTED	MOHAMED FOWZAN MOHAMED FK	N06453
2	7766	Employee Termination		MOHAMED FOWZAN MOHAMED FK	N06453
3	4011	Employment Visa	REJECTED	ABUNNUHA MOHAMMAD MASUDUR	Q05162
4	7661	Employee Termination	REJECTED	MOHAMMED SHAFEER	F202739
5	7600	NOC Initiate	COMPLETED	MOHAMMED SHAFEER	F202739
6	7677	Employment Visa Amendment	REJECTED	MOHAMMED SHAFEER	F202739
7	7439	NOC Initiate	REJECTED	MOHAMMED SHAFEER	F202739
8	7590	NOC Initiate	REJECTED	MOHAMMED SHAFEER	F202739
9	7434	NOC Initiate	REJECTED	MOHAMMED SHAFEER	F202739
10	7581	NOC Initiate	REJECTED	MOHAMMED SHAFEER	F202739
					•



- 4. User will be able to view the details of the transaction by clicking on view link in the table.
- 5. Upon clicking on the view link, user will be able to view the details such as Transaction#, Step Name and Date. (See the Image below)

	Transaction #	Step Name	Date	
1	7600	COMPLETED	28-Dec-2014	

Figure 14: View Employee details



3.1.4 NOC License

This service enables the online user to generate NOC License letter at any point of time through Web.

NOC License service provides several types of NOC Letters. User can choose the appropriate License letter and request for the NOC. The following are types of NOC Letters available.

- <u>Change Company Name</u>
- <u>Certificate Workers</u>
- Transfer of Ownership of a Car
- Company Lost Items
- Open an Account
- <u>Certificate of Owning Vehicle</u>
- Registration Vehicle

User should expand the Letters/ Commercial Permits and in the sub menu listed, click on NOC-License to go to the NOC-License page. (See the image shown below)



Figure 15: Left Menu

Upon clicking on the sub menu link, user will be redirected to NOC - License Page. (See the image shown below)

	Color Color					ماليمير مولسنية الموالين و الجمه در مايند دريوورونين و الجمه
Ha	ne» Laters / Commercial Ferr	da .		Thursday, June 04, 2015 (05:29 PM	Hep	Logout 🛱
Wele	omeuseradm3		NOC - License			
ñ	Home		Pernit Name	+ Bolett -		
۵	Inbax			Account Opening Report		
0	Public Relations Enquiry			Gar Ownership Transfer Report Centificate Workers Report		
0	Comm/Govf. Services Enqui	ry =		Change Company Name Report Linkt Company Report Vehicle Owning Report		
0	Letters/ Commercial Permits			Vietum Registration Report		
	Commercial Permits					
+	NOC-License					
	NDC - Government Relations					
0	License Services	-				
0	Employment Visa Service					
٥	Reporta					
0	Labour Dispute					

Figure 16: NOC License Page

Note: Only a registered customer of Trakhees with a valid user ID and password can login to the **Web Services** page and access the **NOC Services** page.



3.1.4.1 Change Company Name

This service enables the online user to generate NOC License for changing a company name.

3.1.4.1.10verview

Change Company Name- NOC Letter displays the following details:

- То •
- Location •
- Old Company Name •
- E-Mail •
- Mobile Number

3.1.4.1.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > NOC-License and select Change Company Name (Figure: 16). The Change Company Name form will appear.

1.02	me> Letters / Commercial Perm	11	NOC - License	Thursday, June 04,	2015106.03 PM	Help 🛈	-14,40	Logout B
A	Home		Permit Name	Change Company Name Report	-			
0	Inbox							
0	Public Relations Enguiry		Change Company Name	1				
0	Comm /Govt Services Enqui	ry 🗢	To*	abc	1			
0	Letters/ Commercial Permits		Location*	Dubai - UAE				
	Commercial Permits		Old Company Name*	8y2	1			
	NOC-License		E-Mall*	syz@abc.com	1			
	NOC - Government Relations		Mobile Number*	0551213688	1			
6	License Services			Change Company Name				
			Remarks					
0	Employment Visa Service	-						
0	Reports				- C			

Figure 17: Change Company Name

- 2. Click on Submit button after filling the form with required fields.
- 3. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.





Figure 18: Confirmation Page

- 4. User should have enough prepaid balance for requesting this service.
- 5. User should click on button to continue submission of this service
- 6. User can cancel the current transaction by clicking on the details button. user can verify the details again after cancelling and submit the transaction again.
- 7. Upon submission, user will get a submission success message with reference number as below

Success
Application Submitted For Processing. XXXX

Figure 19: Success Message

8. Upon clicking on OK button, user would be able to view the reference number, submitted details of the transaction and payment advice generated for the submitted permit. (See image below)

	OVERNMENT OF DURAL			وليسبة المواني والجمارك والتعلقة الحرة مؤسسة المواني والجمارك والتعلقة الحرة
Ha	me » Letters / Commercial Permits		Thursday, June 04, 2015 06:04 PM	Help 🕢 🖓 Logout 🕲
Welc	come:useradm3	NOC - License		
f	Home			
0	Inbox	NOC - License Change Co	mpany Name	
0	Public Relations Enquiry	Reference Number:	5957	
0	Comm /Govt. Services Enquiry ~	To	abc Dubal - UAE	
0	Létters/ Commercial Permits 👻	Cid Company Name	89Z	
+	Commercial Permits	E-Mail	xyz@abc.com	
+	NOC - License	Mobile Number	0551213608	
	NOC - Government Relations		Change Company Name	
0	License Services	Remarks		
0	Employment Visa Service -			
0	Reports -	Financial Details		
0	Labour Dispute	Service Fee for this Service .2		
		Your available Pre-paid Balar Advice No : 60173	Close	

Figure 20: Success Page



- 9. User can open the payment advice upon clicking on the payment advice number link.
- 10. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 21: Close confirmation

- 11. User should click on OK button to navigate to License Enquiry Page.
- 12. User can stay on the transaction page by clicking on Cancel button.



3.1.4.2 Certificate Workers

This service enables the online user to generate NOC License for certificate workers.

3.1.4.2.10verview

Certificate Workers - NOC Letter displays the following details:

- То
- Location
- E-Mail .
- Mobile Number

3.1.4.2.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > NOC-License and select Certificate Workers (Figure: 16). The Certificate Workers form will appear.

	OVERNMENT OF DUBAI					للوائن والجمارك والمنطقة الحرة MRTS, CLSTONS & FREE ZONE CORP	
1000	ne» Letters / Commercial Perm	ns -	NOC-License	Thursday, June	04.2015105.59 PM	Help () الرسة (Lo	B tuog
mesc			A REAL PROPERTY AND A REAL				
ft	Home		Permit Name	Certificate Workers Report	•		
0	Inbox						
0	Public Relations Enquiry		Certificate Workers				
0	Comm /Govt. Services Enqu	y	To*	Certificate Workers	1		
0	Letters/ Commercial Permits		Location*	Dubal - UAE			
-	Commercial Permits		E-Mail"	qwe@123.com	1		
			Mobile Number*	0551213698			
	NOC - License			Certificate Workers			
•	NOC - Government Relations		Remarks				
0	License Services	1					
0	Employment Visa Service	14					
0	Reports	-		(THE R P I I I I I I I I I I I I I I I I I I			
0	Labour Dispute			Submit			

Figure 22: Certificate Workers

- 2. Click on Submit button after filling the form with required fields.
- 3. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.





Figure 23: Confirmation Page

- 4. User should have enough prepaid balance for requesting this service.
- 5. User should click on **Confirm** button to continue submission of this service
- 6. User can cancel the current transaction by clicking on the details button. user can verify the details again after cancelling and submit the transaction again.
- 7. Upon submission, user will get a submission success message with reference number as below

	Success
0	Application Submitted For Processing XXXX

Figure 24: Success Message

8. Upon clicking on OK button, user would be able to view the reference number, submitted details of the transaction and payment advice generated for the submitted permit. (See image below)

	OVERNMENT OF DURA				د والشطقة الحرة ORTA CUSTONS A		
100	ne > Letters / Commercial Pern omocuseradm3	Vite	NOC - License	Thurnetay, June 04, 2015 (06 01 PM	Help 🛈	التربية)	Logaut &
fi	Home						
0	Inbox		NOC - License-Certificate	Workers			
0	Public Relations Enquiry		Reference Number:	5956			
0	Comm./Govt. Services Enqu	n/-+-	To	Certificate Workers			
0	Letters/ Commercial Permits		E-Mail	gwe@123.com			
	Commercial Permits		Mobile Number	0551213698			
+	NOC - License			Certificate Workers			
+	NOC - Government Relations		Remarks				
0	License Services						
0	Employment Visa Service		Financial Details				
0	Reports		Service Fee for this Service 1	90.00 AED			
0	Labour Dispute		Your available Pre-paid Bata Advice No : 60172	nce 32,496.00 AED			

Figure 25: Success Page



- 9. User can open the payment advice upon clicking on the payment advice number link.
- 10. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 26: Close Confirmation

- 11. User should click on OK button to navigate to License Enquiry Page.
- 12. User can stay on the transaction page by clicking on Cancel button.



3.1.4.3 Transfer of Ownership of a Car

This service enables the online user to generate NOC License for Transfer of Ownership of a Car.

3.1.4.3.10verview

Transfer of Ownership of a Car - NOC Letter displays the following details:

- То •
- Location
- New Owner Name •
- Car Number
- Car Type
- Car Colour •
- Engine No. •
- VIN
- Year of Make •
- E-Mail .
- Mobile Number •

3.1.4.3.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > NOC-License and select Transfer of Ownership of a Car (Figure: 16). The Transfer of Ownership of a Car form will appear.

reic	ome:userndm3	NOC - License		
ñ	Home	Permit Name	Car Ownership Transfer Report	
0	Inbox			
0	Public Relations Enquiry	Transfer of ownership	p of a car	
0	Comm./Govt. Services Enquiry ~	To*	RTA	1
0	Letters/ Commercial Permits ~	Location*	Dubal - UAE	1
+	Commercial Permits	New Owner Name	RobertZach	
	NCC - License	Plate Number	U AE E 10230	
		Car Type	Sedan	
+	NOC - Government Relations	Car Color	Blue	
0	License Services *	Engine No.	ME79877878	
0	Employment Visa Service	VIN	VN9876	
0	Reports +	Year of Make	2015	
o	Labour Dispute	E-Mail*	abc@abc.ae	-
×.		Mobile Number*	0551213690	*
			Transfer of ownership of a car	
		401126-0		
		Remarks		

Figure 27: Transfer of Ownership of Car

2. Click on Submit button after filling the form with required fields.



3. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.



Figure 28: Confirmation Page

- 4. User should have enough prepaid balance for requesting this service.
- Confirm button to continue submission of this service 5. User should click on
- 6. User can cancel the current transaction by clicking on the button. user can verify the details again after cancelling and submit the transaction again.
- 7. Upon submission, user will get a submission success message with reference number as below

 Success
Application Submitted For Processing XXXX

Figure 29: Success Message

8. Upon clicking on OK button, user would be able to view the reference number, submitted details of the transaction and payment advice generated for the submitted permit. (See image below)



n	houe	With Liness Trends of	
0	Inbox	NOC - License Transfer of	(1) (1) (1) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5
Ö.	Public Relations Enquiry	Reference Number:	5954 RTA
0	Comm./Govt. Services Enquiry ~	To	
8	Letters/ Commercial Permits =	Locatori New Owner Name	Dubai - UAE Robert Zach
1	Commercial Permits	Plate Number	U A E E 10230
٠	NOC - License	CarType	Sedan
+	NOC - Government Relations	Car Color	Blue
8	License Services	Engilie No.	ME79677678
		VIN.	VN0878
2	Employment Visa Service -	Year of Make	2015
•	Reports -	E-Mail	abc@abc ae
9	Labour Dispute	Mobile Number	0551213698
		Remarks	Transfer of ownership of a car
		Financial Details	
		Service Fee for this Service II Your available Pre-baid Salar Advice No : 60170	

Figure 30: Success Page

- 9. User can open the payment advice upon clicking on the payment advice number link.
- 10. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 31: Close Confirmation

- 11. User should click on OK button to navigate to License Enquiry Page.
- 12. User can stay on the transaction page by clicking on Cancel button.



3.1.4.4 Company Lost Items

This service enables the online user to generate NOC License for Company Lost Items.

3.1.4.4.10verview

Company Lost Items - NOC Letter displays the following details:

- То •
- Location •
- Lost Items •
- E-Mail •
- Mobile Number

3.1.4.4.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > NOC-License and select Company Lost Items (Figure: 16). The Company Lost Items form will appear.

	ne» Letters / Commercial Permits	NOC - License	Thurnday, June (M,201510	6 DS PM Help 🕢 🤲 Logout 🖞
	14	And Strengther			
A	Home	Permit Name	Lost Company Report	٠	
0	Inbox				
0	Public Relations Enquiry	Company Lost Item			
0	Comm./Govt. Services Enquiry +	To*	Rashidiya Police Center		
0	Letters/ Commercial Permits ~	Location*	Dubai - UAE		
+	Commercial Permits		Item1, Item2, Item3		
		Lost tiema*			For multiple pot , between values 🖌
*	NOC-License				
+	NOC - Government Relations	1211-001			
0	License Services -	E-Mail*	awe@abc.com		
0	Employment Visa Service	Mobile Number*	050000000		
ò	Reports		Company Lost Item		
		Remarks			
0	Labour Dispute				

Figure 32: Company Lost item

- 2. Click on Submit button after filling the form with required fields.
- 3. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.





Figure 33: Confirmation Page

- 4. User should have enough prepaid balance for requesting this service.
- 5. User should click on **Confirm** button to continue submission of this service
- 6. User can cancel the current transaction by clicking on the details button. user can verify the details again after cancelling and submit the transaction again.
- 7. Upon submission, user will get a submission success message with reference number as below

	Success
\bigcirc	Application Submitted For Processing XXXX

Figure 34: Success Message

8. Upon clicking on OK button, user would be able to view the reference number, submitted details of the transaction and payment advice generated for the submitted permit. (See image below)

Ha	ne > Letters / Commercial Permits		Thursday, June 04, 20	Logout See 15 (DE 09 PM Help 1
Welc	omesuseradm3	NOC - License		
ft 0	Home Inbox	NOC - License-Company I	Lost fitem	
0	Public Relations Enquiry	Reference Number:	5958 Rashidiya Police Center	
0	Comm/Govt. Services Enquiry ~	Location	Dubal - UAE	
0	Letters/ Commercial Permits ~~		Ites1,Ites2,Ites5	
+	Commercial Permits	Lost items		For multiple put , between values
+	NOC - License			
•	NOC - Government Relations	E-Mail	awegabc.com	
0	License Services	Mobile Number	050000000	
0	Employment Visa Service 🦟		Company Lost Item	
0	Reports -	Remarks		
0	Labour Dispute			10
		Financial Details		
		Service Fee for this Service 1 Your available Pre-paid Bala Advice No : 60174		

Figure 35: Success Page



- 9. User can open the payment advice upon clicking on the payment advice number link.
- 10. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 36: Close Confirmation

- 11. User should click on OK button to navigate to License Enquiry Page.
- 12. User can stay on the transaction page by clicking on Cancel button.



3.1.4.5 Open an Account

This service enables the online user to generate NOC License for Open a bank account.

3.1.4.5.1 Overview

Open an Account - NOC Letter displays the following details:

- Bank Name •
- Branch Name
- Location
- E-Mail
- Mobile Number

3.1.4.5.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > NOC-License and select Open an Account (Figure: 16). The **Open an Account** form will appear.

-	OVERNMENT OF DUBAI	-				RTS. CLISTOMS & FRE		
-	ne» Letters / Commercial Permi omoausecodm3	5	NOC - License	Thursday, June	04, 2010 05:48 PM	Help 🛈	ترية	Logout B
ñ	Home		Permit Name	Account Opening Report	•			
0	Inbox							
0	Public Relations Enquiry		Open An Account					
0	Comm./Govt. Services Enquir	y -=-	Bank Name	Emirates NBO				
0	Letters/ Commercial Permits		Branch Name	Dubai				
•	Commercial Permits		Bank Location	International City	-			
4	NOC - License		E-Mail"	abc@abc.ae				
•	NOC - Government Relations		Mobile Number*	Opening an Account				
0	License Services	-		opencing on account				
0	Employment Visa Service		Remarks					
0	Reports							
0	Labour Dispute			Submit				

Figure 37: Open An Account

- 2. Click on Submit button after filling the form with required fields.
- 3. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.





Figure 38: Confirmation Page

- 4. User should have enough prepaid balance for requesting this service.
- 5. User should click on button to continue submission of this service
- 6. User can cancel the current transaction by clicking on the **second button**. user can verify the details again after cancelling and submit the transaction again.
- 7. Upon submission, user will get a submission success message with reference number as below

	Success
\bigcirc	Application Submitted For Processing XXXX OK

Figure 39: Success Message

8. Upon clicking on OK button, user would be able to view the reference number, submitted details of the transaction and payment advice generated for the submitted permit. (See image below)

На	ne > Letters / Commercial Permits		Thursday, June 04, 201	ST05.54 PM Help 🛈 👫 Dopout 🖄
Weid	ome:useradm3	NDC - License		
ñ	Horoe			
0	Inbox	NOC - License-Open An A	ccount	
0	Public Relations Enquiry	Reference Number:	5953	
0	Comm./Govt. Services Enquiry +	Bank Name Branch Name	Emirates NBD Dubai	
0	Letters/ Commercial Permits =	Bank Location	International City	
	Commercial Permits	E-Mail	abc@abc.ae	
	NOC - License	Mobile Number	0500000000	
			Opening an Account	
0	License Services	Remarks		
0	Employment Visa Service +	Financial Details		
0	Reports -			
0	Labour Dispute	Service Fee for this Service 2 Your available Pre-paid Bala	67 S. O. P. S. S. S. M.	

Figure 40: Success Page

9. User can open the payment advice upon clicking on the payment advice number link.



10. User can close viewing the current transaction by clicking on **Close** button.(see the image below)



Figure 41: Close Confirmation

- 11. User should click on OK button to navigate to License Enquiry Page.
- 12. User can stay on the transaction page by clicking on Cancel button.



3.1.4.6 Certificate of Owning Vehicle

This service enables the online user to generate NOC License for Certificate of Owning Vehicle.

3.1.4.6.1 Overview

Certificate of Owning Vehicle - NOC Letter displays the following details:

- E-Mail
- Mobile Number

3.1.4.6.2 How it works

13. Go to CLD Services > Letters/ Commercial Permits > NOC-License and select Certificate of Owning Vehicle (Figure: 16). The Certificate of Owning Vehicle form will appear.

	COVERNMENT OF DURAL					PORTS CESTONS &	FRIT 70%	CURPORATION
	me» Celters / Commercial Perm	10	CONTRACTOR OF THE OWNER	Thursday, June 04.	2015106.1179	u Help 🛈	1444	Logout d
Welc	como:useradm3		NOC - License					
ñ	Home		Fernit Name	Vehicle Owning Report	•			
0	Inbox							
0	Public Relations Enquiry		Certificate Of Ownin	g Vehicle				
0	Comm /Govt. Services Enqui	10.00	E-stat"	Vah@abc.com	-			
8	Letters/ Commercial Permits	*	Noble Number*	050000000	4			
+	Commercial Permits			Certificate of Owning Webl	414			
4	NOC - License		Reimarka					
	NOC - Government Relations				2			
0	License Services	-						
0	Employment Visa Service			Submit				
0	Reports	12	Your Prepaid Balance A	waitable is: 32.116.00 AED				

Figure 42: Certificate of Owning Vehicle

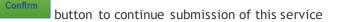
- 14. Click on Submit button after filling the form with required fields.
- 15. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.

Service Financial Confirmation X
Service Fee for this Service : XXXX AED
Your available Pre-paid Balance :xxxxx AED
The service Fee will be reserved from your available balance.
Cancel Confirm

Figure 43: Confirmation Page

16. User should have enough prepaid balance for requesting this service.

17. User should click on



- Cancel button. user can verify the details 18. User can cancel the current transaction by clicking on the again after cancelling and submit the transaction again.
- 19. Upon submission, user will get a submission success message with reference number as below

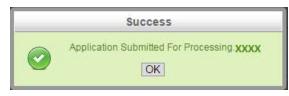


Figure 44: Success Message

20. Upon clicking on OK button, user would be able to view the reference number, submitted details of the transaction and payment advice generated for the submitted permit. (See image below)

	OVERNMENT OF DUEM				s والمتطقة المرة PORTS, CLATOME &				
	ne > Latters / Commercial Perm	5		Thursday, June 04, 2015 06:12 PM	Help 🛈	العرجة	Logaut 8		
Welc	ome:useradm3		NOC - License						
#	Home								
0	linbox		NOC - License-Certificate	Of Owning Vehicle					
0	Public Relations Enquiry		Reference Number:	5959					
0	Comm /Govt. Services Enquir		E-Mail	Veh@abc.com					
-		X	Mobile Number	050000000					
0	Letters/ Commercial Permits			Certificate Of Owning Vehicle					
+	Commercial Permits		Remarks						
+	NOC - License								
+	NOC - Government Relations		Financial Details	- 4					
0	License Services	24	Service Fee for this Service 80.00 AED						
0	Employment Visa Service		Your available Pre-paid Bala Advice No : 60175	Your available Pre-paid Balance :32,036.00 AED					
0	Reports	10	AUVICE NO : 001/3	Close					
0	Labour Dispute								

Figure 45: Success Page

- 21. User can open the payment advice upon clicking on the payment advice number link.
- 22. User can close viewing the current transaction by clicking on Close button. (see the image below)

	Confirm Form	
Δ	Do You Want TO Close?	
	OK Cancel	

Figure 46: Close Confirmation

- 23. User should click on OK button to navigate to License Enquiry Page.
- 24. User can stay on the transaction page by clicking on Cancel button.

3.1.4.7 Registration Vehicle

This service enables the online user to generate NOC License for Registration Vehicle.

3.1.4.7.1 Overview

Registration Vehicle - NOC Letter displays the following details:

- Type
- E-Mail
- Mobile Number

3.1.4.7.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > NOC-License and select Registration Vehicle (Figure: 16). The Registration Vehicle form will appear.

	OVERNMENT OF DUBAI				ارتمان والجمارك والمنطقة الح مؤسسة الموانن والجمارك والمنطقة الح
	ne > Letters / Commercial Permits	NOC - License	Thursday, June C	14, 2019 (06:14 PM	Help 🛈 🛶 Logout 🖨
	Home			-	
	Inbox	PernitName	Vehicle Registration Report	bil.	
0	Public Relations Enquiry	Registration Vehicle			
0	Comm /Govt. Services Enquiry =	Type*	Light Bus	• *	
0	Letters/ Commercial Permits *	E-Mail*	abc@a.com	1	
+	Commercial Permits	Mobile Number*	050000000	*	
	NOC - License		Registration Vehicle		
+	NOC - Government Relations	Remarks			
0	License Services			i i	
0	Employment Visa Service				
0	Reports *		Submit		
0	Labour Dispute	Your Prepaid Balance Ar	vallable is: 32,036.00 AED		

Figure 47: Registration Vehicle

- 2. Click on Submit button after filling the form with required fields.
- 3. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.

Service Financial Confirmation		×
Service Fee for this Service : XXXX AED		
Your available Pre-paid Balance :xxxxx AED		
The service Fee will be reserved from your available	e balance.	
	Cancel	Confirm

Figure 48: Confirmation Page



- 4. User should have enough prepaid balance for requesting this service.
- 5. User should click on **Confirm** button to continue submission of this service
- 6. User can cancel the current transaction by clicking on the **Cancel** button. user can verify the details again after cancelling and submit the transaction again.
- 7. Upon submission, user will get a submission success message with reference number as below



Figure 49: Success Message

8. Upon clicking on OK button, user would be able to view the reference number, submitted details of the transaction and payment advice generated for the submitted permit. (See image below)

	OVERNMENT OF DURAL					والجمارك والمتطقة الحرا والجمارك والمتطقة الحرا	
	ne > Letters / Commercial Pen	nts.		Thursday, June 04, 21	015 [08:34 PM	Help 🛈 🗆 Help	Logout &
Welc	ome:useradm3		NOC - License				
ft	Home						
0	Inbox		NOC - License-Registratio	n Vehicle			
0	Public Relations Enquiry		Reference Number:	5960			
0	Comm./Govt. Services Enqu	in e	Type	Light Bus			
0	Letters/ Commercial Permits	-	E-Mail	abc@a.com			
+	Commercial Permits		Mobile Number	0500000000 Registration Vehicle			
	NOC - License			negist stan ventue			
			Remarks				
*	NOC - Government Relations						
0	License Services	3	Financial Details				
٥	Employment Visa Service	+	Service Fee for this Service 8	Service Fee for this Service \$0.00 AED			
٥	Reports	1.00	Your available Pre-paid Balar	nce :31,956.00 AED			
0	Labour Dispute		Advice No : 60176	Close			

Figure 50: Success Page

- 9. User can open the payment advice upon clicking on the payment advice number link.
- 10. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 51: Close Confirmation

- 11. User should click on OK button to navigate to License Enquiry Page.
- 12. User can stay on the transaction page by clicking on Cancel button.





3.1.5 NOC Government Relations

This service enables the online user to generate NOC for Government Relations at any point of time through Web.

NOC Government Relations service provides several types of NOC Letters. User can choose the appropriate Government Relations letter and request for the NOC. The following are types of NOC Letters available.

- Council letter
- Driving license
- Salary Certificate
- <u>New Commercial License</u>
- <u>Change Driving License</u>
- Add Partner
- Visa Approval
- <u>Registration Boat Outing</u>
- <u>Training in the Department of Tourism</u>
- Visit Ship in Port
- Open Bank Account
- Under Process
- Lost Letter
- Liquor Permit

Once logged in, the user will be redirected to the Main Menu page (*Figure 6: Menu Page*).

User should click on the Licence Icon and a list of License services will be displayed. Select NOC and click on NOC Government Relations. User will be redirected to NOC Government Relations Home page (see the image shown below)

Ho	ne > Letters / Commercial Permits	-		Friday, June 05, 2015	01:52 PM	Help 🛈 🛶 📈	Logout E
Welcome:useradm3			NOC - Government Relations				
ñ	Home		Permit Name	- Select -			
0	Inbox			Add Partner Report - ARD	1		
0	Public Relations Enquiry			Charge Driving License Report - ARB Council letter - ARB			
0	Comm./Govt. Services Enquiry	1		Council letter - ENG Ligutar Permit - ENG			
0	Letters/ Commercial Permits	-		Lost Letter - ARB New Commercial Lixense Report - ARB New Driving License Report - ARB Open Bank Account - ARB Registration Boet Outing Report - ARB Salary Certificate - ARB Salary Certificate - ARB Under Process Report - ARB Under Process Report - ARB Visis Approval Report - ARB Visis Approval Report - ARB			
+	Commercial Permits						
+	NOC - License						
•	NOC - Government Relations						
0	License Services	-					
0	Employment Visa Service	*		Contraction of the second s	10		
0	Reports	*					
0	Labour Dispute						

Figure 52: NOC Government Relations Page

Note: Only a registered customer of Trakhees with a valid user ID and password can login to the **Web Services** page and access the **NOC Services** page.

3.1.5.1 Council Letter

This service enables the online user to generate NOC Government Relations for Council Letter. Council Letter is available in Arabic and English languages.

3.1.5.1.1 Overview

Council Letter - NOC Letter displays the following details:

- Employee •
- Country •
- То
- Location •
- Reason (Visiting/Business) •
- **Display Salary Details**
- E-Mail •
- Mobile Number

The above details are the same for Arabic and English version of the certificate.

3.1.5.1.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > NOC-Government Relations and select Council Letter (Figure: 52). The Council Letter form will appear.

Ho	ne + Letters / Commercial Permits			Friday, June 05, 25	1510224 014	Hetp G	مر ا	Logent
Aelo	ometuseredm3		NOC - Government Re	A Laboration from the second	112 J. Mar. 6 4 7 (19)			
ñ	Home		Permit Name	Council letter - ARB				
0	Inbox							
0	Public Relations Enquiry		Council letter - ARB					
0	Comm./Govt. Services Enquiry	2	Employee	RAJ MUHAMMAD ORAMZAI KHAT	ç 🐴			
Ð	Letters/ Commercial Permits	+	Country	Soudi Arabio	. 1			
+	Commercial Permits		Tu	ستلافسن عم الملتة البرية النولية (
	NOC - Literse		Location*	سي (الإمترات المولية المنساد)				
+	NDC - Government Relations		Reeson*	Hing				
0	License Services		Display Salary Details *	24				
8	Employment Visa Service		E-Mail *	HedgAk.com	-			
			Mobile Number *	0551213698				
0	Reports			Council letter - 468				
2	Labour Dispute		Remarks					

Figure 53: Council Letter

- 2. Click on the Employee search icon
- to select an employee. 3. The Employee search dialog box will appear and user can search an employee by filtering with Employee#, Employee Name, Passport No, Name in Arabic values.(see the image below)



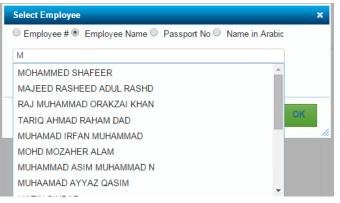


Figure 54: Employee Search

- 4. After selecting the employee, click on button and if user selected a wrong employee, click on Cancel button so that user can search and input another employee.
- 5. Click on Submit button after filling the form with required fields.
- 6. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.

Service Financial Confirmation		×
Service Fee for this Service : xxxx AED		
Your available Pre-paid Balance :xxxxx AED		
The service Fee will be reserved from your available ba	alance.	
	Cancel Co	onfirm

Figure 55: Confirmation Page

- 7. User should have enough prepaid balance for requesting this service.
- 8. User should click on button to continue submission of this service
- 9. User can cancel the current transaction by clicking on the details button. user can verify the details again after cancelling and submit the transaction again.
- 10. Upon submission, user will get a submission success message with reference number as below



Figure 56: Success Message



. 110	me + Lettera / Commerciail Permite	Procession and the second second	Friday, June 25, 2015 (62:05 PM	HHD 🛈 🤟	- Logost d
Vick	come:eseradord3	NOC - Government Relat	ons			
A	Home					
0	Inbox	NOC - Government Relation	ons-Council letter - ARB			
0	Public Relations Enquiry	Reference Number:	7056 RATMUHAMMAD ORAKZAI KHAN			
0	CommuGovt. Services Enquiry +	Employee Country	Seud Antha			
	Letters/ Commercial Permits -	To	سيدة السل عند الطلة العربية السونية.			
	Commercial Permits	Location	سرع الإدارات العربية العنبنة			
	NOC - Lizense	Reison	. Heg			
	NOC - Government Relations	Display Salary Details	2			
8	License Services	E-Mel	ad@Aa.com			
		Moble Number	0561213698			
0	Employment Visa Service		council letter - Akm			
0	Reports -	Barraria				
0	Labour Ekspute					
		Financial Details				

Figure 57: Success Page

- 12. User can open the payment advice upon clicking on the payment advice number link.
- 13. User can close viewing the current transaction by clicking on **Close** button.(see the image below)



Figure 58: Close Confirmation

- 14. User should click on OK button to navigate to Employee Enquiry Page.
- 15. User can stay on the transaction page by clicking on Cancel button.



3.1.5.2 New Driving License Report

This service enables the online user to generate NOC Government Relations for new driving license.

3.1.5.2.1 Overview

New Driving License - NOC Letter displays the following details:

- Employee •
- Type
- E-Mail
- Mobile Number

3.1.5.2.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > NOC-Government Relations and select New Driving License (Figure: 52). The New Driving License form will appear.

	COVERNMENT OF DURM		مؤسسة المواتن والجمارات والملقة الحرة Netric chalons & PREZ 2004 CORPORATION
	men Letters / Commercial Permits	NOC - Government R	Priday, June 05, 2015 02 32 PM Help 🕢 👾 A Logold 🗟
1	Home Inbox	Pernt Name Driving License - ARB	New Driving License Report - ARB
0	Public Relations Enquiry Comm./Govt. Services Enquiry + Letters/ Commercial Permits +	Епрауее Тура"	MOHD MOZAHER ALAM
• • •	Commercial Permita NOC - License NOC - Government Railationa	E-Mail * Mobile Humber *	a@potcae 0551213698 Driving License - ANS
0	License Services - Employment Visa Service - Reports -	Remarks	
0	Labour Dispute	Your Prepaid Balance Aw	Submit wilable is: 30,516.00 AED

Figure 59: New Driving License

- to select an employee. 2. Click on the Employee search icon
- 3. The Employee search dialog box will appear and user can search an employee by filtering with Employee#, Employee Name, Passport No, Name in Arabic values.(see the image below)



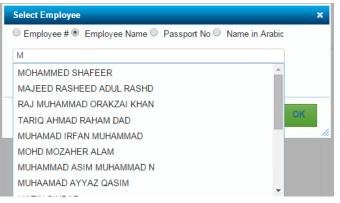


Figure 60: Employee Search

- 4. After selecting the employee, click on button and if user selected a wrong employee, click on Cancel button so that user can search and input another employee.
- 5. Click on ^{Submit} button after filling the form with required fields.
- 6. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.

Service Financial Confirmation	×
Service Fee for this Service : XXXX AED	
Your available Pre-paid Balance :xxxxx AED	
The service Fee will be reserved from your available balance.	
Cancel	Confirm

Figure 61: Confirmation Page

- 7. User should have enough prepaid balance for requesting this service.
- 8. User should click on button to continue submission of this service
- 9. User can cancel the current transaction by clicking on the details button. user can verify the details again after cancelling and submit the transaction again.
- 10. Upon submission, user will get a submission success message with reference number as below

	Success
0	Application Submitted For Processing XXXX

Figure 62: Success Message



	STATISTICS STREET, STATISTICS					1000		
	ne + Latters / Commercial Perrida omecuseraden)		NOC - Government Relati	Friday, June 05, 2 one	1015 02:32 PM	нар 🛈	4,4	Logout É
ñ	Home							
ø	Inbox		NOC - Government Relation	ons-Driving License - ARB				
0	Public Relations Enquiry		Reference Number: Employee	7000 MOHO MOZAHER ALAM				
Ø	Comm/Govt. Services Enquiry	(-	Type	Mechanic Heavy				
Ø	Letters/ Commercial Permits	+	E-Mail	e@pcft.ae				
•	Commercial Permite		Mobile Number	2551213699				
+	NOC - License			Driving License - ADD				
•	NOC - Government Relations		Remarka					
8	License Services	+						
0	Employment Visa Service		Financial Details					
8	Reports	<u>.</u>	Service Fee for this Service IR					
0	Labour Dispute		Your available Pre-paid Balance Advice No : 60183	e 30,535.00 AED				

Figure 63: Success Page

- 12. User can open the payment advice upon clicking on the payment advice number link.
- 13. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 64: Close Confirmation

- 14. User should click on OK button to navigate to Employee Enquiry Page.
- 15. User can stay on the transaction page by clicking on Cancel button.



3.1.5.3 Salary Certificate

This service enables the online user to generate NOC Government Relations for Salary Certificate. Salary certificate is available in Arabic and English languages.

3.1.5.3.1 Overview

Salary Certificate - NOC Letter displays the following details:

- Employee •
- Type
- E-Mail
- Mobile Number

The above details are the same for Arabic and English version of the certificate.

3.1.5.3.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > NOC-Government Relations and select Salary Certificate (Figure: 52). The Salary Certificate form will appear.

	COVERNMENT OF DURM		مؤسسة الموالي والجمارك والمتعلمة الحرة موسسة الموالي والمجارك والمتعلمة الحرة
Ho	ne > Lettera / Commercial Permita		Finany June 05, 2015 (02.40.PM Help 🛈 Sole Logout 🛱
Wek	ometuseradm3	NOC - Government	Relations
n	Home	Permit Stame	Sotory Certificate - ARB
0	Inbox		
0	Public Relations Enquiry	Salary Certificate - /	KRE5
0	CommuGovt. Services Enquiry ~	Employee	HARUNUR RASHID HASSAN ALI
0	Letters/ Commercial Permits	Tor	$\eta_{i=1}$ (المحمدة المحمدة المحمدة المحمد المحم
	Commercial Permits	Location*	المعرية المنتخذة (المنتخذة) المعريضة المنتخذة (
	NOC - License	E-MaP	Disetteli aubharamya@pcfi.ae
	NOC - Government Relations	Noble Number*	0551213688
0	License Services -		Submit
0	Employment Visa Service -	and the second second to be	white is 30.376.00 AED
0	Reports -	Tour Prepaid Delarce A	REAL R. DUNCIN ADD
0	Labour Dispute		

Figure 65: Salary Certificate

- 2. Click on the Employee search icon
- to select an employee.
- 3. The Employee search dialog box will appear and user can search an employee by filtering with Employee#, Employee Name, Passport No, Name in Arabic values.(see the image below)



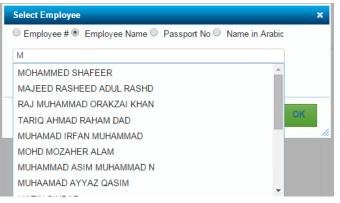


Figure 66: Employee Search

- 4. After selecting the employee, click on button and if user selected a wrong employee, click on Cancel button so that user can search and input another employee.
- 5. Click on Submit button after filling the form with required fields.
- 6. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.

Service Financial Confirmation	×
Service Fee for this Service : XXXX AED	
Your available Pre-paid Balance :xxxxx AED	
The service Fee will be reserved from your available balance.	
Cancel	Confirm

Figure 67: Confirmation Page

- 7. User should have enough prepaid balance for requesting this service.
- 8. User should click on **Confirm** button to continue submission of this service
- 9. User can cancel the current transaction by clicking on the **Cancel** button. user can verify the details again after cancelling and submit the transaction again.
- 10. Upon submission, user will get a submission success message with reference number as below



Figure 68: Success Message



	حکومت COVERNMENT OF DUBAI			اراند والمنطقة المر مراد والمنطقة المر		
Ha	me = Letters / Commercial Permits		P3xdwy, Aune 05, 2015 (02:42 PM	Help 🗓	14.00 1 Log	gout 🛱
Wek	comecuseradm3 /	NDC - Government F	Relations			
ñ	Home					
0	inbox.	NOC - Government R	elations-Salary Certificate - ARB			
0	Public Relations Enguiry	Azferencz Number:	7963			
0	Comm./Govt. Services Enquiry	Employee	HAMUNUR RASHID HASSAN ALI			
0	Letters/ Commercial Permits	- Location	البرزة لإعراب الريبة الشمالا			
	Commercial Permits	E-Mail	Dicetes subhisramys@polit.ae			
	NOC + License	Moble Number	0551213698			
+	NOC - Government Relations	Financial Details				_
0	License Services	Service Fee for this Serv Your available Pre-paid 8				
0	Employment Visa Service	Advice No : 60186	(1997)			
0	Reports		Close			
0	Labour Dispute					

Figure 69: Success Page

- 12. User can open the payment advice upon clicking on the payment advice number link.
- 13. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 70: Close Confirmation

- 14. User should click on OK button to navigate to Employee Enquiry Page.
- 15. User can stay on the transaction page by clicking on Cancel button.



3.1.5.4 New Commercial License

This service enables the online user to generate NOC Government Relations for New Commercial License.

3.1.5.4.1 Overview

New Commercial License - NOC Letter displays the following details:

- Employee
- То
- E-Mail
- Mobile Number

3.1.5.4.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > NOC-Government Relations and select New Commercial License (Figure: 52). The New Commercial License form will appear.

1.1.0		100				-		- 72
	ne - Lattars / Commercial Perm ome:useradm3	13	NOC - Government	Friday, June 05, 2015 1 Relations	07.38 PM	Holp (L)	4,0	Logout 🗎
ñ	Home		Permit Name	New Commercial License Report - AR				
0	Inbox							
0	Public Relations Enquiry		New Commercial Lic	cense - ARB				
0	Comm./Govt. Services Engui	ty –	Employee	MUHAMAD IRFAN MUHAMBAD	1.4			
0	Letters/ Commercial Permits	-	701	منى بتارة اللغية الإالمبلية				
+	Commercial Permits		E-Mail"	ismail mohitleen@trk.polic.ae				
+	NOC - License		Mobile Number *	050000000				
•	NOC - Government Relations							
0	License Services		Remarka					
0	Employment Visa Service	-						
0	Reports	-						
0	Labour Dispute			Submit				

Figure 71: New Commercial License

- 2. Click on the Employee search icon 🥄 to select an employee.
- 3. The Employee search dialog box will appear and user can search an employee by filtering with Employee#, Employee Name, Passport No, Name in Arabic values.(see the image below)



- 4. After selecting the employee, click on button and if user selected a wrong employee, click on Cancel button so that user can search and input another employee.
- 5. Click on Submit button after filling the form with required fields.
- 6. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.

Service Financial Confirmation		×
Service Fee for this Service : XXXX AED		
Your available Pre-paid Balance : xxxxx	AED	
The service Fee will be reserved from your a	available balance.	
	0	0
	Cancel	Confirm
		//

Figure 73: Confirmation Page

- 7. User should have enough prepaid balance for requesting this service.
- 8. User should click on **Confirm** button to continue submission of this service
- 9. User can cancel the current transaction by clicking on the **cancel** button. user can verify the details again after cancelling and submit the transaction again.
- 10. Upon submission, user will get a submission success message with reference number as below

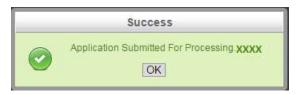


Figure 74: Success Message



	COVERNMENT OF DURAL				د، واللبطقة الحرة PORTS, CLYRONES &		
1000	ne • Lettere / Commercial Permits		NOC - Government Relati	Feday, June 05: 2015 (02:31 PM	Help 🛈	4,4	T Logout - 🛱
A	Home		NOC Concentrated Delatio	ons-New Commercial License - ARB			
0	Inbox Public Relations Enquiry		Reference Number: Employee	7958 MUHAMAD IRFAN MUHAMMAD			
0	Comm/Clovt. Services Enguiry	(°	То	متر دارة النبية الاسترا			
0	Letters/ Commercial Permits	-	E-Mail Mobile Number	ramali mohidnen@trik.petr.ae			
•	Commercial Pennils NOC - License		NULLE HUILDE				
+	NOC - Government Relations		Remarka				
0	License Services						
٥	Employment Visa Service		Pinancial Details				
٥	Reports	-	Service Fee for this Service 5 Your available Pre-peld Belan				
0	Labour Dispute		Advice No : 60182	Close			

Figure 75: Success Page

- 12. User can open the payment advice upon clicking on the payment advice number link.
- 13. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 76: Close Confirmation

- 14. User should click on OK button to navigate to Employee Enquiry Page.
- 15. User can stay on the transaction page by clicking on Cancel button.



3.1.5.5 Change Driving License

This service enables the online user to generate NOC Government Relations for Change Driving License.

3.1.5.5.1 Overview

Change Driving License - NOC Letter displays the following details:

- Employee
- Current Driving License Country
- E-Mail
- Mobile Number

3.1.5.5.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > NOC-Government Relations and select Change Driving License (Figure: 52). The Change Driving License form will appear.

								CORPORATION
	ine = Latters / Commercial Permit	4	NOC - Government Relations	Filter, June 05, 2015 (42.96 PM	ннр 🛈	الربية	Legest 🛱
ñ	Home		Pernit Name Ch	ange Dilwig Lizense Report - ARS 🔹				
0	incos							
0	Public Relations Enguiry		Change Driving License - ARB					
٥	Comm./Govt. Services Enqui	ry =	Empkyee	MOHAMMED SHAFEER	4			
0	Letters/ Commercial Permits		Original Onling License Country*	Apertagan				
•	Commercial Permits		E-Idail*	ev@s.com	-			
+	NOC - License		Mobile Number*	0500000000	-			
	NOC - Government Relations			Change Oriving License + AMB				
0	License Services	4	Remarks					
0	Employment Visa Service							
0	Reports							
e	Labour Dispute			Submit				

Figure 77: Change Driving License

- 2. Click on the Employee search icon 🥄 to select an employee.
- 3. The Employee search dialog box will appear and user can search an employee by filtering with Employee#, Employee Name, Passport No, Name in Arabic values.(see the image below)





- 4. After selecting the employee, click on button and if user selected a wrong employee, click on Cancel button so that user can search and input another employee.
- 5. Click on Submit button after filling the form with required fields.
- 6. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.

	×
)	
ble balance.	
Cancel	Confirm
	ble balance.

Figure 79: Confirmation Page

- 7. User should have enough prepaid balance for requesting this service.
- 8. User should click on **Confirm** button to continue submission of this service
- 9. User can cancel the current transaction by clicking on the details button. user can verify the details again after cancelling and submit the transaction again.
- 10. Upon submission, user will get a submission success message with reference number as below

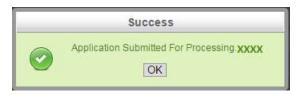


Figure 80: Success Message



6	COVERNMENT OF DURAL							بإسسة المواني والجمارك والقطقة الحرة PORES, CENTONS & FREE ZONE CORPORATION			
Hor	e + Latiere / Commercial Permi	÷.,		Friday, June 05: 2015 (02	21 PM	Help 🛈	40	Logout @			
Nelec	mo:useradm3		NOC - Government Relations								
f	Home										
0	Inbox		NGC - Government Relations-C								
0	Public Relations Enquiry		Reference Number: Employee	1955 MOHAMMED SHAFEER							
8	Comm./Govt. Services Enquir	γ	Original Driving Liberse Country	Azerbağarı							
0	Letters/ Commercial Permits	-	E-Mail	avQa.com							
٠	Commercial Permits		Mobile Number	050000000							
•	NOC - License			Change Driving License - ARD							
•	NOC - Government Metattans		Merroria								
0	License Services	-									
0	Employment Visa Service	+	Financial Details								
0	Reports	-	Service Fee for this Service 38.00 #								
0	Labour Dispute		Vour available Pre-paid Balance 31. Advice No : 60178	306.00 AED							

Figure 81: Success Page

- 12. User can open the payment advice upon clicking on the payment advice number link.
- 13. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 82: Close Confirmation

- 14. User should click on OK button to navigate to Employee Enquiry Page.
- 15. User can stay on the transaction page by clicking on Cancel button.



3.1.5.6 Add Partner

This service enables the online user to generate NOC Government Relations for Add Partner.

3.1.5.6.1 Overview

Add Partner - NOC Letter displays the following details:

- Employee
- E-Mail
- Mobile Number

3.1.5.6.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > NOC-Government Relations and select Add Partner (Figure: 52). The Add Partner form will appear.

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-	me > Letters / Commercial Perm	1	NOC - Government		05, 2015 (01,44 PM	Help 🛈	14.95	Logost 🖨
Wes	Cmbaraseradm3							
A	Home		Permit Name	Add Pariner Report - ARB	•			
0	Inbox							
0	Public Relations Enquiry		Add Partner - ARB					
0	Comm./Govt. Services Engu	ry -	Employee	MOHD MOZAHER ALAM				
0	Letters/ Commercial Pennits	-	Tor	Pariner	-			
+	Conmercial Permits		Location*	Overai	1			
	NOC - Litense		E-Mail*	abc@abc.com	~			
-	NOC - Government Relations		Mobile Number*	0551213694	-			
0	License Services	+		Add Partner - APB				
0	Employment Visa Service		Hamarka					
0	Reports	*						
0	Labour Dispute							

Figure 83: Add Partner

- 2. Click on the Employee search icon 📩 to select an employee.
- 3. The Employee search dialog box will appear and user can search an employee by filtering with Employee#, Employee Name, Passport No, Name in Arabic values.(see the image below)

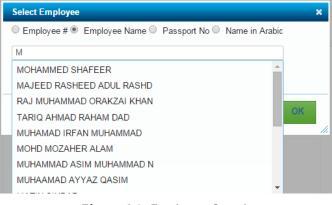


Figure 84: Employee Search



Jafza Ports Customs & Free Zone Corporation

4. After selecting the employee, click on button and if user selected a wrong employee, click on

Concel button so that user can search and input another employee.

- 5. Click on Submit button after filling the form with required fields.
- 6. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.

Service Financial Confirmation	×
Service Fee for this Service : XXXX AED	
Your available Pre-paid Balance :xxxxx AED	
The service Fee will be reserved from your available balance.	
Concel	Confirm
	//

Figure 85: Confirmation Page

- 7. User should have enough prepaid balance for requesting this service.
- 8. User should click on button to continue submission of this service
- 9. User can cancel the current transaction by clicking on the **cancel** button. user can verify the details again after cancelling and submit the transaction again.
- 10. Upon submission, user will get a submission success message with reference number as below



Figure 86: Success Message



	OVERNMENT OF DUBAL					ni ettisleri IS. CUNTOMS & I		
	ne> Letters / Commercial Permits			- Friday, June 05, 2015 (0	192764	нар 🔟	الرية ا	Lognat 🖻
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f	Home							
0	Inbox		NOC - Government Relatio	ns-Add Partner - ARB				
0	Public Relations Enquiry		Steference Number:	7954 MOHD MOZAHER ALAM				
0	CommuSovt. Services Enguiry	6	Employee	Parmer				
0	Letters/ Commercial Permits	-	Limiter	Oxtrai				
	Commercial Permits		E-Mail	abo@abc.com				
	NOC - Literas		Mobile Number	0551213666				
	NOC - Government Relations			Add Partner - ARE				
8	License Services		Remarka					
8	Employment Visa Service							
8	Reports		Financial Details					
۳.	Labour Dispute		Service Pee for this Service 5	G34 06.0				

Figure 87: Success Page

- 12. User can open the payment advice upon clicking on the payment advice number link.
- 13. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 88: Close Confirmation

- 14. User should click on OK button to navigate to Employee Enquiry Page.
- 15. User can stay on the transaction page by clicking on Cancel button.



3.1.5.7 Visa Approval

This service enables the online user to generate NOC Government Relations for Visa Approval.

3.1.5.7.1 Overview

Visa Approval - NOC Letter displays the following details:

- Employee
- E-Mail
- Mobile Number

3.1.5.7.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > NOC-Government Relations and select Visa Approval (Figure: 52). The Visa Approval form will appear.

100	ne> Leters / Commercial Ferry								105	Lopout 6
	omesuseradad		NOC - Government	Relations	Friday, June	Q5, 2015 42	55 PM	Help (D)	4,4	robort 6
ń	Home		Permit Name	Vite	Approval Report - ARB	•				
0	mbox									
0	Public Relations Enquiry		Visa Approval - ARB	3						
0	Comm./Govt Services Enqui	γ÷	Employee		MUHAMMAD SHOURAT		8			
0	Letters/ Commercial Permits	-	Tor		البحار بلحة المطار المراتصل على ا					
	Commercial Permits		Location*		عيرة الإغارات العرسة الطعنة					
	NOC - License		E-Mail		agotit ae		-			
-	NOC - Government Relations		Moble Number*		0551213698					
a	License Services	-			visa Approval - ARB					
0	Employment Visa Service	-	Remarka							
0	Reports									
0	Labour Dispute									

Figure 89: Visa Approval

- 2. Click on the Employee search icon 📩 to select an employee.
- 3. The Employee search dialog box will appear and user can search an employee by filtering with Employee#, Employee Name, Passport No, Name in Arabic values.(see the image below)



Figure 90: Employee Search



Jafza Ports Customs & Free Zone Corporation

4. After selecting the employee, click on button and if user selected a wrong employee, click on

Cancel button so that user can search and input another employee.

- 5. Click on Submit button after filling the form with required fields.
- 6. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.

Service Financial Confirmation	ĸ
Service Fee for this Service : XXXX AED	
Your available Pre-paid Balance :xxxxx AED	
The service Fee will be reserved from your available balance.	
Cancel Confirm	
E-Mail Jawawanc com	11.

Figure 91: Confirmation Page

- 7. User should have enough prepaid balance for requesting this service.
- 8. User should click on button to continue submission of this service
- 9. User can cancel the current transaction by clicking on the **Cancel** button. user can verify the details again after cancelling and submit the transaction again.
- 10. Upon submission, user will get a submission success message with reference number as below



Figure 92: Success Message



	CONTRACTOR OF DURAN				فعار المحاولة، والمعاولة، والمعلقة الحرا وسببة الموالي والجمارك، والمعلقة الحرا 1981 X. CLAICOM & FREE ZONE CONFORMING			
	ne > Letters / Commercial Penn		NOC - Government Relati	Friday, June 05, 2015) 02:55 PM	Help 🗓	الربية	Logout 👸	
Welc	ome:useradm3		NUC - Government Helan	018				
f	Home							
0	inbox.		NOC - Government Relation	ons-Visa Approval - ARB				
0	Public Relations Enquiry		Reference Number:	7960				
0	Commi/Govt. Services Engu	N -	Employees	MUHAMMAD SHOUHAT				
0	Letters/ Commercial Permits		Location	مندر میں ایس میں ایر (ایدریت قبریہ ایسی)				
			E-Mail	algorit an				
	Commercial Permitta		Mobile Number	0101213696				
	NOC - License			vice Approval - AME				
•	NDC - Government Relations		Ramarka					
0	License Services	1	- Pulling in					
0	Employment Visa Service	14.1	1000-000-0000-00					
0	Reports	14	Financial Details					
0	Labour Dispute		Service Fae for this Service B Vour evaluate Fre-poid Batars					
~			Advice No : 60189	- Jujueto Acti				
				Close				

Figure 93: Success Page

- 12. User can open the payment advice upon clicking on the payment advice number link.
- 13. User can close viewing the current transaction by clicking on **Close** button.(see the image below)



Figure 94: Close Confirmation

- 14. User should click on OK button to navigate to Employee Enquiry Page.
- 15. User can stay on the transaction page by clicking on Cancel button.



3.1.5.8 Registration Boat Outing

This service enables the online user to generate NOC Government Relations for Registration Boat Outing.

3.1.5.8.1 Overview

Registration Boat Outing - NOC Letter displays the following details:

- Employee
- E-Mail
- Mobile Number

3.1.5.8.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > NOC-Government Relations and select Registration Boat Outing (Figure: 52). The Registration Boat Outing form will appear.

He	ne > Letters / Commential Permit	ts		Friday, June 95, 2015 02	DEPM :	нир 🗵	لتربية	Logout @
Vek	ome:useradm3		NOC - Government	Relations				
ñ	Home		Permit Name	Registration Soat Outing Report - ARE				
0	Index							
8	Public Relations Enquiry		Registration boat ou	fing				
9	Comm/Govt Services Enguin	ry +	Empkryee	PANGNILU	1			
8	Letters/Commercial Permits		Tor:	السيار مير عبلة العزق وتقرصات الذح للل السري				
+	Commercial Permits		Location*	فيرأ المزند العربية الشعلا				
•	NOC - License		E-mail*	Agent poly an	-			
+	NOC - Government Relations		Mobile Number*	(0500000000	-			
Ð	License Services			Registration boat outing				
0	Employment Visa Service		Remarka					
9	Reports							
8	Labour Dapute							

Figure 95: Registration Boat Outing

- 2. Click on the Employee search icon to select an employee.
- 3. The Employee search dialog box will appear and user can search an employee by filtering with Employee#, Employee Name, Passport No, Name in Arabic values.(see the image below)





- 4. After selecting the employee, click on button and if user selected a wrong employee, click on **Cancel** button so that user can search and input another employee.
- 5. Click on Submit button after filling the form with required fields.
- 6. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.

Service Financial Confirmation		×
Service Fee for this Service : XXXX AED		
Your available Pre-paid Balance : xxxxx	AED	
The service Fee will be reserved from your a	available balance.	
	0	0
	Cancel	Confirm
		//

Figure 97: Confirmation Page

- 7. User should have enough prepaid balance for requesting this service.
- 8. User should click on **Confirm** button to continue submission of this service
- 9. User can cancel the current transaction by clicking on the details button. user can verify the details again after cancelling and submit the transaction again.
- 10. Upon submission, user will get a submission success message with reference number as below

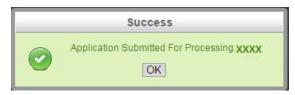


Figure 98: Success Message



	COVERNMENT OF DURM			د والتعلقة الحرة NRTS.CONTONS &		
	re - Letters / Commercial Permits	NOC - Government Relat	Friday, June 05, 2015 02:37 PM	Help 🛈	الروة	Logout 3
Will C	Home					
0	Inbox	NOC - Government Relatio	ins-Registration boat outling			
0	Public Relations Enquiry	Reference Number: Employee	7962 Fandar Lu			
0	CommJGovt. Services Enguiry -	To	الدينة مير جنة تغرق والو سنت قذع الل المري. الدينة مير			
0	Letters/ Commercial Permits 🗢	Location	التي الإمارات التربية المنحة			
•	Commercial Permits	E-mail Mobile Number	K@trk.pcft.am 0500000000			
•			Registration bost outing			
0	License Services +	Remarka				
0	Employment Visa Service					
0	Reports	Financial Details				
0	Labour Dispute	Service Fee for this Service 8 Your available Pre-peed Balance Advice No : 60185				

Figure 99: Success Page

- 12. User can open the payment advice upon clicking on the payment advice number link.
- 13. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 100: Close Confirmation

- 14. User should click on OK button to navigate to Employee Enquiry Page.
- 15. User can stay on the transaction page by clicking on Cancel button.



3.1.5.9 Training in department of Tourism

This service enables the online user to generate NOC Government Relations for Training in department of Tourism.

3.1.5.9.1 Overview

Training in department of Tourism - NOC Letter displays the following details:

- Employee
- E-Mail
- Mobile Number

3.1.5.9.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > NOC-Government Relations and select Training in department of Tourism (Figure: 52). The Training in department of Tourism form will appear.

	OVERNMENT OF DERAN						المراجعة الموالي مراجعة الموالي درميوسية الموالي
-	ne - Letters / Commercial Permits	NOC - Government I	Friday, June 05, 2015 0	2.43.756	Help 🛈	$\lambda_{ij} p^{ij}$	Logout 👌
Welc	omo:useradm3	NOG - Government I	- CHUDIS				
f	Home	Permit Name	Trianing in Touriam Report - ARS •				
0	Inbox						
0	Public Relations Enquiry	Training in the dept.	of tourism				
0	Comm/Govt Services Enquiry ~	Employee	XI CHEN				
8	Letters/ Commercial Permits 👻	E-Mai ^e	mak@tik.pch.ae	1			
+	Commercial Permits	Mobile Number*	050000000				
	NOC - License		training in the dept. of tourise				
-	NDC - Government Rolations	Remarka					
0	License Services +						
0	Employment Visa Service						
0	Reports +		Submit				
0	Labour Dispute	Your Prepakt Salance A	valatile is: 30,296.00 AED				

Figure 101: Training in department of Tourism

- 2. Click on the Employee search icon 📩 to select an employee.
- 3. The Employee search dialog box will appear and user can search an employee by filtering with Employee#, Employee Name, Passport No, Name in Arabic values.(see the image below)



- 4. After selecting the employee, click on button and if user selected a wrong employee, click on Cancel button so that user can search and input another employee.
- 5. Click on **Submit** button after filling the form with required fields.
- 6. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.

Service Financial Confirmation		×
Service Fee for this Service : XXXX AED		
Your available Pre-paid Balance :xxxxx	AED	
The service Fee will be reserved from your a	vailable balance.	
	Connect	C
	Cancel	Confirm
		//

Figure 103: Confirmation Page

- 7. User should have enough prepaid balance for requesting this service.
- 8. User should click on **Confirm** button to continue submission of this service
- 9. User can cancel the current transaction by clicking on the details button. user can verify the details again after cancelling and submit the transaction again.
- 10. Upon submission, user will get a submission success message with reference number as below

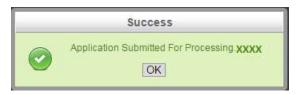


Figure 104: Success Message



	COVERNMENT OF DURM			ك واللطقة الحرا 1940 CLXIONS A		
На	me + Letters / Commercial Permits		Friday, June 05, 2015 (02:44 PM	нер 🛈	Auge .	Logout B
Wek	omecuseradm3	NOC - Government Relation	ans			
ñ	Home					
0	Inbox	NOC - Government Relatio	ens-Training in the dept, of tourism			
0	Public Relations Enquiry	Reference Number: Employee	7964 XX CHEN			
0	Comm./Govt. Services Enquiry ~	E-Mail	malight pch ae			
0	Letiers/ Commercial Permits 🔫	Moble Number	050000000			
	Commercial Permits		Training in the dept. of tourism			
	NOC - License	Remarks				
	NOC - Government Relatione					
0	License Services -	Financial Details				
0	Employment Visa Service -	Service Fee for this Service III	MOLECTRE AL			
0	Reports +	Your evaluable Pre-poid Belance Advice No : 60187	e :30,216.00 AE0			
0	Labour Dispute		Close			

Figure 105: Success Page

- 12. User can open the payment advice upon clicking on the payment advice number link.
- 13. User can close viewing the current transaction by clicking on **Close** button.(see the image below)

	Confirm Form
Δ	Do You Want TO Close?

Figure 106: Close Confirmation

- 14. User should click on OK button to navigate to Employee Enquiry Page.
- 15. User can stay on the transaction page by clicking on Cancel button.



3.1.5.10 Visit Ship in port

This service enables the online user to generate NOC Government Relations for Visit Ship in Port.

3.1.5.10.1 Overview

Visit Ship in Port - NOC Letter displays the following details:

- Employee •
- E-Mail •
- Mobile Number .

3.1.5.10.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > NOC-Government Relations and select Visit Ship in Port (Figure: 52). The Visit Ship in Port form will appear.

	me> Lation / Commissial Perm comesuseraded		NOC - Government R	Fikley, June 05, 20	15 03 (01 PM	Heb U	14.15	Logout B
1	Home		Permit Name	Visit Ship in Port Report - ARS	1			
0	Public Relations Enguity		Visit Ship In Port - AR	B				
0	CommuGovt. Services Enqui	ny	Employee	HUTGAD	4			
0	Letters/ Commercial Permits	+	To*	السلط بتعلة المنظة الحرة لجل على				
•	Commercial Permits		Location* Ship Location*	سي) لإمل ت التربية الحمد ا مربس بين الحد				
-	NOC - Government Relations		Duration (Montha)	4	-			
0	License Services	*	E-Mail* Motole Number*	0051213088	-			
0	Employment Visa Service	-		1				
0	Reports	-	Remarks					
0	Labour Dispute							

Figure 107: Visit Ship in Port

- to select an employee. 2. Click on the Employee search icon
- 3. The Employee search dialog box will appear and user can search an employee by filtering with Employee#, Employee Name, Passport No, Name in Arabic values.(see the image below)



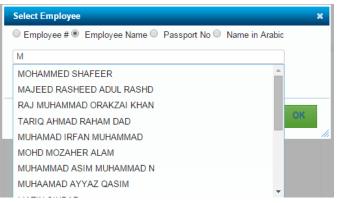


Figure 108: Employee Search

- 4. After selecting the employee, click on button and if user selected a wrong employee, click on Cancel button so that user can search and input another employee.
- 5. Click on Submit button after filling the form with required fields.
- 6. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.

Service Financial Confirmation	×
Service Fee for this Service : XXXX AED	
Your available Pre-paid Balance :xxxxx AED	
The service Fee will be reserved from your available balance.	
Cancel	Confirm

Figure 109: Confirmation Page

- 7. User should have enough prepaid balance for requesting this service.
- 8. User should click on button to continue submission of this service
- 9. User can cancel the current transaction by clicking on the **Cancel** button. user can verify the details again after cancelling and submit the transaction again.
- 10. Upon submission, user will get a submission success message with reference number as below



Figure 110: Success Message



Har	me> Letters / Commercial Permit	1		FildAy, June 05, 2015 83.02 PM	Heb 🔟 🚧	Logout E
Welc	come:useradm3		NOC - Government Relati	uns		
n	Home					
0	Inbos		NOC - Government Relation	ons-Visit Ship In Port - ARB		
0	Public Relations Enquiry		Reference Number:	7667		
0	Comm/Govt. Services Enquir	ý	Employee	HUI GAO فلكار بكية فيطا إلى الجل على		
8	Letters/ Commercial Permits	+	Location	سیر بینی میں بین میں بین ہے۔ سی از بر بن افریک میں محک		
	Conversial Permits		Ship Location	موس می قواند : موس می قواند :		
	NOC - License		Duration (Months)	2		
-			E-Mail	a@pch.as		
			Mobile Number	0551213690		
0	License Services	1				
0	Employment Visa Service	*	Remarks			
0	Reports	*				
0	Labour Dispute		Financial Details			
			Service Pee fur this Service IN Your evaluatile Pre-part Balanc Advice No : 60190			

Figure 111: Success Page

- 12. User can open the payment advice upon clicking on the payment advice number link.
- 13. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 112: Close Confirmation

- 14. User should click on OK button to navigate to Employee Enquiry Page.
- 15. User can stay on the transaction page by clicking on Cancel button.



3.1.5.11 **Open Bank Account**

This service enables the online user to generate NOC Government Relations for Open Bank Account.

3.1.5.11.1 Overview

Open Bank Account - NOC Letter displays the following details:

- Employee •
- E-Mail
- Mobile Number

3.1.5.11.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > NOC-Government Relations and select Open Back Account (Figure: 52). The Open Back Account form will appear.

Ho	me + Letters / Commercial Permi	ta 👘		Poiday, June 05, 2015 (02:54 PM	Heb D Must Lo	pout 🖻
Vek	Cmbereeu:emo		NOC - Gavernment	Relations			
ñ	Home		Permit Name	Open Bank Account - ARB			
0	Inibox						
0	Public Relations Enquiry		Open Bank Account	t - ARB			
0	CommJGovt. Services Enqui	ty –	Employee	PARAMBIL MAHAMOOD SHAMSUN			
0	Letters/ Commercial Permits	-	Bank Name	RAK			
•	Commercial Permits		Branch Name	Dubei			
•	NOC - Liteme		Location	سيرة الإعتراف العربية اللنعط			
	NOC - Government Relations		E-Mar	PQD+1cg te	-		
8	License Services		Mobile Number*	050000000	-		
8	Employment Visa Service			Open Bank Account - ARB			
Ċ.	Reports		Remarks				
	Labour Dispute				-		

Figure 113: Open Bank Account

- to select an employee. 2. Click on the Employee search icon
- 3. The Employee search dialog box will appear and user can search an employee by filtering with Employee#, Employee Name, Passport No, Name in Arabic values.(see the image below)



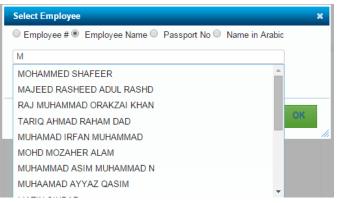


Figure 114: Employee Search

- 4. After selecting the employee, click on button and if user selected a wrong employee, click on Cancel button so that user can search and input another employee.
- 5. Click on Submit button after filling the form with required fields.
- 6. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.

Service Financial Confirmation	×
Service Fee for this Service : XXXX AED	
Your available Pre-paid Balance :xxxxx AED	
The service Fee will be reserved from your available balance.	
Cancel	Confirm

Figure 115: Confirmation Page

- 7. User should have enough prepaid balance for requesting this service.
- 8. User should click on button to continue submission of this service
- 9. User can cancel the current transaction by clicking on the **Cancel** button. user can verify the details again after cancelling and submit the transaction again.
- 10. Upon submission, user will get a submission success message with reference number as below



Figure 116: Success Message



Home Home O Inbox	eradmi)	NOC - Government Relati	0793	
			025	
C inbox				
		NOC - Government Relatio	ons-Open Bank Account - ARB	
O Public	Relations Enguity	Reference Number: Employee	PARAMER, MARAMOOD SHAMSUN	
Comm	JGovt. Services Enquiry ~	Bank Name	RAK	
C Letters	V Commercial Permits 🛫	Branch Name	Dutei	
+ Comme	rciel Permita	Location	عوارا وموتد فتوجة التنسة ا	
+ N00-1	isree	E-Mai	ingut.pct.ae	
. NOC. 0	Sovernment Relations	Mobile Number	0550000000	
	e Services -	4.5.	Open Benk Account - ARB	
C Emplo	yment Visa Service	Remarks		
C Report	8 ÷	Financial Details		
O Labou	r Dispute	Service Fee for this Service .B	0.00 AED	

Figure 117: Success Page

- 12. User can open the payment advice upon clicking on the payment advice number link.
- 13. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 118: Close Confirmation

- 14. User should click on OK button to navigate to Employee Enquiry Page.
- 15. User can stay on the transaction page by clicking on Cancel button.



3.1.5.12 **Under Process Report**

This service enables the online user to generate NOC Government Relations for Under Process report.

3.1.5.12.1 Overview

Under Process - NOC Letter displays the following details:

- Employee •
- E-Mail
- Mobile Number

3.1.5.12.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > NOC-Government Relations and select Under Process (Figure: 52). The Under Process form will appear.

-	ne + Latters / Commercial Permits						
-	onoruseradm3	NOC - Government	Pretay, June 05, 2015 Relations	: 02:45 PM	Help W	9.0	Logest E
ñ	Home	Print Nome	Under Process Report - ARB				
0	Inbox						
0	Public Relations Enquiry	Under Process - AF	(日)				
8	CommuClavt. Services Enquiry -	Employee	TOCEHUL ISLAM LATE MOKSEN				
D	Letters/ Commercial Permits +	To'	السادار مذهة المطلة المرة لمل طل				
•	Commercial Permits	Location*	ا بين الرجل ات التي بينا الشمنية . ا				
	NDC - License	E-Mni ^p	mohideen@trk.pdt.ae	1			
+	NOC - Government Relations	Mobile Number*	050000000				
0	License Services		Under Process - ARE				
0	Employment Visa Service -	Remarks					
8	Reports			-			
	Labour Dispute						

Figure 119: Under Process

- to select an employee. 2. Click on the Employee search icon
- 3. The Employee search dialog box will appear and user can search an employee by filtering with Employee#, Employee Name, Passport No, Name in Arabic values.(see the image below)

Select Employee	×
○ Employee # ● Employee Name ○ Passport No ○ Name in Arabic	
Μ	
MOHAMMED SHAFEER	
MAJEED RASHEED ADUL RASHD	
RAJ MUHAMMAD ORAKZAI KHAN	-
TARIQ AHMAD RAHAM DAD	OK
MUHAMAD IRFAN MUHAMMAD	11.
MOHD MOZAHER ALAM	
MUHAMMAD ASIM MUHAMMAD N	
MUHAAMAD AYYAZ QASIM	



- 4. After selecting the employee, click on button and if user selected a wrong employee, click on Cancel button so that user can search and input another employee.
- 5. Click on **Submit** button after filling the form with required fields.
- 6. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.

Service Financial Confirmation		×
Service Fee for this Service : XXXX AED		
Your available Pre-paid Balance :xxxxx	AED	
The service Fee will be reserved from your a	vailable balance.	
	0	0
	Cancel	Confirm
		//,

Figure 121: Confirmation Page

- 7. User should have enough prepaid balance for requesting this service.
- 8. User should click on **Confirm** button to continue submission of this service
- 9. User can cancel the current transaction by clicking on the details button. user can verify the details again after cancelling and submit the transaction again.
- 10. Upon submission, user will get a submission success message with reference number as below



Figure 122: Success Message



4	ne> Letters / Commercial Permits				1.4	Logout B	
Welcome:userades3		NOC - Government Relati	Fildwy, June 05, 2015 (02.45 PM Ions	Help W		Logout E	
f	Home						
0	Inbox	NOC - Government Relations-Under Process - ARB					
0	Public Relations Enquiry	Reference Number:	7964				
0	Comm/Govt. Services Enquiry ~	Employee	TOCERUL ISLAM LATE MOKSER				
8	Letters/ Commercial Permits	Location	سر) لامز ت فرينة تحمله				
	Commercial Permits	E-Mail	mohideen@trk.pct.ae				
	NOC - Litense	Mobile Number	050000000				
-	NOC - Government Relations		Under Process - ANS				
0	License Services	Remeria					
8	Employment Visa Service -						
6		Financial Details					
۳.	Reports -	Service Fee for this Service \$8.80 AED					

Figure 123: Success Page

- 12. User can open the payment advice upon clicking on the payment advice number link.
- 13. User can close viewing the current transaction by clicking on **Close** button.(see the image below)



Figure 124: Close Confirmation

- 14. User should click on OK button to navigate to Employee Enquiry Page.
- 15. User can stay on the transaction page by clicking on Cancel button.



3.1.5.13 **Company Lost item**

This service enables the online user to generate NOC Government Relations for Company Lost Item.

3.1.5.13.1 Overview

Company Lost Item - NOC Letter displays the following details:

- Employee •
- E-Mail
- Mobile Number

3.1.5.13.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > NOC-Government Relations and select Company Lost Item (Figure: 52). The Company Lost Item form will appear.

Vek	comecuseradm3	NOC - Government	A STATISTICS OF	ume 05, 2015 j 0		nte 🕕 🥻 🦓 🕹 Logost
ñ	Home	Permit Name	Lost Letter - ARB			
0	Inbox					
9	Public Relations Enquiry	Lost Letter - ARB				
0	Comm./Govt. Services Enquiry ~	Employme	TARIQ ARMAD RAHAM	DAD		
9	Letters/ Commercial Permits =	Tar	جي تركز شرطا الرائلية			
•	Commercial Permits	Location*	نبي} الإمل ات الترجية التحد			
	NOC - License		Itesi/ Itesi			
	NOC - Government Relations	Lost hems*			For multiple (ruf , between values 🛩
0	License Services -				4	
9	Employment Visa Service -	E-MaP	Diortek, subharamya@pt	n.ee		
	Reports -	Mobile Number*	0551213698			
	Labour Dispute					
		Hemarks				

Figure 125: Company Lost Item

- to select an employee. 2. Click on the Employee search icon
- 3. The Employee search dialog box will appear and user can search an employee by filtering with Employee#, Employee Name, Passport No, Name in Arabic values.(see the image below)



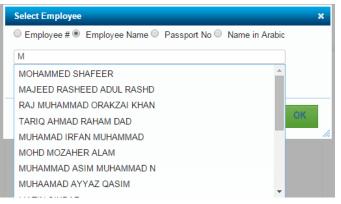


Figure 126: Employee Search

- 4. After selecting the employee, click on button and if user selected a wrong employee, click on Cancel button so that user can search and input another employee.
- 5. Click on Submit button after filling the form with required fields.
- 6. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.

Service Financial Confirmation	×
Service Fee for this Service : XXXX AED	
Your available Pre-paid Balance :xxxxx AED	
The service Fee will be reserved from your available balance.	
Cancel	Confirm

Figure 127: Confirmation Page

- 7. User should have enough prepaid balance for requesting this service.
- 8. User should click on button to continue submission of this service
- 9. User can cancel the current transaction by clicking on the **second button**. user can verify the details again after cancelling and submit the transaction again.
- 10. Upon submission, user will get a submission success message with reference number as below



Figure 128: Success Message



Web	me > Letters / Commercial Permits comexus eradim3	NOC - Government Relat	Protey, June 05, 2015 Ones	1023044			Logout (
f	Home						
0	Inbox.	NOC - Government Relation	ons-Lost Letter - ARB				
0	Public Relations Enquiry	Reference Number:	7958				
0	Comm/Govt Services Enguiry ~	Employee	TARIG ARMAD RAHAM DAD				
0	Letters/ Commercial Permits ····	Location	میں برمز دی مرحد مرحد ا				
	Commercial Permits		item; item?				
	NDC - Leense	Lost Items		For multiple put , between values		lues	
	NOC - Government Relations				11672062		
0	License Services	-E-Atali	Dicetek.subharamye@pcfr.se				
0	Employment Visa Service -	Mobile Number	0561213609				
0	Reports		Lost Letter - ANE				
0	Labour Dispute	Remarke					
				- 12			
		Financial Details					

Figure 129: Success Page

- 12. User can open the payment advice upon clicking on the payment advice number link.
- 13. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 130: Close Confirmation

- 14. User should click on OK button to navigate to Employee Enquiry Page.
- 15. User can stay on the transaction page by clicking on Cancel button.



3.1.5.14 Liquor Permit

This service enables the online user to generate NOC Government Relations for Company Lost Item.

3.1.5.14.1 Overview

Liquor Permit - NOC Letter displays the following details:

- Employee
- E-Mail
- Mobile Number

3.1.5.14.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > NOC-Government Relations and select Liquor Permit (Figure: 52). The Liquor Permit form will appear.

1	SOVERNMENT OF DURAL			(N	RTS, CUSTONS &	1 1982 2054	CORPORATIO
He	ne> Letters / Commercial Pennits		Friday, Ame 05,	2015 (02-28 PM)	нар 🕢	الربية	E Lagout
Vek	ome:useradm3	NOC - Government	t Relations				
A	Home	Permit Name	Liquor Permit - ENG	•			
0	Inbox						
8	Public Relations Enquiry	Liquor Permit - ENG					
0	CommUSovt. Services Enquiry ~	Empkryse	VUNVING WU	5			
0	Letters/ Commercial Permits	To*	C.I.D. Abshold Lisense Section				
+	Commercial Permits	E-Mall'	pchu@tik.pcft.ee	1			
	NOC - Likense	Mobile Number*	0500000000				
	NOC - Government Relations		Liquor Permit - BHG				
D	License Services	Remarks					
8	Employment Visa Service -			2			
0	Reports						
	Labour Dispute		Submit				

Figure 131: Liquor Permit

- 2. Click on the Employee search icon 🥄 to select an employee.
- 3. The Employee search dialog box will appear and user can search an employee by filtering with Employee#, Employee Name, Passport No, Name in Arabic values.(see the image below)



Figure 132: Employee Search

4. After selecting the employee, click on button and if user selected a wrong employee, click on

Concel button so that user can search and input another employee.

- 5. Click on Submit button after filling the form with required fields.
- 6. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.

Service Financial Confirmation	×
Service Fee for this Service : XXXX AED	
Your available Pre-paid Balance :xxxxx AED	
The service Fee will be reserved from your available balance.	
Concel	Confirm
	//

Figure 133: Confirmation Page

- 7. User should have enough prepaid balance for requesting this service.
- 8. User should click on button to continue submission of this service
- 9. User can cancel the current transaction by clicking on the **Cancel** button. user can verify the details again after cancelling and submit the transaction again.
- 10. Upon submission, user will get a submission success message with reference number as below



Figure 134: Success Message

11. Upon clicking on OK button, user would be able to view the reference number, submitted details of the transaction and payment advice generated for the submitted permit. (See image below)



1	ne » Letters / Conviercial Permits				12.5	
	omesuseradinā)	NOC - Government Relat	Fieldy, June 05, 2015 02:27 PM	Help 🗄	14.20	Lagout (
ñ	Home	1				
0	Inbox	NOC - Government Relation	ons-Liquor Permit - ENG			
8	Public Relations Enguiry	Reference Number:	1967			
0	Comm/Govt. Services Enquiry ~	Employee	YUNYING WU			
2.		To	C1D Akohok Lixense Section			
0	Letters/ Commercial Permits *	E-thal	pcho@pchc.em			
•	Commercial Permits	Mobile Number	0551213098			
•	NOC - Litense		Liquor Permit + ENG			
	NOC - Government Relations	Remarks				
0	License Services +		4			
0	Employment Visa Service -	Financial Details	Financial Detaila			
0	Reports -	Service Fee for the Service 30.00 AED Your available Fre-part Estance 31,206.00 AED				
8	Labour Dispute	Advice No : 60108	10-31,200.00 HED			

Figure 135: Success Page

- 12. User can open the payment advice upon clicking on the payment advice number link.
- 13. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 136: Close Confirmation

- 14. User should click on OK button to navigate to Employee Enquiry Page.
- 15. User can stay on the transaction page by clicking on Cancel button.



3.1.6 Commercial Permits

This service enables the online user to generate commercial permits through Web.

Commercial Permit service provides several types of permits using Web. User can choose the appropriate permit and request for the same. The following are types of commercial permits available.

- Kiosk & Counter
- <u>Automated Teller Machine (ATM)</u>
- Vending Machine(Food Selections and Served Cold Machine)
- Touch Screen
- <u>Sale</u>
- <u>Clearance</u>
- Extend Clearance
- Promotional Campaign
- Extra Working Hours
- <u>Leaflet</u>
- <u>Commercial Tent</u>
- Food Delivery During Ramadan
- Instant Prizes
- Extra Sign Board

Once logged in, the user will be redirected to the Public Relation info page (Figure 6: Menu Page).

User should click on the Licence Icon and a list of License services will be displayed. Select NOC and click on Commercial Permits. User will be redirected to Commercial Permits Home page (see the image shown below)

	OVERNMENT OF DURAL					والجمارك والمنطقة الحر DRTS. CESTONIS & FREE ZON	
Hor	ne > Loters / Commercial Perm	its		Ð	iday, June 05: 2015 (08:33 PM	Help (1) Help	Logout C
Nelo	ome:useradm3		NOC & Commercial	Permits			
ñ	Home		Permit Name	- Select -	•		
0	Inbox			Sillect Automated Teller Machi	ne		
0	Public Relations Enquiry			Clearance Commercial Tent (company) Commercial permit for KICSK And Counters Extend Clearance Exits Sign board Exits Working Hours Food Selection and Served Cold Machine Food Selection and Served Cold Machine			
0	Comm /Govt. Services Enqui	y ÷			IOSK And Counters		
0	Letters/ Commercial Permits				ed Cold Machine		
+	Commercial Permits						
•	NOC - License			Leaflet Promotional Campieign	9		
+	NOC - Government Relations			Sale Touch Screen			
0	License Services	4					
0	Employment Visa Service	-					
0	Reports						
ó	Labour Dispute						

Figure 137: Commercial Permits Home Page

Note: Only a registered customer of Trakhees with a valid user ID and password can login to the **Web Services** page and access the **NOC Services** page.



3.1.6.1 Kiosk and Counter

This service enables the online user to request for a Commercial Permit for KIOSK & Counter. User can request permit for KIOSK & Counter in Arabic and English languages.

This service is divided into two sub letters which are

- н. KIOSK
- **Representative Counter** .

3.1.6.1.1 KIOSK

KIOSK permit displays the following details:

- Activities •
- Permit Issuance Starting Date •
- Permit Duration (Month) •
- Number of kiosk in the permit •
- Location •
- Nakheel Code •
- EHS NOC •
- NOC from Nakheel •
- Supporting Documents •
- Commercial Permit Type : Temporary •
- E-Mail .
- Mobile Number

The above details are the same for Arabic and English version of the permits.

3.1.6.1.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > and select Commercial Permit for KIOSK & Counter from the dropdown. User should select KIOSK from Sub letter Type dropdown and KIOSK form will appear (see the image below).

-	Colorsection	NOC & Constant Provide		
A	Atensi	Parent Sares	General period for HODE And C.	
0	intere .	NOC Suttype	4144 ·	
0	Public Relations Employ			
0	Constitute Serves Enjury	ADD SH. and Courters - Hiot	A	
	Latien/ Commercial Parints =	Actuality'	a Cargo Transport by Heavy Trucks	-
	Conversal Parents	Perst Issueds Stating Dev	06-05-3211	
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Figure 138: KIOSK

2. KIOSK page will be displayed and click on activity text field to search for the particular activities.



- 3. A list of activities will be listed and user should select activity/activities to select them from the results.
- 4. If user selects a wrong activity, user can click on the selected activity to remove them.
- 5. User should fill all the mandatory fields and upload all the mandatory documents in this page.
- 6. User should upload documents by clicking on Choose File button and browse the file from the user's system. Select the file and click on open button in the file browser.
- 7. If user chose an EHS activity, user should upload the EHS NOC for the KIOSK permit.
- 8. Click on Submit button after filling the form with required fields.
- 9. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.

Service Financial Confirmation X
Service Fee for this Service : XXXX AED
Your available Pre-paid Balance : XXXXX AED
The service Fee will be reserved from your available balance.
Cancel Confirm

Figure 139: Confirmation Page

- 10. User should have enough prepaid balance for requesting this service.
- Confirm button to continue submission of this service 11. User should click on
- Cancel 12. User can cancel the current transaction by clicking on the button. user can verify the details again after cancelling and submit the transaction again.
- 13. Upon submission, user will get a submission success message with reference number as below

	Success
0	Application Submitted For Processing. XXXX

Figure 140: Success Message



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Figure 141: Success Page

- 15. User can open the payment advice upon clicking on the payment advice number link.
- 16. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 142: Close Confirmation

- 17. User should click on OK button to navigate to License Enquiry Page.
- 18. User can stay on the transaction page by clicking on Cancel button.



3.1.6.2 Representative Counter

Representative Counter permit displays the following details:

- Activity
- Location •
- Permit Issuance Starting Date
- **RERA** Permit •
- NOC from Nakheel •
- Supporting Documents •
- Commercial Permit Type : Temporary •
- E-Mail
- Mobile Number

The above details are the same for Arabic and English version of the permits.

3.1.6.2.1 How it works

1. Go to CLD Services > Letters/ Commercial Permits > Commercial Permit and select Commercial Permit for KIOSK & Counter from the dropdown. User should select Representative Counter from Sub letter Type dropdown and Representative Counter form will appear (see the image below).

Home Letters / Commercial Plennis Milconcutesepradm2 MOC & Commercial Plennis Prime Commercial plennis Public Reliabons Enquiry Pointe Commercial Plennis Representative counter Commercial Plennis Activity Commercial Plennis Control of the second of the secon	1	OVERNMENT OF DUBAL				PORTS, CLUTOMS & FREE ZONE CORPORATION
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CommUGovt. Services Engulary - MOSK and Counters - Representative counter Communication Parmits Activity Carigo Transport by Road Communication Parmits Location* Palm Jumatian NOC - Loams If Counter will be used for real etables straty, Kendy attach NOC/parmits If Counter will be used for real etables straty, Kendy attach NOC/parmits NOC - Government Relations Permit Duration (Month)* 2 Employment Visa Services Permit Duration (Month)* 2 REFA Permit Choose File Print Durations (Month)* Labour Dispute NOC from Naibbed* Supporting Documents Commercial Parmit Choose File Print preview pit Choose File Print preview pit Supporting Documents Commercial Parmit Choose File Print preview pit Mobile Number* Choose File Print preview pit Choose File Print preview pit Print preview pit Choose File Print preview pit Print preview pit	0	Inbox		NOC Subtype	Representative Counter 🔹	
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A						4

Figure 143: Representative Counter

- 2. Representative Counter page will be displayed and click on activity text field to search for the particular activities.
- 3. A list of activities will be listed and user should select activity/activities to select them from the results.
- 4. If user selects a wrong activity, user can click on the selected activity to remove them.
- 5. User should fill all the mandatory fields and upload all the mandatory documents in this page.
- 6. User should upload documents by clicking on Choose File button and browse the file from the user's system. Select the file and click on open button in the file browser.



- 7. If user has selected "If Counter will be used for real estate activity, kindly attach NOC/permits from RERA" checkbox, then user should upload RERA Permit.
- 8. Click on Submit button after filling the form with required fields.
- 9. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.

Service Financial Confirmation	\$
Service Fee for this Service : XXXX AED	
Your available Pre-paid Balance :xxxxx AED	
The service Fee will be reserved from your available balance.	
Cancel	Brow
Centrer Com	

Figure 144: Confirmation Page

- 10. User should have enough prepaid balance for requesting this service.
- 11. User should click on button to continue submission of this service
- 12. User can cancel the current transaction by clicking on the button. user can verify the details again after cancelling and submit the transaction again.
- 13. Upon submission, user will get a submission success message with reference number as below



Figure 145: Success Message



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C Letter Depth	Persanta Financtal Details Sancce Pee for this Service 2001 Your available Pre-pad Balance 3 Advice Ro: 00101			

Figure 146: Success Page

- 15. User can open the payment advice upon clicking on the payment advice number link.
- 16. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 147: Close Confirmation

- 17. User should click on OK button to navigate to License Enquiry Page.
- 18. User can stay on the transaction page by clicking on Cancel button.



3.1.6.3 Automated Teller Machine (ATM)

This service enables the online user to request for a Commercial Permit for ATM. user can request permit for ATM in Arabic and English languages.

3.1.6.3.1 Overview

ATM displays the following details:

- Permit Issuance Starting Date
- Number of ATM in Dubai
- UAE Central Bank Permit
- Supporting Documents
- Commercial Permit Type : Permanent
- E-Mail
- Mobile Number

The above details are the same for Arabic and English version of the permits.

3.1.6.3.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > Commercial Permit and select ATM from the dropdown and the ATM form will appear (see the image below).

	حکومت برای overnment OF DURM ne- Letters / Commercial Permit			Frday, June 1	5 2015.1	20	RTS. CLUTOMS	PRE 20M	Jobe مؤسسة الموالي conron amos Logout B
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ö	License Services		Moloile Morriber*	0551213698					
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	22202020102002002012202020		Reinarka						
0	Reports								
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				Submit					
			Your Prepaid Balance Available						

Figure 148: ATM

- 2. User should fill all the mandatory fields and upload all the mandatory documents in this page.
- 3. User should upload documents by clicking on Choose File button and browse the file from the user's system. Select the file and click on OK button in the file browser.
- 4. Click on Submit button after filling the form with required fields.
- 5. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.





Figure 149: Confirmation Page

- 6. User should have enough prepaid balance for requesting this service.
- 7. User should click on **Confirm** button to continue submission of this service
- 8. User can cancel the current transaction by clicking on the **cancel** button. User can verify the details again after cancelling and submit the transaction again.
- 9. Upon submission, user will get a submission success message with reference number as below

	Success
0	Application Submitted For Processing XXXX

Figure 150: Success Message

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ö	Letters/ Commercial Permits *	UAE Central Bank Permit	abox pdf.	
	Commercial Permits	Commercial Permit Type	Permanent	
10.0		E-Mel	Dicelek subharanya@pcft.ae	
-	NOC - License	Mobile Number	0551213698	
+	NDC - Government Relieform		b16	
0	License Services +	Remarka		
٥	Employment Visa Service +			
0	Reports +	Financial Ostalia		
ø	Labour Dispute	Service Fee for this Service 1,01	10.00 AED	
		Your evelopie Pre-paid Selarce	28,275.00 AED	

Figure 151: Success Page

11. User can open the payment advice upon clicking on the payment advice number link.



12. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 152: Close confirmation

13. User should click on OK button to navigate to License Enquiry Page.

14. User can stay on the transaction page by clicking on Cancel button.



3.1.6.4 Vending Machine (Food Selections and Served Cold Machine)

This service enables the online user to request for a Commercial Permit for Food Selections and Served Cold Machine. User can request permit for Food Selections and Served Cold Machine in Arabic and English languages.

3.1.6.4.1 Overview

Food Selections and Served Cold Machine displays the following details:

- Permit Issuance Starting Date
- Location
- Number of Vending Machines in the permit
- Nakheel Code
- Machine Description
- EHS Permit
- Supporting Documents
- Commercial Permit Type : Permanent
- E-Mail
- Mobile Number

The above details are the same for Arabic and English version of the permits.

3.1.6.4.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > Commercial Permit and select Food Selections and Served Cold Machine from the dropdown and the form will appear (see the image below).

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Figure 153: Vending Machine

- 2. User should fill all the mandatory fields and upload all the mandatory documents in this page.
- 3. The number of Nakheel codes and machine description will be determined based on "Number of Vending Machines in the permit"
- 4. User should upload documents by clicking on Choose File button and browse the file from the user's system. Select the file and click on OK button in the file browser.



- 5. Click on Submit button after filling the form with required fields.
- 6. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.

Service Financial Confirmation		×
Service Fee for this Service : XXXX AED		
Your available Pre-paid Balance : XXXXX AED		
The service Fee will be reserved from your available balance	ce.	
0	ancel Confirm	
	Gommi	
E-WAR" Sawarane com		_//

Figure 154: Confirmation Page

- 7. User should have enough prepaid balance for requesting this service.
- Confirm button to continue submission of this service 8. User should click on
- 9. User can cancel the current transaction by clicking on the button. user can verify the details again after cancelling and submit the transaction again.
- 10. Upon submission, user will get a submission success message with reference number as below

	Success
0	Application Submitted For Processing XXXX

Figure 155: Success Message



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ñ	Home				
٥	Interio		Commercial Permit-Food Select	on and Served Cold Machine	
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				410	
			Remarks		
			Financial Details		
			Service Fee for the Service 310.00 Your available Pre-paid Balance 37. Advice No. 60154		

Figure 156: Success Page

- 12. User can open the payment advice upon clicking on the payment advice number link.
- 13. User can close viewing the current transaction by clicking on **Close** button.(see the image below)



Figure 157: Close Confirmation

- 14. User should click on OK button to navigate to License Enquiry Page.
- 15. User can stay on the transaction page by clicking on Cancel button.



3.1.6.5 Touch Screen

This service enables the online user to request for a Commercial Permit for Touch Screen. User can request permit for Touch Screen in Arabic and English languages.

3.1.6.5.10verview

Touch Screen displays the following details:

- Permit Issuance Starting Date
- Number of Touch Screens in the permit
- Supporting Documents
- Commercial Permit Type : Permanent
- E-Mail
- Mobile Number
- I promise that the machines be in line with public morals in the United Arab Emirates

The above details are the same for Arabic and English version of the permits.

3.1.6.5.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > Commercial Permit and select Touch Screen from the dropdown and the Touch Screen form will appear (see the image below).

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-	ume useradin 3		NOC & Commercial Permits					
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0	Letters' Cormercial Permits		Number of Toosh Screets in the permit?	1				
	Commercial Parriets		Supporting Documents	Orocse Fies No file shows	1994	rbri+ to birleut	muttighe i	here's)
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	NOC - Devemment Relations		E-Mail"	s@pcfs.se	*			
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0	Larse Sevices			and .				
0	Employment Visa Service	*	Seriely)					
0	Reports							
ė.	Lator Danie				- 2			

Figure 158: Touch Screen

- 2. User should fill all the mandatory fields and upload all the mandatory documents in this page.
- 3. User should upload documents by clicking on Choose File button and browse the file from the user's system. Select the file and click on OK button in the file browser.
- 4. Click on ^{Submit} button after filling the form with required fields.
- 5. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.





Figure 159: Confirmation Page

- 6. User should have enough prepaid balance for requesting this service.
- Confirm button to continue submission of this service 7. User should click on
- Cancel 8. User can cancel the current transaction by clicking on the button. user can verify the details again after cancelling and submit the transaction again.
- 9. Upon submission, user will get a submission success message with reference number as below

Success
Application Submitted For Processing XXXX OK

Figure 160: Success Message

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	Labour Dispute					

Figure 161: Success Page

- 11. User can open the payment advice upon clicking on the payment advice number link.
- 12. User can close viewing the current transaction by clicking on Close button. (see the image below)





Figure 162: Close Confirmation

- 13. User should click on OK button to navigate to License Enquiry Page.
- 14. User can stay on the transaction page by clicking on Cancel button.



3.1.6.6 Sale

This service enables the online user to request for a Commercial Permit for Sale. User can request permit for Sale in Arabic and English languages.

This service is divided into two sub letters which are

- н. Normal Sales
- Special Offer Sales

	COVERNMENT OF DUBAI				والمنطقة الحرة PORTS, CUSTOMS &		
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٥	Public Relations Enquiry		Special Off				
٩	Comm./Govt. Services Enquiry A		Normal Sale	es (Min 25%)			
٥	Letters/ Commercial Permits						
+	Commercial Permits						
+	NOC - License						
+	NOC - Government Relations						
٩	License Services						
٥	Employment Visa Service						
٥	Reports ·						
	A show Print in						

Figure 163: Sale

3.1.6.6.1 Normal Sales

Normal Sales page displays the following details:

- Permit Issuance Starting Date
- Location
- Special offer discount percentage
- Description
- Mall NOC
- Supporting Documents
- Commercial Permit Type : Temporary
- E-Mail •
- Mobile Number

The above details are the same for Arabic and English version of the permits.

3.1.6.6.1.1 How it works



1. Go to CLD Services > Letters/ Commercial Permits > Commercial Permit and select Sale from the dropdown. User should select Normal Sales from Sub letter Type dropdown and Normal Sales form will appear (see the image below).

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Figure 164: Normal Sales

- 2. User should fill all the mandatory fields and upload all the mandatory documents in this page.
- 3. User should upload documents by clicking on Choose File button and browse the file from the user's system. Select the file and click on OK button in the file browser.
- 4. Click on ^{Submit} button after filling the form with required fields.
- 5. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.



Figure 165: Confirmation Page

- 6. User should have enough prepaid balance for requesting this service.
- 7. User should click on button to continue submission of this service
- 8. User can cancel the current transaction by clicking on the **second second se**
- 9. Upon submission, user will get a submission success message with reference number as below





Figure 166: Success Message

Wein	Entereuran	NOC & Commercial Permits			
•	Home	Commercial Permit Sale - Nor	mal sales.		
0	1000	Reference Number	1998		
0	Public Relations Employ	Permit Insuance Diarting Date	07-09-0016		
0	Comm/Cont. Services Enquiry -	Sale Type :	NORMAL SALE		575.5
۵	Letters/ Commercial Permita	Location	Atams the part		
	Connectal Pietos	Salas Dacount Prom	38		
+	NDC - License	Sales Decort to	55		
-	NDC - Dovernment Relations		normer cals		
0	Literae Services	Description			
0	Employment Visa Service *			24	
0	Reports +	Sale Area	Dutut		
0	Labour Dispute	Mail NOC	print preview pdf		
. У	10000000000	Conversial Perint Type	Tempsony		
		E-NW	and@Aa.uam		
		Mobile Number	0201210008		
		Remarks			
		100000			
				1	
		Financial Details			
		Service Fee for this Service 2.81 Year available Pre-part Malance 2 Advice No : 00196			

Figure 167: Success Page

- 11. User can open the payment advice upon clicking on the payment advice number link.
- 12. User can close viewing the current transaction by clicking on **Close** button. (see the image below)



Figure 168: Close Confirmation

13. User should click on OK button to navigate to License Enquiry Page.

14. User can stay on the transaction page by clicking on Cancel button.

3.1.6.6.2 Special Offer Sale

Special Offer Sales page displays the following details:

- Permit Issuance Starting Date
- Location
- Special offer discount percentage



- Description
- Mall NOC
- Supporting Documents
- Commercial Permit Type : Temporary
- E-Mail
- Mobile Number

The above details are the same for Arabic and English version of the permits.

3.1.6.6.2.1 How it works

1. Go to CLD Services > Letters/ Commercial Permits > Commercial Permit and select Sale from the dropdown. User should select Special Offer from Sub letter Type dropdown and Special Offer Sale form will appear (see the image below).

78.07	ne+ Leiters / Convertial Pervits		_	Ristay, June D	m, 2018 i d4	29 (19)	Hell D Law	2- 119
	ome useradm3	NOC & Commercial Permit						
A	Aborter .	Planat Kana	Sala		•			
0	Index -	NOC Subtype	Types	ai Offer	•			
0	Public Relations Enquiry							
0	Committant, Services Engany in	Sale - Typecial office						
0	Letters' Commercial Permits =	Pernit Insuance Starting Date	e (05-05-2015		0		
-	Connectal Permits	Sale Type		SPECIAL_OFFER				
	NCC-Lostae	"Permitted.		tim Battoura Mali				
	NOC - Oscennert Relatore	Special offer discount penant		#0		0		
0	Lionas Services			check.				
-	Employment Vise Service -	Description*				*		
0	Reports							
0	Lator Dante	Mel NDC		Drome File CANDID 134	100005.4	at w.		
~	CERT OFFICE	Supporting Documents		Churse Flex, No Ne cho	lent.	june atri	to select multipl	(iners)
		Constendad Perint Type		Temporary				
		E-rul'		abc@abo.com		1		
		Mobile Number'		0500000000				
				and				
		Bamarica						

Figure 169: Special Offer

- 2. User should fill all the mandatory fields and upload all the mandatory documents in this page.
- 3. User should upload documents by clicking on Choose File button and browse the file from the user's system. Select the file and click on OK button in the file browser.
- 4. Click on Submit button after filling the form with required fields.
- 5. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.





Figure 170: Confirmation Page

- 6. User should have enough prepaid balance for requesting this service.
- 7. User should click on button to continue submission of this service
- 8. User can cancel the current transaction by clicking on the **Cancel** button. user can verify the details again after cancelling and submit the transaction again.
- 9. Upon submission, user will get a submission success message with reference number as below

	Success
\bigcirc	Application Submitted For Processing. XXXX

Figure 171: Success Message

	Contraction of Distance			مراجعة التوانية والجمارات والتعلقة الحرام مواجعة التوانية والجمارات والتعلقة الحرام
	an Leters / Commercial Perrits	NOC & Commercial Permits	P64y, June 05, 2015 (14:3	a Free Temps (1) Temps (2) Lopous (3)
.00	Hama Intox Public Relators Englity	Commercial Permit-Sale - Spec Reference Namber: Permit recome Starting Data	ial offer 581 (8-85-2011	B
0	CommuGent, Services Enquiry A Letters' Commercial Plemite - Y	Sale Type	SPECIAL_CITER	
	Correct al Parello NOC - Licansa NOC - Soverment Relations	-Special offer documt percentage	21 chick	
0 0 0 0	Liberas Services - Employment Vals Service - Reports - Labor Distate	Mai NOC Demonstal Partie Type B-east	CWOO THATE LICENSE per Tensorary Integrate com	
		Renarts	(ad	
		Foremulal Details Service Pae for the Service 3,816 Your practicite Pie-pard Baterice 32 Address No: 40137		

Figure 172: Success Page



- 11. User can open the payment advice upon clicking on the payment advice number link.
- 12. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 173: Close confirmation

- 13. User should click on OK button to navigate to License Enquiry Page.
- 14. User can stay on the transaction page by clicking on Cancel button.



3.1.6.7 Clearance

This service enables the online user to request for a Commercial Permit for Clearance. User can request permit for Clearance in Arabic and English languages.

3.1.6.7.10verview

Clearance displays the following details:

- Permit Issuance Starting Date
- Location
- Description
- Supporting Documents
- Commercial Permit Type : Temporary
- E-Mail
- Mobile Number

The above details are the same for Arabic and English version of the permits.

3.1.6.7.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > Commercial Permit and select Clearance from the dropdown and the **Clearance** form will appear (see the image below).

Welk	comecuseradm3	NOC & Commercial Permit	5		
ń	Home	Parmit Name	Clearance	2.	
0	inbox				
0	Public Relations Engulry	Clearance			
0	Comm/Govt. Services Enquiry -	Parmit tascance Starting Date*	08-06-3815	4	•
0	Letteral Commercial Permits 👒	Location*	International City	• *	
	Commercial Perinds		Clearance		
	NOC - License	Description*		-	
	NOC - Government Relations				
0	License Services -	Supporting Cocuments	Choose Files No Tile chosen	(Use ctr	+ to select multiple items
0	Employment Visa Service -	Commercial Permit Type	Temporary		
0	Reports +	E-Mai*	ev@a.com	-	
		Mobile Number*	050000000		
0	Labour Dispute		Clearance		
		Remarka			
			Provinces 1		
			Submit		
		Your Prepaid Balance Available	i≡ 22,035,00 AED		

Figure 174: Clearance

- 2. User should fill all the mandatory fields and upload all the mandatory documents in this page.
- 3. User should upload documents by clicking on Choose File button and browse the file from the user's system. Select the file and click on OK button in the file browser.
- 4. Click on Submit button after filling the form with required fields.
- 5. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.





Figure 175: Confirmation Page

- 6. User should have enough prepaid balance for requesting this service.
- Confirm button to continue submission of this service 7. User should click on
- 8. User can cancel the current transaction by clicking on the button. user can verify the details again after cancelling and submit the transaction again.
- 9. Upon submission, user will get a submission success message with reference number as below

	Success
0	Application Submitted For Processing XXXX OK

Figure 176: Success Message

Welc	ome:useradm3	NOC & Commercial Permits			
A	Home				
0	Inbox	Commercial Permit-Clearance	e		
0	Public Relations Enquiry	Reference Number: Permit issuance Starting Date	5868 08-06-2015		
0	Comm/Govt. Services Enquiry ~	Location	International City		628
0	Letters/ Commercial Permits ~		Clearance	1.5.14	
	Commercial Permits	Description			
+	NOC - License				
•	NDC - Government Relations	Commercial Permit Type	Tamporary	4	
0	License Services +	E-Mail	Ne@a.com		
0	Employment Visa Service	Mobile Number	0500000000		
0	Reports +		Clearance		
0	Labour Dispute	Remarka			
		Financial Details			
		Service Fee for this Service 2,510 Your available Pre-paid Distance 1 Artivice No : 60108			

Figure 177: Success Page

- 11. User can open the payment advice upon clicking on the payment advice number link.
- 12. User can close viewing the current transaction by clicking on Close button. (see the image below)





Figure 178: Close Confirmation

- 13. User should click on OK button to navigate to License Enquiry Page.
- 14. User can stay on the transaction page by clicking on Cancel button.



3.1.6.8 Extended Clearance

This service enables the online user to request for a Commercial Permit for Extended Clearance. User can request permit for Extended Clearance in Arabic and English languages.

3.1.6.8.1 Overview

Extended Clearance displays the following details:

- **Previous Permit Number**
- E-Mail

10 Δ

Mobile Number

The above details are the same for Arabic and English version of the permits.

3.1.6.8.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits Commercial Permit and select Extended Clearance from the dropdown and the Extended Clearance form will appear (see the image below).

	SOVEENMENT OF DURAN				مۇرىيى ئېچى ئېچى ئېچى ئېچى ئېچى ئېچى ئېچى ئېچ
	me * Lattera / Commercial Permite	NOC & Connectal Perm		05, 2015 (04, 33 PM	Help 🛈 🤟 Logari 🛱
A	Home	Permit Name	Extend Clearance		
0	Inbox				
0	Public Relations Enquiry	Extend Clearance			
0	Comm/Govt. Services Enquiry -	Previous Permit Number*	5870	-	
0	Letters/ Commercial Permits -	E-Mai [*]	and@An com	1	
+	Commercial Permits	Noble Number*	0500000000		
• •	1905 - Lizense NOC - Government Relations	Remarks	Extend Clearance		
0	License Services -				
0	Employment Visa Service		Submit		
0	Reports -	1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -			
0	Labour Dispute	Your Prepaid Balance Availab	le la: 19.525.00 AED		

Figure 179: Extended Clearance

- 2. Click on Submit button after filling the form with required fields.
- 3. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.

Service Financial Confirmation		×
Service Fee for this Service : XXXX AED		
Your available Pre-paid Balance : XXXXX	AED .	
The service Fee will be reserved from your available.	ailable balance.	
	Cancel	Confirm

Figure 180: Confirmation Page

4. User should have enough prepaid balance for requesting this service.



- 5. User should click on
- Confirm button to continue submission of this service
- Cancel button. user can verify the details 6. User can cancel the current transaction by clicking on the again after cancelling and submit the transaction again.
- 7. Upon submission, user will get a submission success message with reference number as below

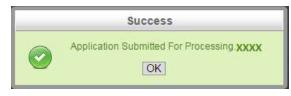


Figure 181: Success Message

	COVERNMENT OF DURM			رواللطفة الحرة NRES, CISTORS &					
Ho	ne » Letters / Commercial Permits		Prise, June 05, 2015 04:34 PM	нар 🛈	الإربية -	Logost 👌			
Wek	omecuseradm3	NOC & Commercial Permits							
A	Home								
0	Inbox	Commercial Permit-Extend	Clearance						
0	Public Relations Enquiry	Reference Number: Previous Permit Number	5969						
0	Commi/Govt. Services Enquiry +	E-Mail	and@Aa.com						
0	Letters/ Commercial Permits 🗢	Mobile Number	050000000						
	Commercial Permits		Estand Clearance						
	NOC - License	Remarka							
+	NOC - Government Relations								
0	License Services	Financial Details							
0	Employment Visa Service -	Service Fee for the Service 2,5							
0	Reports	Advice No 1 60199							
0	Labour Dispute		Close						

Figure 182: Success Page

- 9. User can open the payment advice upon clicking on the payment advice number link.
- 10. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 183: Close Confirmation

- 11. User should click on OK button to navigate to License Enquiry Page.
- 12. User can stay on the transaction page by clicking on Cancel button.

10 5

3.1.6.9 Promotional Campaign

This service enables the online user to request for a Commercial Permit for Promotional Campaign. User can request permit for Promotional Campaign in Arabic and English languages.

This service is divided into four sub letters which are

- Simple Promotional Campaign
- Medium Promotional Campaign
- Big Promotional Campaign
- Draw Promotional Campaign

	COVERNMENT OF DUBAI	ts			5, 2015 04:35 F	من المحمد المحمد المحمد المحمد المحمد المحمد المواني والجمارك والمنطقة الحرة PORTS, CLISTOMS & FREE ZONE CORPORATION
Welc	ome:useradm3		NOC & Commercial	Permits		
A	Home		Permit Name	Promotional Campaign	•	
0	Inbox		NOC Subtype		•	
٥	Public Relations Enquiry			Simple promotional campaign		
•	Comm./Govt. Services Enqui	ry 🗢		Medium promotional campaign Big promotional campaign		
٥	Letters/ Commercial Permits	7		Draw promotional campaign	- Ur	
	Commercial Permits					
*	NOC - License					
+	NOC - Government Relations					
٥	License Services	*				
٥	Employment Visa Service	-				
٥	Reports	*				
٥	Labour Dispute					

Figure 184: Promotional Campaign



3.1.6.9.1 Simple Promotional Campaign

Simple Promotional Campaign page displays the following details:

- Permit Issuance Starting Date
- Location
- Number of Locations
- Type
- Description
- Nakheel Contract Expiry Date
- EHS Permit
- Supporting Documents
- Commercial Permit Type : Temporary
- E-Mail
- Mobile Number

The above details are the same for Arabic and English version of the permits.

3.1.6.9.1.1 How it works

1. Go to CLD Services > Letters/ Commercial Permits Commercial Permit and select Promotional Campaign from the dropdown. User should select Simple Promotional Campaign from Sub letter Type dropdown and Simple Promotional Campaign form will appear (see the image below).

-	omeruseraden.3		NOC & Commorcial Permits			
A	Home		Parmi Nami	Promotional Campaign 🔹 🔻		
0	letters		NDC Subtype	Double promotional campaign		
0	Public Relations Empiry					
0	Comm/Golt, Services Enguin	γ	Promotional Campaign - Be	nple promotional campaign		
0	Letters/ Commercial Permits	w.	Peret Issuerce Starting Date'	25-26-2019		
	Communial Parents		All Locations Number of Locations	*		
	NOC - Linense		Listation	Diffus Current	~	
	NOC - Osvenment Relations		Type:	Single Provedenal		
0	Literate Services	4		Secondation-		
٥	Employment Visa Service		Description"			
0	Reports	47	Partition.			
o	Labour Disputs		faikheel Centract Expire Date	35-38-2018		
			EHE Panar	Chappe Fie Unput FeeReport all	-	
			Supporting Documents	Choose Files his His chosen	Use shift to select multiple Home	
			Commercial Parint Type	Sergiorary		
			E-Mel*	aadi@Aa.com	-	
			Mobile Number*	550000008		
				liquis promotional campaign		
			Remarks.			
				Sami		
			Your Prepaid Balance Available	* 10 100 00 4FT		

Figure 185: Simple Promotional Campaign

- 2. User should fill all the mandatory fields and upload all the mandatory documents in this page.
- 3. User should upload documents by clicking on Choose File button and browse the file from the user's system. Select the file and click on OK button in the file browser.
- 4. Click on Submit button after filling the form with required fields.
- 5. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.





Figure 186: Confirmation Page

- 6. User should have enough prepaid balance for requesting this service.
- 7. User should click on button to continue submission of this service
- 8. User can cancel the current transaction by clicking on the **second button**. user can verify the details again after cancelling and submit the transaction again.
- 9. Upon submission, user will get a submission success message with reference number as below

	Success		
0	Application Submitted For Processing XXXX		

Figure 187: Success Message

Welcome upon adm3		NOC & Commercial Premits				
	Name	Commercial Permit Prometio	sal Campaign - Simple promotional a	anyusign		
		Reference Number	5975			
.0	Public Relations Enquiry	Plennt Issuance Starting Data	38-09-2013			
0	Central/Gott Services Engary A	Allipeations	sk.			
0	Latters/ Commercial Permits =	Number of Locations	1			
	Esterential Permits	Tops	Sirah Provisione:	*		
	NCC - License		Description			
	NDC - Devertment Relations	Description				
0	Literse Services *	And the Restored Roots Roots	The second second	- 1	_	
0	Employment Visa Service -	Nakheel Contract Expine Date EHC Pwrmt	20-00-0010 Urbatifier/Report of		- E	
0	Repots +	Commercial Permit Type	Tensorary			
0	Labour Dispute	E-Mail	autgalium			
		Shiniy Norther	0100000000			
			Study tomational restards.			
		Remarks				
				1		
		Financial Details Service Fee for this Service \$10.06 AED Your aucticle Pre-part Extense 16,785.00 AED Advise No : 60200				

Figure 188: Success Page

11. User can open the payment advice upon clicking on the payment advice number link.



12. User can close viewing the current transaction by clicking on **Close** button.(see the image below)



Figure 189: Close Confirmation

13. User should click on OK button to navigate to License Enquiry Page.

14. User can stay on the transaction page by clicking on Cancel button.



3.1.6.9.2 Medium Promotional Campaign

Medium Promotional Campaign page displays the following details:

- Permit Issuance Starting Date
- Location
- Number of Locations
- Description
- Nakheel Contract Expiry Date
- EHS Permit
- Supporting Documents
- Commercial Permit Type : Temporary
- E-Mail
- Mobile Number

The above details are the same for Arabic and English version of the permits.

3.1.6.9.2.1 How it works

1. Go to CLD Services > Letters/ Commercial Permits > Commercial Permit and select Promotional Campaign from the dropdown. User should select Medium Promotional Campaign from Sub letter Type dropdown and Medium Promotional Campaign form will appear (see the image below).

-	mmettsetatim3	NOO & Communical Permits		
A	Harra	Farril Name	Promotional Company,	
C	Index	NOC Subtype	Netwo ponstana canpage 🔹 🔻	
0	Public Pelations Enquiry			
0	Comm/Dolt. Services Ensity =	Promotional Campaign - Me	Bum promotional campaign	
0	Letters' Connercei Permite -	Permit lowance Stating Date'	37-06-2013	0
	Comercal Perrits	All Locations Number of Locations	# 0	
	NOC-Lownse	Leafin	Plana Jalaci-	
4	NOC - Dovernment Relations	1-0-01	Secondation	
0	Litence Services -	12.355		-
0	Employment Viss Service	Description"		
0	Reports *	Manufacture and And	36-86-2014	-
0	Labour Depute	Nakteel Contract Expity Date		1 off (Dive shift to select multiple there).
		Subporting Discurrents	Choose Files, No file should	(Uve obtive to select multiple (heres)
		Commercial Partiel Type	Tergarary	
		E-Mail'	au@a.com	4
		Weinie Number*	0101213698	
			return promitional campaign	
		Remarks		
			Tickenia	
		Your Prepara Balance Available	16.760.00 AED	
			N / TH O COLOR NOTICE	

Figure 190: Medium Promotional Campaign

- 2. User should fill all the mandatory fields and upload all the mandatory documents in this page.
- 3. User should upload documents by clicking on Choose File button and browse the file from the user's system. Select the file and click on OK button in the file browser.
- 4. Click on Submit button after filling the form with required fields.
- 5. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.





Figure 191: Confirmation Page

- 6. User should have enough prepaid balance for requesting this service.
- 7. User should click on button to continue submission of this service
- 8. User can cancel the current transaction by clicking on the **Cancel** button. user can verify the details again after cancelling and submit the transaction again.
- 9. Upon submission, user will get a submission success message with reference number as below

	Success
\bigcirc	Application Submitted For Processing XXXX

Figure 192: Success Message

10. Upon clicking on OK button, user would be able to view the reference number, submitted details of the transaction and payment advice generated for the submitted permit. (See image below)

	 Leters / Entrectal Pends. 	NDC & Communal Permits	Fistery, June 15, 2218 (34:38 PM	Here W Chart Cogour C
4	Harre	-		
	1700	Conversial Permit-Promotio	nal Campaign - Medium promotional sampaign	
		Reference Rumber:	SET1	
9	Public Relations Engury	Permit Jassance Starting Date	27-26-2011	
9	Conmultions: Services Ensury =	All Locations	8	
0	Lettersi Conversial Pennis =	Norther of Locations	0	
-	Commercial Parentia		Depropriation	
	NDC - Literae	Description		
	NOC - Orsernment Relations			
2	Literas Sevices	Nakhawi Contract Expiry Date	10-05-2011	8
2		EHB Parmit	CED_Payment_Recept.pdf	
	Employment Vita Service -	Gomercial Perett Type	Temporary	
0	Reports	E-MAR	24 () 4 2 2 1	
9	Labour Dispute	Mublie Norther	0691213648	
			Nature provertional campaign	
		Particle		
		Financial Details	- A	
		Service Fee for the Service 3,31 Your available Pre-pair Balance Advice No : 60201		

Figure 193: Success Page



Jafza Ports Customs & Free Zone Corporation

- 11. User can open the payment advice upon clicking on the payment advice number link.
- 12. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 194: Close Confirmation

- 13. User should click on OK button to navigate to License Enquiry Page.
- 14. User can stay on the transaction page by clicking on Cancel button.



3.1.6.9.3 Big Promotional Campaign

Big Promotional Campaign page displays the following details:

- Permit Issuance Starting Date
- Location
- Number of Locations
- Description
- Nakheel Contract Expiry Date
- EHS Permit
- Supporting Documents
- Commercial Permit Type : Temporary
- E-Mail
- Mobile Number

The above details are the same for Arabic and English version of the permits.

3.1.6.9.3.1 How it works

1. Go to CLD Services > Letters/ Commercial Permits > Commercial Permit and select Promotional Campaign from the dropdown. User should select Big Promotional Campaign from Sub letter Type dropdown and **Big Promotional Campaign** form will appear (see the image below).

	OVERNMENT OF BORA			Traine June 10, 2010 DI 47 PM	مؤسسة الوائن والجمارات والتطلية الحرة 1989: Charles & Dill Control Controlation 1989: أكرمة التي تعال
Weis	omesoweadm3		NOC & Competial Femila	Market and Marketse	
#	Hone				
0	interer .		Commercial Permit-Promotion	nal Campaign - Big promotional campaign	
0	Public Relations Employ		Reference Mamlate	8972	<u></u>
	Connt. (Govt. Services Enguin		Permit Insuance Disting Date All Locators	06-06-2018	
0			Number of Locations		
-	Letters' Commercial Permits	-		Description	
. *	Conversial Perrits		2200000		
+	NOC - License		Description		
-	NOC - Government Relations				
	License Services	*	Nakheal Contract Exploy Date	07-06-3015	
0	Enstyment Vice Service		EHI Pent	Th::D-MOC-MP-498-2013-344 pdf	
Canal of			Contenersiol Perritt Type	Tangerary	
	Reports		E-Mad	a@utt.ae	
0	Lateur Dapute		Matsiw Normer	5551213666	
				Try provisional company	
			Returns		
			Financial Octails		
			Service Fee for this Service 18.0 Your analistic Pre-part Balance 1 Advice No : 60202		

Figure 195: Big Promotional Campaign

- 2. User should fill all the mandatory fields and upload all the mandatory documents in this page.
- 3. User should upload documents by clicking on Choose File button and browse the file from the user's system. Select the file and click on OK button in the file browser.
- 4. Click on Submit button after filling the form with required fields.
- 5. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.





Figure 196: Confirmation Page

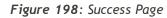
- 6. User should have enough prepaid balance for requesting this service.
- 7. User should click on button to continue submission of this service
- 8. User can cancel the current transaction by clicking on the **Cancel** button. user can verify the details again after cancelling and submit the transaction again.
- 9. Upon submission, user will get a submission success message with reference number as below

	Success
0	Application Submitted For Processing XXXX

Figure 197: Success Message

10. Upon clicking on OK button, user would be able to view the reference number, submitted details of the transaction and payment advice generated for the submitted permit. (See image below)

Net:	Enderseuranna	NOC & Commercial Permits		
n.	Home	Parent Name	Promitional Companys	6
0	Peters .	NDC Subtype	Eg puntiosz carpage	()
0	Public Relations Empiry			
	Comm/Gost. Services Engary +	Promotional Campaign - Bi	g promitional campaign	
0	Latters' Commercial Parmits =	Pernit Issuance Starting Date	56-05-2015	
	Convectal Pentite	A3 Locations	24	
	NDC - Linetee	Norder of Croatiane	8	
	NCC - Dovertment Relations	Liscation:	-Phone Select-	
			Decription	
0	Libersie Services *	Description*		1
0	Employment Vias Service +			
0	Reporta +	Nekteel Contract Expiry Date	87-05-2011	10
0	Labour Dispute	Diff Permi	Chose Fies TIS-ADC SF 3-3	44 mm (Dae atrift to select multiple itera)*
		Dupporting Documents	Choose Fies No file choose	Use stri+ to select multiple items)
		Commercial Perrit Type	Temperary	
		E-Mail:	2@00fc.34	-
		Mattin Martine"	5551213936	
			fig promotional company	
		Renarka		
			100000	
			Submit	
		Your Prepaid Relator Available	a 13 210 00 ASD	



5



11

Δ

- 11. User can open the payment advice upon clicking on the payment advice number link.
- 12. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 199: Close Confirmation

- 13. User should click on OK button to navigate to License Enquiry Page.
- 14. User can stay on the transaction page by clicking on Cancel button.



3.1.6.9.4 Draw Promotional Campaign

Draw Promotional Campaign page displays the following details:

- Permit Issuance Starting Date •
- Location
- Number of Locations
- Description
- Date of Draw
- Draw's Prize
- Number of Prizes
- Date •
- Nakheel Contract Expiry Date
- Supporting Documents
- Commercial Permit Type : Temporary
- E-Mail

11

6

Mobile Number

The above details are the same for Arabic and English version of the permits.

3.1.6.9.4.1 How it works

1. Go to CLD Services > Letters/ Commercial Permits Commercial Permit and select Promotional Campaign from the dropdown. User should select Draw Promotional Campaign from Sub letter Type dropdown and Draw Promotional Campaign form will appear (see the image below).

Image: Public Realitions Ensury Public Realitions Ensury Conversional Termins Conversional Termins MCC Listense NCC - Listense <th></th> <th></th> <th>Contract of the Contract of th</th> <th></th> <th></th> <th></th>			Contract of the Contract of th			
Public Reations Engany Corrent/Soct Services Engany Latters/Corrences Permits Corrent/Soct Services Engany Corrent/Soct Services Permits Corrent/Soct Services VOC - Latters VOC - Soctes States Services Corrent/Soct Ser	*	Hime	Perril Note	Provetana/ Campaign	•	
Corrent/Sect. Services Enjoy Latter/Corrences Perints Convenies Convenie	0	Intes	NOC Subtype	Draw promotional campaign	•	
Convertision: Services Prents Convertision: Services Prents Convertision: Services NOC - Listele NOC - Seventreent Relations Convertision: Services Convertision: Service	0	Public Relations Enginy				
Latine' Converse Period Al Location Converse Period Note: - Converse	0	CommuSout, Services Enguiny +	Promotional Campaign - Dr	200		
Converse Person Norder of Lincolore Norde	0	Letters/ Commercial Permits =	and the second sec	07-08-2018		
NOC - Lasene NOC - Government Relations Lasenee Services Lasenee Services Lasenee Services Lasenee Services Description* Descr		Conversal Permits		*		
NOC - Government Rismuns Lowine Service Employment Visa Service Report Lakines Communit Expry Date Report Lakines Communit Expry Date Supprinting Documents Documents Perter Type E Marie Konite Former: Monite Former: Monite Former: Supprinting Community Community E Marie Respect Respec		NDC - Literae		There there a		
Lasered Services	-	NDC - Government Relations	, Large and			
Employment Visa Servee				sees apriler		
Pescata Additional Communit Except Date Busching Documents Decomposition Decomposition Decompositio			Description"			*
Conserved Comment Expry Date (0'00:001) Conserved Comment Expry Date Conserved Peters Type Conserved Peters Type Terramity E Marin Astrone Peters Type Terramity E Marin Astrone Peters Type Terramity E Marin Astrone Peters Terramity Bartinet Former* Edition Contraction Peters Date of Oraw n Draw's Price Nember of Prices	74					4
Communical Perint Type E Number Perint Type E Numbe			Nakitwei Commant Expry Date	Contraction of the second s		
E Marife Kander Manik Farmer Manik Farmerk Bangeta Con Price Nenter of Prices	0	Labor Dajute		Choose Files No File of	hosen	(Une chile to select multiple items)
Mainin Hunder" Add 211928 Manarka Manarka Data of Chaw - Draw's Price Nextees of Prices			Commercial Perrot Type	Terminary		
Starsarka Data of Draw - Draw's Price Nextber of Prices			EMM	aat@Aa.com		-
Barranta Date of Draw - Draw's Price Neether of Prices			Mazzile Normber*	2551213698		
Date of Draw - Draw's Price Netber of Prices				Drain		
			flamanka	sarka		
						2
			Data of Data of	Danah Dalam	and a Diversion	
BIA Z B B B B B B B B B B B B B B B B B B						Van 1-1 of 1
■ + 2 = = Page 1 at 2 = 1 (1 ▼				Page T d	Transie (18)	* (1.1.1)
			Yest Parcel Estance Available	#1 \$5,050 00 AFD		
Your Prepard Extense Available in 55.200.00 AED						

Figure 200: Draw Promotional Campaign

- 2. User should fill all the mandatory fields and upload all the mandatory documents in this page.
- 3. User should upload documents by clicking on Choose File button and browse the file from the user's system. Select the file and click on OK button in the file browser.
- 4. Click on Submit button after filling the form with required fields.



5. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.



Figure 201: Confirmation Page

- 6. User should have enough prepaid balance for requesting this service.
- Confirm button to continue submission of this service 7. User should click on
- 8. User can cancel the current transaction by clicking on the button. user can verify the details again after cancelling and submit the transaction again.
- 9. Upon submission, user will get a submission success message with reference number as below

Success
Application Submitted For Processing XXXX

Figure 202: Success Message

10. Upon clicking on OK button, user would be able to view the reference number, submitted details of the transaction and payment advice generated for the submitted permit. (See image below)



West	Crithquerus who	NOC & Commercial Permits				
fi 0	Hame	Conversal Period-Promote	onal Campatys - Dra			
÷.		Beforems Number	Bafarensa Russiaer 5873			
0	Public Relatore Engury	Permit issuance Starting Date	07-08-2016		8	
0	Comm/Govt. Services Extury -	All Locations	*			
0	Letters' Connectal Permits 🔍	Norther of Locators	U			
	Commercial Parmits		Decoraption			
	NOC - Literse	Description				
	NOC - Oceannexent Palations					
0	Lizense Services +	National Contract Expry Date	17-08-0015			
0	Employment Visa Service	Commercial Permit Type	Terepran			
-	Reports +	E-Dal Webie Number	angka me mu (2006) Pras			
~						
9	Labour Drupute					
		Beraria				
		Date of Drawn	Dataw's Pros	Number of Prizes		
		(8-58-321)	205	112		
			Fage	1 1 1 0 0 0 1 1 0 T	View Y - Y of Y	
		Financial Details				
		Sarvice Pee for the Sarvice -1.1 Your available Pro-paid Balance Advice No : 66204		Case		

Figure 203: Success Page

- 11. User can open the payment advice upon clicking on the payment advice number link.
- 12. User can close viewing the current transaction by clicking on **Close** button.(see the image below)



Figure 204: Close confirmation

- 13. User should click on OK button to navigate to License Enquiry Page.
- 14. User can stay on the transaction page by clicking on Cancel button.

Extra Working Hours 3.1.6.10

This service enables the online user to request for a Commercial Permit for Extra Working Hours. User can request permit for Extra Working Hours in Arabic and English languages.

This service is divided into two sub letters which are

- Commercial permit for shops (Closed at 12:00 AM)
- Commercial permit for shops (Operates 24 Hours)

	OVERNMENT OF DUBAI				لت والتطقة الحر 1813, CISTOMS&		
Crock of	ne > Letters / Commercial Permits	Environmenter		5, 2016 (04:45 PM	Help 🛈	التربية ا	Logout &
Welc	ome:useradm3	NOC & Commercial	Permits				
f	Home	Permit Name	Extra Working Hours				
0	Inbox	NDC Subtype					
0	Public Relations Enquiry		Shops to be closed at 12.00am				
0	Comm./Govt. Services Enquiry ~		Shops to be open for 24 hours				
0	Letters/ Commercial Permits *						
+	Commercial Permits						
+	NOC-License						
+	NOC - Government Relations						
0	License Services -						
0	Employment Visa Service						

Figure 205: Extra Working Hours





Shops to be closed at 12:00am page displays the following details:

- Permit Issuance Starting Date
- Supporting Documents
- Commercial Permit Type : Temporary
- E-Mail
- Mobile Number

The above details are the same for Arabic and English version of the permits.

3.1.6.10.1.1 How it works

 Go to CLD Services > Letters/ Commercial Permits > Commercial Permit and select Extra Working Hours from the dropdown. User should select Shops to be closed at 12:00am from Sub letter Type dropdown and Shops to be closed at 12:00am form will appear (see the image below).

	Enterenzente		NOC & Commentail Permits		
ñ	Home		Perrit Name	Extra Versing Roun	
•	trans.		NOC Sattype	Shope to be chosed at 12 Obers 🛛 🔻	
0	Public Relations Enguiny				
2	Came./Doid. Services Enouty		Extra Working Hours - Com	mendal permit for shops (Closed at 12:30 AM	0
5	Latters/ Cirmwerpal Permits		Ferret Issuance Starting Date'	08-06-2015	
	Conversal Permits		No Of Henking House Supporting Documents	2	(Dise strift to select multiple items)
+	NDC - Litense			Choose Files No file chosen	
•	NDC - Government Relations		Commercial Parmit Type	Terporary	
5	Liberse Selvices	4	E-Mail	elet@Aa.com	-
;	Enumyment Vise Service		Mobile Number*	0581213688	
2	Reports			Commercial persis for shape (Closed at 13.00 27)	
0	Labour Dispute		Remarks		
					i
				-Submit	
			Your Prepard Balance Realiable	w. 62,250.00 A&D	

Figure 206: Shops to be closed at 12:00 AM

- 2. User should fill all the mandatory fields and upload all the mandatory documents in this page.
- 3. User should upload documents by clicking on Choose File button and browse the file from the user's system. Select the file and click on OK button in the file browser.
- 4. Click on Submit button after filling the form with required fields.
- 5. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.

Service Financial Confirmation
Service Fee for this Service : XXXX AED
Your available Pre-paid Balance :xxxxx AED
The service Fee will be reserved from your available balance.
Cancel Confirm
committee committee
E-WAU'

Figure 207: Confirmation Page

6. User should have enough prepaid balance for requesting this service.

- 7. User should click on
- Confirm button to continue submission of this service
- Cancel button. user can verify the details 8. User can cancel the current transaction by clicking on the again after cancelling and submit the transaction again.
- 9. Upon submission, user will get a submission success message with reference number as below

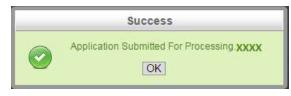


Figure 208: Success Message

10. Upon clicking on OK button, user would be able to view the reference number, submitted details of the transaction and payment advice generated for the submitted permit. (See image below)

Webs	Enderson arrow	NOC & Commencial Fermits		
ñ	Home			
0	1rboi		hing Hours - Communial permit for allops (Clo	rsed at 12:00 AM
0	Public Reletions English	Reference Number:	00-06-0010	
0	Carry / Carl Services Ensury -	Permit locations Starting Date Sec OF Working History	2	40
C	Latters' Conversion Perrots	Committee Partiel Type	Tercerov	
-	Connectal Pennis	E-the	HINDA.com	
+	NOC - Lisense	Muble Number	0481243648	
	NOC - Government Relations		Conversial parents for stops (Classif at 12-00 40)	
0	Literes Services +	Paranta		
0	Employment Vita Service			
0	Reports +	Financial Details		
C Labour Dispute		Service Fea for the Service 3,00 Year available Pre-paid Batance 3 Advice Ma : 60205		

Figure 209: Success Page

- 11. User can open the payment advice upon clicking on the payment advice number link.
- 12. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 210: Close confirmation

- 13. User should click on OK button to navigate to License Enquiry Page.
- 14. User can stay on the transaction page by clicking on Cancel button.

12

3.1.6.10.2 Commercial permit for shops (Operates 24 Hours)

Shops to be opened for 24 hours page displays the following details:

- Permit Issuance Starting Date
- NOC from Nakheel
- Supporting Documents
- Commercial Permit Type : Temporary
- E-Mail
- Mobile Number

The above details are the same for Arabic and English version of the permits.

3.1.6.10.2.1 How it works

1. Go to CLD Services > Letters/ Commercial Permits > Commercial Permit and select Extra Working Hours from the dropdown. User should select shops to be opened for 24 hours from Sub letter Type dropdown and shops to be opened for 24 hours form will appear (see the image below).

Nels	Cindua weak series	NOC & Commercial Permits		
A	Home	Percit Status	Erring Heart	
	Hanner,	NOC Subtype	Shape to be open for 24 hours.	
0	Public Reations Engury			
0	Canon (Gost, Services Enquiry -	Ealt's Working Hours - Com	mercial permit for shops (operates 28H)	
0	Laters' Commercial Plemita *	Permit Issuance Starting Date"	10-05-2018	
+	Connectal Pienns	No DI Venting Hears	÷	*
+	NOC - License	NOC from taxines!"	Choose Files think pit	(One strift to select multiple them)
+	NCC - Soverment Relations	Segmenting Documents	Choose Files No No No oncom	(Use strift to select studigfe iterie)
0	Literae Devices +	Committal Permit Type	Sergerary.	
0	Employment Visa Service +	E-NWP	aso@Aa com	*
0	Reports +	Male Number	4551213088	
0	Labour Dispute	Renaria	4	
			Guest	
		Your Prepard Balance Available	6 50,190.00 AED	

Figure 211: shops to be opened for 24hrs

- 2. User should fill all the mandatory fields and upload all the mandatory documents in this page.
- 3. User should upload documents by clicking on Choose File button and browse the file from the user's system. Select the file and click on OK button in the file browser.
- 4. Click on Submit button after filling the form with required fields.
- 5. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.

Service Financial Confirmation	×
Service Fee for this Service : XXXX AED	
Your available Pre-paid Balance :xxxxx AED	
The service Fee will be reserved from your availab	le balance.
	0
	Cancel Confirm

Figure 212: Confirmation Page



Ports Customs & Free Zone Corporation

- 6. User should have enough prepaid balance for requesting this service.
- Confirm 7. User should click on button to continue submission of this service
- Cancel button. user can verify the details 8. User can cancel the current transaction by clicking on the again after cancelling and submit the transaction again.
- 9. Upon submission, user will get a submission success message with reference number as below



Figure 213: Success Message

10. Upon clicking on OK button, user would be able to view the reference number, submitted details of the transaction and payment advice generated for the submitted permit. (See image below)

Welc	come:useradm3		NOC & Commercial Permits		
ñ	Home				
٥	Inbox		Commercial Permit-Extra Wo	rking Hours - Commercial permit for	shops (operates 24H)
0	Public Relations Enquiry		Reference Number:	5975	-
0	Comm/Govt. Services Enquir	ý a	Permit lasuance Starting Date No Of Working Hours	10-06-2015	
0	Letters/ Commercial Permits		NOC from Natibeal Commercial Permit Type	abow.pdf	
	Commencial Permits			Temporary	
•	NOC - License NOC - Government Relations		E-Mell Mobile Humber	astigAa.com 0551213698	
0	License Services		Pamaria		
ø	Employment Visa Service	4	Remarka		
0	Reports	-	Financial Ovtalla		- A
0	Labour Dispute		Service Fee for this Service 2,860 Your available Pre-paid Balance 4 Advice No : 66206		

Figure 214: Success Page

- 11. User can open the payment advice upon clicking on the payment advice number link.
- 12. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 215: Close Confirmation

- 13. User should click on OK button to navigate to License Enquiry Page.
- 14. User can stay on the transaction page by clicking on Cancel button.

3.1.6.11 Leaflet

This service enables the online user to request for a Commercial Permit for Leaflet. User can request permit for Leaflet in Arabic and English languages.

This service is divided into two sub letters which are

- Paper Advertisement
- Booklet Advertisement

	GOVERNMENT OF DUBAI					مؤسسة الموانش والجمارك والمنطقة الحرة مؤسسة الموانش والجمارك والمنطقة الحرة
	me> Letters / Commercial Permit	5	NOC & Commercial		Friday, June 05, 2015 04:53 PM	Help 😧 비사 Logout 🔒
ft.	Home		Permit Name	Leaflet	•	
0	Inbox		NOC Subtype			
0	Public Relations Enquiry			Paper advertisement	17	
0	Comm./Govt. Services Enquir	γ -		Booklet advertisemen	t	
٥	Letters/ Commercial Permits	-				
+	Commercial Permits					
	NOC - License NOC - Government Relations					
0	License Services	+				
٥	Employment Visa Service					
٥	Reports					





3.1.6.11.1 Paper Advertisement

Paper Advertisement page displays the following details:

- Permit Issuance Starting Date
- Permit Duration (Month)
- **Distributing Locations**
- NOC from Nakheel
- Copy of Leaflet
- Supporting Documents
- Commercial Permit Type : Temporary
- E-Mail

12 5

- Mobile Number
- Declaration statement for Leaflet.

The above details are the same for Arabic and English version of the permits.

3.1.6.11.1.1 How it works

1. Go to CLD Services > Letters/ Commercial Permits > Commercial Permit and select Leaflet from the dropdown. User should select Paper Advertisement from Sub letter Type dropdown and Paper Advertisement form will appear (see the image below).

Wek	ome:usoradm3	NOC & Commercial Permit	в			
n	Home	Permit Name	Leaflet			
0	Inbox	NOC Subtype	Paper advertisement	•		
0	Public Relations Enquity					
0	CommulGovit, Services Enquiry ~	Leaffel - Paper-adv. for 3 I	Months Extendable			
0	Letters/ Commercial Permits 👻	Permit issuance Starting Date!	06-08-2015		—	
+	Commercial Permits	Permit Duration (Month)*	1		1	
+	NOC - Usense	Distributing Locations	a Pain Amerah			
	NOC - Government Relations	NOC from Nakheen?	Choose Files PAYMENT R	COPY pat	(the ctrl+ to select multiple items)*	
0	License Services -	Copy of Leaflet	Choose Files No file chosen		(Use ctrl+ to select multiple items)	
1.00		Supporting Documents	Choose Fare No file choose	1	(Use cfil+ to select multiple items)	
0	Employment Visa Service -	Commercial Permit Type	Temponey			
0	Reports	E-Mail*	abo@abc.com		1	
0	Labour Dispute	Moble Number*	050000000			
		Mamarka	Remarks			
		 Leaflet can handed to the mail Leaflet should contain meaning I undertake that the Leaflet are 	ing, residential area, outside the shops at management, or natal shops who wild glid winds English and Arabie, and shou in line with public monati in the United A in line with public monatis in the United A Subtract	Setribute it. At be clear krab Emirates	10	
		Your Prepaid Balance Available	a: 48,130.00 AED			

Figure 217: Paper Advertisement

- 2. User should fill all the mandatory fields and upload all the mandatory documents in this page.
- 3. User should upload documents by clicking on Choose File button and browse the file from the user's system. Select the file and click on OK button in the file browser.
- 4. Click on Submit button after filling the form with required fields.
- 5. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.





Figure 218: Confirmation Page

- 6. User should have enough prepaid balance for requesting this service.
- 7. User should click on button to continue submission of this service
- 8. User can cancel the current transaction by clicking on the details button. user can verify the details again after cancelling and submit the transaction again.
- 9. Upon submission, user will get a submission success message with reference number as below

	Success
0	Application Submitted For Processing XXXX

Figure 219: Success Message

10. Upon clicking on OK button, user would be able to view the reference number, submitted details of the transaction and payment advice generated for the submitted permit. (See image below)

Welc	ome:useradm3	NOC & Commercial Perm	NIS	
*	Home Inbox	Commercial Permit-Leaf	let - Paper-adv, for 3 Months Extendable	
-	1.000 C	Reference Number:	587E	
0	Public Relations Enquity	Permit Issuance Starting Date	06-06-2015	
0	Comm./Govt. Services Enquir	Permit Duradoo (Month)		
0	Letters/ Commercial Permits	·	Fein Juneirah	
	Commercial Permits	Distributing Locations		
+	NOC - License	A Contract Contractor		
+	NOC - Government Relations	NOC from Nakheel	PAYMENT RECEIPT COPY.pdf	4
ò	License Services	Commercial Permit Type	Temporary	
0	Employment Visa Service	E-Mwl	abc@atc.com	
-	and the second reaction	Mobile Number	050000000	
0	Reports		fenerks	
0	Labour Dispute	Remarka		
				5. C
		Leaflet can handed to the m Leaflet should contain mean i undertake that the Leaflet as	king, residential area, suitode the shops and dis all management, or retail abops who will distribu- ingful words English and Arabie, and should be- re in the will public morals in the United Arab E re in line will public morals in the United Arab E	de t an Dear minutes
		Financial Details		
		Bervice Fee for this Service 3		
		Ymr avsidable Prz-poki Solar	nie 47,820.00 AED	
		Advice No : 60207	Close	

E 🎲 Jata Ports Customs & Free Zone Corporation

Figure 220: Success Page

- 11. User can open the payment advice upon clicking on the payment advice number link.
- 12. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 221: Close Confirmation

- 13. User should click on OK button to navigate to License Enquiry Page.
- 14. User can stay on the transaction page by clicking on Cancel button.



3.1.6.11.2 Booklet Advertisement

Booklet Advertisement page displays the following details:

- Permit Issuance Starting Date
- Permit Duration (Month)
- Distributing Locations
- NOC from Nakheel
- Copy of Book/Magazine
- Supporting Documents
- Commercial Permit Type : Temporary
- E-Mail
- Mobile Number
- Declaration statement for Leaflet.

The above details are the same for Arabic and English version of the permits.

3.1.6.11.2.1 How it works

1. Go to CLD Services > Letters/ Commercial Permits > > Commercial Permit and select Leaflet from the dropdown. User should select Booklet Advertisement from Sub letter Type dropdown and Booklet Advertisement form will appear (see the image below).

Wels	ome:useradm3	NOC & Commercial Permit		
	Home	Permit Name	Leafet	•
0	Imbax	NOC Subtype	Bookist advertisement	-
0	Public Relations Enquiry			
0	Comm/Govt. Services Enquiry ~	Leaflet - Book Adv.		
0	Letters/ Commercial Permits 🗢	Permit Issuance Starting Date*	10-06-0015	
	Commercial Permits	Permit Ouration (Month)*	1	1
	NOC - License	Distributing Locations	· Pain Jumiliah	
	NOC - Government Relations	NOC from Nakheel*	Choose Files Itest - Copy.td	(Use ctri+ to select multiple items)*
Û	License Services -	Copy of Book/Magazine	Choose Files No file chooses	(Use ctri+ to select multiple items)
- 64		Supporting Documents	Choose Files No file shosen	(Use ctri+ to select multiple items)
0	Employment Visa Service	Commercial Permit Type	Temporary	
0	Reports +	E-Main	abo@abc.com	
0	Labour Dispute	Mobile Number*	050000000	
		Remarks I agree for the Solowing -Cannot distribute on use partial -Cantic can backet to the mail	g, residential area, outside the shops and di management, or retail shops who will dated	distribute to the customers.
		-Leaffel alouds contain meaning Lunderinke that the Leaffel are Your Prepaid Balance Available	Ad words English and Arabic, and should be in line with public morals in the United Arab Submit is: 47,820.00 AED	i dear Emirates

Figure 222: Booklet Advertisement

- 2. User should fill all the mandatory fields and upload all the mandatory documents in this page.
- 3. User should upload documents by clicking on Choose File button and browse the file from the user's system. Select the file and click on OK button in the file browser.
- 4. Click on Submit button after filling the form with required fields.
- 5. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.





Figure 223: Confirmation Page

- 6. User should have enough prepaid balance for requesting this service.
- Confirm 7. User should click on button to continue submission of this service
- Cancel 8. User can cancel the current transaction by clicking on the button. user can verify the details again after cancelling and submit the transaction again.
- 9. Upon submission, user will get a submission success message with reference number as below

	Success
0	Application Submitted For Processing XXXX

Figure 224: Success Message

10. Upon clicking on OK button, user would be able to view the reference number, submitted details of the transaction and payment advice generated for the submitted permit. (See image below)

With	omo:useradm0		NOC & Commercial Permits		
f	Home				
0	Inbox.		Commercial Permit-Leaflet -	Book Adv,	
0	Public Relations Enquiry		Reference Number: Permit Issuance Starting Date	5977	
0	CommJGovt. Services Enquir	quiry + Permt Duration (Month)	19-08-2213	100	
0	Letters/ Commercial Permits	-	Permit Durinton (Month)	1 Halo Juneiran	
	Commercial Permits		Daithding Locations		
+	NOC - License				
	NOC - Government Relations		NOC from Natibase	tear - Copy txt	
0	License Services	4	Commercial Permit Type	Temporary	
0	Employment Visa Service		E-Mel	atc@abc.tom	
	Reports		Mobile Number	050000000	
0	Labour Dispute			9	
0.	Line of Cogenie		Ramarka		
			 Leaflet can handed to the mail ma -Leaflet should contain meaningful 	readential area, outside the shops and distribute to th engement, or rebail shops who will distribute it words English and Arabic, and should be clear line with public morais in the United Arab Emirates	e sustamers.
			Service Fee for this Service \$68.0	IO AED	
			Your evaluate Pre-paid Balance (4 Advice No : 60208	17,260.00 AED	
			WILKING NO 1 00208	Dose	





Figure 225: Success Page

- 11. User can open the payment advice upon clicking on the payment advice number link.
- 12. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 226: Close confirmation

- 13. User should click on OK button to navigate to License Enquiry Page.
- 14. User can stay on the transaction page by clicking on Cancel button.



3.1.6.12 Commercial Tent

This service enables the online user to request for a Commercial Permit for Commercial Tent. User can request permit for Commercial Tent in Arabic and English languages.

3.1.6.12.1 Overview

Commercial Tent displays the following details:

- Permit Issuance Starting Date
- Activity
- Description
- Size of the Tent(Sqft)
- Nakheel Lease Contract Expiry Date
- EHS Permit
- NOC from Nakheel
- CED Approval
- Supporting Documents
- Commercial Permit Type : Temporary
- E-Mail
- Mobile Number
- Declaration Statement for Commercial Tent

The above details are the same for Arabic and English version of the permits.

3.1.6.12.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits >Commercial Permit and select Commercial Tent from the dropdown and the Commercial Tent form will appear (see the image below).

-	meuseraim3	NOC & Commercial Permit		
ñ	Hares	Parrit Nerse	Commercial Terrs (company)	
0	9000			
•	Public Relations English	Commercial Tent		
0	Corm./Devt. Services Enany +	Fernit Issuance Starting Dely	11-08-2013	· ·
0	Lates/ Connectal Pernis -	Acturly	. Transport by tour Buses	
-	Commercial Perints		3	
	NOC - Linense	Deportation*		
	NDC - dovernment Relations			
0	Liberas Services +	Tips of test (HQR, 7	T.	
0	Engloyment Vias Service	Nakheel Isase Contract Expry Date?		
0	Augota +	EHE Permit	Diable File show (1) per	
		NDG from National*	Choose File show (2) pif	*
0	Libour Dapute	CED approval*	Dissise File show pill	1
		Eugenting Decomments	Choose Files, No Tia shopen	(like striv to salest multiple items)
		Commencial Permit Type	Temporary	
		E-Mail' Mobile Number'	abo@sbs.com	-
			15111213060	
			Territ	
		Remarko		
		Labor for the following:		
		- Cormola Pernt carla ca	coded in case of receipt of any complaint	24
			-	
			Same	
		Your Prepaid Balance Available	ie: 41.255.00 AED	

Figure 227: Commercial Tent

2. User should fill all the mandatory fields and upload all the mandatory documents in this page.



- 3. User should upload documents by clicking on Choose File button and browse the file from the user's system. Select the file and click on OK button in the file browser.
- 4. Click on Submit button after filling the form with required fields.
- 5. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.

Service Financial Confirmation	د
Service Fee for this Service : XXXX AED	
Your available Pre-paid Balance :xxxxx AED	
The service Fee will be reserved from your available balance.	
Cancel	Confirm
Curren	Comm

Figure 228: Confirmation Page

- 6. User should have enough prepaid balance for requesting this service.
- Confirm 7. User should click on button to continue submission of this service
- 8. User can cancel the current transaction by clicking on the button. user can verify the details again after cancelling and submit the transaction again.
- 9. Upon submission, user will get a submission success message with reference number as below



Figure 229: Success Message

10. Upon clicking on OK button, user would be able to view the reference number, submitted details of the transaction and payment advice generated for the submitted permit. (See image below)



Wello	Contrastanti	NDC & Commencial Permits		
n	Hane			
0	Indon	Commercial Permit-Commercial	Test	
	Public Relators Engline	Reference Namler	E\$78	0200
0	Carryn / Gort, Services Enality -	Permit Issuance Starting Date	Transport by base Bases	
	Letters/ Commercial Permits *		transport by toor states	
	Communical Parmits	Actuity		
	NOC-Lounse			
	NOC - Occamment Relationa		L.	
	Literas Services +	Deswrighton		
0	Engloyment Visa Service			
0	Relota +	Size of tert (soft.)	1	
0	Lebour Dispute	Natheel Issue Contact Enpry Data D-6 Perst NOC from National CED approval Commercial Perst Type	stow (1) ptf stow (2) ptf stow (ptf stow (ptf Terssoney	
		E-MM	alt:@alt: 191	
		Albine Number	0651213688	
		Renatiz	Text	
		Lagree for the following: Conversial Perrit can be cancelle Stranolal Debilis	e in case of monits of any complete	3
		Service Two for this Service. 3,010 / Your asabidit Prograd Sataron 42, Advice No : 80209		

Figure 230: Success Page

- 11. User can open the payment advice upon clicking on the payment advice number link.
- 12. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 231: Close confirmation

- 13. User should click on OK button to navigate to License Enquiry Page.
- 14. User can stay on the transaction page by clicking on Cancel button.



3.1.6.13 Food Delivery during Ramadan

This service enables the online user to request for a Commercial Permit for Food Delivery during Ramadan. User can request permit for Food Delivery during Ramadan in Arabic and English languages.

3.1.6.13.1 Overview

Food Delivery during Ramadan displays the following details:

- This Permit is available for Ramadan Timing only, Issue and Expiry date will be computed as per Ramadan Date.
- NOC from Nakheel
- Supporting Documents
- Commercial Permit Type : Temporary
- E-Mail
- Mobile Number
- Declaration Statement for delivering food during Ramadan

The above details are the same for Arabic and English version of the permits.

3.1.6.13.2 How it works

1. Go to CLD Services > Letters/ Commercial Permits > Commercial Permit and select Food Delivery during Ramadan from the dropdown and the Food Delivery during Ramadan form will appear (see the image below).

Hón	ne- Letters / Commercial Perry	10	-	Fistory, June 15, 2014	LIGHTLEYN HERE OD SAME Lague (
	omeuseadm3		NOC & Commercial Perm	<u>#</u>	
A	fizzre .		Partit Name	Fast bilvey dump Residen	
0	Intere				
0	Public Relations Drawny		Food Delivery During Ra	madan	
0	Comm/Gold, Samibas Enan	1	This Pernst is aukilable for P	Senation Timing unly. Itsue and Suplyy bete will	
0	Letters' Covrecial Pentits	-	NOC State National?	Dhotse File TKS-NOC-6P. (5.)	
2	Conversion Parents		Bupporting Documents	[Doore Fiet] No Ne thoust	[Use off+ to select multiple items)
4	NCC - Linema		Conversial Pervit Type 8-Mail:	Terpicary	-
	NOC - Deverment Relations		Mobile Number'	av@s.com	
2	Loance Services		And the Party of Control of Contr	Food Delivery During Ranadan	
-	Employment Visa Service		Setuts		
5	Reports				
	Labour Danute				-
	New York (Lagree for the following:		

Figure 232: Food delivery during Ramadan

- 2. User should fill all the mandatory fields and upload all the mandatory documents in this page.
- 3. User should upload documents by clicking on Choose File button and browse the file from the user's system. Select the file and click on OK button in the file browser.
- 4. Click on Submit button after filling the form with required fields.
- 5. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.





Figure 233: Confirmation Page

- 6. User should have enough prepaid balance for requesting this service.
- Confirm button to continue submission of this service 7. User should click on
- 8. User can cancel the current transaction by clicking on the button. user can verify the details again after cancelling and submit the transaction again.
- 9. Upon submission, user will get a submission success message with reference number as below

	Success
\bigcirc	Application Submitted For Processing. XXXX

Figure 234: Success Message

10. Upon clicking on OK button, user would be able to view the reference number, submitted details of the transaction and payment advice generated for the submitted permit. (See image below)

	ne+ Laiters / Commercial Permits		Filty, June 18, 2011 (15:00 PM	Hep 🔟 - Javi	Logout @
-	amesoseradin 1	NOC & Commercial Ferrats			
*	Home				
0	retain (Commercial Permit Front D	sinery During Ramatan		
0	Public Relations Employ	Hateranze Mumber. This Parent is outliste for Ran	5079 raban Timing only, Itazuw and Expiry date will be compute	d as per Ravadah Clase	
0	Comm/Govt. Services Enguing	NOC from National			
0	Latara/Contensia Pentis 👘	Commencial Parmit Type	Temporary		
-	Communial Pierretz	E-Mul	av@a.com		
	NOC-Elemise	Mutale Number	Statution Pelanery During Baratan		
	NOC - Government Relations	Percenta.	And Associal manufications		
	Lizerae Services +				
۵	Engigment Visa Service 🔹 🗠	Lagree for the following			2
	Reports	Convertial Pennit can be can Financial Details	ralled in case of receipt of any complaint		
0					

Figure 235: Success Page

- 11. User can open the payment advice upon clicking on the payment advice number link.
- 12. User can close viewing the current transaction by clicking on **Close** button. (see the image below)





Figure 236: Close confirmation

- 13. User should click on OK button to navigate to License Enquiry Page.
- 14. User can stay on the transaction page by clicking on Cancel button.



3.1.6.14 **Instant Prizes**

This service enables the online user to request for a Commercial Permit for Instant Prizes. User can request permit for Instant Prizes in Arabic and English languages.

This service is divided into two sub letters which are

- Instant Prizes for One Shop
- Instant Prizes for All Branches

	حکومت OVERNMENT OF DUBAI				اله واللمانة الح (stations a l		
На	ne > Letters / Commercial Permits	-	Fiday, Ju	w.05, 2015 [05,01 PM	Help 00	البريد	Logout B
Welc	ome:useradm3	NOC & Commercial I	Permits				
ñ	Home	Pernit Name	Instant Prizes				
0	Inbox	NOC Subtype					
0	Public Relations Enquiry		instant prizes for one shop				
0	Comm/Govt. Services Enquiry -		Instant prizes for all branches				
0	Letters/ Commercial Permits 🛛 👻						
	Commercial Permits						
+	NOC - License						
+	NOC - Government Relations						

Figure 237: Instant Prizes





3.1.6.14.1 Instant Prizes for One Shop

Instant Prizes for One Shop page displays the following details:

- Permit Issuance Starting Date
- Description
- Mall Contract Expiry Date
- Supporting Documents
- NOC from mall
- Commercial Permit Type : Temporary
- E-Mail
- Mobile Number

The above details are the same for Arabic and English version of the permits.

3.1.6.14.1.1 How it works

1. Go to CLD Services > Letters/ Commercial Permits > Commercial Permit and select Instant Prizes from the dropdown. User should select Instant Prizes for One Shop from Sub letter Type dropdown and Instant Prizes for One Shop form will appear (see the image below).

	and the second se			-
n	Hone	Permit Name	Instant Pizzes	
٥	Inter	NOC Subtype	Trataen prépas for una péop	
0	Public Relations Engury			
0	Committeet Devices Enary -	Instant Prices - One shop		
0	Latters/ Commercial Parmits +	Period Issuance Starting Date'	10-06-0015	
	Commercial Percela	Location*	w Patri Jumanah	-
4	NDC - Litertue	Gift Value"	290	-
	NDC - Gocernment Relations	Number of Shings?	8	-
0	Liberse Services +		Second data	
	Employment Vika Service +	Description*		-
0	Pacots			
2	Labour Disputer	Mail Caribout Expire Clare	30-06-2011	-
9	Later Crepte	Dupporting Disconwrite	Choose Files No Tie choser	Tube stri+ to select multiple items
		NOC from real	Choose Files No Tie shoned	Julia strift to salest multiple items
		Commencial Permit Type	Tempolary	
		T-Mat?	ata@ato san	-
		"Nobis Number"	0501213888	
			One shad	
		Remarks		

Figure 238: Instant Prizes for one shop

- 2. User should fill all the mandatory fields and upload all the mandatory documents in this page.
- 3. User should upload documents by clicking on Choose File button and browse the file from the user's system. Select the file and click on OK button in the file browser.
- 4. Click on Submit button after filling the form with required fields.
- 5. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.





Figure 239: Confirmation Page

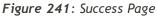
- 6. User should have enough prepaid balance for requesting this service.
- 7. User should click on button to continue submission of this service
- 8. User can cancel the current transaction by clicking on the details button. user can verify the details again after cancelling and submit the transaction again.
- 9. Upon submission, user will get a submission success message with reference number as below

Success
Application Submitted For Processing XXXX OK

Figure 240: Success Message

10. Upon clicking on OK button, user would be able to view the reference number, submitted details of the transaction and payment advice generated for the submitted permit. (See image below)

West	rmassegam3	NOC & Commancial Permits		
	Hora			
0	Trbox	Commercial Permithinstant Pr	izes - One shop	
0	Public Relations Enquiry	Reference Number:	5982	
0	Comm./Dovt. Services Enquiry, *	Permit Issuance Starting Cate	10-05-2011	
			Pale Junitar	
0	Latiers' Conversal Permits *	Lonation		
	Contrarius) Persits			
-	NOC-Lisense	and the second se		A
	NOC - Downment Relations	Diff Value	200	
0	Liorne Jervion -	Number of Drope	1 Decordation	
	Employment Visa Selute		- Macruption	
0	Reporta +	Description		
0	Labour Dispute	Wall Centrart Every Ceta	50-05-03115	
		Commercial Perrit Type	Terposey	
		∈ Adad	stedjate ran	
		Mobile, Number	001/213098	
			Dre stop	
		Teruta		
		Financial Details		
		Service Fee for the Device 1.59 Your available Pre-paid Selecter 1 Advice No.: 68211		





5 S

- 11. User can open the payment advice upon clicking on the payment advice number link.
- 12. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 242: Close confirmation

- 13. User should click on OK button to navigate to License Enquiry Page.
- 14. User can stay on the transaction page by clicking on Cancel button.



3.1.6.14.2 Instant Prizes of All Branches

Instant Prizes for All Branches page displays the following details:

- Permit Issuance Starting Date
- Location
- Description
- Mall Contract Expiry Date
- Supporting Documents
- NOC from mall
- Commercial Permit Type : Temporary
- E-Mail
- Mobile Number

The above details are the same for Arabic and English version of the permits.

3.1.6.14.2.1 How it works

1. Go to CLD Services > Letters/ Commercial Permits > Commercial Permit and select Instant Prizes from the dropdown. User should select Instant Prizes for All Branches from Sub letter Type dropdown and Instant Prizes for All Branches form will appear (see the image below).

Wet:	omo useradm.3	NOC & Commercial Permits		
	Hame	Permi liane	Instant Prizes	
۵	Indee	NOC Suitspe	instant pipes for all transities.	
0	Public Relations Enquiry			
0	Comm/Dant. Services Bropary +	Instant Prizes - All Branches		
0	Letters' Commercial Piermita =	Permit Insuance Starting Date?	04-06-2018	6
	Commercial Permite	Lingent*	a Fain Jumarah	-
	NDC - Licetoe	GR Value"	200	1
+	NOC - Government Relations	Number of Dropt*	1	*
0	Liseus Serios		Initary Prizzo - All Strenchez	
0	Employment Vias Berube +	Description"		-
0	Repta			
0	Labour Disource	Mat Constant Expiry Data	09-08-0015	8
		Supporting Documents	Doose Files I to the chosen	John stirl+ to select multiple three
		NOC hum mail	Discose Fires Into the shaper	(One util) to select multiple items
		Conversial Perrit Type	Terminary	
		5-Mail*	asci@Aa.cori	-
		Medile Namber	0100000000	
			Instant Prices - All Branches	
		Partala		
				-4
			Sident	
		Your Prepaid Salance Available	8: 35,730.05 AED	

Figure 243: Instant Prizes for all Branches

- 2. User should fill all the mandatory fields and upload all the mandatory documents in this page.
- 3. User should upload documents by clicking on Choose File button and browse the file from the user's system. Select the file and click on OK button in the file browser.
- 4. Click on Submit button after filling the form with required fields.
- 5. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.





Figure 244: Confirmation Page

- 6. User should have enough prepaid balance for requesting this service.
- 7. User should click on **Confirm** button to continue submission of this service
- 8. User can cancel the current transaction by clicking on the **Cancel** button. user can verify the details again after cancelling and submit the transaction again.
- 9. Upon submission, user will get a submission success message with reference number as below

	Success
\bigcirc	Application Submitted For Processing XXXX

Figure 245: Success Message

10. Upon clicking on OK button, user would be able to view the reference number, submitted details of the transaction and payment advice generated for the submitted permit. (See image below)

Neizane unezahn3		NOC & Commercial Fermits		
A	Home	6		
0	Hinto .	Commercial Permit Instant Pr		
0	Public Ratebons Empiry	Reference Number: Permit lacuaruse Diarting Date	Salt	-
0	Comm (Gort: Services Enguiny -	Perminentaria starry late	04-06-2018	6
0	Latiens' Commercial Permits "		Falls Lowinsh	
	Connecca Permits	Location		
	NOG - Literse		1	
	NOC - Government Relations	Gelt Umae	201	
D.	Literae Services	Number of Shope	1	
0	Employment Viax Service +		Tourant Prices - All Branches	
		Cerevrotore		
0	Raporta +			
0	Liebov Dispute	Mail Contract Exply Date	01-05-2018	
		Commercial Permit Type	ferguray	-
		E-Mail	and gAs com	
		Mohile Norther	0100000000	
			Instant Point - 411 Branches	
		Renarks		
		Financial Orbails		
		Service Fee for this Service 1.51 Year available Pre-part Balance 1 Advice No.: 60212		

Figure 246: Success Page

5 S



- 11. User can open the payment advice upon clicking on the payment advice number link.
- 12. User can close viewing the current transaction by clicking on Close button. (see the image below)



Figure 247: Close Confirmation

- 13. User should click on OK button to navigate to License Enquiry Page.
- 14. User can stay on the transaction page by clicking on Cancel button.





3.1.6.15 **Extra Sign Board**

This service enables the online user to request for a Commercial Permit for Extra Sign Board. User can request permit for Extra Sign Board in Arabic and English languages.

3.1.6.15.1 Overview

Extra Sign Board displays the following details:

- Permit Issuance Starting Date
- Sign board size (sqft.)
- Photo of the sign board
- NOC from Nakheel
- Supporting Documents •
- Commercial Permit Type: Permanent
- E-Mail

14 4

- Mobile Number
- Declaration Statement for Extra Sign Board

The above details are the same for Arabic and English version of the permits.

3.1.6.15.1.1 How it works

1. Go to CLD Services > Letters/ Commercial Permits > > Commercial Permit and select Extra Sign Board from the dropdown and the Extra Sign Board form will appear (see the image below).

Nek	ometuseradm3	NOC & Commercial Permit	5		
ft	Home	Partral Nama	Extra Sign board	•	
0	Inbos				
0	Public Relations Enguiry	Extra Sign board			
0	Comm./Govt. Services Enquity ~	Permit Issuance Starting Date*	07-08-2015		
0	Letters/ Commercial Permits 🗢	Sign board size (soft.)*	20	3	·
	Commercial Permits	photo of the sign board Choose File Copture (pg			
		NCC from Nakheet*	Choose File Wet.prg	2.	
*	Contraction of the second street	Supporting Documents	Choose Files No file chosen	Q	Use ctrl+ to select multiple items)
+	NOC - Government Relations	Constiencial Perint Type	Permenent		
0	License Services	E-Mai*	s@pcft.se	3	
0	Employment Visa Service -	Mobile Number*	0651213696		
0	Reports -		858		
0	Labour Dispute	Remarka			
		I agrees for the following: -Septoand flewing Arabic name (50%) and English name (50%). If the agriculturant having trade mark, the customer are responsible to solond NOC form the trade mark owner. -I undertake that the sign board one in kne with public morois in the United Arab Emirates Solomic			
		Your Prepaid Balance Available	w: 34.220.00 AED		

Figure 248: Extra Sign Board

- 2. User should fill all the mandatory fields and upload all the mandatory documents in this page.
- 3. User should upload documents by clicking on Choose File button and browse the file from the user's system. Select the file and click on OK button in the file browser.
- 4. Click on Submit button after filling the form with required fields.
- 5. A Service Financial Confirmation Pop up will be displayed with service fee for the particular service, prepaid balance of the customer and a note to remind the customer that the service fee will be deducted from the customer's prepaid account.





Figure 249: Confirmation Page

- 6. User should have enough prepaid balance for requesting this service.
- 7. User should click on button to continue submission of this service
- 8. User can cancel the current transaction by clicking on the **Concel** button. user can verify the details again after cancelling and submit the transaction again.
- 9. Upon submission, user will get a submission success message with reference number as below

	Success
0	Application Submitted For Processing XXXX

Figure 250: Success Message

10. Upon clicking on OK button, user would be able to view the reference number, submitted details of the transaction and payment advice generated for the submitted permit. (See image below)

Welc	ome useradm3	NOC & Commercial Permits			
•	Home	Commercial Permit-Extra Sig	in board		
0	Public Relations Enquiry	Reference Number; Permit hauance Starting Date	uary 07-06-2015		
¢,	CommuGovt Services Engury ~	Sign board sky (soft.)	20		
0	Letters/ Commercial Permits =	photo of the sign board NOC from Nakbeel	Capture jpg test prg		
	Commercial Permits	Commercial Permit Type	Permanent		
	NOC - License	E-Mail	a@prit ae		
+	NOC - Government Relations	Mobile Number	0551213688		
0	License Services		and		
0	Employment Visa Service +	Remarks			
0	Reports +				
0	Labour Dispute	I agree for the following: -Signboard having Arabie name (5 -If the exploand having triede mat -I undertake that the sign board as Financial Details	9%) and English name (50%) 6, the customer are responsible to submit a in line with public morals in the United Ar	NOC form the trade mark owner. ab Emirates	*
		Senate Fee for this Senate 200.0 Your evaluate Pre-get Balance 3 Advice No : 60213			

Figure 251: Success Page

11. User can open the payment advice upon clicking on the payment advice number link.



12. User can close viewing the current transaction by clicking on Close button. (see the image below)

 Confirm Form
Do You Want TO Close?
OK Cancel

Figure 252: Success Page

- 13. User should click on OK button to navigate to License Enquiry Page.
- 14. User can stay on the transaction page by clicking on Cancel button.



3.1.7 Inbox

Inbox enables the user to view and manage different pending transactions of NOC License, NOC Government Relations and Commercial Permits. User can send "More Info" comment and update submitted data of all the above CLD transactions.

3.1.7.1 Overview

- 1. The User can view and manage pending transactions of NOC License, NOC Government Relations and Commercial Permits in the Inbox page.
- 2. User can access the Inbox by clicking on the 'Inbox' link on the left menu. Inbox menu will be displayed.
- 3. This will open all pending transactions in a table format. (See the image below)

My Requests My Requests Home Transaction Number Submission Date Request Type Status Inbox 1 5910 27-05-2015 Simple promotional campaign Additional inform Public Relations Enguiny 2 5907 26-85-2015 Simple promotional campaign Additional inform	View (To open)
Number Socknission Date Request sype Status Inbox 1 5910 27-05-2015 Simple promotional campaign Additional inform 2 5907 26-05-2015 Simple promotional campaign Additional inform	
Inbox I	
2 5907 26-05-2015 Bimple promotional Additional inform	ation View Details
	ation View Details
3 5880 26-05-2015 Shops to Be open tor 24 Additional Inform	ation View Details
Comm./Govt. Services Enquiry * 4 5856 25-05-2015 Simple promotional campaign Additional Inform	ation View Details
Letters/ Commercial Permits * 5 5850 25-85-2015 Medium promotional Additional Inform	ation View Details
License Services a 6 5842 25-05-2015 Draw promotional Additional Inform	ation View Details
Employment Visa Service 7 5743 13-65-2015 Food Selection and Additional Inform	ation View Details
8 5696 12-05-2015 Kiask Additional Inform	ation View Details
9 S607 11-05-2015 Automated Tetler Additional antorm	ation View Details
Labour Dispute 10 5686 11-05-2015 Food Selection and Additional Inform	ation View Details

Figure 253: Inbox

3.1.7.2 Viewing a Task

14 7

- 1. User can view the details of any request by simply clicking on the corresponding 'View' link towards the right side.
- 2. Only a maximum of 30 requests will be listed in a single page. If there are more than 30 requests, it will be displayed in different pages.
- 3. User can access the next page by clicking on the next button or by typing in the page number in the Page field. (Please see the image below).

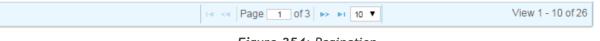


Figure 254: Pagination

3.1.7.3 More info Submission from Inbox

1. User should select the appropriate task from the inbox and click on view link to open the more info task.



- 2. User will be able to view the details of the appropriate task.
- 3. User can make the required modification as per the comments from the back office. (See the Image below)

Home	Permit Name	Commercial permit for KIOSK And C	
9 Inbox	NOC Subtype	Klosk 🔻	
Public Relations Enquiry	KIO SK and Counters - Kios	.k	
Comm/Govt. Services Enquiry		1	
Letters/ Commercial Permits 🔶	Activities"	R Cargo Transport by Heavy Trucks	
License Services	Accurace	K Cargo Transport by Light Trucks	
Employment Visa Service	Permit issuance Starting Date'	12-05-2015	
Reports	Permit Duration (Month)	2	
	Number of klosk in the permit	2	
C Labour Dispute	Location"	Paim Jumeirah	*
	EHS NOC NOC from Nakheel Supporting Documents Commercial Permit Type E-Mall* Mobile Number*	Choose Files No file chosen Choose Files No file chosen Choose Files No file chosen Temporary PCFCSysSupport@potc.ae 050-549967	(Use ctri+ to select multiple fleme (Use ctri+ to select multiple fleme (Use ctri+ to select multiple fleme
	Remarks	Submit	
	Comment from back office	add more info	

Figure 255: More info Page

- 4. User can provide the required remarks in the remarks section.
- 5. User can go back to inbox page to select a different task upon clicking on close button.
- 6. User can submit the more info task upon clicking on Submit button and upon submission user will be getting a success message. (See the below image)

	Success
\bigcirc	Application Submitted For Processing.

Figure 256: More info Success message

7. Click on OK button to view the transaction details for the submitted more info task. (See the image below)



Inbox Public Relations Enquiry Comm./Govt. Services Enquiry Letters/ Commercial Permits License Services Employment Visa Service Reports Labour Dispute KIOSK and Counters - Kiosk Cargo Transport by Heavy Trucks Cargo Transport by Road Cargo Transport by Light Trucks Cargo Transport by Light Trucks Permit Issuance Starting Date D5-D8-2015 Permit Duration (Month) 2 Number of kiosk in the permit 2 Location Palm Jumeirah		<i>1</i>		
Intox Public Relations Enquity Comm./Govt. Services Enquity Letters/ Commercial Permits License Services Employment Visa Service Employment Visa Service Reports Labour Dispute Nakheel Code EHS NOC NOC Moth Nakheel Supporting Documents Commercial Permit Type Temporary E-Mail PCSSupporting Documents Commercial Permit Sense Supporting Documents Commercial Permit Sense Builde Number Disporting Documents Commercial Permit Sense Jadd more info	Home			
Public Relations Enquiry Activities Comm./Govt. Services Enquiry Activities Letters/ Commercial Permits Permit Issuance Starting Date Dicense Services Permit Issuance Starting Date Dicense Services Permit Issuance Starting Date Permit Duration (Month) 2 Reports Permit Duration (Month) Labour Dispute Number of kiosk in the permit Nakheel Code For multiple put , between value EHS NOC NOC from Nakheel Supporting Documents Commercial Permit Type Commercial Permit Type Temporary E-Mail PCPCSysSupporti@pofc.ae Mobile Number Dis012388883 add more info add more info	D Inbox	KIOSK and Counters - Kiosk		
Comm./Govt. Services Enquity Activities Letters/ Commercial Permits Permit Issuance Starting Date 05-08-2015 Employment Visa Service Permit Duration (Month) 2 Reports Location Paim Jumeirah Labour Dispute Nakheel Code For multiple put , between value EHS NOC NOC from Nakheel Supporting Documents Commercial Permit Type Temporary E-Mail PCCSysSupport@pofc.ae Mobile Number 0501288888 Submite Submite	Public Relations Enquiry		Cargo Transport by Road	
Libense Services Employment Visa Service Reports Labour Dispute Permit Issuance Starting Date Nakheel Code EHS NOC NOC from Nakheel Supporting Documents Commercial Permit Type Temporary E-Mail Point E Mobile Number 0501288588 Submit E Image: Info	Comm./Govt. Services Enquiry 🔺	Activities	Cargo transport by Light Trucks	
Cuence cervices Permit Duration (Month) Reports Labour Dispute Nakheel Code EHS NOC NOC from Nakheel Supporting Documents Commercial Permit Type Temporary E-Mail POECSysSupport@pcfo.ae Mobile Number Submit C Submit C add more: \$info	Letters/ Commercial Permits 🔺			10
Employment Visa Service A Reports A Labour Dispute Location Nakheel Code For multiple put, between value EHS NOC NOC from Nakheel Supporting Documents Commercial Permit Type E-Mail POFCSysSupport@pofc.ae Mobile Number 0501288888 Submit E Submit E Add more \$info add more \$info	License Services	Permit Issuance Starting Date	05-08-2015	
Reports Location Palm Jumeirah Location Palm Jumeirah Location Palm Jumeirah Nakheel Code For multiple put, between value EHS NOC NOC from Nakheel Supporting Documents Commercial Permit Type E-Mail POCSysSupport@pofc.ae Mobile Number 0501288888 Submite Submite add more info add more info	Employment Visa Service	Permit Duration (Month)	2	
Labour Dispute Labour Dispute Nakheel Code For multiple put , between value EHS NOC NOC from Nakheel Supporting Documents Commercial Permit Type Temporary E-Mail PCFCSysSupport@pofc.ae Mobile Number 0501288888 Submit	Beports	Number of kiosk in the permit	2	
Nakheel Code For multiple put, between value EHS NOC NOC from Nakheel Supporting Documents Commercial Permit Type Commercial Permit Type Temporary E-Mail PCFCSysSupport@pcfe.ae Mobile Number 0501288888 Submit		Location	Palm Jumeirah	•
EHS NOC NOC from Nakheel Supporting Documents Commercial Permit Type Temporary E-Mail PCPCSysSupport@pofc.ae Mobile Number 0501288888 Submit Remarks	3 more copies			
NOC from Nakheel Supporting Documents Commercial Permit Type Temporary E-Mail PCFCSysSupport@pofc.ae Mobile Number 0501288888 Submit Remarks add more info		Nakheel Code		For multiple put , between value
NOC from Nakheel Supporting Documents Commercial Permit Type Temporary E-Mail PCFCSysSupport@pofc.ae Mobile Number 0501288888 Submit Remarks add more info				
NOC from Nakheel Supporting Documents Commercial Permit Type Temporary E-Mail PCFCSysSupport@pofc.ae Mobile Number 0501288888 Submit Remarks add more info		EHS NOC		B
Commercial Permit Type Temporary E-Mail PCPCSysSupport@pcfc.ae Mobile Number 05D1288888 Submit Remarks add more info				
E-Mail PCFCSysSupport@pcfc.ae Mobile Number 0501288888 Submit Remarks add more info		A STORE AND A STORE AND A STORE AND A STORE		
Mobile Number 05012888888 Remarks Submit Su		Commercial Permit Type	Temporary	
Remarks add more info		E-Mail	PCFCSysSupport@pcfc.ae	
Remarks add more info		Mobile Number	05012888888	
add more info			Submit	
add more info		Remarks		
		TVN-11 NO. C. 4		
				Te.
			add more info	
Comment from back office				
		Comment from back office		
			Close	

Figure 257: Transaction details of More info task

8. Once the status is displayed user will be able to navigate to the inbox page by clicking on the close button and browse through the tasks.



3.1.8 New Employment Visa

New employment visa service is classified into two different services as Employment visa inside country and employment visa outside country.

To access this service follow the below given steps:

- Login to the application
- From the home screen click on "CLD Services" in the left side menu.
- Click on "Employment Visa Service" in the new left side menu.
- Click on your required service ("Visa-Inside Country" or "Visa-Outside Country").



3.1.8.1 Employment Visa Inside Country

For new employment visa inside country, you have to follow below mentioned steps:

1. Click on Visa-Inside Country

	ne > Public Relations Details		Thursday	, April 18, 2015 11:28 AM	Help 🗷 🕴 Help 🗷 Logout
elc	ome:testadm9	Public Relation Inform	ation		
ł	Home	-			
•	Inbox	Public Relations Detail:			
•	Public Relations Enquiry	Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركة زهي جيانج فردا كار المحدودة
€	Comm./Govt. Services Enquiry +	License Number:	1084	Legal Type:	Branch Oversea (Not Existe in Trakhees)
3	Letters/ Commercial Permits	License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
¥.	Letters/ Commercial Permits -	Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
)	License Services	Required Allowed:	247	Actual:	30
		Female:	4	Male:	12
•	Employment Visa Service V	Visitor:	0	Non Sponsored Employee:	0
+	Visa-Inside Country Visa-Outside Country Visa-Internal Transfer	Release Signout: Medical Type: Employee Bank Guarantee Ir	4 Goverment nformation:	Absconders:	0
+ + +	Visa-Govt. To Trakhees Transfer Renewal Salary Amendment	Bank Guarantee Paid: Bank Guarantee Balance:	499700.0 409700.0	Total Bank Guarantee Required:	90000.0
	Cancellation	License Remarks:			
2	Reports A	Remark Type		Remarks	
Ð	Labour Dispute				



2. A screen will be opened containing all the fields needed for new visa and an action button to submit. In the screen fill in all the details.

						14
Welcome : testadm9	Employment Visa In	side Country				
Your License Renewal with Reference # 5189 has been Rejected Your Update License Contact Details with Reference # 5457 has been Approved Your Update License Contact Details with Reference # 5445 has been Rejected			1			
Logout	Email	ESSBC.RESHMA@pcfc.ae	Mobile No	0551213698		
My Services@Trakhees	RP Period	1 Year 🔹	Priority	Normal	٥	
Home						
Update My Profile	Person Details					
Add Additional Role						
Register New/Additional Service	Name in Passport	JOHN JOHN	Father Name	Joh		
View/Edit Existing Users						
Create User	Mother Name	Mercy	Family Name	Family		
Update My Profile						
Finance Online Services	Nationality	ANGOLA +	Gender	Female	٥	
CLD Services						
CED Online Services	Marital Status	Divorced +	Spoken Language 1	ARABIC	\$	
EHS Customer Service						
	Spoken Language 2	ARABIC +	Spoken Language 3	ARABIC	٥	
	Date Of Birth	18/04/1966	Place of Birth	Angola		
	Birth Country	ANGOLA +	Religion	BAHAEI	٥	
	Qualification	AGRICULTURAL PREP. + DEGREE				
	Employee Details	8				
	Designation	A/C FRIG OPER.& + MAINT TECH	Basic Salary	4000		
	Food Allowance	Yes 🔶	Food Allowance Amount	30		
	Transportation	Yes +	Transportation Allowance Amount	247		
	Accommodation Allowance	Yes +	Accomodation Allowance Amount	500		
	Accommodation Status	Family \$	Other Allowance Amount	500		
	Madical Type	24 HOURS	Original Visa	Yes 🛞		

Medical Type	24 HOURS	\$	Original Visa Printing	No	Ö
Passport Details					
Passport No	ED124578		Country of Issue	ANGOLA	۵
Place Of Issue	Place		Expiry Date	30/11/2016	
Issue Date	19/04/2006				
Address Details					
Address Outside UAE	Angola		Current Visa Type	Employme	nt ¢
Emirate	ABU DHABI	٥	City	ABU DHAB	\$1 \$
P.O.Box	1245		Zone	xyz zone	
Street	хуг		Building	xyz	
Flat No	13		Telephone Office Extension	13	
Telephone Office	13131313		Telephone Residence	13131313	
Documents O Note: The request s Attachments (Accepts)					🔒 add
Document Type		Uploaded File			
Copy of Cancellati on/Visit Visa	•	Choose File	LicenseCopy.pdf		ā
Photo	•	Choose File			ð
Passport Copy	۲	Choose File	LicenseCopy.pdf		ð
Remarks / Comment	5				
Remarks / Comments				<i>1</i> ,	
			submit		

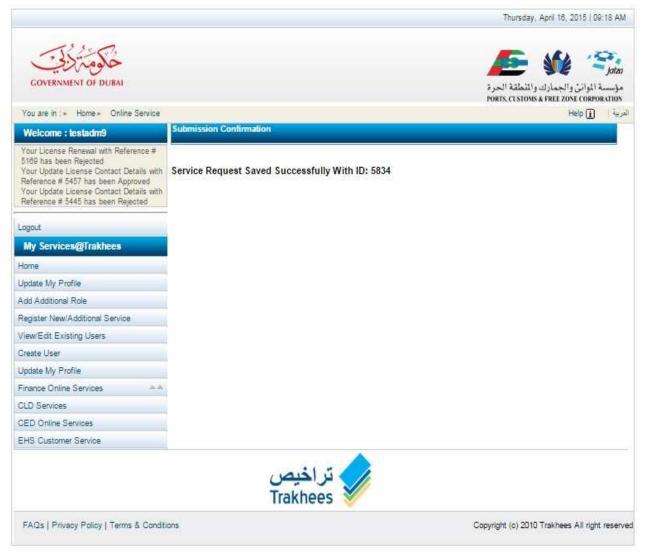
15 3



^{3.} Verify the information provided and provide following inputs:

- Provide all mandatory fields. (If not provided will show an alert on submit button click).
- Write Comments.
- Upload the Documents needed. (Copy of Cancellation/Visit visa, Photo and Passport Copy are mandatory documents.)

After providing the above inputs, click on the "Submit" button. You will be asked for confirmation. Click Ok.





3.1.8.2 Employment Visa Outside Country

1. Click on Visa-Inside Country

Hor	ne » Public Relations Details		Thursday	, April 18, 2015 (11:57 AM	Help 🛈 🛛 ¹ #x ¹ Logout
Velc	ome:testadm9	Public Relation Inform	ation		
ft	Home				
0	Inbox	Public Relations Detail:			
0	Public Relations Enquiry	Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركة زهي جيانج قردا كار المحدودة
0	Comm./Govt. Services Enquiry -+	License Number:	1064	Legal Type:	Branch Oversea (Not Existed in Trakhees)
6	Letters/ Commercial Permits	License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
~	Letters/ Commercial Permits -	Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
0	License Services 🗠	Required Allowed:	247	Actual:	30
0	Employment Vise Service	Female:	4	Male:	12
e	Employment Visa Service 👘	Visitor:	0	Non Sponsored Employee:	0
+	Visa-Inside Country	Release Signout: Medical Type:	4 Goverment	Absconders:	0
+	Visa-Outside Country Visa-Internal Transfer Visa-Govt. To Trakhees Transfer	Employee Bank Guarantee In	formation: 499700.0	Total Bank Guarantee	90000.0
	Renewal	Bank Guarantee Balance:	409700.0	Required:	80000.0
1	Nellewal	Dalla Oudraintee Datailue.	908100.0		
+	Salary Amendment	N 187 D			
4	Cancellation	License Remarks:			
•		Remark Type		Remarks	
0	Reports A				
	Labour Dispute				

2. A screen will be opened containing all the fields needed for new visa and an action button to submit. In the screen fill in all the details.



				Thursday, April 16, 2015 12:04
GOVERNMENT OF DUBAI				مسة الواني والجمارك والمنطقة الحرة PORTS, CLYTOMS & FREE ZONE CORFORTI
You are in : > Home > Online Service				Help 🚹 👘
Welcome : testadm9	Employment Visa Ou	itside Country		
Your License Renewal with Reference # 5169 has been Rejected Your Update License Contact Details with Reference # 5457 has been Approved Your Update License Contact Details with Reference # 5445 has been Rejected	General Details	ESSBC.RESHMA@pofc.ae	Mobile No	050000000
ogout		Loobolitermingpoolae		
My Services@Trakhees	RP Period	1 Year 🔹	Priority	Normal
ome pdate My Profile dd Additional Role	Person Details			
egister New/Additional Service	Name in Passport	JOHN JOHN	Father Name	John
ew/Edit Existing Users				
reate User	Mother Name	Mercy	Family Name	Family Name
odate My Profile				
nance Online Services	Nationality	ANGOLA 🔹	Gender	Female +
ED Online Services	Marital Status	Divorced +	Spoken Language 1	ARABIC #
HS Customer Service				
	Spoken Language 2	ARABIC +	Spoken Language 3	ARABIC +
	Date Of Birth	14/04/1982	Place of Birth	Place
	Birth Country	ANGOLA	Religion	BAHAEI +
	Qualification	AGRICULTURAL PREP.		
	Employee Details	1 4 ()		
	Designation	A/C FRIG OPER.& + MAINT TECH	Basic Salary	4000
	Food Allowance	Yes	Food Allowance Amount	200
	Transportation	Yes 🔹	Transportation Allowance Amount	300
	Accommodation Allowance	Yes 🔹	Accomodation Allowance Amount	400
	Accommodation Status	Family a	Medical Type	24 HOURS



	Other Allowance Amount	500		Original Visa Printing	Yes No	•
	Passport Details					
	Passport No	ED124578		Country of Issue	ANGOLA	٥
	Place Of Issue	Angola		Expiry Date	30/11/201	6
	Issue Date	01/12/2004]		
	Address Details					
	Address Outside UAE	Address				
	Documents	_				
	Note: The request s	ubmission will i	nclude the uploade	d documents		
						🚽 add
	Attachments (Accepts	spdf,jpg,docx,d	loc,jpeg,png forma	its)		
	Document Type		Uploaded File			
	Passport Copy	•		No file chosen		ð
	Photo	•	Choose File	No file chosen		ð
	Remarks / Comment	s				
	Remarks / Comments					
	Comments					
				submit	/i	
		فیص Trakh	ترا ees 🥩			
FAQs Privacy Policy Terms & Condition	ns				Copyright (c) 2	010 Trakhees All right reserved

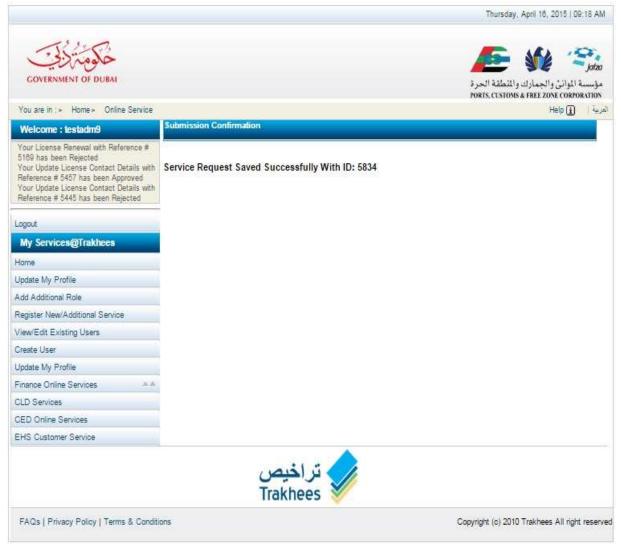
Verify the information provided and provide following inputs: 3.



15 7

- Provide all mandatory fields. (If not provided will show an alert on submit button click).
- Write Comments.
- Upload the Documents needed. (Passport Copy and Photo are mandatory documents.)

After providing the above inputs, click on the "Submit" button. You will be asked for confirmation. Click Ok.





3.1.9 Employment Visa Renewal

For Employment visa renewal process, you have to follow below mentioned steps: To access this service follow the below given steps:

- Login to the application
- From the home screen click on "CLD Services" in the left side menu.
- Click on "Employment Visa Service" in the new left side menu.
- 1. Click on Renewal in the left side menu.

	ne Public Relations Details			Thursday	, April 16, 2015 12:16 PM	Help 🛈 🕹 Logout 🖞
/elc	ome:testadm9		Public Relation Inform	ation		
ft	Home					
0	Inbox		Public Relations Detail:			
0	Public Relations Enquiry		Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركةً رَهِي حِبَائِع قَرِدا كَارِ الْمَطَوَدَة
0	Comm./Govt. Services Enquiry	(License Number:	1064	Legal Type:	Branch Oversea (Not Existed in Trakhees)
-	7. V. V.2. 2020 (2)		License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
0	Letters/ Commercial Permits	10	Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
8	License Services	-26	Required Allowed:	247	Actual:	30
~			Female:	4	Male:	12
Ð	Employment Visa Service	W.)	Visitor:	0	Non Sponsored Employee:	0
+	Visa-Inside Country		Release Signout:	4	Absconders:	٥
			Medical Type:	Goverment		
+	Visa-Outside Country					
+	Visa-Internal Transfer		Employee Bank Guarantee In	formation:		
+	Visa-Govt. To Trakhees Transfe	6	Bank Guarantee Paid:	499700.0	Total Bank Guarantee Required:	90000.0
+	Renewal		Bank Guarantee Balance:	409700.0	and the second second	
-						
+	Salary Amendment		License Remarks:			
+	Cancellation		License Remarks:			
0	Reports		Remark Type		Remarks	
0	Labour Dispute					
e,	Cabbur Dispute					

2. A screen will be opened containing all the fields need to be filled for employment visa renewal process and an action button to submit. In the screen fill in all the details.

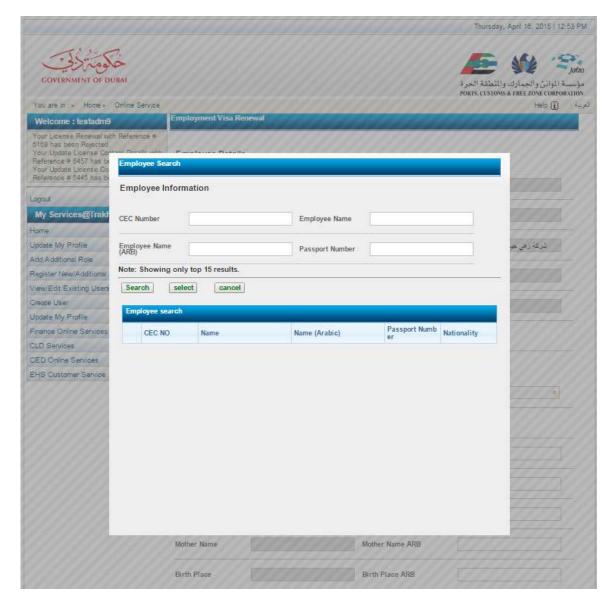


15 9

				Thursday, April 16, 2015 12:20 PN
COVERNMENT OF DUBAI				
				مؤسسة الموانئ والجمارك والمنطقة الحرة PORTS, CUSTOMS & FREE ZONE CORPORATION
You are in :> Home> Online Service	Employment Visa Re			رية Help 🕢
Welcome : testadim9 Your License Renewal with Reference # 5109 has been Rejected Your Update License Contact Details with Reference # 5457 has been Approved Your Update License Contact Details with Reference # 5445 has been Rejected	Employee Details		License No	1084
Logout	-		5	
My Services@Trakhees	Name ENG		Name ARB	
Johne Update My Profile Add Additional Role	Company Name (ENG)	Zhejiang Fuda Car Co., Ltd	Company Name (ARB)	شركة زهي جبلج فرداكار المصودة
Register New/Additional Service View/Edit Existing Users	License Expiry Date	30/11/2015	License Issue Date	01/12/2004
Create User Update My Profile	RP Expiry Date		Passport No	
Finance Online Services	Nationality			
CED Online Services EHS Customer Service	Employee Persor	al Details		
	Priority	Normal +	Medical Type	24 HOURS a
	Emirates ID		RP Period	1 Year 🔻
	Name in Passport		Name in Passport ARB	
	Family Name		Family Name ARB	
	Father Name		Father Name ARB	
	Mother Name		Mother Name ARB	
	Birth Place		Birth Place ARB	
	Residence Flat		Residence Flat Arb	
	Residence Building		Residence Building Arb	
	Residence Street		Residence Street ARB	

To fill this form many fields are auto populate with selection of particular CEC number. To select CEC number on the above screen, to the right hand side of first field there is a search icon. Click on that field and you will get the following screen.





Enter the known details and click on search

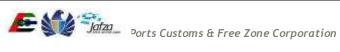


						Thur	sday, April 18, 2015 12:53				
GOVERNMENT OF DE	7. DIBAI					لقة الحرة	المركز المحمد المركز المحمد المركز المحمد المركز المحمد المواقع المحمد المركز المحمد المركز المحمد المحمد المحم				
You are in Homes	Charles of	-				PORTS, CL3	STOMS & FREE ZONE CORPORATION				
	Untime S		nployment Visa Renewal		2222222	121110	Help 🚺 🔹				
Welcome : testadm9				******	a da	a a a a a a a a					
Your License Reneval with 5169 has been Rejected	n Hefere										
Your Update License Com Reference # 5457 has be	Empl	Employee Search									
Your Update License Co Reference # 5445 tas b	- mpi	oyee orear or	•				T ////////////////////////////////////				
	Emp	loyee Info	rmation				111118/				
ogout							++++++				
My Services@Trakt	CEC N	lumber		Employee Name							
ome							++++++				
pdate My Profile	Emplo	oyee Name		Passport Number	1		شركة زهي ج				
dd Additional Role							++++++				
egister New/Additional	Note:	Showing o	nly top 15 results.				11/11/				
ewiEdit Existing Users	Sea	rch s	elect				+++++++				
reate Liser	-	oloyee searc					000000/				
pdate My Profile	Cunt	pioyee searc		-	_	_	44444				
inance Online Services		CEC NO	Name	Name (Arabic)	Passport Num ber	Nationality	111111				
LD Services	0	105109	WEIFU	وي قو	G30831887	Chinese	14444				
ED Online Services	0	105239	DE ZHANG	دي ز هانغ	G19864980	Chinese	6///////				
HS Customer Service	0	105299	THAYAKATH KANDY MO HAMED	ثاياكاتا كانني محمد حارث	Z1615241	Indian	111111				
//////	0	105458	NADEEM USMAN MOHA MMAD	لنيع عثمان محمد	E8661047	Indian	10119				
	0	107244	SIFANG ZUO	سيفائغ زر	G23879354	Chinese	++++++				
	20	107838	LIANGWU LI	ليا تجري لي	G30113168	Chinese	111111				
111111	0	108245	HUATAO LIU	هو تار ليو	G27012088	Chinese					
11////	۲	109240	TANVEER ABBAS	تلقير عباس محدحس	BE1018271	Pakistani	11/1				
111181	0	109241	ZHIYING CHEN	زيلج ٿين	G33362547	Chinese	++++++				
11/1/1/2	0	109653	NAVEED KHAN	نافد خان عطاء الحق خان	UC4109121	Pakistani	- The second				
111111	0	105110	CAIYAN WANG	کایان و انج	G39267740	Chinese	E. E. E. E. M. C.				
STILL.	0	105897	YING MING	ينج منح	G41995084	Chinese	1110				
111111	0	108086	ILYAS POTHANPADAM I SMAILM	اليس بوتها تبادر الماعيل بوتها نبادر	G7766872	Indian	- 2/2/2				
	111	h	Aother Name		Mother Name ARB	111000	TTTTTT				
			Sirth Place		Birth Place ARB						
		F	Residence Flat		Residence Flat Arb						
			Aridanas Duildina	844444	Residence Building	the state	+++++++				

Select the employee and click on select

The fields in the first screen will get populate with the data according to the selected employee.

You are in : > Home > Online Service	Help 👔 🔰 👘							
Welcome : testadm9	Employment Visa Re	newal						
Your License Renewal with Reference # 5169 has been Rejected Your Update License Contact Details with Reference # 5457 has been Approved Your Update License Contact Details with Reference # 5445 has been Rejected		3						
Logout	CEC Number	109240	License No	1064				
My Services@Trakhees	Name ENG	TANVEER ABBAS	Name ARB	نانقیر. عباس محد حسن				
lome								
Update My Profile	Company Name (ENG)	Zhejiang Fuda Car Co., Ltd	Company Name (ARB)	شركة زهي جيلج فوداكار المصودة				
Add Additional Role								
Register New/Additional Service	License Expiry Date	30/11/2015	License Issue Date	01/12/2004				
View/Edit Existing Users								
Create User	RP Expiry Date	18-AUG-2016	Passport No	BE1018271				
Update My Profile								
Finance Online Services	Nationality	Pakistani						
CLD Services	Mationality	Fakistani						
CED Online Services	Employee Persor	nal Details						
EHS Customer Service								
	Priority	Normal \$	Medical Type	24 HOURS ¢				
	Emirates ID		RP Period	2 Years 🔹				
	Name in Passport	TANVEER ABBAS	Name in Passport ARB	تالقير عباس محد حسن				
	Family Name	ABBAS	Family Name ARB	عباس				
	Father Name	MUHAMMAD	Father Name ARB	hah				
	Mother Name	MRS	Mother Name ARB	السيدة				
	Birth Place	GUJRAT	Birth Place ARB	جيجر اد				
	Residence Flat	NA	Residence Flat Arb	NA				
	Residence Building	NA	Residence Building Arb	NA				
	Residence Street	NA	Residence Street ARB	NA				
	Address abroad	DUBAI	Address Abroad ARB	دبى				
	Place of Issue	GUJRAT	Place of Issue ARB	جيجر اد				



Passpor	rt Number	BE1018271		Country of Issue	Pakistan	٠
Issue D	ate	09/01/2007		Expiry Date	08/01/2012	
Docum	nents					
O Note	: The request su	ubmission will ir	clude the uploaded	documents		
						📥 add
Attach	ments (Accepts	pdf,jpg,docx,d	oc,jpeg.png format	5)		
Docume	ent Type		Uploaded File			
Rema	rks / Comments	5				
Remar Comm	ks /					
	enca					
				submit		
			1			
		حیص Trakh	ترا. ees 🥩			
Ωs Privacy Policy Terms & Conditions					Copyright (c) 2010 Trakhees	All right reserve

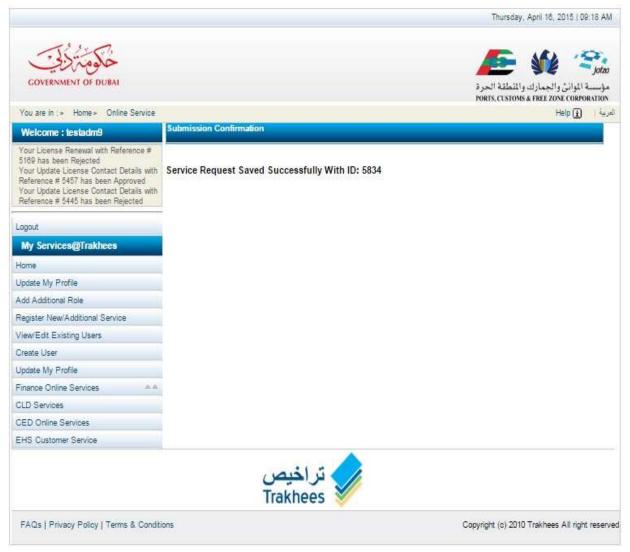
Add the documents and fill the Emirates ID field





- 3. Verify the information provided and provide following inputs:
 - a. Provide all mandatory fields.(If not provided will show an alert on submit button click).
 - b. Write Comments.
 - c. Upload the Documents needed. (Visa Copy, Passport Copy and Photo are mandatory documents.)

After providing the above inputs, click on the "Submit" button. You will be asked for confirmation. Click Ok.





3.1.10 License Renewal

For 'License renewal' process, you have to follow below mentioned steps: To access this service follow the below given steps:

- Login to the application
- From the home screen click on "CLD Services" in the left side menu.
- Click on "License Services" in the new left side menu.

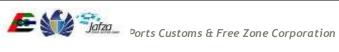
1. Click on Renewal in the left side menu.

Public Relation Information Home Inbox Public Relations Detail: Public Relations Enquiry Company Name (English): Zhejiang Fuda Car Co., Ltd Company Name (Arabic): Branch Oversea (N in Trakhees) Letters/ Commercial Permits Icense Number: 1084 Legal Type: Branch Oversea (N in Trakhees) Libense Services V Icense Issue Date: 01-Dec-2004 License Expiry Date: 30-Nov-2015 Lease Update Parameter Allowed: 247 Actual: 30 Public Relations Detail: Lease Update Icense Signout: 4 Male: 12 Public Relations Detail:	
Inbox Public Relations Detail: Public Relations Enquiry Company Name (English): Zhejiang Fuda Car Co Ltd Company Name (Arabic): Saranch Oversea (N in Trakhees) Comm./Govt: Services Enquiry License Number: 1084 Legal Type: Branch Oversea (N in Trakhees) Letters/ Commercial Permits License Issue Date: 01-Dec-2004 License Expiry Date: 30-Nov-2015 License Services Require Idlowed: 247 Actual: 30 Female: 4 Male: 12 Visitor: D Non Sponsored Employee: 0	
Inbox Company Name (English): Zhejjang Fuda Car Co., Ltd Company Name (Arabic): Sample Services Comm./Govt. Services Enquiry License Number: 1064 Legal Type: Branch Oversea (N in Trakhees) Letters/ Commercial Permits License Issue Date: 01-Dec-2004 License Expiry Date: 30-Nov-2015 License Services Required Allowed: 247 Actual: 30 Renewal 4 Male: 12 Visitor: 0 Non Sponsored Employee: 0 Release Signout: 4 Absconders: 0	
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Lease Update Release Signout: 4 Absconders: 0	
Lease update	
Medical Type: Government	
Contact Update	
View & Download Employee Bank Guarantee Information:	
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Reports A Bank Guarantee Balance: 409700.0	
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2. A screen will be opened with the details of license filled. Some fields are updateable. Update those fields if needed.



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- 3. Verify the information provided and provide following inputs:
 - a. Provide all mandatory fields.(If not provided will show an alert on submit button click).
 - b. Write Comments.
 - c. Upload the Documents needed. (Company Lease Contract, Personal information form of all shareholders/manager and Passport copy of all shareholders/manager are mandatory documents.)

After providing the above inputs, click on the "Submit" button. You will be asked for confirmation. Click Ok.

Thursday, April 18, 2015 | 09:18 AM Q. Jatza **GOVERNMENT OF DUBAI** مؤسسة الموانئ والجمارك والمنطقة الحرة PORTS, CUSTOMS & FREE ZONE CORPORATION You are in :> Home> Online Service العربية 📔 Help ubmission Confirmat Welcome : testadm9 Your License Renewal with Reference # 5169 has been Rejected Your Update License Contact Details with Service Request Saved Successfully With ID: 5834 Reference # 5457 has been Approved Your Update License Contact Details with Reference # 5445 has been Rejected Logout My Services@Trakhees Home Update My Profile Add Additional Role Register New/Additional Service View/Edit Existing Users Create User Update My Profile Finance Online Services CLD Services CED Online Services EHS Customer Service تراخیص Trakhees FAQs | Privacy Policy | Terms & Conditions Copyright (c) 2010 Trakhees All right reserved



3.1.11 **Update License Contact Details**

For 'Update License Contact Details' process, you have to follow below mentioned steps: To access this service follow the below given steps:

- Login to the application
- From the home screen click on "CLD Services" in the left side menu.
- Click on "License Services" in the new left side menu.
- 1. Click on 'Contact Update' in the left side menu.

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D Publ	lic Relations Enquiry	Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركة زهي جبانع فرنا كار المصردة
Com	nm./Govt. Services Enquiry 🍝	License Number:	1064	Legal Type:	Branch Oversea (Not Exister in Trakhees)
Lette	ers/ Commercial Permits	License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
Lette	ers/ Commercial Permits -	Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
Liber	nse Services 🔍 🔻	Required Allowed:	247	Actual:	30
		Female:	4	Male:	12
→ initia	el Approval - New Company	Visitor:	0	Non Sponsored Employee:	0
→ Rene	ewal	Release Signout:	4	Absconders:	0
+ Leas	e Update	Medical Type:	Goverment		
- Leas	e uposte				
→ Conti	act Update	Employee Bank Guarantee In	formation:		
→ View	& Download	Bank Guarantee Paid:	499700.0	Total Bank Guarantee	90000.0
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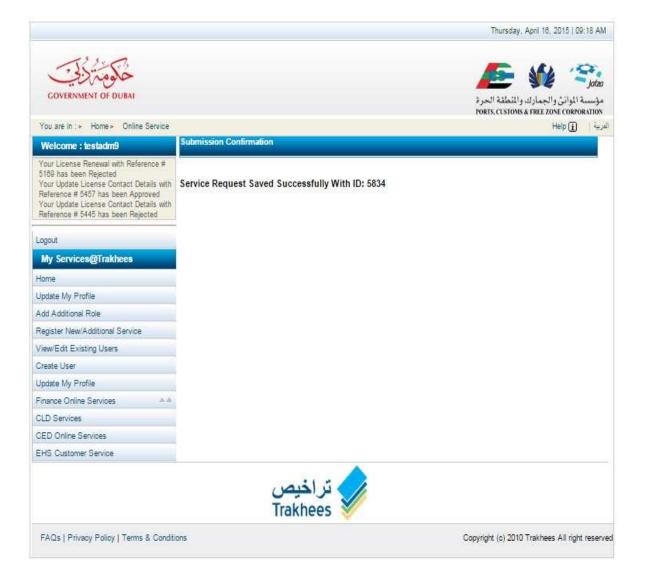
2. A screen will be opened with the details of license and contacts filled. Some fields are updateable. Update those fields if needed.

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GOVERNMENT OF DUBAI				الجمارك والمنطقة الحرة PORTS, CUSTOMS & FREE ZO	
You are in : > Home > Online Service					Help 🕢 🧯
Welcome : testadm9	Update License Cor	ntact Details			
Your License Renewal with Reference # 5169 has been Rejected Your Update License Contact Details with Reference # 5457 has been Approved Your Update License Contact Details with Reference # 5445 has been Rejected	License Details	famou			
	License Number	1064	Trakhees ID	C-X-000172	
Logout	Company Name		Company Name	a second and the second	
My Services@Trakhees	Company Name (ENG)	Zhejiang Fuda Car Co., Ltd	Company Name (ARB)	لتركة زاهي جيائج فودا كار المعدودة	
Home		fammen on a state			
Update My Profile	License IssueDate	01/12/2004	License ExpiryDate	30/11/2015	
Add Additional Role	2				
Register New/Additional Service	License Status	JAFZA Transferred	License Type	Commercial	
View/Edit Existing Users			8	8	
Create User	Contact Amend	Details			
Update My Profile					
Finance Online Services	Company Tel	04-1234567	Company Fax	04-1234567	
CLD Services		P			
CED Online Services EHS Customer Service	PO.Box	44444	Company Email	ESSBC.RESHMA@pcfc.ae	
	Remarks / Comme				
		ents			
	Remarks / Comments				
		تراخيص	submit		

- 3. Verify the information provided and provide following inputs:
 - a. Provide all mandatory fields. (If not provided will show an alert on submit button click).
 - b. Write Comments.

After providing the above inputs, click on the "Submit" button. You will be asked for confirmation. Click Ok.







3.1.12 Lease Update

For 'Lease Update' process, you have to follow below mentioned steps:

To access this service follow the below given steps:

- Login to the application
- From the home screen click on "CLD Services" in the left side menu.
- Click on "License Services" in the new left side menu.
- 1. Click on 'Lease Update' in the left side menu.

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A	Home				
0	Inbox	Public Relations Detail:			
0	Public Relations Enquiry	Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركة زهي جبائع فودا كار المحدودة
•	Comm./Govt. Services Enquiry A	License Number:	1064	Legal Type:	Branch Oversea (Not Existed in Trakhees)
3	Letters/ Commercial Permits	License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
2	Letters/ Commercial Permits -	Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
þ	License Services 🔍	Required Allowed:	247	Actual:	30
		Female:	4	Male:	12
•	Initial Approval - New Company	Visitor:	0	Non Sponsored Employee:	O
•	Renewal	Release Signout:	4	Absconders:	0
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2		Remark Type		Remarks	

2. A screen will be opened with the details of license and lease filled. Some fields are updateable. Update those fields if needed.



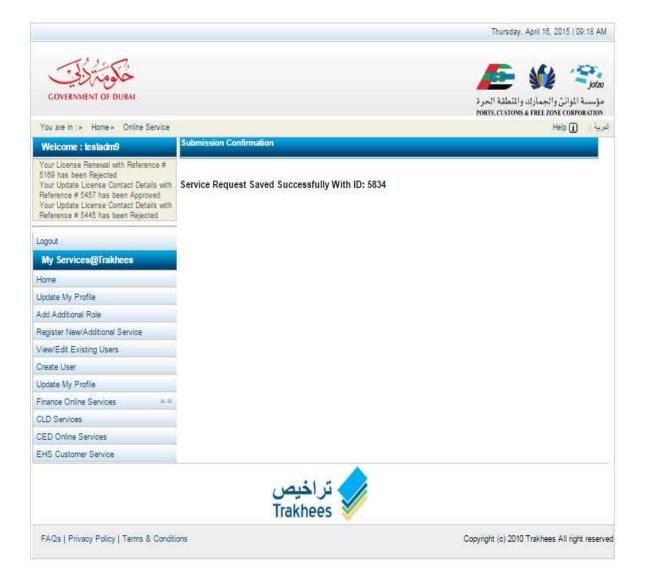
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GOVERNMENT OF DUBAI				الجمارك والتنطقة الحرة PORTS, CUSTOMS & FREE ZO	
You are in :> Home					رية 📔 Help
Welcome : testadm9	Lease Update				
Your License Renewal with Reference # 5189 has been Rejected Your Update License Contact Details with Reference # 5457 has been Approved Your Update License Contact Details with Reference # 5445 has been Rejected	License Details	1084	License Type	Commercial	
Logout	5000 1200-21W.				
My Services@Trakhees	Company Name (ENG)	Zhejiang Fuda Car Co., Ltd	Company Name (ARB)	لتركة زاهي حيانع فربا كار المدبردة	
Home		Lana and Lan		lager manager and	
Update My Profile	Issue Date	01/12/2004	Expiry Date	30/11/2015	
Add Additional Role	Lease Details				
Register New/Additional Service	Lease Details				
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	Landlord Tel*	044336200	Landlord Address*	dubai	
	MobileNo*	050000000	Email*	ESSBC.RESHMA@pcfc.se	
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			submit		

3. Verify the information provided and provide following inputs:

a. Provide all mandatory fields. (If not provided will show an alert on submit button click). b. Write Comments.

After providing the above inputs, click on the "Submit" button. You will be asked for confirmation. Click Ok.







Employee Salary Amendment 3.1.13

For 'Employee Salary Amendment' process, you have to follow below mentioned steps: To access this service follow the below given steps:

- Login to the application
- From the home screen click on "CLD Services" in the left side menu.
- Click on "Employee Visa Service" in the new left side menu.

1. Click on 'Salary Amendment' in the left side menu.

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0	Comm./Govt. Services Enquiry A	License Number:	1064	Legal Type:	Branch Oversea (Not Existed in Trakhees)
		License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
0	Letters/ Commercial Permits -	Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
0	Lipense Services	Required Allowed:	247	Actual:	30
-		Female:	4	Male:	12
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+	Visa-Inside Country Visa-Outside Country Visa-Internal Transfer	Release Signout: Medical*Type: Employee Bank Guarantee Ir	4 Goverment formation:	Absconders:	0
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- 0	Cancellation A	Remark Type		Remarks	
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2. A screen will be opened with employee details and amendment details.

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You are in : > Home > Online Service					العربية 🛛 🖬
Welcome : testadm9	Employee Salary Ame	ndment			
Your License Renewal with Reference # 5189 has been Rejected Your Update License Contact Details with Reference # 5457 has been Approved Your Update License Contact Details with Reference # 5446 has been Rejected	Employee Details			Employee Name ARB	
Logout					
My Services@Trakhees	License Number			Employee Name Eng	
Home				The foreign of the second s	
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EHS Customer Service	Comments				
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3. To the right of the field labeled CEC Number, we have a search icon. Click on that icon to search for the employee.

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4. If you know the details like CEC Number, Employee name or Passport number. Enter them on respective fields and click on search.

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ew/Edit Existing Users reate User Ipdate My Profile Inance Online Services LD Services ED Online Services	Sear 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	CEC NO 105109 105239 105456 107244 107838 108245 109240 109241	et cancel	وي أو دي (هانغ تايانكا كانتي محمد حارث لنيم عامل محمد ميقاع زو ايبا نجوي لي هو تؤ ليو تالفيز عياس محمد حسن	ber G30831887 G19884980 Z1615241 E8681047 G23879354 G30113168 G27012088 BE1018271 G33362547	Chinese Chinese Indian Indian Chinese Chinese Pakistani Chinese					
Vew/Edit Existing Users Create User Jodate My Profile Finance Online Services CLD Services	Sear 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	CEC NO 105109 105239 105456 107244 107838 108245 109240 109241	et cancel	وي أو دي زهايع دي زهايع نيبر عامل محند ميقلع زو ليا نجرى لي هر تؤ لير ديلير غيل ريلير غيل	ber G30831887 G19864980 Z1615241 E8681047 G23879354 G30113168 G27012088 BE1018271 G33362547 UC4109121	Chinese Chinese Indian Indian Chinese Chinese Pakistani Chinese Pakistani					



5. Select the employee from the result and click on select button. Employee details in the form will get populated.

You are in : > Home > Online Service					Help 👔	مربية
Welcome : testadm9	Employee Salary Am	endment				
Your License Renewal with Reference # 5169 has been Rejected Your Update License Contact Details with Reference # 5457 has been Approved Your Update License Contact Details with Reference # 5445 has been Rejected	Employee Details					
Logout	CEC Number	106796	4	Employee Name ARB	ابو طاهر. محمد ابراهيم لتي محمد	
•						
My Services@Trakhees	License Number	1064		Employee Name Eng	ABU TAHER LATE MOHAMM	
Home	Descret No.			Residence Permit		
Update My Profile	Passport No	Z0391578		Expiry Date	03-OCT-2015	
Add Additional Role						
Register New/Additional Service	Nationality	Bangladesh				
View/Edit Existing Users	Amendment Deta	ile				
Create User	Amenument Deta	113				
Update My Profile Finance Online Services	Delevite	Normal	÷	0-1		
CLD Services	Priority	Normal	÷	Salary	5000	
CED Online Services		Updated				
EHS Customer Service	Comments					
	Note: The request : Attachments (Accept				•	add
	Document Type		Uploaded File			
	New Employment Contract	•	Choose File	LicenseCopy.pdf	ð	
	Old Employment Contract	•	Choose File	EHSCertificate.pdf	a	
	Remarks / Commen	te.				
	Remarks r commen					
	Remarks / Comments					
	Comments					
				submit		

- 6. Verify the information provided and provide following inputs:
 - a. Provide all mandatory fields. (If not provided will show an alert on submit button click).
 - b. Write Comments.

17 9

c. Upload the Documents needed. (New Employment Contract and Old employment Contract are mandatory documents.)

After providing the above inputs, click on the "Submit" button. You will be asked for confirmation. Click Ok.



		Sunday, April 19, 2015 09:53 AM
GOVERNMENT OF DUBAI		من المراجعة
		PORTS, CUSTOMS & FREE ZONE CORPORATION
You are in :> Home> Online Service		العربية Help 🕢
Welcome : testadm9	Submission Confirmation	
Your License Renewal with Reference # 5169 has been Rejected Your Update License Contact Details with Reference # 5487 has been Approved Your Update License Contact Details with Reference # 5445 has been Rejected	Service Request Saved Successfully With ID: 7560	
Logout		
My Services@Trakhees		
Home		
Update My Profile		
Add Additional Role		
Register New/Additional Service		
View/Edit Existing Users		
Create User		
Update My Profile		
Finance Online Services		
CLD Services		
CED Online Services		
EHS Customer Service		
	تراخیص Trakhees	
FAQs Privacy Policy Terms & Conditi	ons	Copyright (c) 2010 Trakhees All right reserved



Employment Visa Cancellation 3.1.14

For 'Employment Visa Cancellation' process, you have to follow below mentioned steps: To access this service follow the below given steps:

- Login to the application
- From the home screen click on "CLD Services" in the left side menu.
- Click on "Employee Visa Service" in the new left side menu. •
- 1. Click on 'Cancellation' in the left side menu.

Hon	ne > Public Relations Details		Sunday	, April 19, 2015 10:04 AM	Help 🛈 🔍 Logout (
leic	ome.testadm9	Public Relation Inform			
A	Home				
0	Inbox	Public Relations Detail:			
0	Public Relations Enquiry	Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركة زهي حيائج فردا كار الممتودة
0	Comm./Govt. Services Enquiry 🛎	License Number:	1064	Legal Type:	Branch Oversea (Not Existed in Trakhees)
3	Letters/ Commercial Permits	License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
9	Letters: Commercial Permits	Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
)	License Services A	Required Allowed:	247	Actual:	30
	-	Female:	4	Male:	12
9	Employment Visa Service 🔍	Visitor:	0	Non Sponsored Employee:	C.
+	Visa-Inside Country	Release Signout:	4	Absconders:	G
	No. 201001	Medical Type:	Goverment		
+	Visa-Outside Country				
+	Visa-Internal Transfer	Employee Bank Guarantee In	nformation:		
+	Visa-Govt. To Trakhees Transfer	Bank Guarantee Paid:	499700.0	Total Bank Guarantee Required:	90000.0
+	Renewal	Bank Guarantee Balance:	409700.0	the quite in.	
+	Salary Amendment	License Remarks:			
+	Cancellation	Sevence remains.			
-		Remark Type		Remarks	
9	Reports A				
3	Labour Dispute				

2. A screen will be opened with employee details.

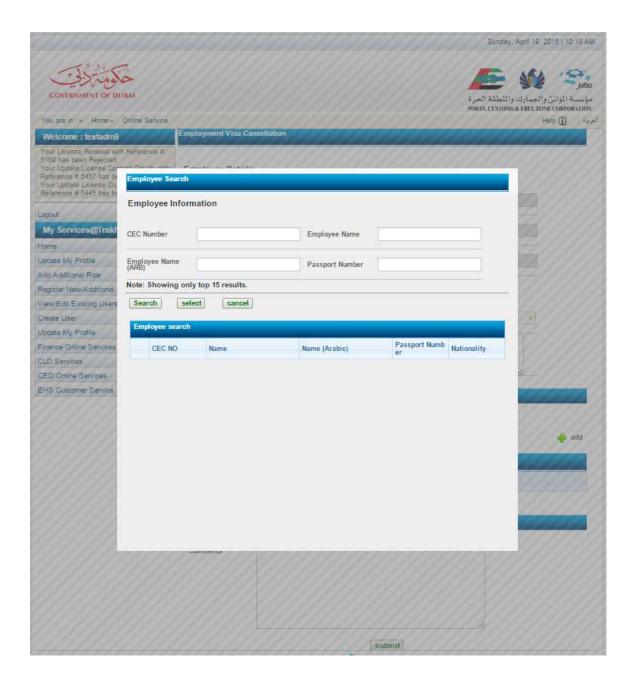
18 1



					Sunday	, April 19, 20	015 10:16 AM
GOVERNMENT OF DUBAI					Æ	S	Jafza
							مؤسسة المواتئ CORPORATION
You are in :> Home> Online Service						He	العربية 📔 🗈 ا
Welcome : testadm9	Employment Visa C	ancellation					
Your License Renewal with Reference # 5189 has been Rejected Your Update License Contact Details with Reference # 5457 has been Approved Your Update License Contact Details with Reference # 5446 has been Rejected	Employee Detai	8		Employee Name			
Logout	CEC Number	0		Employee Name (ARB)			
My Services@Trakhees	Employee Name (ENG)	-		Nationality	-	1	
A MARTIN AND AND AND AND AND AND AND AND AND AN	(ENG)		16	nationality	1		
Home		-		Residence Permit	-		
Update My Profile	Passport Number			Residence Permit Expiry Date	1		
Add Additional Role	Visa Cancellatio	n					
Register New/Additional Service	visa cancenatio	u					
View/Edit Existing Users	Defente	Normal		B	Dismissal		
Create User	Priority	Normal	<u>e</u>	Reason for Leaving	Dismissar	18	
Update My Profile Finance Online Services							
CLD Services	Cancellation Type	INVESTOR		Comments			
CED Online Services						1	
EHS Customer Service	A Contraction of the Contraction				412		
End Customer Service	Documents						
	 Note: The reques Attachments (Acce 						🖶 add
	Document Type		Uploaded File				
	Remarks / Comme	ints					
	Bernard						0
	Remarks / Comments				i,		
				submit			

3. To the right of the field labeled CEC Number, we have a search icon. Click on that icon to search for the employee.





4. If you know the details like CEC Number, Employee name or Passport number. Enter them on respective fields and click on search.



Joorfite	1- 4							
ERNMENT OF DU	BAL						لجمارك والمتطقا	
eint - Home - (Datas 1					PORTS, C	USTOMS & FREE ZO	Help
	Lariante S		ployment Visa Cancellation					(test)
ome : testadm9		and the second			a a a a a a a a a a a a	*****	****	-
cense Renewal with as been Rejected	Retere	nce #=						
odate License Com roe # 5457 has bi	Email	oyee Search	enterne Retalle				11/1	
odate License Co ide # 5445 has bi	Lin	oyee seman						
ALC ALC ALC ADDRESS OF	Emp	loyee Inform	nation				1	
4444							t.	
ervices@Trakl	CEC N	lumber		Employee Name			14	
11/11							1.11	
My Profile	Emplo	yee Name	1	Passport Number			11	
ditional Role	for a serie							
And in case of the local day of the loca	an up to a		Construction of the Construction				10000	
New/Additional	Note:	Showing onl	y top 15 results.				- 90	
New/Additional fit Existing Users	Note:						- 2	
	Sea	rch sel						
iit Existing Users	Sea							
it Existing Users Jser	Sea	rch sel		Name (Arabic)	Passport Num ber	Nationality		
iit Existing Users Jser My Profile	Sea	rch self	ect cancel	Name (Arabic) ای فر		Nationality		
it Existing Users User My Profile Online Services	Sear	rch self	ect cancel	1.1.2.1.1	ber	a second size of course		
it: Existing Users User My Profile Online Services rvices	Sear Emp	rch self	eot cancet Name WEIFU DE ZHANG THAYAKATH KANDY MO	ري فر	ber G30831887	Chinese		
at Existing Users User My Profile Online Services rvices rline Services	Sear Emp 0 0	roh sel clovee search CEC NO 105109 105239	eet cancel Name WEIFU DE 2HANG THAYAKATH KANDY MO HAMED NADEEM USMAN MOHA	رى قر دى زەلغ	ber G30831887 G19864980	Chinese Chinese		
at Existing Users User My Profile Online Services rvices rline Services	Sear Emp 0 0 0	rch self cec NO 105109 105239 105299	ect cancet Name WEIFU DE ZHANG THAYAKATH KANDY MO HAMED	وي قو دي زهانغ تاياکاتا کالني محام حارث	ber G30831887 G10864980 Z1615241	Chinese Chinese Indian		
at Existing Users User My Profile Online Services rvices rline Services	Sear Emp 0 0 0 0	rch selv cloyee search cec NO 105109 105239 105529 105456	eot cancet Name WEIFU DE 2HANG THAYAKATH KANDY MO HAMED NADEEM USMAN MOHA MMAD	وي قر دي زمانغ دياراكانا كالني محمد حارث ديبر عثمان محمد	ber G30831887 G19884980 Z1615241 E8861047	Chinese Chinese Indian Indian		
at Existing Users User My Profile Online Services rvices rline Services	Sear 0 0 0 0	roh selv loyee search CEC NO 105109 105299 105456 107244	ect cancel Name WEIFU DE 2HANG THAYAKATH KANDY MO HAMED NADEEM USMAN MOHA MMAD SIFANG ZUO	وي قو دي زهانع تاياكلا كالني محمد حارث تديم علمان محمد سيقلغ زو	ber G30831887 G19864980 Z1615241 E8661047 G23679354	Chinese Chinese Indian Indian Chinese		
at Existing Users User My Profile Online Services rvices rline Services	Seal Emp 0 0 0 0 0 0 0 0 0	roh selv loyee search CEC NO 105109 105299 105456 107244 107838	eet cancel Name WEIFU DE 2HANG THAYAKATH KANDY MO HAMED NADEEM USMAN MOHA MMAD SIFANG ZUO LIANGWU LI	وي قو دي زهائع تابيد علمان محمد تديد علمان محمد سيفائع زو ليا تجري ليي	ber G30831887 G19884980 Z1815241 E8661047 G23879354 G30113168	Chinese Chinese Indian Indian Chinese Chinese		
at Existing Users User My Profile Online Services rvices rline Services	Sear 0 0 0 0 0 0 0 0 0 0 0 0 0	roh selv loyee search CEC NO 105109 105299 105456 107244 107838 108245	eet cancel Name WEIFU DE 2HANG THAYAKATH KANDY MO HAMED NADEEM USMAN MOHA MMAD SIFANG ZUO LIANGWU LI HUATAO LIU	وي قو دي زهانغ تاياكانا كاندي محمد حارث تديير عثمان محمد سيفانغ زو ليا نجوي ليي هوتو ليو	ber G30831887 G19864980 Z1615241 E8661047 G23879354 G30113168 G27012088	Chinese Chinese Indian Indian Chinese Chinese Chinese		
at Existing Users User My Profile Online Services rvices rline Services	Sear 0 0 0 0 0 0 0 0 0 0	roh selv loyee search CEC NO 105109 105299 105299 105456 107244 107838 108245 109240	ect cancel Name WEIFU DE ZHANG THAYAKATH KANDY MO HAMED NADEEM USMAN MOHA MMAD SIFANG ZUO LIANGWU LI HUATAO LIU TANVEER ABBAS	وي قو وي قو دي زهانغ ديديد حارث ديديد عثمان محمد ميقلغ زو ليا نجوى ليي هو تو ليو تقلير عياس محمد حين	ber G30831887 G19864980 Z1815241 E8661047 G23878354 G30113168 G27012088 BE1018271	Chinese Chinese Indian Indian Chinese Chinese Chinese Pakistani		
at Existing Users User My Profile Online Services rvices rline Services	Sear 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	roh selv loyee search CEC NO 105109 105239 105456 107244 107838 108245 109240 109241	ect cancel Name WEIFU DE 2HANG THAYAKATH KANDY MO HAMED NADEEN USMAN MOHA MMAD SIFANG ZUO LIANGWU LI HUATAO LIU TANVEER ABBAS ZHIYING CHEN	وي قو وي قو دي زهانغ ديديد عثمان محمد ديديد عثمان محمد ميقلخ زو ليا نجوى ليي هو تو ليو تلفير عياس محمد حين زياج شين	ber G30831887 G19864980 Z1815241 E8661047 G23879354 G30113168 G27012088 BE1018271 G33382547	Chinese Chinese Indian Indian Chinese Chinese Chinese Pakistani Chinese		
at Existing Users User My Profile Online Services rvices rline Services	Sear 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	roh selv loyee search CEC NO 105109 105239 105456 107244 107838 108245 109240 109241	edt cancet Cancet Name WEIFU DE ZHANG THAYAKATH KANDY MO HAMED NADEEM USMAN MOHA MMAD SIFANG ZUO LIANGWU LI HUATAO LIU TANVEER ABBAS ZHIYING CHEN NAVEED KHAN NAWAB HUSSAIN GINA ANTONIO MANAOI	وي قو وي قو دى زەلنغ دنير عثمان محمد سيقتي زو سيقتي زو ليا نجوى ليي هز تۇ ليو زينج شين نيفي خان عداء الحق خان	ber G30831887 G19864980 Z1815241 E8661047 G23678354 G30113168 G27012088 BE1018271 G33382547 UC4109121	Chinese Chinese Indian Indian Chinese Chinese Pakistani Chinese Pakistani		
at Existing Users User My Profile Online Services rvices rline Services	Sear Emp 0 0 0 0 0 0 0 0 0 0 0 0 0	roh selv loyee search CEC NO 105109 105239 105456 107244 107838 108245 109240 109241	ect cancel Name VEIFU DE 2HANG THAYAKATH KANDY MO HAMED NADEEM USMAN MOHA MMAD SIFANG ZUO LIANGWU LI HUATAO LIU TANVEER ABBAS ZHIYING CHEN NAVEED KHAN NAWAB HUSSAIN	وي قو وي قو دي ز دانغ ديز دانغ نيبر عثمان محمد سيقتح زو ليبا نجوى لي هو تو ليو دينج شين زينج شين نواب حمي بار محمد	ber G30831887 G19864980 Z1615241 E8661047 G23879354 G30113168 G27012088 BE1018271 G33362547 UC4109121 CtV8598662	Chinese Chinese Indian Indian Chinese Chinese Pakistani Chinese Pakistani Pakistani Pakistani		

5. Select the employee from the result and click on select button. Employee details in the form will get populated.



					PURIS, CUSTOMS & FREE	AUNE CORPOR	CALION
You are in :> Home> Online Service						Help 👔	العربية
Welcome : testadm9	Employment Visa C	ancellation					
Your License Renewal with Reference # 5189 has been Rejected Your Update License Contact Details with Reference # 5457 has been Approved Your Update License Contact Details with	Employee Detai	ls					
Reference # 5445 has been Rejected	CEC Number	109240	۹,	Employee Name (ARB)	ڌانقير. عباس محمد حسن		
Logout						-	
My Services@Trakhees	Employee Name (ENG)	TANVEER AB	BAS	Nationality	Pakistani		
Home				Pasidanaa Parmit		I	
Update My Profile	Passport Number	BE1018271		Residence Permit Expiry Date	18-AUG-2016		
Add Additional Role						-	
Register New/Additional Service	Visa Cancellatio	n					
View/Edit Existing Users							
Create User	Priority	Normal	÷	Reason for Leaving	Dismissal 🔶		
Update My Profile					cancelled	-	
Finance Online Services	Consultation Trees	INVESTOR	٥	Comments	cancelled		
CLD Services	Cancellation Type	INVESTOR	÷	Comments			
CED Online Services						-	
EHS Customer Service	Documents						
	O Note: The reques Attachments (Accession)					.	add
	Document Type		Uploaded File				
	Form 4- End Of ervice Entitleme		Choose File	LicenseCopy.pdf		ð	
	Remarks / Comme	ents					
	Remarks / Comments	Comment					
				submit	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		
				Submit			

- 6. Verify the information provided and provide following inputs:
 - a. Provide all mandatory fields. (If not provided will show an alert on submit button click). b. Write Comments.
 - d. Upload the Documents needed. (Form 4, End of service Entitlement is mandatory document.)

After providing the above inputs, click on the "Submit" button. You will be asked for confirmation. Click Ok.

You will get the result screen as follows



		Sunday, April 19, 2015 09:53 AM
GOVERNMENT OF DUBAI		مؤسسة المواني والجمارك والمنطقة الحرة roris, cistoms a free zone conferoration
You are in : > Home > Online Service	Submission Confirmation	لىرىية 🛛 主 Help
Welcome : testadm9		
Your License Reneval with Reference ≢ 5160 has been Rejected Your Update License Contact Details with Reference ≢ 5467 has been Approved Your Update License Contact Details with Reference ≢ 5445 has been Rejected	Service Request Saved Successfully With ID: 7560	
Logout		
My Services@Trakhees		
Home		
Update My Profile		
Add Additional Role		
Register New/Additional Service		
View/Edit Existing Users		
Create User		
Update My Profile		
Finance Online Services		
CLD Services		
CED Online Services		
EHS Customer Service		
	تراخیص Trakhees	
FAQs Privacy Policy Terms & Condit	ions	Copyright (c) 2010 Trakhees All right reserve



Employment Visa Internal Transfer 3.1.15

For 'Employment Visa Internal Transfer process, you have to follow below mentioned steps: To access this service follow the below given steps:

- Login to the application
- From the home screen click on "CLD Services" in the left side menu.
- Click on "Employee Visa Service" in the new left side menu.
- 1. Click on 'Visa-Internal Transfer' in the left side menu.

14116					
	e Public Relations Details		Sunday	r, April 19, 2015 10:39 AM	Help 🔝 🔍 Logout
Velc	ometestadm9	Public Relation Inform	ation		
f	Home				
0	Inbox	Public Relations Detail:			
0	Public Relations Enquiry	Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركة زهي جبائع فرنا كار المصودة
٥	Comm./Govt. Services Enquiry A	License Number:	1084	Legal Type:	Branch Oversea (Not Existed in Trakhees)
0	Letters/ Commercial Permits	License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
e,	Letters/ Commercial Permits -	Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
0	Libense Services	Required Allowed:	247	Actual:	30
0	Employment Visa Service 🛛 🔻	Female:	4	Male:	12
•		Visitor:	0	Non Sponsored Employee: Absconders:	0
+	Visa-Inside Country	Release Signout: Medical Type:	4 Goverment	Absconders:	0
+	Visa-Outside Country	medical type.	oovennen		
+	Visa-Internal Transfer	Employee Bank Guarantee Ir	nformation:		
+	Visa-Govt. To Trakhees Transfer	Bank Guarantee Paid:	499700.0	Total Bank Guarantee Reguired:	90000.0
+	Renewal	Bank Guarantee Balance:	409700.0	nequired.	
*	Salary Amendment	License Remarks:			
+	Cancellation			a kanada a sa	
0	Reports T	Remark Type		Remarks	
+	Employee Listing				
0	Labour Dispute				

2. A screen will be opened containing all the fields needed for visa-internal transfer and an action button to submit. In the screen fill in all the details.

You are in : > Home > Online Service					Help 🚹	4
Welcome : testadm9	Employment Visa Int	ernal Transfer				
Your License Renewal with Reference # 169 has been Rejected Your Update License Contact Details with Reference # 5457 has been Approved Your Update License Contact Details with Reference # 545 has been Rejected	General Details					
ogout	Email	ESSBC.RESHMA@pcfc.ae	Mobile No	050000000		
My Services@Trakhees	RP Period	1 Year +	Priority	Normal	٥	
ome	Person Details					
pdate My Profile	Person Details					
dd Additional Role						
egister New/Additional Service	Name in Passport	JOHN JOHN	Father Name	John		
iew/Edit Existing Users						
reate User	Mother Name	Mercy	Family Name	Family		
pdate My Profile						
inance Online Services	Nationality	ANGOLA \$	Gender	Female	٠	
LD Services						
ED Online Services	Marital Status	Divorced ¢	Spoken Language 1	ARABIC	\$	
HS Customer Service						
	Spoken Language 2	ARABIC \$	Spoken Language 3	ARABIC	٥	
	Date Of Birth	19/04/1967	Place of Birth	Place		
	Religion	BAHAEI +	Birth Country	ANGOLA	¢	
	Qualification	AGRICULTURAL PREP. • DEGREE				
	Employee Details	•				
	Designation	A/C FRIG OPER.& + MAINT TECH	Basic Salary	5000		
	Food Allowance	Yes +	Food Allowance Amount	500		
	Transportation	Yes \$	Transportation Allowance Amount	500		
	Accommodation Allowance	Yes 🔹	Accomodation Allowance Amount	500		
	Accommodation	Family +	Medical Type	24 HOURS	\$	
	Original Visa Printing	Yes 💿 No	Other Allowance Amount	500		
	Passport Details					
	Passport No	EX784578	Country of Issue	ANGOLA	¢	



Passport No	EX784578		Country of Issue	ANGOLA	٥
Place Of Issue	Place		Issue Date	01/12/2004	
Expiry Date	30/11/2016]		
Address Details					
Address Outside UAE	Address		Current Visa Type	Employment	٥
Emirate	ABU DHAB	•	City	ABU DHABI	٥
P.O.Box	1245		Street	street	
Zone	P09876555		Flat No	13	
Building	Ameer		Telephone Office	13131313	
Telephone Office Extension					
Extension Documents	13		Telephone Residence	13131313	
	submission will i		d documents	131313	add
Documents O Note: The request Attachments (Accept Document Type	submission will i		d documents	131313	- add
Documents () Note: The request Attachments (Accep	submission will i	doc,jpeg.png forma	d documents	131313	add
Documents () Note: The request Attachments (Accep Document Type Passport Copy w	submission will i	doc,jpeg.png forma Uploaded File Choose File	d documents ts)	131313	
Documents Note: The request Attachments (Accep Document Type Passport Copy w h Visa Page	submission will i ts pdf.jpg.doex., /it v	doc,jpeg.png forma Uploaded File Choose File	d documents ts) EHSCertificate.pdf	131313	ā

- 3. Verify the information provided and provide following inputs:
 - a. Provide all mandatory fields. (If not provided will show an alert on submit button click). b. Write Comments.
 - e. Upload the Documents needed. (Passport Copy with Visa Page and Photo are mandatory documents.)

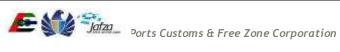
After providing the above inputs, click on the "Submit" button. You will be asked for confirmation. Click Ok.

You will get the result screen as follows



		Sunday, April 19, 2015 10:54 AM
GOVERNMENT OF DUBAI		مؤسسة الموانن والجمارك والمنطقة الحرة PORTS. CLISTOMS & FREE ZONE CORPORATION
You are in :> Home> Online Service		لعربية Help 🚯
Welcome : testadm9	Submission Confirmation	
Your License Renewal with Reference # 5108 has been Rejected Your Update License Contact Details with Reference # 5457 has been Approved Your Update License Contact Details with Reference # 5445 has been Rejected		
Logout		
My Services@Trakhees		
Home		
Update My Profile		
Add Additional Role		
Register New/Additional Service		
View/Edit Existing Users		
Create User		
Update My Profile		
Finance Online Services	<u> </u>	
CLD Services		
CED Online Services		
EHS Customer Service		
	تراخیص Trakhees	
FAQs Privacy Policy Terms & Conc	litions	Copyright (c) 2010 Trakhees All right reserve





3.1.16 **Employment Visa Govt. to Trakhees Transfer**

For 'Employment Visa Govt. to Trakhees Transfer process, you have to follow below mentioned steps: To access this service follow the below given steps:

- Login to the application
- From the home screen click on "CLD Services" in the left side menu.
- Click on "Employee Visa Service" in the new left side menu. •
- 1. Click on 'Visa-Govt. to Trakhees Transfer' in the left side menu.

HOU	ne > Public Relations Details		Sun	lay, April 19, 2015 10:57 AM	Help 🛈 🔍 Logout i
leic	ome.testadm9	Public Relation Inform			
A	Home				
Ð	Inbox	Public Relations Detail:			
0	Public Relations Enquiry	Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركة زهي جانع فرنا كار المصودة
Ð	Comm./Govt. Services Enquiry =	License Number:	1064	Legal Type:	Branch Oversea (Not Existed in Trakhees)
		License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
Ð	Letters/ Commercial Permits	Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
0	Lipense Services	Required Allowed:	247	Actual:	31
		Female:	4	Male:	12
0	Employment Visa Service V	Visitor:	0	Non Sponsored Employee:	0
+	Visa-Inside Country	Release Signout:	4	Absconders:	0
		Medical Type:	Goverment		
+	Visa-Outside Country				
+	Visa-Internal Transfer	Employee Bank Guarantee In	nformation:		
+	Visa-Govt. To Trakhees Transfer	Bank Guarantee Paid:	499700.0	Total Bank Guarantee Required:	93000.0
+	Relieval	Bank Guarantee Balance:	406700.0	in garea.	
1					
+	Salary Amendment	Transfer Property			
+	Cancellation	License Remarks:			
		Remark Type		Remarks	
0	Reports A				
8	Labour Dispute				

2. A screen will be opened containing all the fields needed for visa-govt. to trakhees transfer and an action button to submit. In the screen fill in all the details.



You are in : > Home > Online Service				Help 👔
Welcome : testadm9	Employment Visa Go	vt to Trakhees Transfer		
Your License Renewal with Reference # 5169 has been Rejected Your Update License Contact Details with Reference # 5457 has been Approved Your Update License Contact Details with Reference # 545 has been Rejected	General Details			
ogout	Email	ESSBC.RESHMA@pcfc.ae	Mobile No	050000000
My Services@Trakhees	RP Period	1 Year 🔹	Priority	Normal \$
ome odate My Profile	Person Details			
dd Additional Role				
egister New/Additional Service	Name in Passport	JOHN JOHN	Father Name	John
ew/Edit Existing Users eate User	Mother Name	Mercy	Family Name	Family
odate My Profile nance Online Services	Nationality	ANGOLA ¢	Gender	Female +
LD Services ED Online Services HS Customer Service	Marital Status	Divorced \$	Spoken Language 1	ARABIC \$
Ho Customer Service	Spoken Language 2	ARABIC \$	Spoken Language 3	ARABIC \$
	Date Of Birth	16/07/1987	Place of Birth	Place
	Religion	BAHAEI \$	Qualification	AGRICULTURAL PREP. + DEGREE
	Birth Country	ANGOLA \$		
	Employee Details			
	Designation	A/C FRIG OPER.& + MAINT TECH	Basic Salary	5000
	Food Allowance	Yes +	Food Allowance Amount	500
	Transportation	Yes ¢	Transportation Allowance Amount	500
	Accommodation Allowance	Yes 🗘	Accomodation Allowance Amount	500
	Accommodation Status	Family +	Medical Type	24 HOURS \$
	Other Allowance Amount	500	Original Visa Printing	Yes () No
	Passport Details			
	Passport No	EX784578	Country of Issue	ANGOLA \$

Place Of Issue	Place		Issue Date	01/12/2004
			Issue Date	01/12/2004
Expiry Date	30/11/2016			
Address Details				
Address Outside UAE	Address		Emirate	ABU DHABI
Current Visa Type	Employment	t ¢	City	ABU DHABI
P.O.Box	1245		Zone	P09876555
Street	street		Building	abod
Flat No	13		Telephone Office Extension	13
Telephone Office Documents	13131313	clude the uploaded	Telephone Residence	13
Telephone Office	13131313 submission will in		Telephone Residence	13131313
Telephone Office Documents () Note: The request	13131313 submission will in		Telephone Residence	13131313
Telephone Office Documents I Note: The request Attachments (Accep	13131313 submission will in ts pdf,jpg,docx,d	oc,jpeg.png forma Uploaded File	Telephone Residence	13131313
Telephone Office Documents IN Note: The request Attachments (Accep Document Type Establishment C4 d Copy of the old	13131313 submission will in ts pdf,jpg,docx,d	oo,jpeg.png forma Uploaded File Choose File	Telephone Residence	13131313
Telephone Office Documents Note: The request Attachments (Accep Document Type Establishment Ca d Copy of the old sponsor	13131313 submission will in ts pdf,jpg,docx,d	Do, jpeg, png forma Uploaded File Choose File Choose File	Telephone Residence	13131313

- 3. Verify the information provided and provide following inputs:
 - a. Provide all mandatory fields. (If not provided will show an alert on submit button click).
 - b. Write Comments.

19 3

f. Upload the Documents needed. (Establishment Card Copy of the old Sponsor, Old Visa Copy, Photo and Passport Copy are mandatory documents.)

After providing the above inputs, click on the "Submit" button. You will be asked for confirmation. Click Ok.

You will get the result screen as follows



		Sunday, April 19, 2015 10:54 AM
GOVERNMENT OF DUBAI		مؤسسة الموانن والجمارك والمنطقة الحرة PORTS. CLISTOMS & FREE ZONE CORPORATION
You are in :> Home> Online Service		لعربية Help 🚯
Welcome : testadm9	Submission Confirmation	
Your License Renewal with Reference # 5108 has been Rejected Your Update License Contact Details with Reference # 5457 has been Approved Your Update License Contact Details with Reference # 5445 has been Rejected		
Logout		
My Services@Trakhees		
Home		
Update My Profile		
Add Additional Role		
Register New/Additional Service		
View/Edit Existing Users		
Create User		
Update My Profile		
Finance Online Services	<u> </u>	
CLD Services		
CED Online Services		
EHS Customer Service		
	تراخیص Trakhees	
FAQs Privacy Policy Terms & Conc	litions	Copyright (c) 2010 Trakhees All right reserve



Employee Visa Amendment 3.1.17

For 'Employee Visa Amendment' process, you have to follow below mentioned steps: To access this service follow the below given steps:

- Login to the application
- From the home screen click on "CLD Services" in the left side menu.
- Click on "Employment Visa Service" in the new left side menu. •
- 1. Click on 'Amendment' in the left side menu.

G	OVERNMENT OF DUBAI				ؤسسة الموانئ والجمارك والمنطقة ا CUSTOMS & FREE ZONE CORPORATIO,
Hon	ne > Public Relations Details		Wednesday	/, August 12, 2015 02:45 PM	للحربية المعرفية Help 🛈
elc	ome:testadm7	Public Relation Infom	nation		
M	Home				
9	Inbox	Public Relations Detail:			
Ð	Public Relations Enquiry	Company Name (English):	China Building Mat. Trading	Company Name (Arabic):	الصبين لتجارة معدات البناء
9	Comm./Govt. Services Enquiry 🛎	License Number:	639	Legal Type:	Branch Oversea (Not Existed in Trakhees)
•	Letters/ Commercial Permits	License Issue Date:	01-Nov-2006	License Expiry Date:	31-Oct-2018
,		Lease Start Date:	31-Oct-2017	Lease End Date:	01-Nov-2018
0	License Services 🔶	Required Allowed:	100	Actual:	59
•	Employment Visa Service	Female:	10	Male:	30
	Employment visa bervice	Visitor:	0	Non Sponsored Employee:	1
+	Visa-Inside Country	Release Signout:	4	Absconders:	0
+	Visa-Outside Country	Medical Type:	Goverment		
+	Visa-Internal Transfer	Employee Bank Guarantee In	nformation:		
+	Visa-Govt. To Trakhees Transfer	Bank Guarantee Paid:	1092700.0	Total Bank Guarantee Required:	174000.0
+	Renewal	Bank Guarantee Balance:	918700.0		
+	Amendment				
+	Salary Amendment	License Remarks:			
	Cancellation	Remark Type		Remarks	

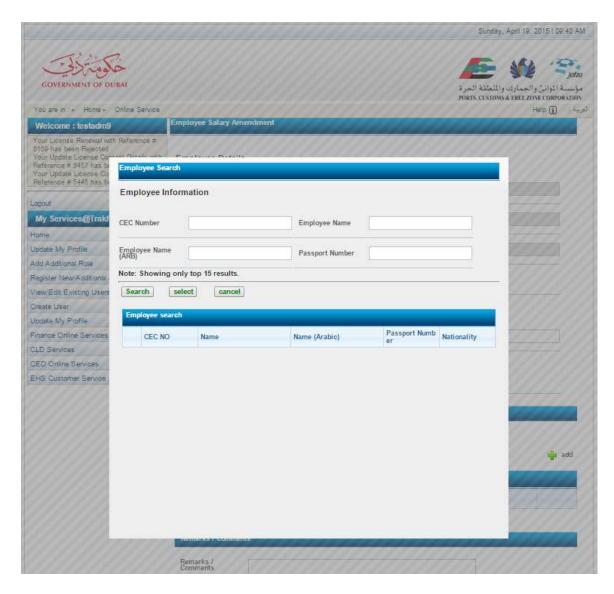
- 2. A screen will be opened with employee details and amendment details and license details.
- 3. Select the type of amendments to be performed. [Salary Amendment, Profession Change or Restamping]



				Wednesday, August 12, 2015 02:53	ΡM
GOVERNMENT OF DUBAI				يوني المرابع ا]
				PORTS, CUSTOMS & FREE ZONE CORPORATION	r -
You are in :> Home> Online Service>		Form		Help 🤅 🔤	حربية
Welcome : testadm7	Visa Amendment				
Your NOC for Activity Verification -New Issuance with Reference # 1188 has been Rejected Your NOC for Activity Verification -New Issuance with Reference # 1187 has been	Amendment Deta	iils			
Rejected Your NOC for Activity Verification -New Issuance with Reference # 1184 has been Rejected	Types of Amendment *	Select options +			
Logout	Employee Detail				
My Services@Trakhees Home	CEC Number*		License Number*		
Update My Profile	Employee Name		Employee Name ARB		
Add Additional Role	Eng*		ARB		
Register New/Additional Service	Residence Permit		Daseport Not		
View/Edit Existing Users	Expiry Date*		Passport No*		
Create User			1		
Update My Profile	Nationality*				
Finance Online Services	Lines Date				
CLD Services	License Detail				
CED Online Services					
EHS Customer Service	License Expiry Date	31/10/2018	License Issue Date	01/11/2006	
	Company Name(Ar)	الصبين لتجارة معدات البذاء	Company Name(Eng)	China Building Mat. Trading	
	License Status	JAFZA Transferred	License Type	Commercial	
			Next		



4. To the right of the field labeled CEC Number, we have a search icon. Click on that icon to search for the employee.



5. If you know the details like CEC Number, Employee name or Passport number. Enter them on respective fields and click on search.



Joan LE	7.4						y, April 19, 2015 09:43 /
GOVERNMENT OF DU	BAL					T and a state	التار إسسة الموافق والجمارك وا.
PORTS							MS & FREE ZONE CORPORATIO
You are in > Home>	Online S				14/1/1		Help 🚺 🤞
Welcome : testadm9	44	Empl	loyee Salary Amendment	******	44444	******	8888888
Your Licensie Reneval with 5109 has been Rejected Your Update License Gom Reference # 5457 has be Your Update License Co Reference # 5445 has be	til Dele	oyee Search	6				-
	Emp	loyee Inform	ation				
tuogo.							1111
My Services@Trak/ Home	CEC N	umber		Employee Name			9999A)
Jpdate My Profile	Emplo	yee Name		Passport Number			CINDX /
(ARB)							
add Additional Role							the same same and same and the
		Showing only	top 15 results.	S			0/05//0
Add Additional Role Register New/Additional View/Edit Existing Users				2			
Register New/Additional	Note:	ch sele					
Register New/Additional /ww/Edit Existing Users Create User	Note:						
Register New/Additional /lew/Edit Existing Users 2reate User Jpdate My Profile	Note:	ch sele		Name (Arabic)	Passport Num ber	Nationality	
Register New/Additional //ew/Edit Existing Users 2reate User Jpdate My Prafile Finance Online Services	Note:	ch sele	ct cancel	Name (Arabic) وي غو		Nationality	
Register New/Additional View/Edit Existing Users Vieste User Jpdate My Profile Tinance Online Services LLD Services	Note: Sear	ch sele loyee search CEC NO	ot cancel	and the second s	ber		
Register New/Additional View/Edit Existing Users Sreate User Jpdate My Profile Tinance Online Services CLD Services SED Online Services	Note: Sear	ch sele loyee search CEC NO 105109	nt cancel Name WEIFU DE ZHANG THAYAKATH KANDY MO	À GI	G30831887	Chinese	
Register New/Additional View/Edit Existing Users Sreate User Jpdate My Profile Tinance Online Services CLD Services SED Online Services	Note: Sear	ch sele loyee search CEC NO 105109 105239	et cancel Name WEIFU DE ZHANG THAYAKATH KANDY MO HAMED NADEEM USMAN MOHA	ري فر دي زهاغ	G30831887 G19864980	Chinese Chinese	
Register New/Additional /lew/Edit Existing Users	Note: Seat	ch selection loyee search CEC NO 105109 105239 105299	et cancel Name WEIFU DE ZHANG THAYAKATH KANDY MO HAMED	وي قر دي زمانغ ذياكانا كانتي محمد حارث دنيم عثمان محمد	ber G30831887 G19884980 Z1615241	Chinese Chinese Indian	
Register New/Additional View/Edit Existing Users Vieste User Jpdate My Profile Tinance Online Services CLD Services CED Online Services	Note: Sear	ch selection (CEC NO 105109 105299 105456	bt cancel Name WEIFU DE ZHANG THAYAKATH KANDY MO HAMED NADEEM USMAN MOHA MMAD	وي قر دي زهانغ ئايانگان کانس محمد حارث ننيم عامل محمد ميفلغ زو	ber G30831887 G19884980 Z1615241 E8081047	Chinese Chinese Indian Indian	
Register New/Additional View/Edit Existing Users Vieste User Jpdate My Profile Tinance Online Services CLD Services CED Online Services	Note: Sear	Cec NO 105109 105239 1055299 105458 107244 107244	et cancel Name WEIFU DE 2HANG THAYAKATH KANDY MO HADEEM USMAN MOHA MMAD SIFANG 2UO	وي قر دي زمانغ ذياكانا كانتي محمد حارث دنيم عثمان محمد	ber G30831887 G19884980 Z1615241 E8681047 G23879354	Chinese Chinese Indian Indian Chinese	
legister New/Additional lew/Edit Existing Users ireate User lipdate My Profile linance Online Services LD Services IED Online Services	Note: Sear	Cec NO 105299 105299 105256 107244 107838	et cancel Name WEIFU DE 2HANG THAYAKATH KANDY MO HAMED NADEEM USMAN MOHA MMAD SIFANG ZUO LIANGWU LI	وي أو دي زائلات تايلات كانتي محمد حارث لنيم عثامل محمد سيقلغ زو لي نحوى لي	ber G30831887 G19864980 Z1615241 E8661047 G23879354 G30113168	Chinese Chinese Indian Indian Chinese Chinese	
Register New/Additional View/Edit Existing Users Vieste User Jpdate My Profile Tinance Online Services CLD Services CED Online Services	Note: Sear	Cec NO 105209 105209 105259 105458 107244 107838 108245	et cancel Name VEIFU DE ZHANG THAYAKATH KANDY MO HAMED NADEEM USMAN MOHA MMAD SIFANG ZUO LIANGWU LI HUATAO LIU	وي قو دي زهلغ نايانگان کانتي محمد هارت لنيم عامل نمحد ميفلغ زو ليا نحوي لي هو تۇ لو	ber G30831887 G19864980 Z1615241 E8661047 G23878354 G30113168 G27012088	Chinese Chinese Indian Indian Chinese Chinese Chinese	
egister New/Additional lew/Edit Existing Users reate User loate My Profile linance Online Services LD Services ED Online Services	Note: Sear	Cec NO Selection 105109 105239 105299 105456 107244 107838 108245 109240	et cancel Name VEIFU DE ZHANG THAYAKATH KANDY MO HAMED NADEEM USMAN MOHA MMAD SIFANG ZUO LIANGWU LI HUATAO LIU TANVEER ABBAS	وي في دي زهانغ تايانكان كانتي محمد خارث لنيم حكمان نصند ميقلخ زو ليا نجوي لي هو تؤ ليو تاغير جيان محمد حسن	ber G30831887 G19884980 Z1615241 E8661047 G23879354 G30113188 G27012088 BE1018271	Chinese Chinese Indian Indian Chinese Chinese Pakistani	
legister New/Additional lew/Edit Existing Users ireate User lipdate My Profile linance Online Services LD Services IED Online Services	Note: Sear	Cec NO 105109 105239 105458 107244 107338 108245 109240 109241	et cancel	وي في دي زهايع دي زهايع اليانكون كاندي محمد حارث ميقلخ زو ليا نجوي لي هوتؤ ليو دليو جيان محمد حسن زيانع شين	ber G30831887 G19884980 Z1615241 E8661047 G23878354 G30113188 G27012088 BE1018271 G33362547	Chinese Chinese Indian Indian Chinese Chinese Pakistani Chinese	
Register New/Additional View/Edit Existing Users Vieste User Jpdate My Profile Tinance Online Services CLD Services CED Online Services	Note: Sear 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Cec NO 105109 105239 105458 107244 107338 108245 109240 109241	et cancel Cancel Name VEIFU DE ZHANG THAYAKATH KANDY MO HAMED NADEEM USMAN MOHA MMAD SIFANG ZUO LIANGWU LI HUATAO LIU TANVEER ABBAS ZHIYING CHEN NAVEED KHAN NAVAEH USSAIN GINA ANTONIO MANAOI	وي فر دي زمانغ دي زيادت كانتي محمد خارث دينم حامل محمد ميقلغ زو ليا نجوى لي هو تؤ ليو تلفير عباس محمد حسن ريلج شيل نفيد خان حطاء الحل خان	ber G30831887 G19864980 Z1615241 E8681047 G23879354 G30113188 G27012088 BE1018271 G33362547 UC4109121	Chinese Chinese Indian Indian Chinese Chinese Pakistani Chinese Pakistani	add
Register New/Additional View/Edit Existing Users Deste User Update My Profile Finance Online Services CLD Services CED Online Services	Note: Sear 0	Cec NO 105109 105239 105458 107244 107338 108245 109240 109241	et cancel	وي في وي فر دي زملغ تاياكان كانتي محمد مارث ليم مادان محمد موقلغ زو ليا نحوي لي فرتار لير زيلج نين زيلج نين نايد خان محاه الحق خان	ber G30831887 G19884980 Z1615241 E8681047 G23879354 G30113168 G27012088 BE1018271 G33362547 UC4109121 CVV8598662	Chinese Chinese Indian Indian Chinese Chinese Chinese Pakistani Chinese Pakistani Pakistani Pakistani Philippines	ada

6. Select the employee from the result and click on select button. Employee details in the form will get populated.



GOVERNMENT OF DUBAI				 من الموانئ والجمارك RFEE ZONE CORPORAT	
You are in :> Home> Online Service>	Online Service Initial Form			Help 主	العربية
Welcome : testadm7	Visa Amendment				
Your NOC for Activity Verification -New Issuance with Reference # 1188 has been Rejected Your NOC for Activity Verification -New Issuance with Reference # 1187 has been Rejected Your NOC for Activity Verification -New Issuance with Reference # 1184 has been Rejected	Amendment Details Types of Amendment * Sel	ect options.	•		

License Number*

Employee Name ARB

Passport No*

License Issue Date

Company Name(Eng)

License Type

Next

639

محمد شغير تهاز اتيتيل

F2027396

01/11/2006

Commercial

China Building Mat. Trading

Employee Detail

104835

10-APR-2016

JAFZA Transferred

Indian

MOHAMMED SHAFEER

CEC Number*

Employee Name Eng*

Residence Permit Expiry Date*

License Detail

License Status

License Expiry Date 31/10/2018

الصين لتجارة معات البناء (Company Name(Ar)

Nationality*

7. Click the 'Next' button.

8. A new page with the selected amendment type, employee details and general details will be displayed.

Logout

Home

Update My Profile

Create User

CLD Services CED Online Services

Update My Profile Finance Online Services

Add Additional Role

View/Edit Existing Users

EHS Customer Service

My Services@Trakhees

Register New/Additional Service



				Wednesday, August 12, 2015 03:14	PM
GOVERNMENT OF DUBAI				مؤسسة المواني والجمارك والمنطقة الحرة PORTS, CUSTOMS & FREE ZONE CORPORATION	
You are in :> Home> Online Service In	nitial Form> Online S	Service		Help 👔 🕴	العربي
Welcome : cld21	Visa Amendment				
Your Employment Visa Renewal with Reference # 39335 has been Rejected Your Employment Visa Cancellation with Reference # 39053 has been Approved Your Employee Salary Amendment with Reference # 39052 has been Approved	Amendment Det	ails			E.
Logout	Amendment				
My Services@Trakhees	Employee Detail	s			
Home					
Update My Profile	CEC Number*	768	License Number*	1032	
Add Additional Role					
Register New/Additional Service	Employee Name ARB*	hghg	Employee Name Eng*	ghgh	
View/Edit Existing Users					
Create User	Residence Permit Expiry Date*	10-MAR-2016	Passport No*	887878	
Finance Online Services	Expiry Date				
CLD Services	Nationality*	Afghanistan			
CED Online Services		, ng nanatan			
CLD Customer Services	General Details				
EHS Customer Service					
	Email*	MuhammadAsif.Anwar@trk.pc	Mobile No*	0506605750	
	Priority *	Normal 🔶			

9. If user has selected Profession Change Details, below section will be displayed in screen.

Amendment Profession Change Details

Profession*	A/C MECHANIC	¢	Passport No*	887878	
Name in Passport*	ghgh		Name in Passport (AR)*	hghg	
Country of Issue*	Afghanistan	\$	Place of Issue*	hghgh	
Issue Date*	12/05/2015 dd/mm/yyyy		Expiry Date*	31/05/2019 dd/mm/yyyy	

10. If user has selected Salary Amendment, below section will be displayed in screen.



Amendment Salary Details

Salary*

9000

11. If user has selected Re-stamping, below section will be displayed in screen.

Restamping Details							
Is New Passport*	Yes O No	Contract attestation required*	Yes O No				
Passport No*	887878	Name in Passport*	ghgh				
Name in Passport (AR)*	hghg	Country of Issue*	Afghanistan 🔶				
Place of Issue*	hghgh	Issue Date*	12/05/2015				
Expiry Date*	31/05/2019 dd/mm/yyyy	Nationality*	Bangladesh +				

12. Verify the information provided and provide following inputs:

- a. Provide all mandatory fields. (If not provided will show an alert on submit button click). b. Write Comments.
- g. Upload the Documents needed. (New Employment Contract and Old employment Contract are mandatory documents.)



In the attachments required for Visa Amendment

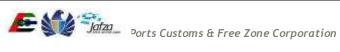
Amendment Type	Documents
Salary	
	Employment Contract
	Please note after request acceptance, you need to submit below documents / information to TRAKHEES office: Request Number Original Employee contract signed and stamped
Profession Change	
	Employment Contract
	Photo
	Emirates ID copy (Both side)
	Please note after request acceptance, you need to submit below documents / information to TRAKHEES office: Request Number Original Employee contract signed and stamped Emirates ID Original Passport
Visa Re-stamping	
	New Passport copy
	Police lost report copy
	Immigration print out (Entry and Exit report) copy
	Photo
	Trakhees ID Card copy
	Please note after request acceptance, you need to submit below documents / information to TRAKHEES office: Request Number Original Employee contract signed and stamped Emirates ID 4 Photos Original Passport Police lost report (For lost passport) Immigration print out (For lost passport) Trakhees ID Card
Emirates ID copy (Both sid Employment Contract Immigration print out (Entr	y and Exit report) copy
New Passport copy Photo	mats)
Police lost report copy Trakhees ID Card copy	
Emirates ID copy (B vote side)	Choose File No file chosen

After providing the above inputs, click on the "Submit" button. You will be asked for confirmation. Click Ok.

You will get the result screen as follows



		Sunday, April 19, 2015 09:53 AM
GOVERNMENT OF DUBAI		مؤسسة الموانن والجمارك والمنطقة الحرة
You are in :> Home> Online Service		PORTS, CUSTOMS & FREE ZONE CORPORATION Help (1) العربية
	Submission Confirmation	Help 🖪 🛛 🖓
Welcome : testadm9 Your License Renewal with Reference # 5/80 has been Rejected Your Update License Contact Details with Reference # 5/457 has been Approved Your Update License Contact Details with Reference # 5/457 has been Rejected	Service Request Saved Successfully With ID: 7560	
Theletence # UTTO has been riejested	-	
Logout		
My Services@Trakhees		
Home		
Update My Profile		
Add Additional Role		
Register New/Additional Service		
View/Edit Existing Users		
Create User		
Update My Profile		
Finance Online Services		
CLD Services		
CED Online Services		
EHS Customer Service		
	تراخیص Trakhees	
FAQs Privacy Policy Terms & Condit	ions	Copyright (c) 2010 Trakhees All right reserved



License Amendment 3.1.18

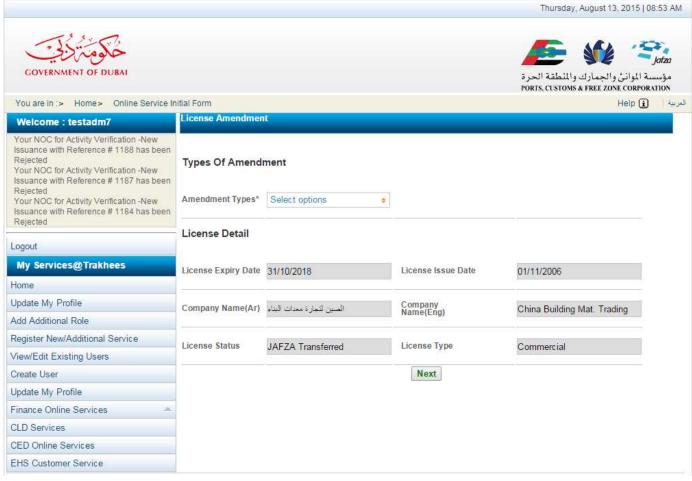
For 'License Amendment' process, you have to follow below mentioned steps:

- Login to the application
- From the home screen click on "CLD Services" in the left side menu.
- Click on "License Services" in the new left side menu.
- Click on 'Amendment' link in the left side menu.

¥1.0016	ne > Public Relations Details		Thursday	/, August 13, 2015 08:51 AM	Logout العربية Logout
Velc	ome:testadm7	Public Relation Inform	nation		
A	Home	3			
0	Inbox	Public Relations Detail:			
0	Public Relations Enquiry	Company Name (English):	China Building Mat. Trading	Company Name (Arabic):	الصبين لتجارة معدات البناء
0	Comm./Govt. Services Enquiry A	License Number:	639	Legal Type:	Branch Oversea (Not Existed in Trakhees)
	Letters/ Commercial Permits	License Issue Date:	01-Nov-2006	License Expiry Date:	31-Oct-2018
9	Control Commercial Formas	Lease Start Date:	31-Oct-2017	Lease End Date:	01-Nov-2018
0	License Services 💌	Required Allowed:	100	Actual:	59
4	Renewal	Female:	10	Male:	30
	Nonewai	Visitor:	0	Non Sponsored Employee:	1
+	Amendment	Release Signout:	4	Absconders:	0
+	Lease Update	Medical Type:	Goverment		
+	Contact Update	Employee Bank Guarantee In	formation:		
+	View & Download	Bank Guarantee Paid:	1092700.0	Total Bank Guarantee Required:	174000.0
+	Termination	Bank Guarantee Balance:	918700.0		
+	License Cost Calculator				
3	License Cost Calculator	License Remarks:			
0	Employment Visa Service 🔷				
0	Non Sponsored Employee	Remark Type		Remarks	
0	Reports 🔺				
0	Labour Dispute				

A page will open where License Details of the client will be displayed and also user can select • the types of amendment [License Activity, Company Name, Share Holder Details, Manager Details, Location]





- Click the 'Next' button. •
- A validation will be performed based on the selected amendment types and if successful will • be navigated to next page.
- The next page will show the amendments selected from the previous page, License Details and • sections based on the type of amendment selected.
- This page will also show the current location, manager, activity and shareholder information based on amendment type.
- For example: If Location amendment is selected, below section will be displayed.

Location Details Amendment

Address (ENG)*	Dragon Mart,Dubai,	Address (ARB)*	سوق التنين,دبي,, الامارات العربية المتحدة
City (ENG)*	DUBAI	City (ARB)*	نبى
Country*	United Arab Emirates 🔶	P.O. Box*	88888888
Property Code*	**	Project Name (EN)*	Dragon Mart 🔶



If Manager Details amendment is selected, below section will be displayed. •

Manager Amendment

Current Manager Name (EN)	Zhan Qiuhai	Current Manager Name (AR)	زانغ کیھی
Manager Name (EN)*		Manager Name (AR)*	
DOB*	dd/mm/yyyy	Gender*	Female \$
Nationality*	ANGOLA +	Passport No*	
Passport Expiry Date*	dd/mm/yyyy	Passport Place of Issue*	
Mobile No			

If Activity amendment is selected, below section will be displayed. •

Activity Amendment

Activities*

search and select valid activity

Activities*	التداطات	
Glass and Mirrors Trading	نجارة الزجاج والمرايا	8
Building and Construction Materials Trading	تجارة مواد البناء	
Building Hardware and Tools Trading	تجارة عدد وأدوات البناء	8

• If Company Name amendment is selected, below section will be displayed

Company Amendment

Trade Name Number*

- Verify the information provided and provide following inputs: .
 - a. Provide all mandatory fields. (If not provided will show an alert on submit button click). b. Write Comments.

Upload the Documents needed. (New Employment Contract and Old employment Contract are mandatory documents.)



Note: Following are the attac	hments required for License Amendment
Amendment Type	Documents
All	
	Application Form *
	Personal Information Form *
	Passport and Visa copy of the Manager *
	Tenancy Contract copy *
Manager/Shareholder	
	Passport and Visa copy of the new Manager/Shareholder
	Board Resolution
Location Activity	
	EHS Form
All (only in case of Branch over	rseas license)
	Attested document of mother company

📥 add

Attachments (Accepts pdf,jpg,docx,	loc.jpeg,png formats)	
Document Type	Uploaded File	
Amendment Form Amendment Form	Choose File No file chosen	a
Attestation document of mother co Board Resolution	ompany	
EHS Form Passport and Visa copy of the Ma	nager	
Personal Information Form Tenancy Contract copy		

- After providing the above inputs, click on the "Submit" button.
- You will be asked for confirmation. Click Ok.
- You will get the success page with request ID. 0



		Sunday, April 19, 2015 09:53 AM
GOVERNMENT OF DUBAI		مؤسسة الموانث والجمارك والمنطقة الحرة PORIS, CISTONS & FREE ZONE CORPORTION
You are in : > Home > Online Service		الدربية (E) Help
Welcome : testadm9	Submission Confirmation	
Your License Renewal with Reference # 5169 has been Rejected Your Update License Contact Details with Reference # 5467 has been Approved Your Update License Contact Details with Reference # 5445 has been Rejected	Service Request Saved Successfully With ID: 7560	
Logout		
My Services@Trakhees		
Home		
Update My Profile		
Add Additional Role		
Register New/Additional Service		
View/Edit Existing Users		
Create User		
Update My Profile		
Finance Online Services		
CLD Services		
CED Online Services		
EHS Customer Service		
	تراخیص Trakhees	
FAQs Privacy Policy Terms & Conditi	ions	Copyright (c) 2010 Trakhees All right reserved



Reprint NOC License 3.1.19

For 'Reprint NOC License', you have to follow below mentioned steps:

- Login to the application
- From the home screen click on "CLD Services" in the left side menu.
- Click on "Letters/Commercial Permits" in the new left side menu.
- Click on 'Reprint NOC License' link in the left side menu.

	GOVERNMENT OF DUBAI		مؤسسة الموانئ والجمارك والمنطقة الحرة PORTS, CUSTOMS & FREE ZONE CORPORATION
Ho	me > Public Relations Details		Monday, August 17, 2015 09:58 AM Help 😧 الحربية Logout 🛱
Weld	come:cld21	Public Relation Information	
A	Home	R-	
0	Inbox	Public Relations Detail:	
0	Public Relations Enguiry	Company Name (English):	Company Name (Arabic):
		License Number:	Legal Type:
0	Comm./Govt. Services Enquiry -	License Issue Date:	License Expiry Date: Lease End Date:
0	Letters/ Commercial Permits 👻	Required Allowed:	Actual:
		Female:	Male:
+	Commercial Permits	Visitor:	Non Sponsored Employee:
+	Reprint - Commercial Permit	Release Signout:	Absconders:
8		Medical Type:	
*	NOC - License		
+	Reprint NOC License	Employee Bank Guarantee Information:	
+	NOC - Government Relations	Bank Guarantee Paid:	Total Bank Guarantee
		Bank Guarantee Balance:	Required:
+	Reprint - NOC - Government	Dank Obalance Dalance.	
	Relations		
٥	License Services	License Remarks:	n source and the second se
٥	Employment Visa Service 🔺	Remark Type	Remarks
٥	Non Sponsored Employee 🔺		
0	Visit Visa 🔺		
0	Reports 🔺		
0	Labour Dispute		

A page will open where user can enter either Transaction Number or Archive Number and Click • the 'Download' button.



	Monday, August 17, 2015 10:03 AM
GOVERNMENT OF DUBAI	مؤسسة الموانن والجمارك والمنطقة الحرة PORTS, CUSTOMS & FREE ZONE CORPORATION
You are in :> Home> Online Service	العربية 🔰 (1) Help
Welcome : cld21	NOC Licensing Reprint
Your Employment Visa Renewal with Reference # 39335 has been Rejected Your Employment Visa Cancellation with Reference # 39053 has been Approved Your Employee Salary Amendment with Reference # 39052 has been Approved	Search Details Transaction Number Archive Number
Logout	
My Services@Trakhees	
Home	Download
Update My Profile	
Add Additional Role	
Register New/Additional Service	
View/Edit Existing Users	
Create User	
Finance Online Services	
CLD Services CED Online Services	
CLD Customer Services	
EHS Customer Service	
	تراخیص Trakhees
FAQs Privacy Policy Terms & Conditi	ons Copyright (c) 2010 Trakhees All right reserved

'NOC License Reprint' file will get downloaded in pdf format. •



3.1.20 **License Remarks Details**

License Remarks Details is a section in the Home page which displays any remarks (error/warning) existing for the current license.

To see the License Remarks, Login to the application.

In the home page there is a 'License Remarks Details' section, which displays remarks for this license. If there are no remarks, then 'No remarks on license' message will be displayed.

حكومة لالجي				/ 🖉	Jafza
GOVERNMENT OF DUBAI				جمارك والمنطقة الحرة PORTS, CUSTOMS & FREE Z	
You are in :> Home	License Remark	ce Detaile			Help 主 👘 🕹
Welcome : cld21	في وسلون محمد الشيران ال	and approximation.			
Your Employment Visa Renewal with Reference # 39335 has been Rejected Your Employment Visa Cancellation with	No remarks on li Requests	cense			0
Reference # 39053 has been Approved Your Employee Salary Amendment with	Date 🤤	Ref#	Description	Status	Action 🌻
Reference # 39052 has been Approved	17/08/2015	40468	New Visit Visa	In-Progress	View
Logout	17/08/2015 08:40:08	40469	New Visit Visa	In-Progress	View
My Services@Trakhees	17/08/2015 09:29:38	40470	Visit Visa Cancel	Rejected	View
lome	16/08/2015 15:20:37	14505	License Amendment	Request Submitted	View
Jpdate My Profile	11/08/2015 07:58:20	40425	Abscond Employee Initiate	Closed	View
Add Additional Role	11/08/2015 07:58:53	40426	New Visit Visa	Rejected	View
Register New/Additional Service	11/08/2015 07:59:29	40427	Abscond Employee Initiate	Rejected	View
/iew/Edit Existing Users	11/08/2015	40428	New Visit Visa	Request Submitted	View
Create User	08:01:38 11/08/2015	40430	Visi Visit Visa Cancel	Rejected	View
CLD Services	08:15:55	40431	Visit Visa Cancel	In-Progress	View
CED Online Services	08:17:37	17-191		and a state of the	/iew 1 - 10 of 440
CLD Customer Services					
EHS Customer Service					

If there are remarks, it will be displayed as shown below.







مؤسسة الموانئ والجمارك والمنطقة الحرة PORTS, CUSTOMS & FREE ZONE CORPORATION Help 🕢 🔍 🕹

Welcome : cld21	License Remark	ks Details				
Your Employment Visa Renewal with		e in English	Type in Arabic	Comments	-	
Reference # 39335 has been Rejected Your Employment Visa Cancellation with	STOP لقت EHS rules violated					
Reference # 39053 has been Approved Your Employee Salary Amendment with	Requests	Requests				
Reference # 39052 has been Approved	Date 🧅	Ref#	Description	Status	Action	
oqout	17/08/2015 08:32:01	40468	New Visit Visa	In-Progress	View	
My Services@Trakhees	17/08/2015 08:40:08	40469	New Visit Visa	In-Progress	View	
lome	17/08/2015 09:29:38	40470	Visit Visa Cancel	Rejected	View	
Jpdate My Profile	16/08/2015 15:20:37	14505	License Amendment	Request Submitted	View	
Add Additional Role	11/08/2015 07:58:20	40425	Abscond Employee Initiate	Closed	View	
Register New/Additional Service	11/08/2015 07:58:53	40426	New Visit Visa	Rejected	View	
/iew/Edit Existing Users	11/08/2015 07:59:29	40427	Abscond Employee Initiate	Rejected	View	
Create User	11/08/2015 08:01:38	40428	New Visit Visa	Request Submitted	View	
Finance Online Services	11/08/2015	40430	Visit Visa Cancel	Rejected	View	
CLD Services	08:15:55	40431	Visit Visa Cancel		View	
CED Online Services	08:17:37	40431		In-Progress	0.1253.0	
CLD Customer Services			Her Her Page 1 of	44 🍉 🖃 10 🔻 🗸	iew 1 - 10 of 44	



Search for License Activities (Enquire License Activity) 3.1.21

This is a public service and user can access it without login into the application.

To access this service, follow the below mentioned steps.

- 1. Access the online application.
- 2. In the first page itself, user can see the 'Enquire License Activity Link' in the left side menu.
- 3. Click on it.

		Monday, August 17, 2015 11:37 AM
GOVERNMENT OF DUBAI		Jataa الموانن والجمارك والمنطقة الحرة
		PORTS, CUSTOMS & FREE ZONE CORPORATION Help 1
Site Map		neh 🖪 🗠
	Login	
Login Register Online Company Admin	If you have already registered	I with us, you can login using the form below.If you are a new user Click here $ 2$
Register Online Person Access		
	*Enter UserName	Sagaya.Egnitius
Register Company Register Person		
Forgot Usemame	* Enter Password	
Forgot Password		T D M
Recall Trakhees PIN		NBM5
Inquire status		
Enquire License Activity	*Enter Text Shown Above	
Quick Pay	-	Submit
License Cost Calculator		Gubinic
Labour Dispute for Employee		
	ن Tr	تراخیص akhees
FAQs Privacy Policy Terms & Con	iditions	Copyright (c) 2010 Trakhees All right reserv

- 4. A page will open where user can enter either code or description. (If captcha image is shown, then captcha text needs to be entered) and click the 'Search' button.
- 5. Activity matching the search criteria will be displayed.



				Monday, August 17, 2015 11:35 A
GOVERNMENT OF DUBAI				مؤسسة الموانثي والجمارك والمنطقة الحرة PORTS. CLSTOMS & FREE ZONE CORPORATION
Site Map				Help 主 ا
Login	Enqui	re License Activity		
Register Online Company Admin	Code		602104-E	
Register Online Person Access	Description			
Register Company			Ins	
Register Person			JzQS	
Forgot Username	*Enter Toy	Shown Above		
Forgot Password	Linei Tex	SHOWN ADOVE		
Recall Trakhees PIN			Search	
Inquire status	1			
Enquire License Activity	Activity I	ist Result		•
Quick Pay		Code 🦕	Description Ara	bic Description English 🌲
License Cost Calculator	1	602104-E	كاب بالحافانت المؤجرة	نقل ال
Labour Dispute for Employee			He we Page 1 of 1	→ 1 20 ▼ View 1 - 1 of 1



Non Sponsored Services 3.1.22

For all 'Non Sponsored Employee Services', you have to follow below mentioned steps: To access this service follow the below given steps:

- Login to the application
- From the home screen click on "CLD Services" in the left side menu.
- Click on "Non Sponsored Employee" in the new left side menu.
- User can avail below services for Non Sponsored Employee
 - Non Sponsored Employment Visa New
 - Non Sponsored Employment Visa Renew
 - Non Sponsored Employment Visa Amendment
 - Non Sponsored Employment Visa Cancellation

	ne> Public Relations Details				CUSTOMS & FREE ZONE CORPORATIO
A DEC	ome:testadm7			y, August 12, 2015 01:46 PM	Help 👿 🔍 Logout (
4	Home	Public Relation Inform	mation		
0	Inbox	Public Relations Detail:			
•	Public Relations Enquiry	Company Name (English):	China Building Mat. Trading	Company Name (Arabic):	الصين لتجارة معدات البناء
0	Comm./Govt. Services Enquiry	License Number:	639	Legal Type:	Branch Oversea (Not Existed in Trakhees)
0	Letters/ Commercial Permits	License Issue Date:	01-Nov-2006	License Expiry Date:	31-Oct-2018
₩.		Lease Start Date:	31-Oct-2017	Lease End Date:	01-Nov-2018
0	License Services	Required Allowed:	100	Actual:	59
0	Employment Visa Service	Female:	10	Male:	30
U	Employment visa Service	Visitor:	0	Non Sponsored Employee:	1
0	Non Sponsored Employee	Release Signout:	4	Absconders:	0
+	New	Medical Type:	Goverment		
+	Renew	Employee Bank Guarantee I	nformation:		
+	Amendment	Bank Guarantee Paid:	1092700.0	Total Bank Guarantee Required:	174000.0
+	Cancellation	Bank Guarantee Balance:	918700.0	1.999 Tribler	
0	Reports -				
۵	Labour Dispute	License Remarks:			



Non Sponsored Employment Visa -New 3.1.22.1

- 1. Click the New link under Non Sponsored Employee from CLD Services menu.
- 2. A screen will be opened containing all the fields needed for Non Sponsored Employment Visa New And an action button to submit. In the screen fill in all the details.

					Wednesday, August 12, 2015 01:54 PM		
GOVERNMENT OF DUBAI				مؤسسة الموانن والجمارك والمنطقة الحرة PORTS, CUSTOMS & FREE ZONE CORPORATION			
You are in :> Home> Online Service						Help 🚺 🕴 📲	
Welcome : testadm7	Non Sponsored E	mployment Visa Nev	N				
Your NOC for Activity Verification -New Issuance with Reference # 1188 has been Rejected Your NOC for Activity Verification -New Issuance with Reference # 1187 has been Rejected	Non Sponsored Employee Details						
Your NOC for Activity Verification -New Issuance with Reference # 1184 has been Rejected	Priority*	Normal	•	Relationship*	- Select	\$	
Logout	Name in Passport (EN) *			Name in Passport (AR) *			
My Services@Trakhees Home	Family Name*			Family Name(AR)*			
Update My Profile Add Additional Role	Father Name*			Father Name(AR)*			
Register New/Additional Service View/Edit Existing Users	Mother Name*			Mother Name(AR)*			
Create User Update My Profile	Gender*	- Select -	٠	Marital Status*	- Select		
Finance Online Services	Nationality*	- Select -	•	Occupation*	- Select -		
CLD Services	naconancy	- Beleut -	÷.		- Select -	÷	
CED Online Services EHS Customer Service	Passport Number*			Issue Date*	dd/mm/yyyy		





Documents		
) Note: Following are the a	ttachments required for submission of Non Sponsored -New	
Documents		
Passport copy + visa *		
Passport of the sponsor *		
NOC letter from the spons	or *	
photo with white backgrou	nd *	
Copy of Establishment car	d *	
Employment contract at th	e time of presence.	
ttachments (Accepts pdf,	jpg,docx,doc.jpeg,png formats)	🖕 ad
Attachments (Accepts pdf, Document Type	jpg,docx,doc,jpeg,png formats) Uploaded File	🖕 ad
		📫 ad
ocument Type		🖕 ad
		🖶 ad
Document Type Remarks / Comments Remarks /		🐈 ad
Document Type Remarks / Comments Remarks /		🐈 ad
Document Type Remarks / Comments Remarks /		🐈 ad
Document Type Remarks / Comments Remarks /		d
ocument Type		dd

Verify the information provided and provide following inputs:

- a. Provide all mandatory fields. (If not provided will show an alert on submit button click).
- b. Write Comments.
- h. Upload the Documents needed.

After providing the above inputs, click on the "Submit" button.

You will be asked for confirmation. Click Ok.

You will get the result screen as follows

		Sunday, April 19, 2015 10:54 AM
GOVERNMENT OF DUBAI		مؤسسة الموانش والجمارك والمنطقة الحرة
You are in :> Home> Online Service		PORTS, CUSTOMS & FREE ZONE CORPORATION
A second second second	Submission Confirmation	nep 🖸 🔍
Welcome : testadm9		
Your License Renewal with Reference # 5169 has been Rejected Your Update License Contact Details with Reference # 5457 has been Approved Your Update License Contact Details with Reference # 5445 has been Rejected	Service Request Saved Successfully With ID: 7562	
Logout		
My Services@Trakhees		
Home		
Update My Profile		
Add Additional Role		
Register New/Additional Service		
View/Edit Existing Users		
Create User		
Update My Profile		
Finance Online Services		
CLD Services		
CED Online Services		
EHS Customer Service		
	تراخیص Trakhees	
FAQs Privacy Policy Terms & Condit	inns	Copyright (c) 2010 Trakhees All right reserv



Non Sponsored Employment Visa -Renew 3.1.22.2

- 1. Click the Renew link under Non Sponsored Employee from CLD Services menu.
- 2. A screen will be opened containing all the fields needed for Non Sponsored Employment Visa -Renew and an action button to submit.

					Wednesday, Aug	ust 12, 2015 02:10 PM
GOVERNMENT OF DUBAI					ارك والمنطقة الحرة	Jaiza في الموانئ والجم
You are in :> Home> Online Service						EE ZONE CORPORATION
Welcome : testadm7	Non Sponsored	Employment Visa F	lenew			لحربية Help 主
Logout						
My Services@Trakhees	Employee Deta	ils				
Home						
Update My Profile	NS Number*		<u>_</u>	Name ARB		
Add Additional Role						
Register New/Additional Service	Name Eng					
View/Edit Existing Users						
Create User	Renewal Detail	s				
Update My Profile						
Finance Online Services	Priority*	Normal	÷	Issue Date*		
CLD Services	1				dd/mm/yyyy	
CED Online Services	Expiry Date*					
EHS Customer Service				5		



Documents

Documents	
Passport copy + visa *	
Passport of the sponsor *	
NOC letter from the sponsor *	
photo with white background *	
Copy of Establishment card *	
Original labour card *	
Employment contract at the time of presence.	
	📥 add

Document Type Uploaded File

Remarks / Comment	s		
Remarks / Comments			
Comments			
	S	ubmit	

3. Click on the icon next to 'Ns Number' field. A child window with all non-sponsored employee details will be displayed. Search and select the non-sponsored employee. The selected details will get populated in the parent screen.





حكومتربخي		111			レリトリートリー		Ja Ja
VERNMENT OF D	Non Spons	ored Emp	loyee Search				سسة المواتئ والجما: REE ZONE CORPORATI
re in :> Home> E come : testadm	Employe	e Informa	tion				Help 主
NOC for Activity Ver the with Reference	NS Number			Employee Name			
	Employee I (ARB)	lame		Passport Number			
IOC for Activity Ver							
	lote: Shov	ving only t	top 15 results.				
ied							- 777/)
	Search	Selec	t Cancel				- 77//
red (Search	Selec					-
ed (Search Non Spon	Selec	t Cancel	Name (Arabic)	Passport Num ber	Nationality	
ed Services@Trakt	Search Non Spon	Selec sored Emp Number	t Cancel	Name (Arabic) SDFSDF7		Nationality Algeria	
ed Services@Trakt My Profile dditional Role	Search Non Spor	Selec sored Emp Number	t Cancel Name		ber		
e My Profile dditional Role er New/Additional	Search Non Spor	Selec sored Emp Number	t Cancel Name		ber		
ed Bervices@Trakt My Profile dditional Role er New/Additional idit Existing User	Search Non Spor	Selec sored Emp Number	t Cancel Name		ber		
ed Services@Trakt My Profile dditional Role er New/Additional ddit Existing User User	Search Non Spor	Selec sored Emp Number	t Cancel Name		ber		
ed Services@Trakt My Profile dditional Role er New/Additional ddit Existing User User e My Profile	Search Non Spor	Selec sored Emp Number	t Cancel Name		ber		
ed Services@Trakt My Profile dditional Role er New/Additional ddit Existing User User User e My Profile e Online Services	Search Non Spor	Selec sored Emp Number	t Cancel Name		ber		
ed Services@Trakt My Profile dditional Role er New/Additional ddit Existing User User e My Profile	Search Non Spor	Selec sored Emp Number	t Cancel Name		ber		

- 4. In the screen fill in all other details.
- 5. Verify the information provided and provide following inputs:
 - a. Provide all mandatory fields. (If not provided will show an alert on submit button click). b. Write Comments.
 - i. Upload the Documents needed.
- 4. After providing the above inputs, click on the "Submit" button.
- 5. You will be asked for confirmation. Click Ok.
- 6. You will get the result screen as follows



		Sunday, April 19, 2015 10:54 AM
GOVERNMENT OF DUBAI		مؤسسة الموانش والجمارك والمنطقة الحرة
You are in :> Home> Online Service		PORTS, CUSTOMS & FREE ZONE CORPORATION
A second second second	Submission Confirmation	nep 🖸 🔍
Welcome : testadm9		
Your License Renewal with Reference # 5169 has been Rejected Your Update License Contact Details with Reference # 5457 has been Approved Your Update License Contact Details with Reference # 5445 has been Rejected	Service Request Saved Successfully With ID: 7562	
Logout		
My Services@Trakhees		
Home		
Update My Profile		
Add Additional Role		
Register New/Additional Service		
View/Edit Existing Users		
Create User		
Update My Profile		
Finance Online Services		
CLD Services		
CED Online Services		
EHS Customer Service		
	تراخیص Trakhees	
FAQs Privacy Policy Terms & Condit	inns	Copyright (c) 2010 Trakhees All right reserv



Non Sponsored Employment Visa -Amendment 3.1.22.3

- 1. Click the Amendment link under Non Sponsored Employee from CLD Services menu.
- 2. A screen will be opened containing all the fields needed for Non Sponsored Employment Visa -Amendment and an action button to submit.

					Wednesday, Au	just 12, 2015 02:19 PN
COVERNMENT OF DUBAL						وروي الجما مؤسسة المواني والجما 2014 CORPORATION
You are in :> Home> Online Service	· · · · · · · · · · · · · · · · · · ·					ديبة Help 🚯
Welcome : testadm7	Non Sponsored E	mployment Visa An	nendment			
Logout						
My Services@Trakhees	Employee Detail	5				
Home						
Update My Profile	NS Number*		4	Name (AR)		
Add Additional Role						
Register New/Additional Service	Name (EN)					
View/Edit Existing Users		G				
Create User	Amendment Det	alls				
Update My Profile						
Finance Online Services	Priority*	Normal		Relationship*	- Select -	¢
CLD Services						
CED Online Services	Name in Passport (EN)	1		Name in Passport (AR)		
EHS Customer Service		2		A PROPERTY AND A PROPERTY		
	Nationality*	- Select	•	Passport Number*		
	Occupation*	- Select	=			



Documents

C	Note: Following are the attachments required for submission of Non Sponsored amendment
	Documents
	Passport copy + visa *
	photo with white background *
	Copy of Establishment card *
	Employment contract
	Original labour card *

📥 add

Attachments (Accepts pdf,jpg,docx,	loc,jpeg,png formats)	
Document Type	Uploaded File	

Remarks / Commen	ts	
Remarks / Comments		
Commenta		
	Submit	

3. Click on the icon next to 'Ns Number' field. A child window with all non-sponsored employee details will be displayed. Search and select the non-sponsored employee. The selected details will get populated in the parent screen.



علومتربي	>				CANANA SA		Jat
ERNMENT OF D	Non S	ponsored Emp	loyee Search				منسبة الموانئ والجما REE ZONE CORPORATIO
) in :> Home>	Empl	oyee Informa	tion				Help 主
DC for Activity Ver e with Reference d	N S Nu	nber		Employee Name			
	Employ (ARB)	vee Name		Passport Number			
	Note: S	howing only t	top 15 results.				
d	Sear	ch Selec	t Cancel				
a							
a ervices@Trakt		ch Selec					
				Name (Arabic)	Passport Num ber	Nationality	
		Sponsored Emp	loyee Search	Name (Arabic) SDFSDF7	Passport Num ber 100001	Nationality	
ervices@Trakt	Non	Sponsored Emp	Noyee Search		ber		
ervices@Trakt My Profile	Non	Sponsored Emp	Noyee Search		ber		
ervices@Trakt My Profile litional Role	Non	Sponsored Emp	Noyee Search		ber		
My Profile Itional Role	Non	Sponsored Emp	Noyee Search		ber		
ervices@Trakt My Profile Ititional Role New/Additional it Existing User:	Non	Sponsored Emp	Noyee Search		ber		
ervices@Trakt My Profile litional Role New/Additional it Existing User: Jser	Non	Sponsored Emp	Noyee Search		ber		
My Profile Ititional Role New/Additional it Existing Usen Jser My Profile	Non	Sponsored Emp	Noyee Search		ber		
My Profile Itional Role New/Additional it Existing User Jser My Profile Online Services	Non	Sponsored Emp	Noyee Search		ber		

- 4. In the screen fill in all other details.
- 5. Verify the information provided and provide following inputs:
 - a. Provide all mandatory fields. (If not provided will show an alert on submit button click). b. Write Comments.
 - a. Upload the Documents needed.
- 6. After providing the above inputs, click on the "Submit" button.
- 7. You will be asked for confirmation. Click Ok.
- 8. You will get the result screen with request ID.

Non Sponsored Employment Visa - Cancellation 3.1.22.4

- 1. Click the Cancellation link under Non Sponsored Employee from CLD Services menu.
- 2. A screen will be opened containing all the fields needed for Non Sponsored Employment Visa -Cancellation and an action button to submit.

					Wednesday, August 12, 2015 02:23 PM
GOVERNMENT OF DUBAI					مؤسسة الموانئ والجمارك والمنطقة الحرة PORTS, CUSTOMS & FREE ZONE CORPORATION
You are in :> Home> Online Service					العربية Help 主
Welcome : testadm7	Non Sponsored I	Employment Visa C	ancellation		
Your NOC for Activity Verification -New Issuance with Reference # 1188 has been Rejected Your NOC for Activity Verification -New Issuance with Reference # 1187 has been Rejected Your NOC for Activity Verification -New Issuance with Reference # 1184 has been Rejected	Employee Detai	ls	Q,	Name ARB*	
Logout	Name Eng*				
My Services@Trakhees	Non Sponsored	Employee Detai	s		
Home					
Update My Profile	Priority*	Normal	\$	Cancel Date*	
Add Additional Role		Townson and the second			dd/mm/yyyy



Documents

Documents				
Application *				
Passport copy + v	sa *			
End of service for	n with employee signature	r		
Copy of Establish	nent card *			
Original labour ca	rd *			

Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)						
Document Type	Uploaded File					

Remarks / Comments								
Remarks / Comments								
	S	ıbmit	2					

3. Click on the icon next to 'Ns Number' field. A child window with all non-sponsored employee details will be displayed. Search and select the non-sponsored employee. The selected details will get populated in the parent screen.



المومتاني	>						Jafza
GOVERNMENT OF D	Non S	ponsored Emp	loyee Search				مؤسسة الموانئ والجمار REE ZONE CORPORATION
ou are in :> Home> /elcome : testadm	Empl	oyee Informa	tion				Help 主 🛶
our NOC for Activity Ver suance with Reference	N S Nu	mber		Employee Name			
ur NOC for Activity Ver suance with Reference elected	Emplo (ARB)	yee Name		Passport Number			
our NOC for Activity Ver luance with Reference ejected	Note:	Showing only t					
jout	Sear	Selec	t				11/1/1
		sponsored Emp					
y Services@Trakk				Name (Arabic)	Passport Num	Nationality	
/ Services@Trakt e		Sponsored Emp	loyee Search	Name (Arabic) SDFSDF7	Passport Num ber 100001	Nationality	
/ Services@Trakt e ate My Profile	Non	Sponsored Emp NS Number	loyee Search Name		ber	20 	
/ Services@Trakh e ate My Profile Additional Role	Non	Sponsored Emp NS Number	loyee Search Name		ber	28 	
/ Services@Trakt e ate My Profile Additional Role ster New/Additional	Non	Sponsored Emp NS Number	loyee Search Name		ber	28 	
Services@Trakt e ite My Profile Additional Role ster New/Additional /Edit Existing User:	Non	Sponsored Emp NS Number	loyee Search Name		ber	28 	
Services@Trakt e tte My Profile Additional Role ster New/Additional /Edit Existing Users te User	Non	Sponsored Emp NS Number	loyee Search Name		ber	28 	
Services@Trakh e ate My Profile Additional Role ster New/Additional //Edit Existing User te User ate My Profile	Non	Sponsored Emp NS Number	loyee Search Name		ber	28 	
e e ate My Profile Additional Role ster New/Additional /Edit Existing Users te User ate My Profile nce Online Services	Non	Sponsored Emp NS Number	loyee Search Name		ber	28 	
iout y Services@Trakt me date My Profile d Additional Role gister New/Additional w/Edit Existing Users ate User date My Profile ance Online Services D Services D Online Services	Non	Sponsored Emp NS Number	loyee Search Name		ber	28 	

- In the screen fill in all other details. 4.
- 5. Verify the information provided and provide following inputs:
 - a. Provide all mandatory fields. (If not provided will show an alert on submit button click).
 - b. Write Comments.
 - b. Upload the Documents needed.
- 6. After providing the above inputs, click on the "Submit" button.
- 7. You will be asked for confirmation. Click Ok.
- 8. You will get the result screen with request ID.



3.1.23 Visit Visa Services

For all 'Visit Visa Services', you have to follow below mentioned steps:

To access this service follow the below given steps:

- Login to the application
- From the home screen click on "CLD Services" in the left side menu.
- Click on "Visit Visa" in the new left side menu.
- User can avail below services for Visit Visa
 - Visit Visa New
 - Visit Visa Cancellation

	OVERNMENT OF DUBAI				إسسة الموانئ والجمارك والمنطقة ا CUSTOMS & FREE ZONE CORPORATIO ,
Hon	ne > Public Relations Details		Monday	, August 17, 2015 09:20 AM	Help 主 العربية Logout 🕯
leic	ome:testadm9	Public Relation Infom	nation		
A	Home				
Ð	Inbox	Public Relations Detail:			
0	Public Relations Enquiry	Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركة زهي حبائج فودا كار المحدودة
€	Comm./Govt. Services Enquiry 🔺	License Number:	1064	Legal Type:	Branch Oversea (Not Existed in Trakhees)
•	Letters/ Commercial Permits	License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
		Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
0	License Services 🔺	Required Allowed:	247	Actual:	68
•	Employment Visa Service	Female:	8	Male:	16
9	Employment visa Service	Visitor:	5	Non Sponsored Employee:	6
Ð	Non Sponsored Employee	Release Signout:	6	Absconders:	8
€	Visit Visa 👻	Medical Type:	Goverment		
+	Visit∨isa - New	Employee Bank Guarantee Ir	formation:		
+	VisitVisa - Cancel	Bank Guarantee Paid:	614000.0	Total Bank Guarantee Required:	193000.0
0	Reports 🔺	Bank Guarantee Balance:	421000.0		
Ð	Labour Dispute	License Remarks:			
		Remark Type			



3.1.23.1 Visit Visa -New

- Click the Visit Visa -New link under Visit Visa from CLD Services menu. •
- A screen will be opened containing all the fields needed for Visit Visa $\,$ New And an action button to submit. In the screen fill in all the details. •

							Monday, August 1	7, 2015 09:32 A
GOVERNMENT OF DUBAI							الجمارك والمنطقة الح روي والمنطقة الح	
You are in :> Home> Online Service						10	13, CUSTONS & FREE 20	Help 主 🛛 🖳
Welcome : testadm9	New Visit Visa							
Your Non Sponsored Amend with Reference # 8246 has been Approved Your Non Sponsored Cancel with Reference # 8247 has been Rejected Your Non Sponsored Renew with Reference # 8246 has been Rejected	Visa Details							
Reference # 0240 has been Rejected	Priority*	Norm	ial e	Period		One Month	+	
Logout								
My Services@Trakhees	Last Entry Port*	DUB	Al e	Last Er	itry Date	13/05/2008 dd/mm/yyyy		
Home	Personal Detail	5						
Update My Profile	. steenar beam							
Add Additional Role	Name in Passport	Katalar	in Brown during the	Name i	n Passnort			
Register New/Additional Service	(EN) *	Name in Passport (EN)		(AR) *	n Passport	Name in Pa	ssport	
View/Edit Existing Users		_				4	î	
Create User	Passport Number*	111111		Place Of Issue* tes		test		
Update My Profile	-	Prostanting of						
Finance Online Services	Passport Issue Date		/2011	Date		27/05/2019		
CLD Services		dd/mm	ууууу	1011132		dd/mm/yyyy		
CED Online Services	Family Name*	test		Family Name(AR)*		test		
EHS Customer Service						1		
	Father Name*	test		Father	Name(AR)*	test		
	Mother Name*	test		Mother	Name(AR)*	test		
	-	principal and some						
	Birth Date*	12/05 dd/mm	i/2015	Birth P	lace	test		
	Gender*		Male	¢	Marital S	Status*	Divorced	¢
	PRV National	ty*	Afghanistan	¢	Nationa	lity*	Afghanistan	¢
	Qualification*		B.A ARCHEOLOGY	¢	Spoken 1*	Language	CHINESE	¢
	Spoken Lang	uage 2	CHINESE	÷	Spoken	Language 3	CHINESE	¢
	Original Visa Printing*		Yes O No O		Address	Abroad*	XZX	

- Verify the information provided and provide following inputs: •
 - Provide all mandatory fields. (If not provided will show an alert on submit button click).
 - Write Comments.
 - Upload the Documents needed.

Documents		
Note: Following are the attac	hments required for submission of Visit Visa - Cancel	
Documents		
Passport Copy(Should be colour	red copy) *	
Photo (Should be with white bac	kground) *	
Establishment Card (Optional)		
Others (Optional)		
		🖕 add
Attachments (Accepts pdf,jpg,o	locx,doc,jpeg,png formats)	
Document Type	Uploaded File	
Establishment Card Copy	Choose File No file chosen	ā
Establishment Card Copy		

- After providing the above inputs, click on the "Submit" button. •
- You will be asked for confirmation. Click Ok. •
- You will get the result screen with request ID. •

Visit Visa - Cancel 3.1.23.2

- Click the Visit Visa Cancel link under Visit Visa from CLD Services menu. •
- A screen will be opened containing all the fields needed for Visit Visa Cancel and an action button to submit.

					Monday, Augu	st 17, 2015 09	:43 AM
GOVERNMENT OF DUBAI					مارك والمنطقة الحرة PORTS, CLSTOMS & FREE		
You are in :> Home> Online Service						Help 👔	العربية
Welcome : testadm9	Visit Visa Cancel						
Your Non Sponsored Amend with Reference # 8248 has been Approved Your Non Sponsored Cancel with Reference # 8247 has been Rejected Your Non Sponsored Renew with Reference # 8246 has been Rejected	Vist Visa Detail	s		Passport No*			
Logout	Permit Numper			Passport No			
My Services@Trakhees	Name Eng*			Name ARB*		í.	
Home	-		111				
Update My Profile	Passport Issue Date			Passport Expiry Date*			
Add Additional Role							
Register New/Additional Service	Other Details						
ViewEdit Existing Users							
Create User	Priority*	Normal	÷				
Update My Profile							
Finance Online Services	Select*	Exit With Doc	÷				
CLD Services	-						
CED Online Services	Exit Date*	dd/mm/yyyy					
EHS Customer Service	-						

Click on the search icon next to 'Permit Number'. •



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2



	- Betelle			
IST VIS	a Details			
			T.	1
ermit Nu	Imber	Name	(ENG)	
ime (Af	RB)	Passp	ort Number	
te: Sh	owing only top 15 r	esults.		
Search	Select	Cancel		
ouror		Curror		
/isit Vi	sa Search			
	Permit No	Name (English)	Name (Arabic)	Passport Number
۲	-	YTYT111	ΥΤΥΤ22	YTYT333
0		FGFG	FG	GFGF
0		fgf	gfgfg	fgfg
0		CVCV1	VCVC1	VCVC1
0		SANDHYA 17022015-142		PP17022015-1426
		3232	32	dsds
0		dsdsdG2309999	dsds99	dsd9999999
0		77755 S255-S25530035-S055705		PP20032012-2203
		Yousuf 20032012-2203		
0		Yousuf 20032012-2203 gfgf000	gfg0000	fgfg00000
0			gfg0000 fdfd	fgfg00000 fdfd
0		gfgf000		
0		gfgf000 Afghanistan	fdfd	fdfd
0 0 0 0		gfgf000 Afghanistan UYU	fdfd YUYU	fdfd YUY

A pop up will open where user can enter Permit Number or Passport Name (English/Arabic) or •

- Passport number and search. •
- Clicking the search button in the pop up will display all the visitors (if no search criteria is entered or visitors matching the search criteria).
- Select one visitor. The details selected will populate back to the parent screen.
- Fill in other details. •



					Monday, Aug	ust 17, 2015 09:55 A		
GOVERNMENT OF DUBAI						Jofza تراجم مؤسسة الموانئ والجم EE ZONE CORPORATION		
You are in :> Home> Online Service						Help 🚺 🕴		
Welcome : cid21	Visit Visa Cancel							
Your Employment Visa Renewal with Reference # 39335 has been Rejected Your Employment Visa Cancellation with Reference # 39053 has been Approved Your Employee Salary Amendment with Reference # 39052 has been Approved	Vist Visa Detail	s		Passport No*	<u> ҮТҮТ333</u>			
Logout				22 S S S S S S S S S S S S S S S S S S				
My Services@Trakhees	Name Eng*	YTYT111		Name ARB*	YTYT22	1		
Home		The second second						
Update My Profile	Passport Issue Date	30/09/2014		Passport Expiry Date [*]	27/05/2020			
Add Additional Role	Date							
Register New/Additional Service	Other Details	Other Details						
View/Edit Existing Users								
Create User	Priority*	Normal	•					
Finance Online Services								
CLD Services	Select*	Exit With Doc						
CED Online Services								
CLD Customer Services	Exit Date*							
EHS Customer Service		dd/mm/yyyy						
	Documents	are the attachm	ents required for	submission of Visit	Visa - Cancel			
	Documents							
	Exit Paper (With A	Airport Stamp or Pr	int out) *					
						👍 add		
	Attachments (Acc	epts pdf,jpg,doc	x,doc,jpeg,png fo	ormats)				
	Document Type		Uploaded File					
	Exit Paper	¥	Choose File	No file chosen		8		

- Verify the information provided and provide following inputs: •
 - \circ Provide all mandatory fields. (If not provided will show an alert on submit button click).
 - Write Comments.
 - Upload the Documents needed.
- After providing the above inputs, click on the "Submit" button. •
- You will be asked for confirmation. Click Ok. •
- You will get the result screen with request ID. •



3.1.24 View & Download License Copy

For 'View & Download License Copy' process, you have to follow below mentioned steps: To access this service follow the below given steps:

- Login to the application
- From the home screen click on "CLD Services" in the left side menu.
- Click on "License Services" in the new left side menu.
- 1. Click on 'View & Download' in the left side menu.

1,000	ne > Public Relations Details		Sunday	, April 19, 2015 11:13 AM	Help 🛈 العربية Logout i
Velc	ome:testadm9	Public Relation Inform			
A	Home	Public Relation Inform	abon		
0	Inbox	Public Relations Detail:			
0	Public Relations Enquiry	Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركة زهي جبائع فردا كار الممدودة
0	Comm./Govt. Services Enquiry 🔺	License Number:	1084	Legal Type:	Branch Oversea (Not Existed in Trakhees)
0	Letters/ Commercial Permits	License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
e.	Letters/ Commercial Permits 🔿	Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
٥	License Services	Required Allowed:	247	Actual:	31
1-21		Female:	4	Male:	12
+	Initial Approval - New Company	Visitor:	0	Non Sponsored Employee:	0
+	Renewal	Release Signout:	4	Absconders:	0
312	1	Medical Type:	Goverment		
*	Lease Update				
+	Contact Update	Employee Bank Guarantee In	nformation:		
-	View & Download			Total Bank Guarantee	5-15-54 U.U.
-	View & Downioad	Bank Guarantee Paid:	499700.0	Required:	93000.0
0	Employment Visa Service	Bank Guarantee Balance:	408700.0		
•	Reports				
0	Reports	License Remarks:			
0	Labour Dispute				
		Remark Type		Remarks	



2. A screen will be opened containing all the fields needed for visa-govt. to trakhees transfer and an action button to submit. In the screen fill in all the details.

مَلومَتَكَنَّ				/ 🚈 🖗 😤	latza
GOVERNMENT OF DUBAI				سة المواني والجمارك والمنطقة الحرة PORTS, CUSTOMS & FREE ZONE CORPORA	
You are in : > Home > Online Service				Help 👔	مربية
Welcome : testadm9	View & Download Lie	ænse Copy			
Your License Rehewal with Reference # 5169 has been Rejected Your Update License Contact Details with Reference # 5457 has been Approved Your Update License Contact Details with Reference # 5445 has been Rejected	License Detail		_		
energen in	License No	1064	Company Name(Eng)	Zhejiang Fuda Car Co., Ltd	
Logout					
My Services@Trakhees	Company Name(Ar)	شركة زهي جيائج فودا كار المدبودة	License Status	JAFZA Transferred	
Home	-				
Update My Profile	License Type	Commercial			
Add Additional Role					
Register New/Additional Service	License Validity				
View/Edit Existing Users					
Create User	License Issue Date	01/12/2004	License Expiry Date	30/11/2015	
Update My Profile	E.				
Finance Online Services			Download		
CLD Services			N		
CED Online Services					
EHS Customer Service					
		تراخیص Trakhees			

- 3. Verify the information provided.
- 4. Click on the "Download" button.
- 5. You will get the License Copy downloaded to your default download folder.

Report - Employee Listing 3.1.25

For 'Report - Employee Listing' process, you have to follow below mentioned steps: To access this service follow the below given steps:

- Login to the application
- From the home screen click on "CLD Services" in the left side menu.
- Click on "Report" in the new left side menu.
- 1. Click on 'Employee Listing' in the left side menu.

Hor	ne> Public Relations Details			Sunda	/, August 16, 2015 09:12 AM	للحربية Logout العربية Help
Veic	ome:useradm3		Public Relation Inform		, August 10, 2015 [09.12 Am	Top - Logour -
A	Home		Public Relation mom	lation		
0	Inbox		Public Relations Detail:			
0	Public Relations Enquiry		Company Name (English):	China Building Mat. Trading	Company Name (Arabic):	الصبين لتجارة معدات البناء
0	Comm./Govt. Services Enquiry	4	License Number:	639	Legal Type:	Branch Oversea (Not Existed in Trakhees)
۵	Letters/ Commercial Permits		License Issue Date:	01-Nov-2006	License Expiry Date:	31-Mar-2017
•	Letters/ commercial r emits		Lease Start Date:	31-Mar-2017	Lease End Date:	01-Nov-2015
0	License Services	A	Required Allowed:	3000	Actual:	796
0	Employment Visa Service		Female:	5	Male:	29
e.	Employment visa Service		Visitor:	1	Non Sponsored Employee:	4
0	Non Sponsored Employee	*	Release Signout:	8	Absconders:	0
0	Reports	w.	Medical Type:	Goverment		
+	Employee Listing		Employee Bank Guarantee In	formation:		
0	Labour Dispute		Bank Guarantee Paid:	1.07393E7	Total Bank Guarantee Required:	2393000.0
			Bank Guarantee Balance:	8346300.0	Requireu.	
			License Remarks:			
			Remark Type		Remarks	
			WARNING		Warning from Env Health and	Safety
			WARNING		Warning 2 FZ Accomodation	

2. A screen will be opened containing all the fields needed for Employee Listing and an action button to download. In the screen fill in all the required details.



					Sunday, Aug	gust 16, 2015 09	:17 AM
GOVERNMENT OF DUBAI					رك والمنطقة الحرة PORTS, CUSTOMS & FR		
You are in :> Home> Online Service						Help 主	لعربية
Welcome : useradm3	Download Employ	ee Report					
Your Non Sponsored Renew with Reference # 8194 has been Rejected Your Labour Dispute by Company with Reference # 8190 has been Rejected Your Visa Amendment with Reference # 8188 has been Rejected	Search Details			Employee Name			
Logout							
My Services@Trakhees	CEC Number	Select		Employee Status	- Select -	÷	
Home							
Update My Profile	Nationality	Select	+	Job Title	- Select	\$	
Add Additional Role							
Register New/Additional Service	Report Format	PDF					
View/Edit Existing Users		EXCEL 🔘					
Create User							
Update My Profile				Download			
Finance Online Services							
CLD Services							
CED Online Services							
EHS Customer Service							
		تراخیص Trakhees					
FAQs Privacy Policy Terms & Condi	tions				Copyright (c) 2010 Tr	akhees All right	reserved

- 3. Click on Download Button.
- 4. Report will be downloaded in the selected report format, containing all the employee details under the company based on search details provided on screen.



Labour Dispute for Company 3.1.26

For 'Labour Dispute for Company' process, you have to follow below mentioned steps: To access this service follow the below given steps:

1109-24 AM

- Login to the application
- From the home screen click on "CLD Services" in the left side menu.
- Click on "Labour Dispute" in the new left side menu.
- 1. Clicking on 'Labour Dispute' in the left side menu, following screen is opened.

COTTENNENT OF DUEM				
Concerns to the second second				الوائي والجمارك واللملفة الحرة Policic Clationica Field Zone Coloro
You are int + Home+ Online Service	Labour Dispute Co	and the second		Here (
Welcome : useradm3	Carbon Constant Con	allowed and a second		
Reference # 21194 has been Rejected Your Lational Dispute by Company with Reference # 2110 has been Rejected Your Visa Annundrated with Reference # 2118 has been Rejected	Employee Details			
Logest	CEC Number*		Engloyee Name (ENG) ²	6
My Services@Trakhees	Employee Name (ARB)	1	Nationality*	7
form	- beings			
Update My Paulie	Pessport Number*		Trathees ID	C-X-002235
Add Additional Role	3000003-00			
Register New Additional Service	Complaint Type			
NewEdt Existing Users				
Create User	Category*	Belect options +		
Spilato My Profile	1111121-0003	1920) 1920		
Inance Online Services	Labour Dispute D	etalls		
CLD Services	England Martin		2 2000	
CED Online Services	Employee Mobile No		Company Mobile No*	
EHS Customer Service	4			
	Employee Email		Conprey Email*	PCFCSysSupport@pclt.ae
	a menting agent of			
	Employee Address*		Enzates ID	
	Salary and Period	I of Work		
	Actual Salary*		Last Solary*	
		1000		1
	Working Period From		Warking Period To	aneerigg
	Dues			
	Overthe Solary From		Overthan Salary To	3
	From	##*****	Overnove salary to	at many years
	Atread Leave		Annual Leaves allowance to	
	allowance from	atten/(1)/	attowance to	Strandol MA
	End of service brout from		End of service percent to	
	beautt from	40mm/1777	Denetit tu	W(mmy)yyyy
	Over time from	۵	Over tame to	and a second sec
		Manaditat		Adversiyyyy
	Complaint Details			
	Langeage*	English: ·	Constant Description*	
		and a second	04011000000000	
	and the second second	_		
	Documents			
	O Note: The requests	udempion will include the uploads	ed documents	
	Attactments (Accep	ta pdf.grg.docx.doc.jprg.prg.form	adag	
	Document Type	Uploaded Film		
	Remarks / Commen	ii ii		
	Bennative			
	Remarks / Comments			
			(or which	e
			Submit	
	Your Prepard Balance	Available II: 0.097,202:00 AED		
			4 3	
		ل تر اخیص	6	
		تراخیص Trakhees	8	
		Traknees 💞		

2. A screen will contain all the fields needed for Labour Dispute company and an action button to submit the request.



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3. To the right of the field labeled CEC Number, we have a search icon. Click on that icon to search for the employee.

					Sunday	, August 16, 2015 09:30 AM
موميتريني الموميتريني	7.					
GOVERNMENT OF D	Employee Search					مؤسسة الموانئ والجمار REE ZONE CORPORATION
You are in :> Home>	Employee Information	tion				العربية Help (
Vour Non Sponsored Re Reference # 8194 has be Your Labour Dispute by 0	CEC Number		Employee Name			
Reference # 8190 has be Your Visa Amendment w 8188 has been Rejected	Employee Name (ARB)		Passport Number			AFFFD
Logout	Note: Showing only to	op 15 results.				AFEER
My Services@Trakk	Search Selec	t Cancel				++++(1)))
Home	Employee search					
Update My Profile	Employee search					1444 (111)
Add Additional Role	CEC NO	Name	Name (Arabic)	Passport Num ber	Nationality	4441111
Register New/Additional						19999999
View/Edit Existing User						11111111
Create User						(1/1/1/1)
Update My Profile						++++////
Finance Online Services						11111111
CLD Services						(111111)
CED Online Services						
EHS Customer Service						+++++1111
						@pcfc.ae
111111111						
0101010						
						++++
100000	ounar	,		1111111		-11111111
	Actual	Salary*	Last	Salary*		
	Workin	ng Period From		ing Period To	dd/mm/yyyy	

4. If you know the details like CEC Number, Employee name or Passport number. Enter them on respective fields and click on search.



OVERNMENT OF D	mplo	yee Search				_	المواتئ والجماة م REE ZONE CORP
are in :> Home> E	mple	oyee Inform	ation				Help (
come : useradn							Carla Carl
Labour Dispute by (EC N	umber		Employee Name			11/1
Visa Amendment w Ei has been Rejected (A	mploy ARB)	yee Name		Passport Number			AFEER
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5. Select the employee from the result and click on select button. Employee details in the form will get populated.



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- 6. Verify the information provided and provide following inputs:
 - Provide all mandatory fields. (If not provided will show an alert on submit button click). •
 - Write Comments. •
 - Upload the Documents needed. (Dispute Form, Passport Copy, Payroll, Work Contract, • Work Permit, Worker Due, where none of the documents are mandatory)

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7. After providing the above inputs, click on the "Submit" button. You will be asked for confirmation. Click Ok.

You will get the result screen as follows:



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Home		
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Add Additional Role		
Register New/Additional Service		
View/Edit Existing Users		
Create User		
Update My Profile		
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Labour Dispute for Employee 3.1.27

For 'Labour Dispute for Employee' process, you have to follow below mentioned steps: To access this service follow the below given steps:

- Open the application. (Login not required, as this is a public service)
- From the home screen click on "Labour Dispute for Employee " in the left side menu.
- 1. Clicking on 'Labour Dispute for Employee' in the left side menu, following screen is opened.

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2. Fill in the following Employee Search fields,

24 5



- a. CEC Number
- b. Date of Birth
- c. Passport number

After the above details are entered, Employee Details section is auto populated with corresponding employee details or an alert with error is shown as below.

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- 3. Verify the information provided and provide following inputs:
 - Provide all mandatory fields. (If not provided will show an alert on submit button click). •
 - Write Comments.
 - Upload the Documents needed. (Dispute Form, Passport Copy, Payroll, Work Contract, • Work Permit, Worker Due, where none of the documents are mandatory)
 - Captcha text. •



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4. After providing the above inputs, click on the "Submit" button. You will be asked for confirmation. Click Ok.

You will get the result screen as follows:



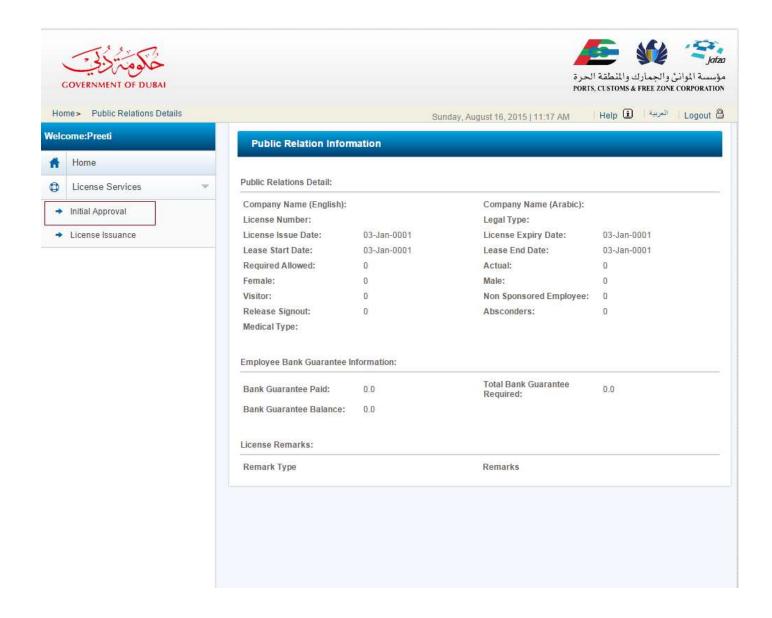
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FAQs Privacy Policy Terms & Co	anditions	Copyright (c) 2010 Trakhees All right reserved



3.1.28 **Initial Approval - New Company**

For 'Initial Approval - New Company' process, you have to follow below mentioned steps: To access this service follow the below given steps:

- Login to the application as Person Admin.
- From the home screen click on "CLD Services" in the left side menu. •
- Click on "License Services" in the new left side menu. •
- 1. Click on 'Initial Approval' in the left side menu.



25 O

2. Screen will be opened containing all the fields required for Initial Approval and Manager Details section prepopulated and Registration type as 'Branch Local Existed in Trakhees'.

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- 3. Select FZCO or FZE as Registration type (for Initial Approval New Company). On selecting either one of it, following sections are shown or hidden.
 - Fields Shown:
 - a. Company / Client Name(ENG)*
 - b. Company / Client Name(ARB)*
 - Groups Shown:
 - a. ShareHolder Details
 - Groups Hidden:
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- 4. Verify the information provided and provide following inputs:
 - Provide all mandatory fields. (If not provided will show an alert on submit button click). •
 - Search and select activities. •

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- Atleast 1 and not more than 5 shareholders should be added. •
 - a. To add person, select the Shareholder type as Person and fill in all the fields and click on Add

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b. To add Company, select the Shareholder type as Company, click on the search icon, search and select a company from the popup. Upon selecting the company Shareholder details will be populated in the form, enter all the other required fields and Click on Add.

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- Write Comments.
- Upload the Documents needed. (Application Form, EHS NOC, Lease Contract/Ejari, Personal Information Form, Trade Name Reservation are mandatory and Third party approval based on activities is not mandatory)
- Accept the Disclaimer.

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5. After providing the above inputs, click on the "Submit" button. Payment Preview popup will be shown. Click on confirm.

You will get the result screen as follows:

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		التربية Help 👔
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Register Company		
Register Person		
Forgot Username		
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Recall Trakhees PIN		
Inquire status		
Enquire License Activity		
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License Cost Calculator		
Labour Dispute for Employee		
	تراخیص Trakhees	
FAQs Privacy Policy Terms & Co	onditions	Copyright (c) 2010 Trakhees All right reserved



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Initial Approval - Branch License 3.1.29

For 'Initial Approval - Branch License' process, you have to follow below mentioned steps: To access this service follow the below given steps:

- Login to the application as Person Admin.
- From the home screen click on "CLD Services" in the left side menu.
- Click on "License Services" in the new left side menu.
- 1. Click on 'Initial Approval' in the left side menu.

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License Issuance	License Issue Date:	03-Jan-0001	License Expiry Date:	03-Jan-0001
	Lease Start Date:	03-Jan-0001	Lease End Date:	03-Jan-0001
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	Female:	0	Male:	0
	Visitor:	0	Non Sponsored Employee:	0
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	Bank Guarantee Balance:	0.0		
	License Remarks:			
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2. Screen will be opened containing all the fields required for Initial Approval and Manager Details section prepopulated and Registration type as 'Branch Local Existed in Trakhees'.



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3. Select Branch Local (Existed in Trakhees) or Branch Local (Not Existed in Trakhees) or Branch Oversea (Not Existed in Trakhees) as Registration type (for Initial Approval - Branch License).



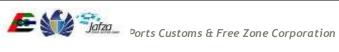
- 4. Verify the information provided and provide following inputs:
 - Provide all mandatory fields. (If not provided will show an alert on submit button click). •
 - Search and select activities. (If not selected will show an alert on submit button click). •

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Update My Profile		address eng		address arb
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Mother Company should be selected. Click on Search icon near the Mother Company Id text ٠ field. Search Company Popup is opened. Search and select a company. Upon selection mother company details section is populated with selected values. (If not selected will show an alert on submit button click).



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- Write Comments. ٠
- Upload the Documents required. (Application Form, EHS NOC, Lease Contract/Ejari, • Personal Information Form, Trade Name Reservation are mandatory and Third party approval based on activities is not mandatory)
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5. After providing the above inputs, click on the "Submit" button. Payment Preview popup will be shown. Click on confirm.

You will get the result screen as follows:

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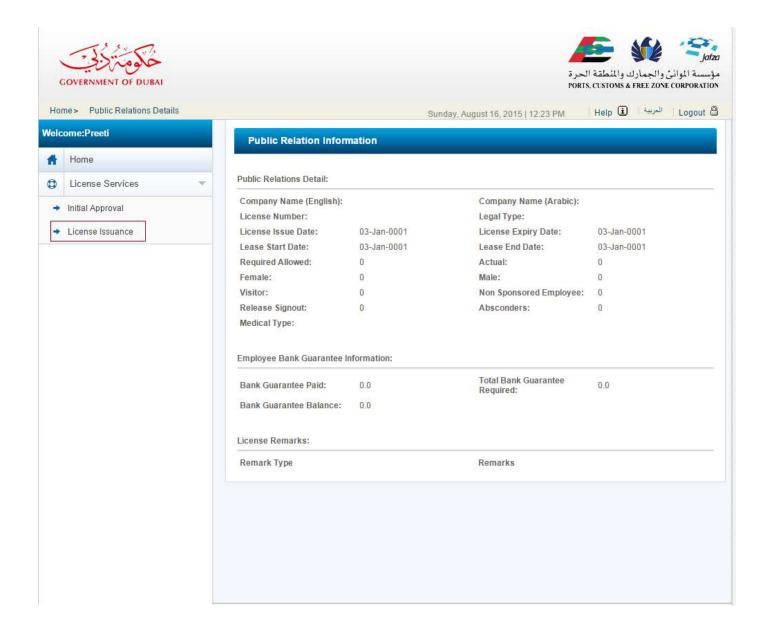


3.1.30 License Issuance

For 'License Issuance' process, you have to follow below mentioned steps:

To access this service follow the below given steps:

- Login to the application as Person Admin.
- From the home screen click on "CLD Services" in the left side menu. •
- Click on "License Services" in the new left side menu. •
- 1. Click on 'License Issuance' in the left side menu.





2.	Screen will	be opened	with a	all the	fields	required	for '	'License	Issuance'	

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- 3. Select any of the Initial Approval Id from the dropdown. Certain groups are shown/hidden and populated with values based on whether the selected initial approval id is for 'New Company' or 'Branch License'.
 - a. If Initial Approval id of 'New Company' is selected, then

Initial Approval Details, Manager Details and Shareholders Details of the corresponding Initial Approval Id will be populated on screen.

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- b. If Initial Approval id of 'Branch License' is selected, then
 - Following sections will be hidden.

ShareHolder Details, Bank and Legal Representative Details section will be hidden.

• Initial Approval Details and Manager Details will be populated with values corresponding to the initial Approval ID.

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- 4. Verify the information provided and provide following inputs:
 - a. If Initial Approval ID of 'Branch License' is selected.
 - Provide all mandatory fields. (If not provided will show an alert on submit button • click).
 - Enter Comments.
 - Accept Disclaimer.

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- b. If Initial Approval ID of 'New Company' is selected.
 - Provide all mandatory fields. (If not provided will show an alert on submit button click).
 - Search and select Bank.

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Reserved Trade Number	2452015-UAT test1	¢		
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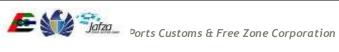
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Add Legal Representatives, by entering the information in the form and clicking on Add • Button.

ank	Search and Select Bank		
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Passport Expiry Date*	31/08/2015 dd/mm/yyyy	Designation*	DIRECTOR +
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- Enter Comments.
- Accept Disclaimer.

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5. After providing the above inputs, click on the "Submit" button.



Payment Preview popup will be shown. Click on confirm.

You will get the result screen as follows:

		Sunday, August 16, 2015 10:15 AM
GOVERNMENT OF DUBAI		مؤسسة الموانن والجمارك والمنطقة الحرة PORTS, CLSTOMS & FREE ZONE CORPORATION
	Submission Confirmation	لمربية 👔 Help
Site Map	Submission Commination	
Login		
Register Online Company Admin	Service Request Saved Successfully With ID: 8320	
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Register Company		
Register Person		
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Enquire License Activity		
Quick Pay		
License Cost Calculator		
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FAQs Privacy Policy Terms & Co		Copyright (c) 2010 Trakhees All right reserve



3.1.31 Submission of EP Cancellation

For 'EP Cancellation' process, you have to follow below mentioned steps: To access this service follow the below given steps:

- Login to the application as Company Admin.
- From the home screen click on "CLD Services" in the left side menu.
- Click on "Employment Visa Services" in the new left side menu.
- 1. Click on 'Entry permit cancellation' in the left side menu.

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0	Public Relations Enquiry		Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركة زاهي جبانج فودا كارا المحدودة
0	Comm./Govt. Services Enquiry		License Number:	1064	Legal Type:	Branch Oversea (Not Existed in Trakhees)
0	Letters/ Commercial Permits		License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
•	Letters/ Commercial Fermits		Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
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e,	Employment visa Service		Visitor:	6	Non Sponsored Employee:	6
+	Visa-Inside Country	Ê	Release Signout:	6	Absconders:	9
+	Visa-Outside Country		Medical Type:	Goverment		
+	Visa-Internal Transfer		Employee Bank Guarantee Ir	formation:		
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0	Visit Visa					
0	Reports					
0	Labour Dispute	-				

2. Screen will be opened with all the fields required for 'EP Cancellation'.

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				Sunday, August 16, 2015 02:03 PM
GOVERNMENT OF DUBAI				مؤسسة الموانن والجمارك والمنطقة الحرة PORTS, CUSTONS & FREE ZONE CORPORATION
You are in :> Home> Online Service				نىرىيە 🚯 Help
Welcome : testadm9	Entry Permit Cancellation			
Your Non Sponsored Amend with Reference # 8248 has been Approved Your Non Sponsored Cancel with Reference # 8247 has been Rejected Your Non Sponsored Renew with Reference # 8246 has been Rejected	Employee Details			
	Employee Visa Transaction No*			
Logout				
My Services@Trakhees	Employee Name (ENG		Employee Name (ARB)	T. T
Home				
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Add Additional Role				15. 74.
Register New/Additional Service				
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CLD Services	Passport copy *			
CED Online Services				
EHS Customer Service	Copy of Establishment card End of service form with emp			
	Attachments (Accepts pdf.jp Document Type	g,docx,doc.jpeg,png form Uploaded File	iats)	
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FAQs Privacy Policy Terms & Cond	itions			Copyright (c) 2010 Trakhees All right reserve
3. Two ways to fill	in the form			

Ports Customs & Free Zone Corporation

3. Two ways to fill in the form

Click on Search icon near the Employee visa Transaction no field. Popup will be opened. Search and select the Visa Transaction no and Employee details section will be populated with values • corresponding to Visa Transaction no.

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Reference # 8247 has be Your Non Sponsored Re Reference # 8246 has be	Employee Name (ARB)		Passport Number		
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Home						
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	Passport copy *					
CED Online Services	Copy of Establish	ment card *				
EHS Customer Service	End of service for	m with employee sign	ature *			
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	Remarks /	-				
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				Submit		
	Your Prepaid Balanc	e Available is: 99,933	473.00 AED	-		
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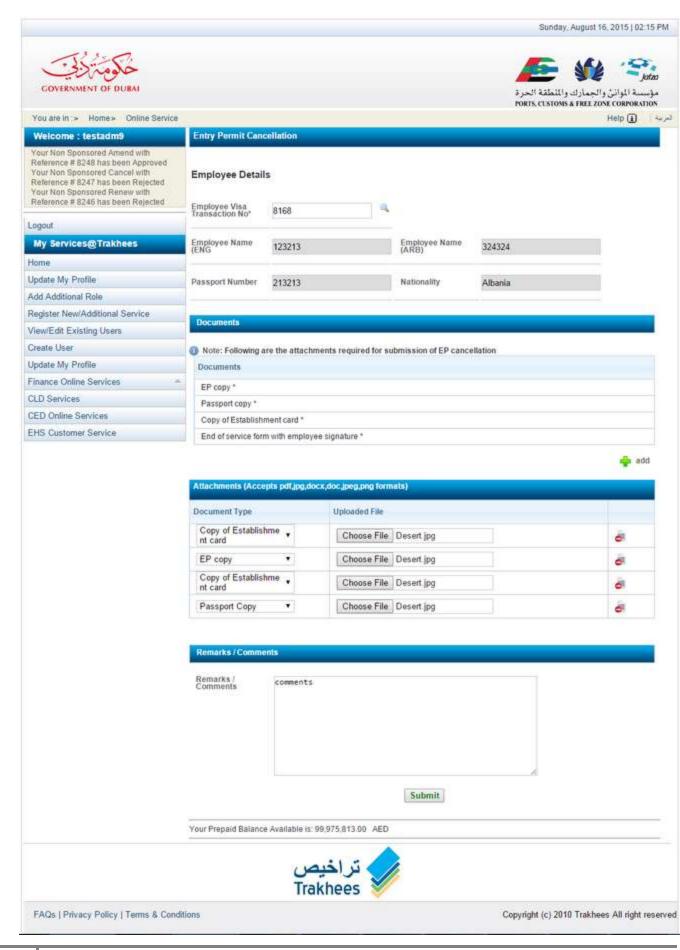


Enter Visa Transaction no and on tabbing Employee Details section is populated with values • corresponding to Visa Transaction no.

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LD Services	Passport copy *						
ED Online Services	Copy of Establish	ment card *					
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- 4. Verify the information provided and provide following inputs:
 - Provide all mandatory fields. (If not provided will show an alert on submit button click). •
 - Attach documents. Mandatory attachments are EP copy, Passport copy, Copy of Establishment • card and End of service form with employee signature.
 - Enter Comments. •





e w Tafza Ports Customs & Free Zone Corporation

5. After providing the above inputs, click on the "Submit" button. Confirmation popup will open. Click OK.

You will get the result screen as follows:

		Sunday, August 16, 2015 10:15 AM
GOVERNMENT OF DUBAI		مؤسسة الموانن والجمارك والمنطقة الحرة مؤسسة الموانن والجمارك والمنطقة الحرة
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Site Map	Submission Confirmation	
Login		
Register Online Company Admin	Service Request Saved Successfully With ID: 8320	
Register Online Person Access		
Register Company		
Register Person		
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Forgot Password		
Recall Trakhees PIN		
Inquire status		
Enquire License Activity		
Quick Pay		
License Cost Calculator		
Labour Dispute for Employee		
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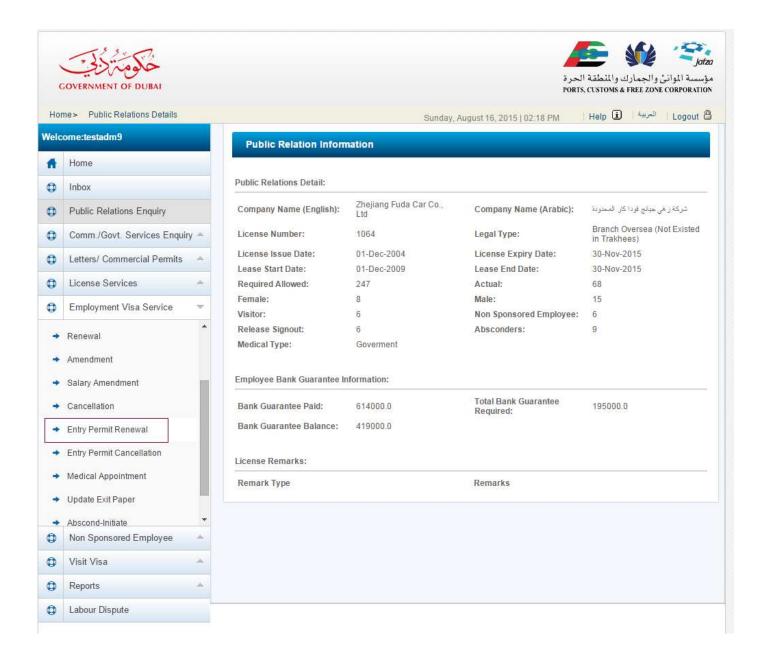


3.1.32 Submission of EP Renewal

For 'EP Renewal' process, you have to follow below mentioned steps:

To access this service follow the below given steps:

- Login to the application as Company Admin. •
- From the home screen click on "CLD Services" in the left side menu. •
- Click on "Employment Visa Services" in the new left side menu. •
- 1. Click on 'Entry permit Renewal' in the left side menu.





2. Screen will be opened with all the fields required for 'EP Renewal'.

			Sunday, August 16, 2015 02:19 PN
GOVERNMENT OF DUBAI			مؤسسة الموانئ والجمارك والمنطقة الحرة
You are in :> Home> Online Service			PORTS, CUSTOMS & FREE ZONE CORPORATION
Welcome : testadm9	Entry Permit Renewal		time 🖉 🖉
Your Non Sponsored Amend with Reference # 8248 has been Approved Your Non Sponsored Cancel with Reference # 8247 has been Rejected Your Non Sponsored Renew with Reference # 8246 has been Rejected	Employee Details	a,	
ogout	Transaction No*		
My Services@Trakhees	Employee Name	Employee Name (ARB)	
ome	(ENG)	(ARB)	
pdate My Profile	Desenant Number	Matteriette	
dd Additional Role	Passport Number	Nationality	
legister New/Additional Service			
lew/Edit Existing Users	Documents		
reate User	A Noto: Eolouing are the a	the humanic required for submission of CD resource	
lpdate My Profile	Documents	ttachments required for submission of EP renewal	
inance Online Services			
LD Services	EP copy *		
ED Online Services	Passport copy *	22	
HS Customer Service	Copy of Establishment car Photo with white backgrou	20 H	
			da add
	Attachments (Accepts pdf,	jpg,docx,doc,jpeg,png formats}	
	Document Type	Uploaded File	
	and the c		
	Remarks / Comments		
	Remarks / Comments		
		Submit	A
		Submit	
	Your Prepaid Balance Availat	ble is: 99,975,813.00 AED	
		ت اذم	
		() Mandanika () Ind () Mandanika ()	
		تراخیص Trakhees	



- 3. Two ways to fill in the form
 - Click on Search icon near the Employee visa Transaction no field. Popup will be opened. Search • and select the Visa Transaction no and Employee details section will be populated with values corresponding to Visa Transaction no.

are in * Homes come : testadra Non Sponsored Am Man Sponsored Am Services@Trakt Am Services@Trakt Am Services@Trakt Am Services Online Services Conter Services Conter Services	CARDON P	Employee Search				مة الموانئ والجما EE ZONE CORPOR
come : testadm Non Sponsored An Non Sponsored Ca rence # 8248 has bi Visa Transaction No Employee Name Passport Number Employee Name Passport Number Note: Showing only top 15 results. Services@Trakt Search Select Cancel Employee search Visa Transacti Name (English) Name (Arabic) Passport Num Nationality Value Value Value Value Value Contine Services Customer Service Customer Service	ire in > Home>	Employee Informat	ion			Help 主
Visa Transaction No Employee Name Non Sponsored Ce rence # 8247 has be Fmployee Name Employee Name Employee Name Employee Name Passport Number Passport Number Note: Showing only top 15 results. Search Select Cancel Employee search Visa Transacti Name (English) Name (Arabic) Passport Num ber Nationality Visa Transacti Name (English) Name (Arabic) Passport Num Nationality Services Contine Services Services Contine Services Customer Service	come : testadm					
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Image: Services Online Services Customer Services		Note: Showing only to	op 15 results.			
ter My Profile Additional Role ter New/Additional Edit Existing Users e User te My Profile ce Online Services Services Online Services	Services@Trakk	Search Select	Cancel			
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ce Online Services Services Online Services Customer Service	User					
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		111110	11/1/11			



GOVERNMENT OF D	Emplo	oyee Search					سبة الموانئ والجمار * REE ZONE CORPORAT
You are in (> Home>	Empl	oyee Informat	ion				Help 主
Welcome : testadm							Charles and and a
Your Non Sponsored Am Reference # 8248 has be Your Non Sponsored Ca	Visa T	ransaction No		Employee Name			81110
Reference # 8247 has be Your Non Sponsored Re Reference # 8246 has be	Emplo (ARB)	yee <mark>Name</mark>		Passport Number			2519
ogout	Note:	Showing only to	op 15 results.				11111
My Services@Traki	Sear	rch Select	Cancel				- C / P
lame	Emp	loyee search					2/1/1
Ipdate My Profile	Limp	loyee search					10/1/
dd Additional Role		Visa Transacti on No	Name (English)	Name (Arabic)	Passport Num ber	Nationality	12////
egister New/Additional	۲	8168	123213	324324	213213	Albania	KARAGA AND
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reate User	0	8092	JULY20 TEST5	uytr	45645	Algeria	6/1/11
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inance Online Services	۲	8171	43543		43534554	Afghanistan	11/11
LD Services	\odot	8129	435435	354234	345345	Algeria	11111
ED Online Services	0	8127	435435	435435	345435	Algeria	++++++
HS Customer Service	۲	8169	790970	456456	213213	Portugal	11/11
1/1/1/1	۲	8126	EP RENEWAL	wqe	123456789	AUSTRIA	11111
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	0	8173	1111111		11111	Algeria	- 19/9/

Sunday August 16 2015 L02:00 PM





Jatza مؤسسة الموانئ والجمارك والمنطقة الحرة PORTS, CLSTOMS & FREE ZONE CORPORATION

	Entry Permit Ren	ewal				
Your Non Sponsored Amend with Reference # 8248 has been Approved Your Non Sponsored Cancel with Reference # 8247 has been Rejected Your Non Sponsored Renew with Reference # 8246 has been Rejected	Employee Detai	8168				
Logout	Transaction No	6				
My Services@Trakhees	Employee Name (ENG)	123213	Employee Name (ARB)	324324		
Home			(critic)			
Update My Profile	Passport Number	213213	Nationality	Albania		
Add Additional Role						
Register New/Additional Service	Episterio anticipatione de la companya de la					
View/Edit Existing Users	Documents					
Create User	Note: Following a	are the attachments required for su	Ibmission of EP renev	val		
Update My Profile	Documents					
Finance Online Services	EP copy *					
CLD Services	Passport copy *					
CED Online Services	Copy of Establish	ment card *				
EHS Customer Service	Photo with white I					-
		epts pdf.jpg,docx,doc.jpeg,png form	inter/		_	
	Document Type	Uploaded File	6015)			
		Uploaded File				
	Document Type Remarks / Comme Remarks /	Uploaded File				
	Document Type Remarks / Comme Remarks /	Uploaded File	Submit			
	Document Type Remarks / Common Remarks / Comments	Uploaded File				
	Document Type Remarks / Common Remarks / Comments	Uploaded File	Submit			

Enter Visa Transaction no and on tabbing Employee Details section is populated with values corresponding to Visa Transaction no. •

							Sunda	ay, August 16,	2015 02:20 PM
GOVERNMENT OF DUBAI									Jatza مؤسسة المواني CORPORATION
You are in > Home> Online Service									Help 😧 🖂
Welcome : testadm9	Entry Permit Ren	ewal							
Your Non Sponsored Amend with Reference # 8248 has been Approved Your Non Sponsored Cancel with Reference # 8247 has been Rejected Your Non Sponsored Renew with Reference # 8246 has been Rejected	Employee Detai	ls 8168		4					
Logout									
My Services@Trakhees	Employee Name (ENG)	123213			Employee Name (ARB)	324324	Û.		
Home	(ENG)	No concern		٥.	panby				
Update My Profile	Passport Number	213213		11	Nationality	Albania	E:		
Add Additional Role	Concercion and a second	A 198 19			Contractor and the	1.5000.00			
Register New/Additional Service									_
View/Edit Existing Users	Documents								
Create User	() Note: Following a	are the attachm	ents required for	sub	mission of EP renev	val			
Update My Profile	Documents			6.000					
Finance Online Services	EP copy *								
CLD Services	Passport copy *								
CED Online Services	Copy of Establish	ment card *							
EHS Customer Service	Photo with white I								
	Attachments (Acco	epts pdf.jpg,doc	x,doc.jpeg.png fo Uploaded File		its)				
	Remarks / Commo	ents							
	Remarks / Comments								
	Your Prepaid Balance	e Available is: 91	9.975,813.00 AE	D	Submit				
			تراخی hees	•					
FAQs Privacy Policy Terms & Cond	itions					C	opyright (c) 2	010 Trakhees	s All right reserve

- 5. Verify the information provided and provide following inputs:
 - Provide all mandatory fields. (If not provided will show an alert on submit button click).
 - Attach documents. Mandatory attachments are EP copy, Passport copy, Copy of Establishment card and Photo with white background.
 - Enter Comments.

- King						141 -5
COVERNMENT OF DUBAI						Jatzo
COTEMPICITI OF DUBIT					لطقة الحرة PORTS, CLSTO	مؤسسة الموانئ والجمارك وال MS & FREE ZONE CORPORATION
ou are in :> Home> Online Service						Help 👔
Welcome : testadm9	Entry Permit Ren	ewal				
rour Non Sponsored Amend with Reference # 8248 has been Approved Your Non Sponsored Cancel with Reference # 8247 has been Rejected Your Non Sponsored Renew with Reference # 8246 has been Rejected	Employee Detai	ls 8168	4			
ogout						
My Services@Trakhees	Employee Name (ENG)	123213		Employee Name (ARB)	324324	
ome	terrar	1020-0050		printing		
pdate My Profile	Passport Number	213213		Nationality	Albania	
dd Additional Role					7 9000 100	
egister New/Additional Service		_				
ew/Edit Existing Users	Documents					
reate User	Note: Following	are the attach	ments required for su	bmission of EP repev	wal	
pdate My Profile	Documents					
nance Online Services	EP copy*					
LD Services	Passport copy *					
ED Online Services	Copy of Establish	ment card *				
HS Customer Service	Photo with white I					
	Document Type		Uploaded File			
	Copy of Establis nt card	hme 🕌	Choose File	Desert.jpg		đ
	EP copy	÷	Choose File	Desert jpg		e.
	Passport Copy	•	Choose File	Desert.jpg		đ
	Photo with white kground	bac .	Choose File	Desert.jpg		8
	Remarks / Comm	ents				
	Remarks /					
	Comments	comments				
	Your Prepaid Balanc	e Available is	99.975.813.00 AED	Submit		
		5	تراخيم khees 岁			

6. After providing the above inputs, click on the "Submit" button. Confirmation popup will open. Click OK.

29

0

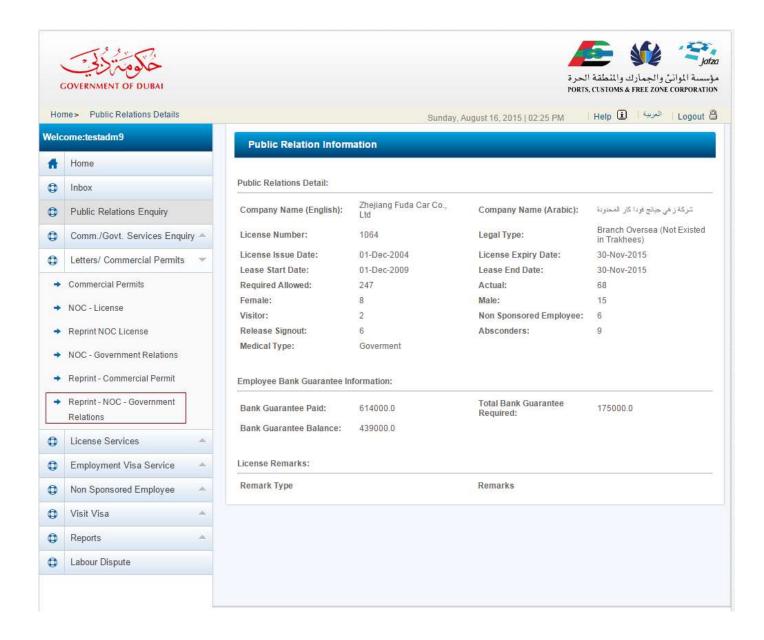
		Sunday, August 16, 2015 10:15 AM
GOVERNMENT OF DUBAI		مؤسسة الموانش والجمارك والمنطقة الحرة MORTS, CLSTOMS & FREE ZONE CORPORATION
		لىرىية Help 👔
Site Map	Submission Confirmation	
Login		
Register Online Company Admin	Service Request Saved Successfully With ID: 8320	
Register Online Person Access		
Register Company		
Register Person		
Forgot Username		
Forgot Password		
Recall Trakhees PIN		
Inquire status		
Enquire License Activity		
Quick Pay		
License Cost Calculator		
Labour Dispute for Employee		
	تراخیص Trakhees	
FAQs Privacy Policy Terms & C		Copyright (c) 2010 Trakhees All right reserve



3.1.33 **NOC GS Reprint**

For 'NOC GS Reprint' process, you have to follow below mentioned steps: To access this service follow the below given steps:

- Login to the application as Company Admin. •
- From the home screen click on "CLD Services" in the left side menu. •
- Click on "Letters / Commercial Permits" in the new left side menu. •
- 1. Click on 'Reprint NOC Government Relations' in the left side menu.





2. Screen will be displayed with all the fields required for 'NOC GS Reprint'.

			Sunday, August 16, 2015 02:30 PM
COVERNMENT OF DUBAI			مؤسسة للوانن والجمارك والملطقة الحرة المؤسسة للوانن والجمارك والملطقة الحرة
You are in :> Home> Online Service			Help 👔 🗐 🖗 ا
Welcome : testadm9	Reprint NOC Government Relations		
Your Non Sponsared Amend with Reference # 8248 has been Approved Your Non Sponsared Cancel with Reference # 8247 has been Rejected Your Non Sponsored Renew with Reference # 8246 has been Rejected	NOC RePrint	NOC Number	
Logout			
My Services@Trakhees		Download	
Home		COMMONY	
Update My Profile			
Add Additional Role			
Register New/Additional Service			
View/Edit Existing Users			
Create User			
Update My Profile			
Finance Online Services			
CLD Services			
CED Online Services			
EHS Customer Service			

3. Enter either Transaction number or NOC Number , where any one field is mandatory. (If not provided alert message is shown on clicking download button)

			Sunday, August 16, 2015 02:35 P
GOVERNMENT OF DUBAI			مؤسسة المواني والجمارك والمنطقة الحرة
	PORTS, CUSTOMS & FREE ZONE CORPORATION		
You are in :> Home> Online Service			بة Help 主
Welcome : testadm9	Reprint NOC Government Relations		
Your Non Sponsored Amend with Reference # 8248 has been Approved Your Non Sponsored Cancel with Reference # 8247 has been Rejected Your Non Sponsored Renew with Reference # 8246 has been Rejected	NOC RePrint	NOC Number	
ogout	Transaction Number 40050	NOC NUMber	
My Services@Trakhees		Download	
lome		Download	
Jpdate My Profile			
Add Additional Role			
Register New/Additional Service			
/iew/Edit Existing Users			
Create User			
Jpdate My Profile			
Finance Online Services			
CLD Services			
CED Online Services			
EHS Customer Service			

4. Click on Download. NOC will be downloaded in pdf format.



License Cost Calculator 3.1.34

For "Licence Cost Calculator", you have to follow below mentioned steps: This service can be accessed from two different menus (before login and after login)

Before Login Steps:

• From Pages Before Login home page, Click on "Licence Cost Calculator"

		Tuesday, August 18, 2015 01:38 PI
COVERNMENT OF DURAL		مؤسسة المواذي والجمارك والململة الحرة PORTS CUSTORS & FREE ZONG COMPORATION
		Help 🚺 🔟
Site Map	Login	
Login	Login	
Register Online Company Admin	If you have already registr	tered with us, you can legin using the form below.If you are a new user Click here 🝸
Register Online Person Access		
Register Company	*Enter UserName	C-0030-145445
Register Person	* Enter Password	4444444
Forgot Username		
Forgot Password		Submit
Recall Trakhees PIN		
Inquire status		
Enquire License Activity		
Quick Pay		
License Cost Calculator		
Labour Dispute for Employee		
		تراخیص Trakhees
FAQs Privacy Policy Terms & Con	ditions	Copyright (c) 2010 Trakhees All right reserved

OR

After Login Steps:

- Login to the application
- From the home screen click on "CLD Services" in the left side menu.
- Click on "License Services" in the new left side menu.



1. Click on "Licence Cost Calculator"

Hon	ne > Public Relations Details				Help 🗈 🥪 Logout
	ome:C-0030-145445	Public Relation Inf	ormation	Tuesday, August 18, 2015101.41 PM	Hep @ Cogour
A	Home		11692-120106011		
•	Inbox	Public Relations Detail:			
•	Public Relations Enquiry	Company Name (Englis) License Number:	nic.	Company Name (Arabic): Legal Type:	
•	Comm/Govt. Services Enquiry	License Issue Date:	03-Jan-0001	License Expiry Date:	03-Jan-0001
2	Letters/ Commercial Permits	Lease Start Date:	03-Jan-0001	Lease End Date:	03-Jan-0001
	Ceneror Sommercian r ennica	Required Allowed:	0	Actual	0
•	License Services	 Female: Visitor; 	0	Male: Non Sponsored Employee:	0
+ + +	Renewal Amendment Lease Update	* Release Signout: Medical Type: Employee Bank Guarant	0 ee Information:	Absconders:	D
+ + +	Contact Update View & Download Termination	Bank Guarantee Paid: Bank Guarantee Balance	0.0. e: 0.0	Total Bank Guarantee Required:	0.0
*	License Cust Calculator	License Remarks:			
	Employment Visa Service	Remark Type		Remarks	
))	Non Sponsored Employee				
Þ	Visit Visa				
Þ	Reports				
3	Labour Dispute				



2. A screen will be opened containing all the fields required for "License Cost Calculator". In the screen fill in all the details.

Welcome : C-0030-145445	License Cost Calc	ulator			
Your NOC for Activity Verification - Amendment with Reference # 498 has been Rejected	Company Details				
Logout					
My Services@Trakhees	Registration Type*	Branch Local (Not Existed a in Trakhees)	Type of License*	Industrial	
Home	ann ann an				
Update My Profile	Total No of Activities*	1245			
Add Additional Role					
Register New/Additional Service	Facility Details				
View/Edit Existing Users					
Create User	Project Name*	106 \$	Facility Type*	Beauty Salon	=
Update My Profile					
Finance Online Services	 Yearly Rent* 	1245			
CLD Services					
CED Online Services	Manager Details				
EHS Customer Service					
	Nationality*	ANGOLA +	Accomadation Lease Type"	Shared Owned	
	Accomadation Lease Amount*	1245	Inside Dubai	8	
	Trade Name Characteristics				
	Abbreviations	*	Trade names that includes Dubai, UAE, Emirates or Gulf	2	
	Arabized Trade Name		Trade Name with Numbers	0	
	Foreign words	0	Trade Mark	8	
	Region		Firm Coverage	Ð	
			Submit		

3. Verify the information provided and provide following inputs:



- a. Provide all mandatory fields. (If not provided will show an alert on submit button click).
- b. Write Comments.

After providing the above inputs, click on the "Submit" button. You will be asked for confirmation. Click Ok.

COVERNMENT OF DUBAI		Tuesday, August 10, 2015 02-34 PM موسية الموالي والجمارك واللمطقة المرة PORTS, CLETOMS & FREE ZONE CORPORATION Help ①
Site Map	Submission Confirmation	
Login		- 1P
Register Online Company Admin	Service Type	Cost(AED)
Register Online Person Access		110.00
Register Company	Initial Approval License Issuance	6,732,00
Register Person	Name Reservation	4210.00
Forgot Usemame	Name Reservation	4,210,00
Forgot Password		
Recall Trakhees PIN		
Inquire status		
Enquire License Activity		
Quick Pay		
License Cost Calculator		
Labour Dispute for Employee		



3.1.35 License Termination

For 'License Termination', you have to follow below mentioned steps:

To access this service follow the below given steps:

- Login to the application
- From the home screen click on "CLD Services" in the left side menu.
- Click on "License Services" in the new left side menu.
- 1. Click on "Termination" in the left side menu.

	SOVERNMENT OF DUBAI					بسنة الوائل والجمارك واللطقة ا COSTONS & FREE ZONE CORPORATIO,
Hor	ne> Public Relations Details			Tuesday,	August 18, 2015 02:37 PM	Help (1) (Logout)
lelo	ome.testadm9		Public Relation Inform	nation		
fi.	Home		11			
0	Inbax		Public Relations Detail:			
0	Public Relations Enquiry		Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركة زهي جبتح فردا كار المحردة
0	Comm /Govt. Services Enquiry	A.	License Number:	1064	Legal Type:	Branch Oversea (Not Existed in Trakhees)
8	Letters/ Commercial Permits	4	License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
	Contrast Contrastential Contrast		Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
3	License Services	÷	Required Allowed:	247	Actual:	70
	Renawal		Female:	9	Male:	15
	nenewal		Visitor:	38	Non Sponsored Employee:	6
•	Amendment		Release Signout:	<u>é</u>	Absconders:	10
•	Lease Update		Medical Type:	Goverment		
•	Contact Update		Employee Bank Guarantee In	formation:		
•	View & Download		Bank Guarantee Paid:	614000.0	Total Bank Guarantee Required:	358000.0
+	Termination		Bank Guarantee Balance:	256000.0	and the state	
-	License Cost Calculator					
*	Ficense obsi calculator		Licensa Remarks:			
6	Employment Visa Service	-	Remark Type		Remarks	
8	Non Sponsored Employee					
0	Visit Visa	~				
0	Reports	÷				
0	Labour Dispute					



2. A screen will be opened with the details and field required for "License Termination". Some fields are updateable. Update those fields if required.

Welcome : companyadm7	License Terminatio	8			
hoga.					
My Services@Trakhees	License Detail				
fome					
Ipdate My Profile	License No*	740	Company Name(Eng)*	China Jine FZCO	14
dd Additional Role			(manual (multiple)	April 11 March 11	
legister New/Additional Service	Company Name(Ar)*	تلينا من قرار ح	License Type	E	1
New/Edit Existing Users		C. L. C.		-	
Create User	License Status	A	Issue Date	01/12/2004	14
pdate My Profile	Locality and the	<u></u>		01112/2004	
inance Online Services	· Exercise Data				
LD Services	Expiry Date	30/11/2016			
ED Online Services	License Terminat	lon			
HS Customer Service	License reiminat				
	-	1.00.000.00000-000		Done	
	Termination Date*	31/08/2018 dd/mm/yyyy	Remarks		
	Note: Following an	e the attachments required fo	r License Termination		
	Documents				
	Application Form *				
	Personal Informatio	n Form *			
	Passport and Visa of	copy of Shaleholder(s)and Mar	ager *		
	Liquidation Certific	te from Audit company *			
	Visa Cancellation c	learance *			
	License Copy *				
	NOC from Company	ý*			
	Affested document	of mother company			
					🔒 adt
	Attachments (Accep	is builderyooxygoc fied build	ormats)		
	Document Type	Uninaded Fil Uploaded Fil			
	Document Type	Uploaded Fi		-	à
	Document Type	Choose F en			a a
	Document Type Application Form Attestation docum	Choose F	le correct file docx		
	Application Form Application Form Attestation docum t of mother compa License Copy Liquidation Certific e from Audit report	Choose F Choose F Choose F Choose F	le correct file docx		8
	Application Form Attestation docum t of mother compa License Copy		le_correct file docx		8
	Application Form Application Form Attestation docum t of mother compa License Copy Uquidation Certific e from Audit report ompany NOC from compart shareholders/man		le correct file docx le correct file docx le correct file docx le correct file docx		8
	Application Form Application Form Attestation docum t of mother compa License Copy Liquidation Certific e from Audit report ompany NOC from compat Passport Copy for		correct file docx		8
	Application Form Application Form Attestation docum t of mother compa License Copy Liquidation Certific e from Audit report ompany NOC from compat shareholders/man er Personal Informati Form		correct file docx correct file docx		8
	Application Form Application Form Attestation docum t of mother compa License Copy Liquidation Certific e from Audit report ompany NOC from compat Passport Copy for shareholders/man er Personal Informati Form				8 8 8 8 8
	Application Form Application Form Attestation docum t of mother compa License Copy Liquidation Certific e from Audit report ompany NOC from compat shareholders/man er Personal Informati Form				8
	Application Form Application Form Attestation docum t of mother compa License Copy Liquidation Certific e from Audit report ompany NOC from compat shareholders/man er Personal Informati Form Visa Cancellation arance				8
	Application Form Application Form Attestation docum t of mother compa License Copy Liquidation Certific e from Audit report ompany NOC from compat shareholders/man er Personal Informati Form Visa Cancellation arance	Choose F all alg Choose F choose F choose F choose F			8
	Application Form Application Form Attestation docum t of mother compa License Copy Liquidation Certific e from Audit report ompany NOC from compat shareholders/man er Personal Informati Form Visa Cancellation arance	Choose F all alg Choose F choose F choose F choose F			8

3. Verify the information provided and provide following inputs:

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- c. Provide all mandatory fields. (If not provided will show an alert on submit button click).
- d. Write Comments.
- e. Upload the Documents required. (Application Form, License Copy, Liquidation Certificate from Audit report company, NOC from company, Passport copy for all shareholders/manager, Personal Information form and Visa Cancellation Clearance are mandatory documents.)

After providing the above inputs, click on the "Submit" button. You will be asked for confirmation. Click Ok.

		Tuesday, August 18, 2015 02:49 PM
GOVERNMENT OF DUBAI		مؤسسة الموانق والجمارك والملطقة الحرة مؤسسة الموانق والجمارك والملطقة الحرة
You are in > Home > Online Sen		الدرجة 💽 Heb
Welcome : companyadm?	Submission Confirmation	
Logout		
My Services@Trakhees	Service Request Saved Successfully With ID: 6859	
Home		
Update My Profile		
Add Additional Role		
Register New/Additional Service		
ViewEdit Existing Users		
Create User		
Update My Profile		
Finance Online Services		
CLD Services		
CED Online Services		
EHS Customer Service		
	تراخیص Trakhees	
FAQs Privacy Policy Terms & C	Conditions	Copyright (c) 2010 Trakhees All right reserved



Request for Medical Appointment 3.1.36

For "Request for Medical Appointment", you have to follow below mentioned steps: To access this service follow the below given steps:

- Login to the application
- From the home screen click on "CLD Services" in the left side menu.
- Click on "Employment Visa Service" in the new left side menu.

1. Click on Medical Appointment

Hor	ne» Public Relations Details			Tuesda	, August 18, 2015 (02:58 PM	Help 🗷 🔍 Logout
Welc	ome:testadm7		Public Relation Infom	nation		
f	Home		Public Relations Detail:			
0	Public Relations Enquiry		Company Name (English):	China Building Mat Trading	Company Name (Arabic):	المين للوترة بعدات البلاي
0	Comm./Govt. Services Enquiry		License Number:	639	Legal Type:	Branch Oversea (Not Existed in Trakbees)
0	Letters/ Commercial Permits		License Issue Date:	01-Nov-2006	License Expiry Date:	31-0d-2017
			Lease Start Date:	01-Nov-2006	Lease End Date:	31-Ocl-2917
0	License Services	*	Required Allowed:	100	Actual:	59
0	Employment Visa Service	-	Female:	8	Male:	28
-		-	Visitor:	2	Non Sponsored Employee:	1
+++	Amendment Salary Amendment Cancellation	*	Release Signout: Medical Type: Employee Bank Guarantee In	4 Government	Absconders:	4
	Entry Permit Renewal Entry Permit Cancellation Medical Appointment Update Exit Paper		Bank Guarantee Paid: Bank Guarantee Balance: License Remarks:	1092700.0 920700.0	Total Bank Guarantee Required:	172000.0
•	Abscond-Initiate Abscond-Complete	-	Remark Type		Remarks	
Ö	Non Sponsored Employee	*				
ø	Visit Visa	*				
0	Reports	A				
0	Labour Dispute					

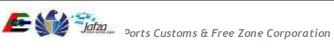
2. A screen will be opened containing all the fields required for "Request for Medical Appointment" and an action button to submit. In the screen fill in all the details.

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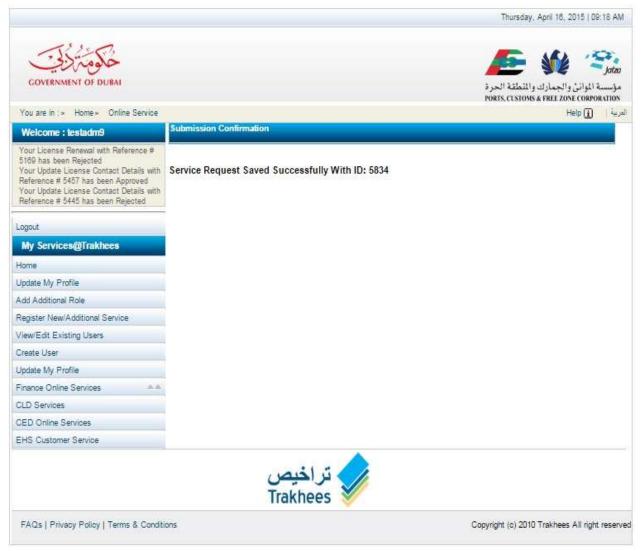
You are in > Home> Online Service	And and a second second second					Help 🕢	14
Welcome : testadm7	Employee Medical /	Appointment					
Your NGC for Activity Venification -New Issuance with Reterence # 1188 has been Rejected Your NGC for Activity Verification -New Issuance with Reference # 1197 has been	Employee Details						
Rejected Your NOC for Activity Ventication -New Issuance with Reference # 1184 bas been Rejected	Employee Visa Transaction No.*	8448	٩	Employee Name (ENG)	KEVEN 2		
ogout	Employee Name (ARB)		j.	Passport Number	FDDSAF434		
My Services@Trakhees	Nationality	Indian					
ome							
pdate My Profile	Medical Appointm	ent Details					
dd Additional Role							
egister New/Additional Service	Medical Type*	24 HOURS					
ew/Edit Existing Users							
reate User	Documents						
pdate My Profile	ore another						
nance Online Services	() Note: Following are	the attachme	ints required for re	quest for medical appoin	tment		
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ED Online Services	Visa copy *						
HS Customer Service	Passport copy *						-
	Photo with white bad	koround (Orio	inal is required for a	nedical)*			
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	Document Type		Uploaded Film				
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	Passport Copy		Choose File	correct file docx		8	
	Photo with white be kground	ac .	Choose File	correct file docx		á	
	Visa Copy	•	Choose File	correct file.docx		8	
	Remarks /Comme	nts					
	Remarks /	1 particular					
	Comments	commets					
				Submit			
	Your Prepaid Balance	Available is: 4	4,310,754.00 AED				_
			Carrier and				
		Tra	تراخی khees 岁				

3. Verify the information provided and provide following inputs:



- a. Provide all mandatory fields. (If not provided will show an alert on submit button click).
- b. Write Comments.
- c. Upload the Documents needed. (Visa copy, Passport copy, Photo with white background (Original is required for medical), Copy of Establishment card are mandatory documents.)

After providing the above inputs, click on the "Submit" button. You will be asked for confirmation. Click Ok.





Employment Visa Renewal 3.1.37

For "Submission of Exit Date in Employee Cancellation", you have to follow below mentioned steps: To access this service follow the below given steps:

- Login to the application
- From the home screen click on "CLD Services" in the left side menu.
- Click on "Employment Visa Service" in the new left side menu.
- 1. Click on "Update Exit Paper"

Hor	ne» Public Relations Details			Tuesda	y, August 18, 2015 (02:58 PM	Help 🗷 🔍 Logout
Welc	ome-testadm7		Public Relation Infom	nation		
A	Home					
0	Inbox		Public Relations Detail:			
0	Public Relations Enquiry		Company Name (English):	China Building Mat. Trading	Company Name (Arabic):	السين للجارة عدائد الناد
0	Comm./Govt. Services Enquiry		License Number:	639	Legal Type:	Branch Oversea (Not Existed in Trakbees)
0	Letters/ Commercial Permits		License Issue Date:	01-Nov-2006	License Expiry Date:	31-0d-2017
1	Carles Control Control Control State		Lease Start Date:	01-Nov-2006	Lease End Date:	31-Oct-2917
9	License Services		Required Allowed:	100	Actual:	59
•	Employment Visa Service	-	Female:	8	Male:	28
0	Construction and the second		Visitor:	2	Non Sponsored Employee:	1
+	Amendment	*	Release Signout:	4	Absconders:	4
+	Salary Amendment		Medical Type:	Goverment		
+	Cancellation		Employee Bank Guarantee In	dormation:		
+	Entry Permit Renewal	8	Bank Guarantee Paid:	1092700.0	Total Bank Guarantee Required:	172000.0
+	Entry Permit Cancelliation		Bank Guarantee Balance:	920700.0	sugar ou.	
+	Medical Appointment					
•	Update Exit Paper		License Remarks:			
•	Abscond-Initiate		Remark Type		Remarks	
+	Abscond-Complete					
9	Non Sponsored Employee	-				
ø	Visit Visa	a.'				
0	Reports					
9	Labour Dispute	-				



2. A screen will be opened containing all the fields required for "Submission of Exit Date in Employee Cancellation" and an action button to submit. In the screen fill in all the details.

You are in > Home> Online Service	Manual Street Street					Help 🔒 🚦
Welcome : testadm7	Employee Exit D	19				
our NOC for Activity Ventication -New suance with Reference # 1188 has been lejected our NOC for Activity Ventication -New suance with Reference # 1187 has been lejected our NOC for Activity Ventication -New suance with Reference # 1184 has been	Employee Detail	ls 8450	4	Employee Name (ENG)	ILYAS POTHANPADA	M ISM/
relation with Hereinstein 1164 has been						
gout	Employee Name (ARB)	اعل برتها نبذم	اليس بولها تبذم اسم	Passport Number	G7766872	
ty Services@Trakhees	Nationality	Indian				
me	reactioning	incian				
date My Profile	Employee Cano	ellation/Terr	nination Details			
d Additional Role	Employee Gane	enation ferr	initiation becaus			
gister New/Additional Service	Exil Datat	10/08/2015				
ew/Edit Existing Users	Exit Date*	dd/mm/yyyy				
eate User						
odate My Profile	Documents					
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LD Services	Documents	are the anappin	isenita reduired for ac	Interestori of exit date		
ED Online Services						
HS Customer Service	Exit document *					
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	Exit Document		Choose File	correct file.docx		ð
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	Remarks / Comments	Subwit				
				Submit	A.	
	Your Prepaid Balance	e Available is	44,310,754,00 AED			
		Tra	تراخيد khees			
FAQs Privacy Policy Terms & Condit	ions	, iu			Copyright (c) 2010 Trakh	ees All right res

3. Verify the information provided and provide following inputs:

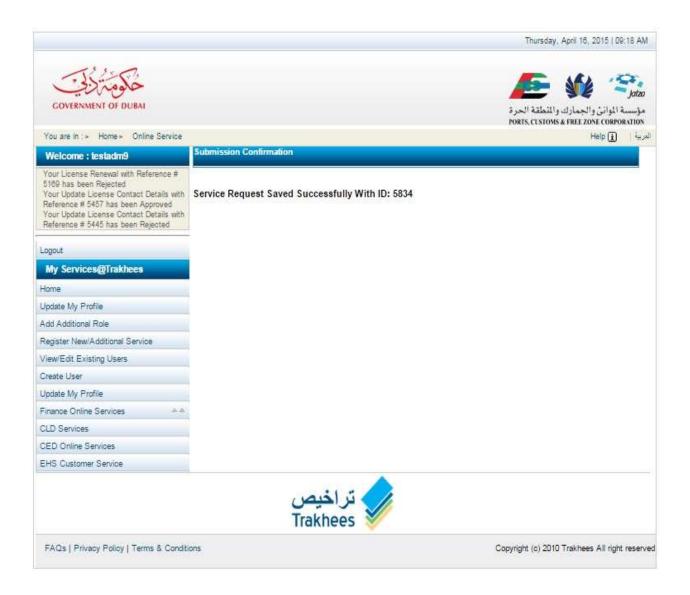


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- a. Provide all mandatory fields. (If not provided will show an alert on submit button click).
- b. Write Comments.
- c. Upload the Documents needed. (Exit Document)

After providing the above inputs, click on the "Submit" button. You will be asked for confirmation. Click Ok.





NOC for Commercial Permit Re-Print 3.1.38

For 'NOC for Commercial Permit Re-Print' process, you have to follow below mentioned steps: To access this service follow the below given steps:

- Login to the application
- From the home screen click on "CLD Services" in the left side menu.
- Click on "Re-Print" in the new left side menu.
- 1. Click on "Commercial Permits" in the left side menu.

	ne> Public Relations Details			Tueoday, August 18, 2015 63-18 PM	Help 🛈 🦗 Logout
felo	ome:test/13		Public Relation Information		
ft.	Home		-		
0	Inbox		Public Relations Detail:		
	Public Relations Enquiry		Company Name (English):	Company Name (Arabic):	
			License Number:	Legal Type:	
>	Comm./Govt. Services Enquiry		License Issue Date:	License Expiry Date:	
5	Letters/ Commercial Permits		Lease Start Date:	Lease End Date:	
a.	Contract Contraction of Contract		Required Allowed:	Actual:	
0	License Services	-	Female:	Male:	
5	Employment Visa Service	-	Visitor:	Non Sponsored Employee	
	composition that certice		Rolease Signout:	Absconders:	
0	Non Sponsored Employee	-	Medical Type:		
0	Visit Visa		Employee Bank Guarantee Information:		
0	Reprint	-	Bank Guarantee Paid:	Total Bank Guarantee	
4	Commercial Permits			Required:	
20			Bank Guarantee Balance:		
*	NOC - License				
+	NOC - Government Services		License Remarks:		
0	Reports	-	Remark Type	Remarks	
	Labour Dispute				

2. A screen will be opened with the fields required for "NOC for Commercial Permit Re-Print".

			Tuesday, August 18, 2015 (03:21 PM
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You are in > Home> Online Service.			لىرىية 🔰 🚺 العربية
Welcome : test713	NOC Commercial Service Reprint		
Your Employee Exit Date with Reference # 40199-EED-37 has been Approved Your Employee Exit Date with Reference # 40193-EED-38 has been Approved Your Employee Exit Date with Reference # 40160-EED-34 has been Approved	RePrint Permit	Commercial Permit 7	
Logout	1111111-1011 WURLDW 7510	Number	
My Services@Trakhees			
Home		Download	
Update My Profile			
Add Additional Role			
Register New/Additional Service			
View/Edit Existing Users.			
Create User			
Finance Online Services			
CLD Services			
CED Online Services			
	تراخیص Trakhees	<i></i>	
FAQs Privacy Policy Terms & Condit	ions	Copyri	ght (c) 2010 Trakhees All right reserved

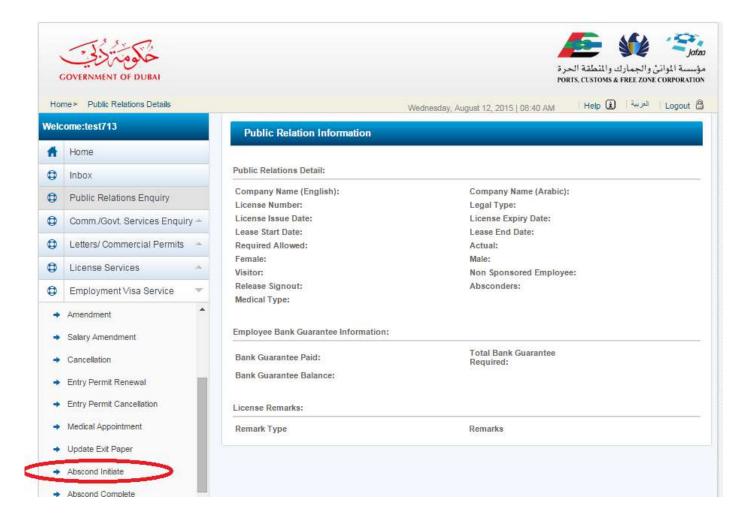
- 3. Verify the information provided and provide following inputs:
 - a. You can download the file by either entering Transaction number or by entering Commercial Permit Number or by entering both the values.
 - b. Click on Download
 - c. If the data provided is correct, the file will get downloaded, else you will be provided with a proper error message.



3.1.39 Abscond Initiate

For Employee Abscond Initiation process, you have to follow below mentioned steps: To access this service follow the below given steps:

- Login to the application •
- From the home screen click on "CLD Services" in the left side menu. •
- Click on "Employment Visa Service" in the new left side menu. •
- 1. Click on "Abscond Initiate" in the left side menu.





2. A screen will be opened with employee details.

GOVERNMENT OF DUBAI						مؤسسة المواتئ والجم EE ZONE CORPORATION
You are in : > Home > Online Service						Help 👔 🔢 🖓
Welcome : test713	Abscond Employee	: Initiate				
Your Employee Exit Date with Reference # 40199-EED-37 has been Approved Your Employee Exit Date with Reference # 40133-EED-36 has been Approved Your Employee Exit Date with Reference # 40180-EED-34 has been Approved	Employee Detail	s	4	License No*		
Logout						
My Services@Trakhees	Employee Name Eng*			Employee Name ARB		
Home						
Update My Profile	Passport No*			RP Expiry Date*		
Add Additional Role				Strate-shares att		
Register New/Additional Service	Nationality*					
View/Edit Existing Users						
Create User	Employee Absc	ond Details				
Finance Online Services						
CLD Services	Priority*	Extra Urgent		Abscond Dates	12/08/2015	
CED Online Services					dd/mm/yyyy	
	Absconding Type*	Confirm Absoond				
	Remarka / Comman	te				
	Remarks / Comment	8				
				Submit	10	



3. To the right of the field labeled CEC Number, we have a search icon. Click on that icon to search for the employee.

nployee Inforn C Number	nation			واشي والجما	1. Burnis
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C Number				Heig	PI
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nployee Name KB)		Passport Number			
te: Showing onl	y top 15 results.				
Search Sel	ect Cancel			000	
Employee search					
CEC NO	Name (English)	Name (Arabic)	Passport Num	Nationality	
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-					
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0	Yousuf Ahmed		PP09042012- 1442	Australia	
0 111123	MARGARET NTHEMBA M UENDO	مارجريت تذيعيا مويندو	B070429	Kenya	18
0 110621	JENNIFER JACOB	جلایر جاگرب <i>ادادگار</i> اینها در جاگر	Z1880983	Indian	
0 110626	RAHAN WIJERATHNA D	روهان ويجير التا ثلثريد	N4058414	Sri Lanka	
0 111232	TONI-LEA GARNER	ے۔ طولی لی جارلز	478540578	South Africa	
0 111271	DAMMIKA SANJEEWA M	دانیکا باندو(ماها جیاز)	N0728386	Sri Lanka	
O 111602	RAED MAGDI ABDALLA		A02186038	Egyptian	
	AHMED		9105		
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	WLER			GDOM 🚽	
	te: Showing onl Search Sel CEC NO 0 100449 0 101219 0 101707 0 111123 0 110628 0 1110628 0 111232 0 111271 0 1116028 0 111271 0 111608 0 111598	te: Showing only top 15 results. Search Select Cancel Employee search CEC NO Name (English) 0 100449 MOHAMED SHAFRAZ RA 0 101219 MD REZAUR RAHMAN 0 101707 MOHAMED ABDEL MONI EM giv 0 Yousuf Ahmed 0 111123 MARGARET NTHEMBA M 0 110621 JENNIFER JACOB 0 110626 RAHAN WIJERATHNA D 0 110628 RAHAN WIJERATHNA D 0 111232 TONI-LEA GARNER 0 111217 DAMIKA SANJEEWA M 0 111602 RAED MAGDI ABDALLA 0 111608 AHMED 0 111596 BENJAMIN EDWARD FO	te: Showing only top 15 results. Search Select Cancel Employee search CEC NO Name (English) Name (Arabic) O 100449 MOHAMED SHAFRAZ RA O 101219 MD REZAUR RAHMAN (مصله عليك محمد عليك روف 101707 MOHAMED ABDEL MONI M giv O Yousuf Ahmed O 1101707 MOHAMED ABDEL MONI MARGARET NTHEMBA M UENDO O 110821 JENNIFER JACOB O 110821 JENNIFER JACOB O 110828 RAHAN WJERATHNA D O 2 (10628 RAHAN WJERATHNA D O 2 (11222 TONI-LEA GARNER AUG SALE O 11122 TONI-LEA GARNER O 11122 TONI-LEA GARNER O 11122 TONI-LEA GARNER O 11122 TONI-LEA MARCH O 11122 TONI-LEA MARCH O 11122 TONI-LEA MARDEL O 11122 RAED MAGDI ABDALLA O 111602 RAED MAGDI ABDALLA O 110508 AHMED O 111596 BENJAMIN EDWARD FO WLER	te: Showing only top 15 results. Search Select Cancel Employee search CEC NO Name (English) Name (Arabic) Passport Num ber 0 100449 MOHAMED SHAFRAZ RA 0 101219 MD REZAUR RAHMAN محمد مقبل روف 101707 MOHAMED SHAFRAZ RA 101707 MOHAMED ABDEL MONI EM giv 101707 MOHAMED ABDEL MONI EM giv 101707 MARGARET NTHEMBA M UENDO 1110821 JENNIFER JACOB 110826 RAHAN VIJERATHA D 21880883 110828 RAHAN VIJERATHA D 2188083 110828 ON 110828 TONI-LEA GARNER ملور فالي في فر فر فر فر في في فر فر فر 111123 DAMMIKK SANJEEWA M 111232 TONI-LEA GARNER ملور في في فر	te: Showing only top 15 results. Search Select Cancel Employee search CEC NO Name (English) Name (Arabic) Passport Num Nationality 0 100449 WFF Name (Arabic) Passport Num Nationality 0 100449 WFF Num Nationality 101219 MD REZAUR RAHMAN العلي المعند عيالفتح العالمين (AD524336 Bangladesh 101707 MOHAMED ABDEL MONI المارية المرابي (Ad524336 Bangladesh 101707 MOHAMED ABDEL MONI المارين (Ad52438 Bangladesh 101707 MOHAMED ABDEL MONI المارين (Ad52438 Bangladesh 101707 MOHAMED ABDEL MONI الماريزية الموالي (Ad158414 Kenya 111123 MARGARET NTHEMBA M المرابي علي (Ad52412 Australia 111123 MARGARET NTHEMBA M الماريز المارين (B070429 Kenya 110621 JENNIFER JACOB الماريزية المارين الماري (Ad58414 Sri Lanka 111020 ON Con Con Con Con Con Con Con Const (Ad7540578 South Africa 111211 DAMMIKA SANJEEVNA M (المحمد عيالة المحول الماريزية (Ad58414 Sri Lanka 111211 DAMMIKA SANJEEVNA M (المحمد عيالة المحول الماريزية (Ad2188038 Sri Lanka 111602 RAED MAGDI ABDALLA (محمد عيالة الماريزية (M0728386 Sri Lanka 111602 RAED MAGDI ABDALLA (المحمد عيالة المحول الماريزية (M0728386 Sri Lanka 111602 RAED MAGDI ABDALLA (المحمد عالي الماريزية (M0728386 Sri Lanka 111602 RAED MAGDI ABDALLA (المحمد عالي الماريزية (M0728386 Sri Lanka 111602 RAED MAGDI ABDALLA (المحمد عالي الماريزية (M0728386 Sri Lanka 111698 BENJAMIN EDVARD PO WLER (MORAD PO Con



4. If you know the details like CEC Number, Employee name or Passport number. Enter them on respective fields and click on search.

re in :> Home>	mpl	loyee Inform	ation				
			actori				سة المواني والجمار REE ZONE CORPORAT
C	and the second se					40	Help 🚺
CEC Number			Employee Name			14444	
Employee Exit Date -EED-37 has been Employee Exit Date (/ -EED-36 has been	mplo \RB)	yee Name		Passport Number			
	ote:	Showing only	top 15 results.				
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Services@Traki	Emp	loyee search					11111
My Profile		CEC NO	Name (English)	Name (Arabic)	Passport Num ber	Nationality	
dditional Role	0	100449	MOHAMED SHAFRAZ RA	محدد بنقيل زوف	N2014387	Sri Lanka	
er New Additional	0	101219	MD REZAUR RAHMAN	رضاء الرحان	A0524336	Bangladesh	11111
dit Existing Users	0	101707	MOHAMED ABDEL MONI EM giv	giv سحمد عبدالشعر ابر الهير	4444444	Kenya	14/11
User	0		Yousuf Ahmed		PP09042012- 1442	Australia	0////
e Online Services	0	111123	MARGARET NTHEMBA M	مار جریت نڈیمیا مویندو	B070429	Kenya	2111
ervices	181	110621	JENNIFER JACOB	جفیر جاتوب مانگار اینها س جاتوب	Z1880983	Indian	
Online Services	0	110626	RAHAN WIJERATHNA D	رو هان ويجير النا كالتريد	N4058414	Sri Lanka	444
11310	0	111232	TONI-LEA GARNER	ے۔ طونی لی جارئر	478540578	South Africa	11311
18/11	0	111271	DAMMIKA SANJEEWA M UDIYANE	داليكا سانجوا ماها جيدارا	N0728386	Sri Lanka	+++/
1////	0	111602	RAED MAGDI ABDALLA	راڭ مجنى عبالاً مطود	A02186038	Egyptian	1////
11/1/1	0	110508	AHMED	احد حابل ثلثى	9105	Egyptian	11111
11111	0	111596	BENJAMIN EDWARD FO WLER	بيتجادين ادوارد فولير	304808880	UNITED KIN	24444
10100	-	******	narks/	1971 - +1 3.4M	CONCOUR		EP / / SI



5. Select the employee from the result and click on select button. Employee details in the form will get populated.

You are in : > Home > Online Service					неір 🛓	ريه
Welcome : test713	Abscond Employe	ee Initiate				
Your Employee Exit Date with Reference # 40199-EED-37 has been Approved Your Employee Exit Date with Reference # 40193-EED-36 has been Approved Your Employee Exit Date with Reference # 40180-EED-34 has been Approved	Employee Detail					
	CEC Number	100449	License No [*]	1		
Logout	E					
My Services@Trakhees	Employee Name Eng*	MOHAMED SHAFRAZ RAUFF	Employee Name ARB	محدد سفيان روف		
Home						
Update My Profile	Passport No*	N2014387	RP Expiry Date*	01-JAN-2013		
Add Additional Role						
Register New/Additional Service	Nationality*	Sri Lanka				
View/Edit Existing Users						
Create User	Employee Absco	ond Details				
Finance Online Services						
CLD Services	Priority*	Extra Urgent 🔶	Abscond Date*	12/08/2015		
CED Online Services				dd/mm/yyyy		
	Absconding Type*	Confirm Abscond +				

Remarks / Comments			

- 6. Verify the information provided and provide following inputs:
 - a. Provide all mandatory fields. (If not provided will show an alert on submit button click).
 - b. Write Comments.
 - c. Upload the Documents needed.

After providing the above inputs, click on the "Submit" button. You will be asked for confirmation. Click Ok.



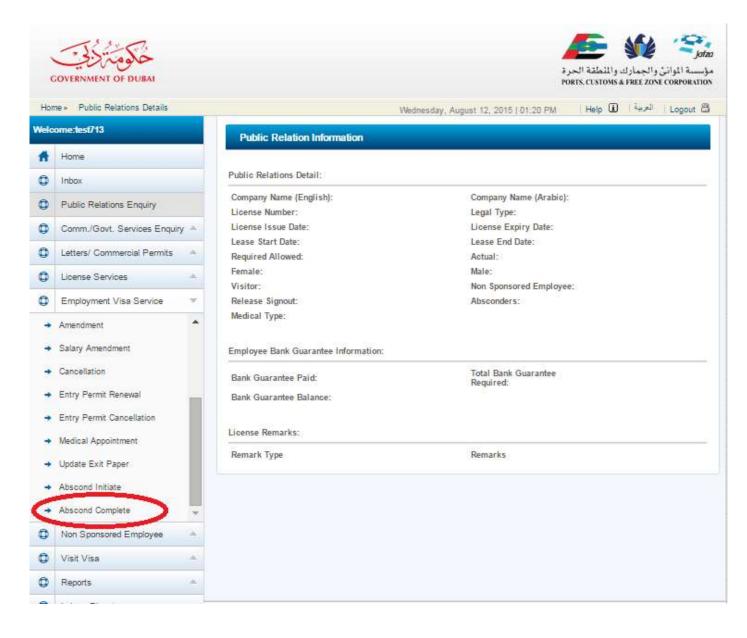
		Sunday, April 19, 2015 09:53 AM
GOVERNMENT OF DUBAI		Joint Contraction of the second secon
		مؤسسة المواني والجمارك والمنطقة الحرة PORTS, CUSTOMS & FREE ZONE CORPORATION
You are in : > Home > Online Service		العربية 🔰 Help
Welcome : testadm9	Submission Confirmation	
Your License Renewal with Reference # 5169 has been Rejected Your Update License Contact Details with Reference # 5457 has been Approved Your Update License Contact Details with Reference # 5445 has been Rejected		
Logout		
My Services@Trakhees		
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Update My Profile		
Add Additional Role		
Register New/Additional Service		
View/Edit Existing Users		
Create User		
Update My Profile		
Finance Online Services		
CLD Services		
CED Online Services		
EHS Customer Service		
	تراخیص Trakhees	
FAQs Privacy Policy Terms & Condit	lions	Copyright (c) 2010 Trakhees All right reserved



3.1.40 Abscond Complete

For Employee Abscond Initiation process, you have to follow below mentioned steps: To access this service follow the below given steps:

- Login to the application
- From the home screen click on "CLD Services" in the left side menu. •
- Click on "Employment Visa Service" in the new left side menu. •
- 1. Click on "Abscond Complete" in the left side menu.



31 5 2. A screen will be opened with employee details.

			PORTS, CUSTOMS & FREE ZONE CORPORATION
You are In :> Home > Online Service			العربية Help 👔
Welcome : test713	Abscond Employee Complete		
Your Employee Exit Date with Reference # 40199-EED-37 has been Approved Your Employee Exit Date with Reference # 40193-EED-36 has been Approved Your Employee Exit Date with Reference # 40180-EED-34 has been Approved	Employee Details		
Logout	CEC Number	Employee Name Eng*	
My Services@Trakhees	Employee Name ARB	Passport No*	
Home			
Update My Profile	RP Expiry Date*	Nationality*	
Add Additional Role			
Register New/Additional Service	Employee Abscond Details		
View/Edit Existing Users			
Create User	Priority* Extra Urgent	٠	
Finance Online Services 🔷			
CLD Services			
CED Online Services			
	Documente Note: The request submission will include t	the uploaded documents	🛶 add
	Attachmente (Accepte pdf.jpg,docx,doc.j	peg.png formate)	
	Document Type Up	loaded File	
	Remarks / Comments		
	Remarks / Comments		
		Submit	



3. To the right of the field labeled CEC Number, we have a search icon. Click on that icon to search for the employee.

GOVERNMENT OF D	Emple	oyee Search				Â.	Jah
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You are in : + Home>						Help	
Welcome : lest713	CEC Number		Employee Name				
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our Employee Exit Date 0180-EED-34 has been	Note:	Showing only	top 15 results.			000	
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ogout	Linear					110	
My Services@Trakt	Emp	loyee search				100	
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dd Additional Role	0		UFF	محد بقیل روف 	1073		
egister New Additional	0	101219	MD REZAUR RAHMAN	رضاء الرحمن	A0524336	Bangladesh	
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reate User	Θ		Yousuf Ahmed		1442	Australia	
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LD Services	0	110821	JENNIFER JACOB	جغیر جاگرب مانگار اینها س حاکرت	Z1880983	Indian	
ED Online Services	0	110626	RAHAN WIJERATHNA D	روهان ويجير التا ثلاريد ع	N4058414	Sri Lanka	
1131111	0	111232	TONI-LEA GARNER	ے۔ طولی لی جارلز	478540578	South Africa	
11/1/1	0	111271	DAMMIKA SANJEEWA M UDIYANE	دائیکا سانجو (ماہ) جیناز (N0728386	Sri Lanka	
	0	111602	RAED MAGDI ABDALLA	رائد مجدی عبداللہ مصرد	A02188038	Egyptian	
111111		110508	AHMED	المعد حلال ثلثى	9105	Egyptian	
	0		BENJAMIN EDWARD FO	بيتجانين الوارد فرلين	304808880	UNITED KIN GDOM	
	0	111598	WLER				



4. If you know the details like CEC Number, Employee name or Passport number. Enter them on respective fields and click on search.

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ou are in : > Home +	1000	27/25		- 1622 n - 6	+		Help 💽
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id Additional Role	0	100449	MOHAMED SHAFRAZ RA	محدد سفيل روف	N2014387	Sri Lanka	
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D Services		110621	JENNIFER JACOB	جغير جائوب مانگار اينها س جاکوب	Z1880983	Indian	
D Online Services	0	110828	RAHAN WIJERATHNA D	س جاعرب رو هان ويجير التا ثائريند	N4058414	Sri Lanka	4443
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	0	111271	DAMMIKA SANJEEWA M UDIYANE	داليكا سانجوا شاها جيدار ا	N0728386	Sri Lanka	11/1
11/1/11	0	111602	RAED MAGDI ABDALLA	راڭ مجنى عبدالله مطود	A02186038	Egyptian	9////
11/11/2	0	110508	AHMED	احد حايل شلشی	9105	Egyptian	11131
11/11/1	0	111598	BENJAMIN EDWARD FO	ت بيتجانين الوارد فولير	304808880	UNITED KIN	1444
			WLER	18:1. +1 3:44	5335045	GDOM -	201111

5. Select the employee from the result and click on select button. Employee details in the form will get populated.

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Your Employee Exit Date with Reference # 40199-EED-37 has been Approved Your Employee Exit Date with Reference # 40193-EED-36 has been Approved Your Employee Exit Date with Reference # 40180-EED-34 has been Approved	Employee Detail	100449	Employee Name Eng*	MOHAMED SHAFRAZ RAL	
Logout		100448	- Employee manie Eng	MORANED SPARAE RAC	NP. E.
My Services@Trakhees	Employee Name ARB	انحد سايل روف	Passport No*	N2014387	
Home					-
Update My Profile	RP Expiry Date*	15-JAN-2013	Nationality*	Sri Lanka	
Add Additional Role					
Register New/Additional Service	Employee Absc	ond Details			
View/Edit Existing Users					
Create User	Priority*	Extra Urgent	# Abscond Type	Repatriated	#
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	Document Type	Uploaded f	File		
	Remarka / Commen	ta -			-
	Remarks / Comment	a			
			Submit	32/02	

- 6. Verify the information provided and provide following inputs:
 - a. Provide all mandatory fields. (If not provided will show an alert on submit button click). b. Write Comments.
 - c. Upload the Documents needed.

After providing the above inputs, click on the "Submit" button. You will be asked for confirmation. Click Ok.



		Sunday, April 19, 2015 (09:53 AM
GOVERNMENT OF DUBAI		مؤسسة الموانش والجمارك والمنطقة الحرة
You are in : > Home > Online Service	2	PORTS, CUSTOMS & FREE ZONE CORPORATION Help 👔 العربية
	Submission Confirmation	Help 🗹 🖉 data
Welcome : testadm9		
Your License Renewal with Reference # 5160 has been Rejected Your Update License Contact Details wit Reference # 5467 has been Approved Your Update License Contact Details wit Reference # 5445 has been Rejected	h Service Request Saved Successfully With ID: 7560	
Logout		
My Services@Trakhees		
Home		
Update My Profile		
Add Additional Role		
Register New/Additional Service		
View/Edit Existing Users		
Create User		
Update My Profile		
Finance Online Services	A	
CLD Services		
CED Online Services		
EHS Customer Service		
	تراخیص Trakhees	
FAQs Privacy Policy Terms & Con	ditions	Copyright (c) 2010 Trakhees All right reserved

