

Trakhees

Online Services

User Manual - Web - CLD Services

Document Details

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1 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
 - Active/Disable Employee User Account
 - Grant/Revoke Available Services

3 Trakhees Online Services

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.

The screenshot displays the 'Public Relation Information' page. The sidebar on the left contains a 'Welcome: useradm3' message and a list of navigation links including Home, Inbox, Public Relations Enquiry, Comm./Govt. Services Enquiry, License Related Enquiry Search, Employee Related Enquiry Search, Letters/ Commercial Permits, Commercial Permits, NOC - License, NOC - Government Relations, License Services, Employment Visa Service, Reports, and Labour Dispute. The main content area is titled 'Public Relation Information' and contains three sections: 'Public Relations Detail:', 'Employee Bank Guarantee Information:', and 'License Remarks:'. The 'Public Relations Detail:' section lists various fields for a company named 'China Building Mat. Trading', including License Number (639), Issue Date (01-Nov-2008), Expiry Date (31-Mar-2017), and employee statistics. The 'Employee Bank Guarantee Information:' section shows a Bank Guarantee Balance of 15300.0 and a Total Bank Guarantee Required of 191000.0. The 'License Remarks:' section lists two warnings: 'Warning from Env Health and Safety' and 'Warning 2 FZ Accommodation'.

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.

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

The screenshot displays the 'License Related Enquiry Search' interface. On the left, a sidebar menu lists various services, with 'License Related Enquiry Search' highlighted. The main panel features a search form with the following fields: 'Transaction #' (text input), 'Request Type' (dropdown menu), 'Date From' (text input), 'Date To' (text input), 'Payment Advice #' (text input), and 'Workflow Status' (dropdown menu). Below these fields are two buttons: 'Search' and 'Hide Advanced Options'. Underneath the search form is a table titled 'License Related Enquiry'. The table has five columns: 'Transaction #', 'REQUEST TYPE', 'STATUS', 'LICENSE #', and 'TRADE NAME'. The table is currently empty, and the footer of the table area indicates 'Page 1 of 0' and 'No records to view'.

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

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

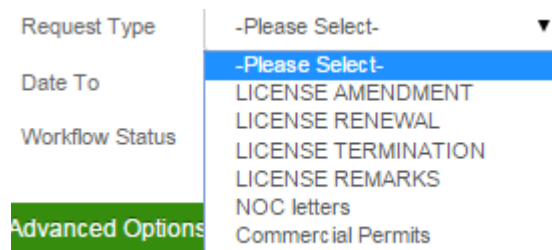


Figure 7: Request Type dropdown

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

- All
- Completed
- In Progress
- Rejected

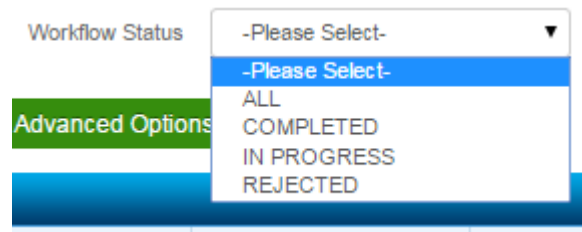


Figure 8: Workflow Status dropdown

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.

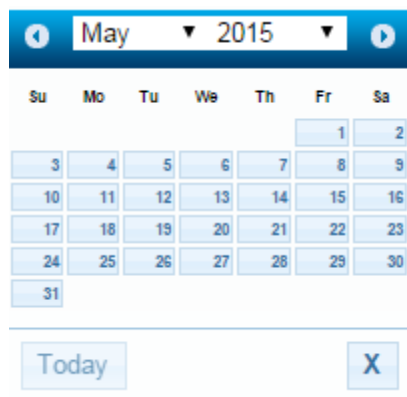


Figure 9: Calendar

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)

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

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Figure 10: License Related Enquiry Search Result Table

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)

License Related Enquiry Search Additional Information			
	Transaction #	Step Name	Date
1	5948	New	04-Jun-2015

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
- No Objection Certificates(Noc)
- 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)

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)

Employee Related Enquiry Search					
	Transaction #	REQUEST TYPE	STATUS	APPLICANT NAME	PASSPORT
1	4010	Employment Visa	REJECTED	MOHAMED FOWZAN MOHAMED FK	N064539
2	7766	Employee Termination		MOHAMED FOWZAN MOHAMED FK	N064539
3	4011	Employment Visa	REJECTED	ABUNNUHA MOHAMMAD MASUDUR	Q051625
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

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Figure 13: Employee Related Enquiry Search Result Table

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)

Additional Information			
	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.

- [Change Company Name](#)
- [Certificate Workers](#)
- [Transfer of Ownership of a Car](#)
- [Company Lost Items](#)
- [Open an Account](#)
- [Certificate of Owning Vehicle](#)
- [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)

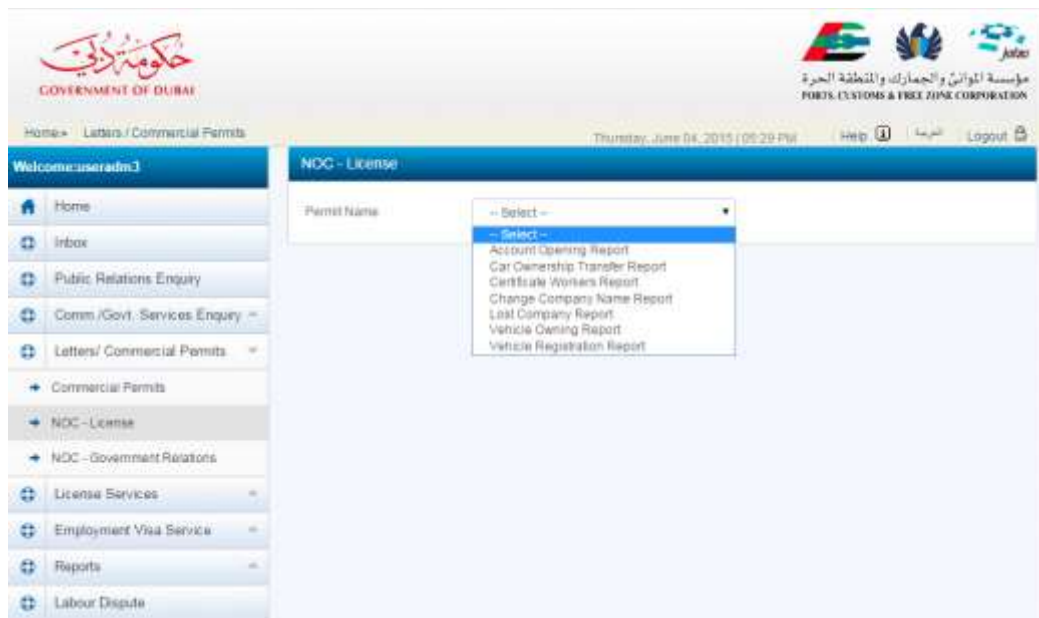


Figure 16: NOC License Page

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.

3.1.4.1.1 Overview

Change Company Name- NOC Letter displays the following details:

- To
- Location
- Old Company Name
- E-Mail
- Mobile Number

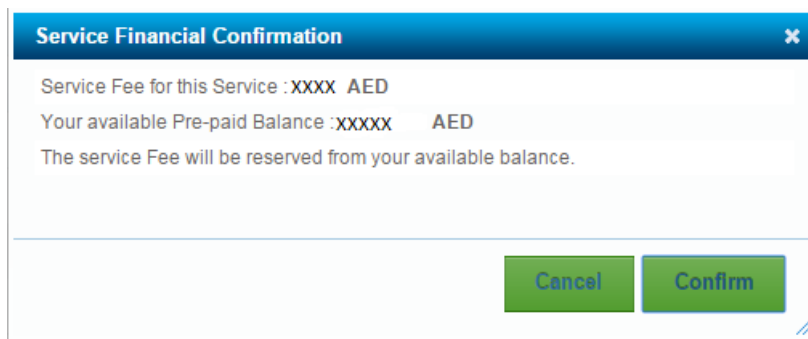
3.1.4.1.2 How it works

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

The screenshot shows a web application interface for the Government of Dubai. The top header includes the government logo and the Ports, Customs & Free Zone Corporation logo. The main content area is titled 'NOC - License' and contains a form for 'Change Company Name'. The form has a 'Permit Name' dropdown set to 'Change Company Name Report'. Below this, the form fields are: 'To*' (abc), 'Location*' (Dubai - UAE), 'Old Company Name*' (xyz), 'E-Mail*' (xyz@abc.com), and 'Mobile Number*' (0551213688). Each field has a green checkmark icon to its right. There is a 'Remarks' text area and a 'Submit' button at the bottom. A footer message states 'Your Prepaid Balance Available is: 32,406.00 AED'.

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.



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.

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 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 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)



GOVERNMENT OF DUBAI
 مؤسسة الموانئ والجمارك والمنطقة الحرة
 PORTS, CUSTOMS & FREE ZONE CORPORATION

Home > Letters / Commercial Permits Thursday, June 04, 2015 | 06:04 PM Help العربية Logout

Welcome: useradm3

NOC - License

NOC - License-Change Company Name

Reference Number: 5057

To: abc

Location: Dubai - UAE

Old Company Name: xyz

E-Mail: xyz@abc.com

Mobile Number: 0551213698

Change Company Name

Remarks

Financial Details

Service Fee for this Service :210.00 AED
 Your available Pre-paid Balance :32,190.00 AED
 Advice No : 60173

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)

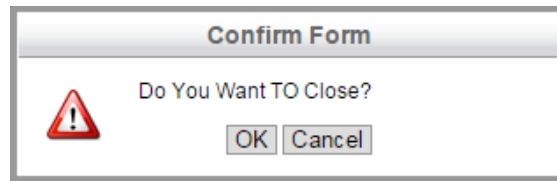


Figure 21: Close confirmation

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.

3.1.4.2.1 Overview

Certificate Workers - NOC Letter displays the following details:

- To
- Location
- E-Mail
- Mobile Number

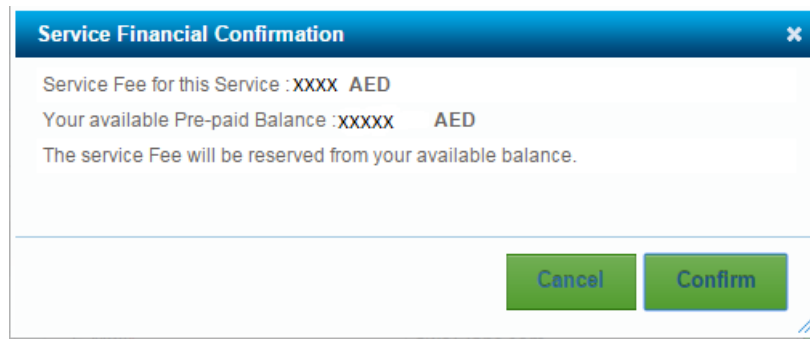
3.1.4.2.2 How it works

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

The screenshot shows the 'NOC - License' form for 'Certificate Workers'. The form is part of the 'Letters / Commercial Permits' section. The left sidebar contains a navigation menu with options like Home, Inbox, Public Relations Enquiry, Comm./Govt. Services Enquiry, Letters/ Commercial Permits, Commercial Permits, NOC - License, NOC - Government Relations, License Services, Employment Visa Service, Reports, and Labour Dispute. The main form area has a 'Permit Name' dropdown set to 'Certificate Workers Report'. Below this, the 'Certificate Workers' section contains fields for 'To*' (Certificate Workers), 'Location*' (Dubai - UAE), 'E-Mail*' (qwe@123.com), and 'Mobile Number*' (0551213698). There is a 'Remarks' text area and a green 'Submit' button. At the bottom, it shows 'Your Prepaid Balance Available is: 32,566.00 AED'. The top of the page features the Government of Dubai logo and the Jafza logo (Ports, Customs & Free Zone Corporation).

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.



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.

Figure 23: 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 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 24: Success Message

8. Upon clicking on 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)



GOVERNMENT OF DUBAI

Home > Letters / Commercial Permits

Thursday, June 04, 2015 | 00:01 PM

Welcome: useratm3

NOC - License

NOC - License-Certificate Workers

Reference Number: 5956

To: Certificate Workers

Location: Dubai - UAE

E-Mail: qwe@123.com

Mobile Number: 0551213898

Remarks: Certificate Workers

Financial Details

Service Fee for this Service :80.00 AED
 Your available Pre-paid Balance :32,406.00 AED
 Advice No : 60172

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)

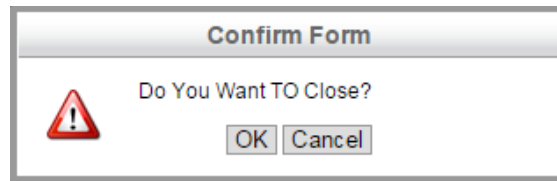


Figure 26: Close Confirmation

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.

3.1.4.3.1 Overview

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

- To
- 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.

The screenshot shows a web application interface. On the left is a sidebar menu with a 'Welcome: useradm3' header. The menu includes 'Home', 'Inbox', 'Public Relations Enquiry', 'Comm./Govt. Services Enquiry', 'Letters/ Commercial Permits' (expanded), 'Commercial Permits', 'NOC - License' (highlighted), 'NOC - Government Relations', 'License Services', 'Employment Visa Service', 'Reports', and 'Labour Dispute'. The main content area is titled 'NOC - License' and features a dropdown menu for 'Permit Name' set to 'Car Ownership Transfer Report'. Below this is the form title 'Transfer of ownership of a car'. The form contains several input fields: 'To*' (RTA), 'Location*' (Dubai - UAE), 'New Owner Name' (Robert Zach), 'Plate Number' (U.A.E.E 10230), 'Car Type' (Sedan), 'Car Color' (Blue), 'Engine No.' (ME79877878), 'VIN' (VN9878), 'Year of Make' (2015), 'E-Mail*' (abc@abc.ae), and 'Mobile Number *' (0551213698). Each of these fields has a green checkmark to its right, indicating they are correctly filled. There is a 'Remarks' text area at the bottom of the form with the text 'Transfer of ownership of a car'. A green 'Submit' button is located at the bottom right of the form.

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.

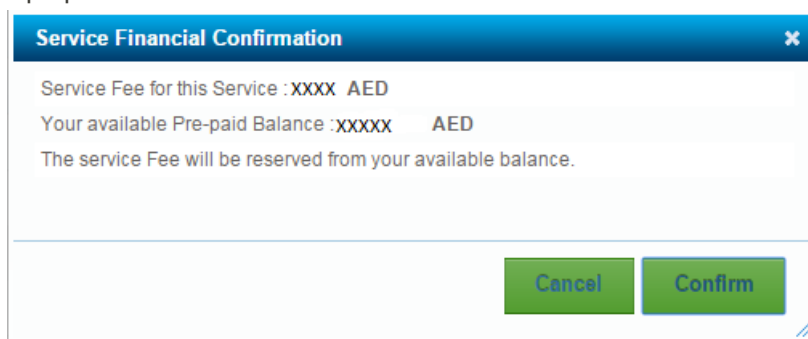


Figure 28: Confirmation Page

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

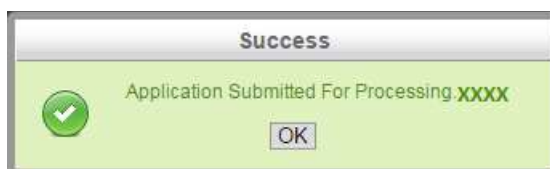


Figure 29: Success Message

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)

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.

3.1.4.4.1 Overview

Company Lost Items - NOC Letter displays the following details:

- To
- 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.

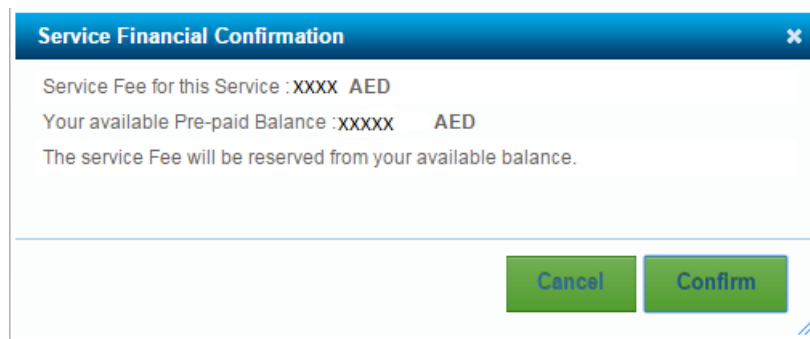
The screenshot shows the 'NOC - License' form for 'Company Lost Item'. The form is part of the 'Letters / Commercial Permits' section. The left sidebar shows the navigation menu with 'NOC - License' selected. The form fields are as follows:

- Permit Name: Lost Company Report
- Company Lost Item: (Empty field)
- To*: Rashidiya Police Center
- Location*: Dubai - UAE
- Lost Items*: Item1, Item2, Item3
- E-Mail*: awe@abc.com
- Mobile Number*: 0500000000
- Remarks: (Empty text area)

A green 'Submit' button is located at the bottom of the form.

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.



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.

Figure 33: 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 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

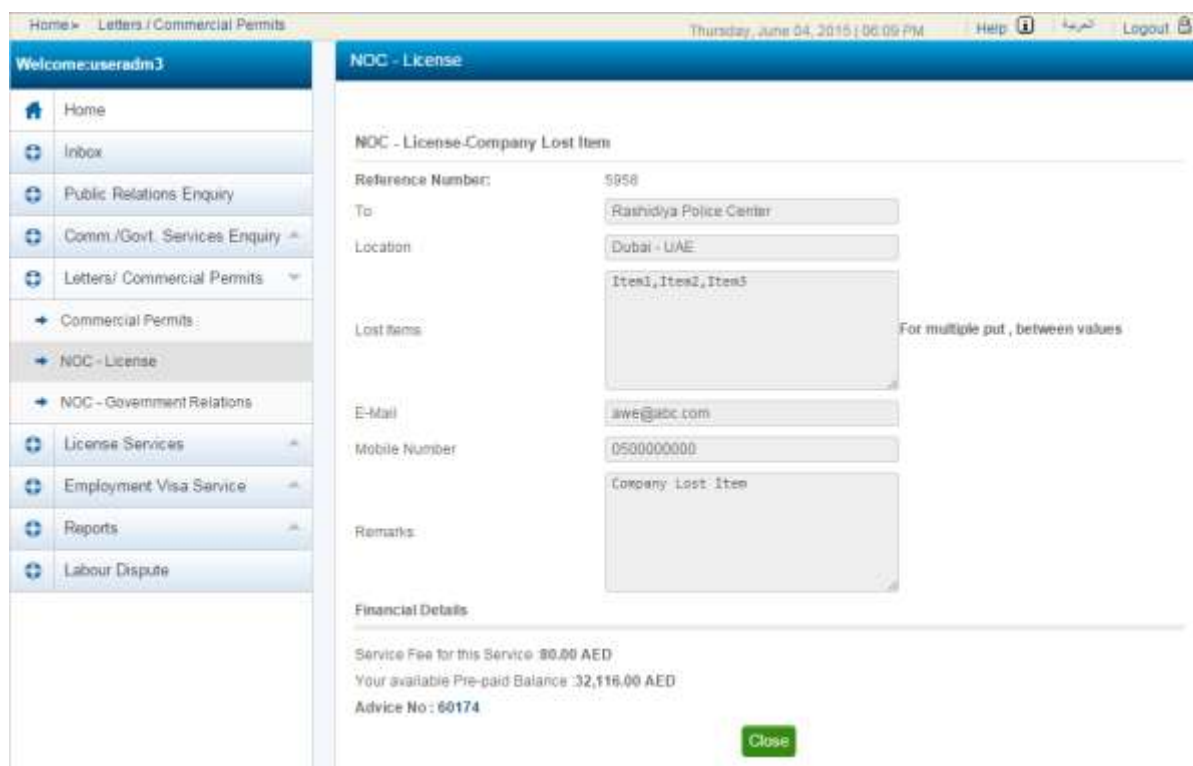


Success

Application Submitted For Processing.XXXX

Figure 34: Success Message

8. Upon clicking on 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)



Home > Letters / Commercial Permits Thursday, June 04, 2015 | 06:09 PM Help العربية Logout

Welcome: useradm3

NOC - License

NOC - License-Company Lost Item

Reference Number: 5858

To: Rashidiya Police Center

Location: Dubai - UAE

Lost Items: Item1, Item2, Item3
 For multiple put , between values

E-Mail: jwe@abc.com

Mobile Number: 0500000000

Remarks: Company Lost Item

Financial Details

Service Fee for this Service :00.00 AED
 Your available Pre-paid Balance :32,116.00 AED
 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)

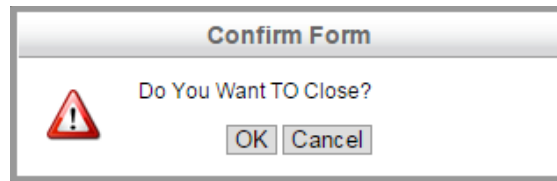


Figure 36: Close Confirmation

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.

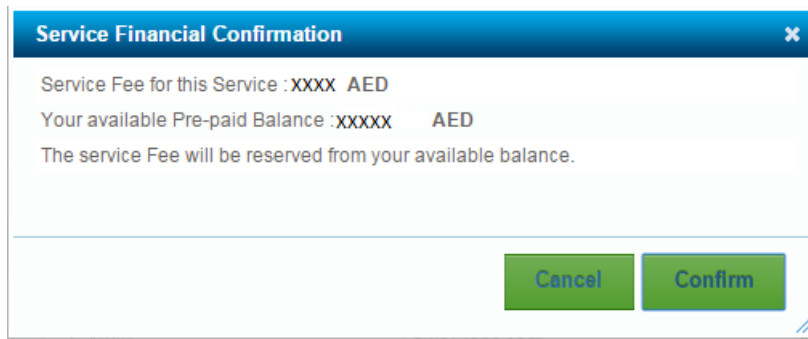
The screenshot shows the 'Open An Account' form within the 'NOC - License' section. The form includes the following fields:

- Permit Name:** A dropdown menu with 'Account Opening Report' selected.
- Open An Account:** A section containing several input fields:
 - Bank Name:** 'Emirates NBO' (with a green checkmark icon).
 - Branch Name:** 'Dubai' (with a green checkmark icon).
 - Bank Location:** 'International City' (with a green checkmark icon).
 - E-Mail:** 'abc@abc.ae' (with a green checkmark icon).
 - Mobile Number:** '0500000000' (with a green checkmark icon).
 - Remarks:** 'Opening an Account'.
- Submit:** A green button at the bottom of the form.

At the bottom of the page, it states: 'Your Prepaid Balance Available is: 32,856.00 AED'.

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.



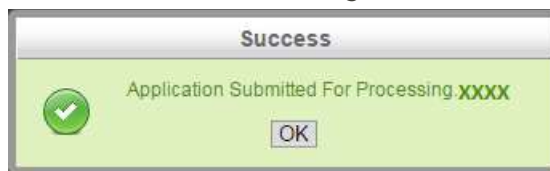
Service Financial Confirmation

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 38: 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




Success

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)



Home > Letters / Commercial Permits

Thursday, June 04, 2015 | 05:54 PM | [Help](#) | العربية | [Logout](#)

Welcome: useradm3

NOC - License

NOC - License-Open An Account

Reference Number: 5953

Bank Name: Emirates NBD

Branch Name: Dubai

Bank Location: International City

E-Mail: abc@abc.ae

Mobile Number: 0500000000

Remarks: Opening an Account

Financial Details

Service Fee for this Service : 210.00 AED
 Your available Pre-paid Balance : 32,546.00 AED
 Advice No : 60159

[Close](#)

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)

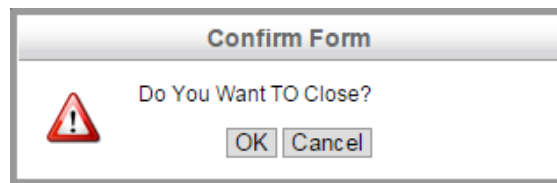


Figure 41: Close Confirmation

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.

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.

Figure 43: Confirmation Page

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

17. User should click on **Confirm** button to continue submission of this service
18. 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.
19. Upon submission, user will get a submission success message with reference number as below

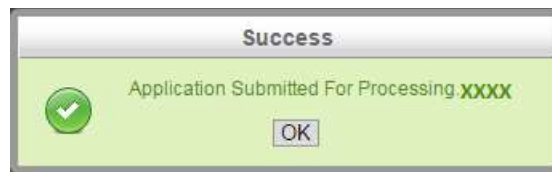


Figure 44: Success Message

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)

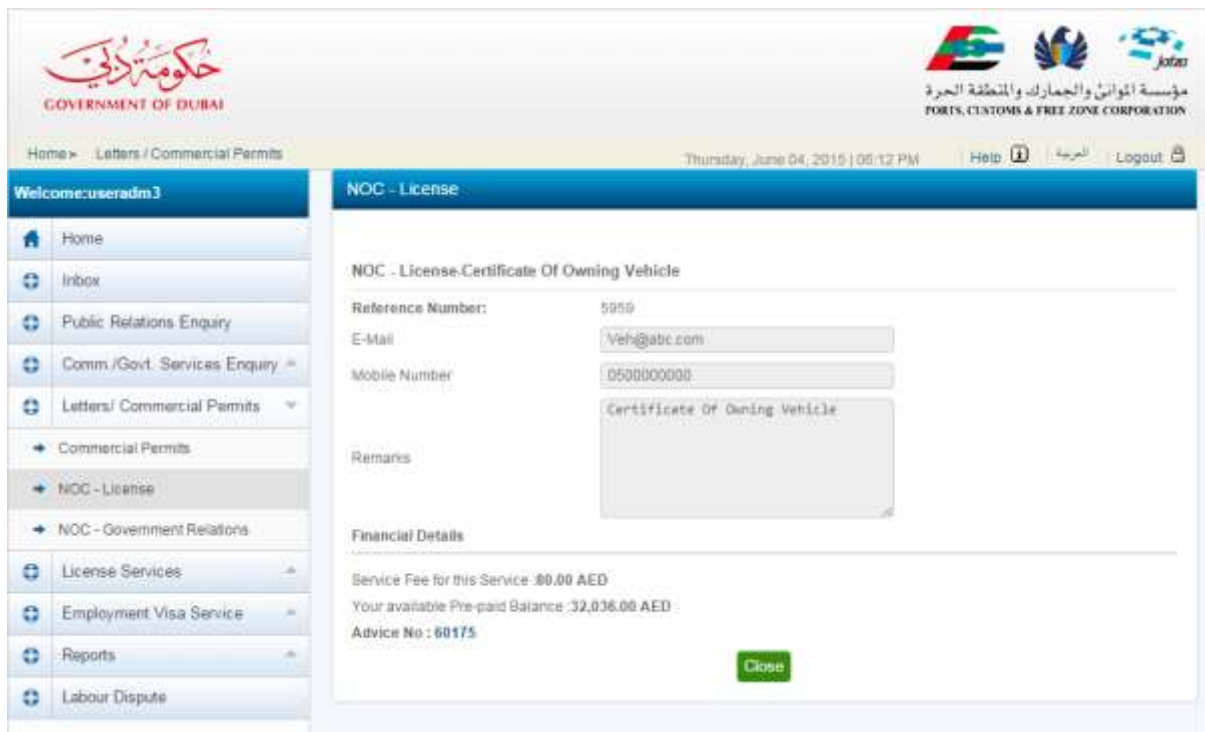


Figure 45: Success Page

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)

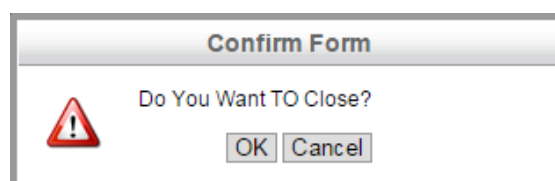


Figure 46: Close Confirmation

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.

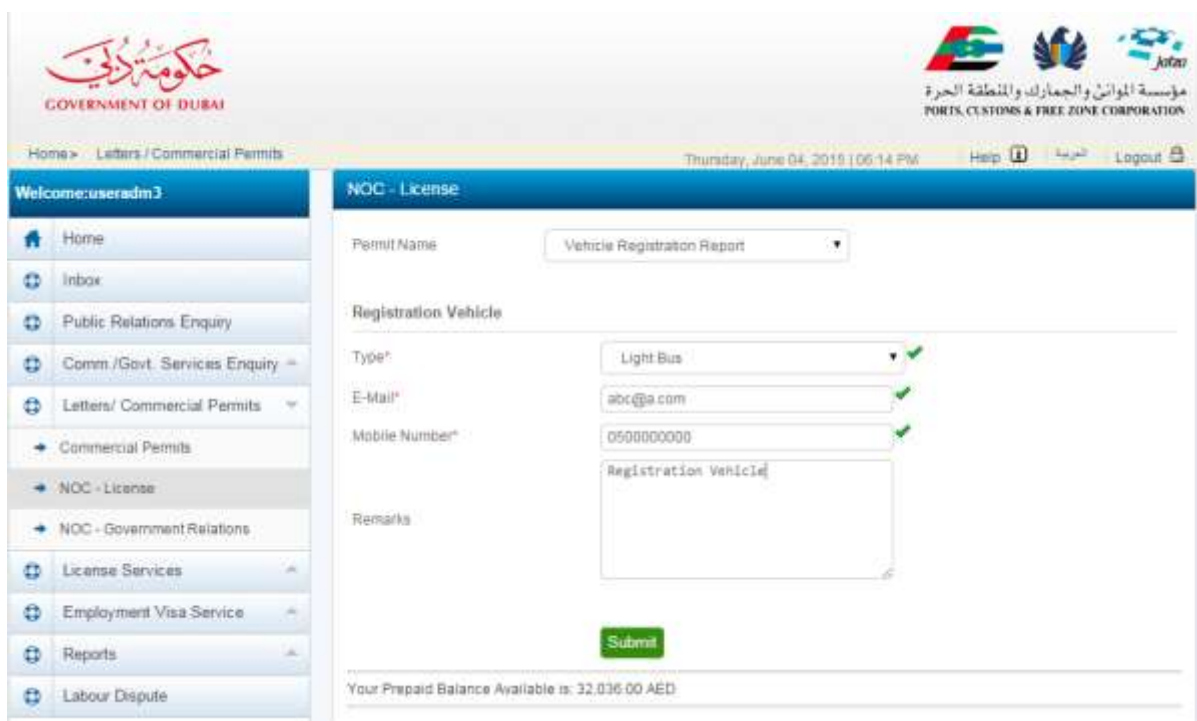


Figure 47: Registration Vehicle

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.

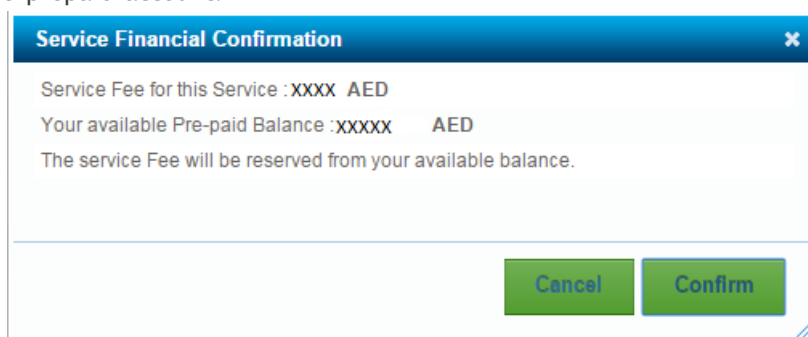


Figure 48: Confirmation Page

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)

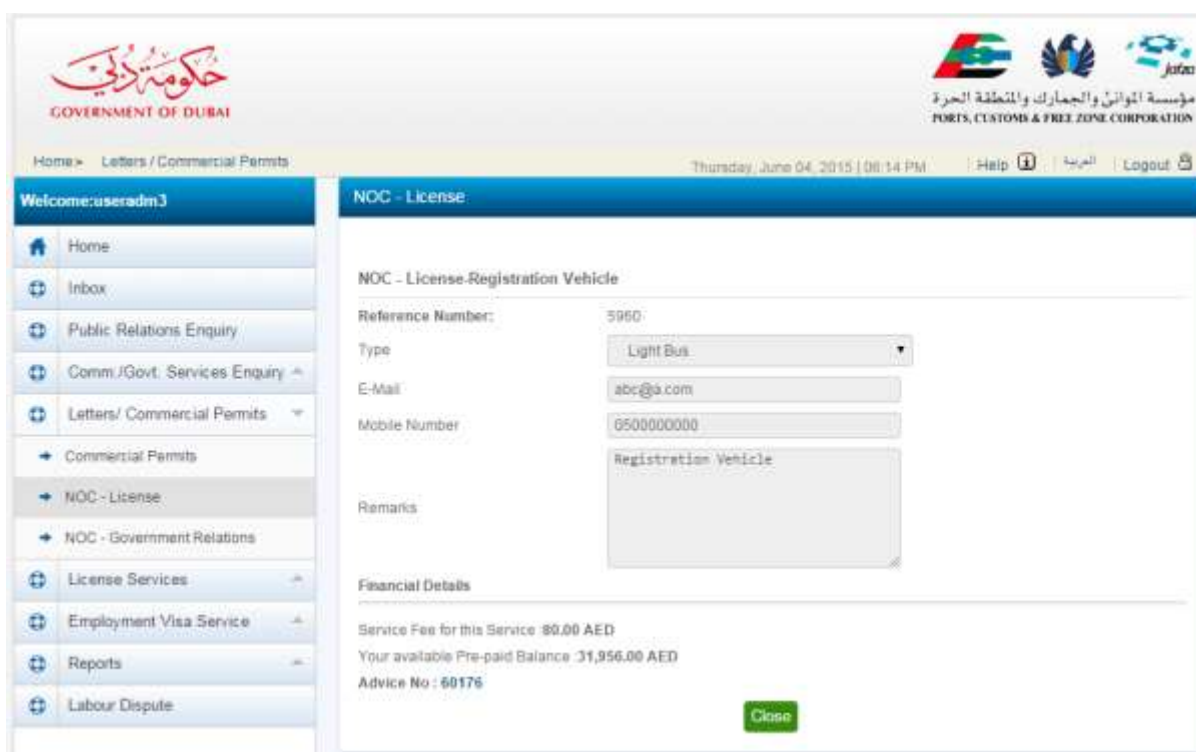


Figure 50: Success Page

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)

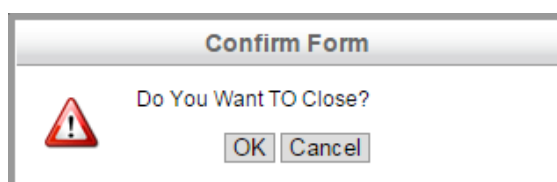


Figure 51: Close Confirmation

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](#)
- [New Commercial License](#)
- [Change Driving License](#)
- [Add Partner](#)
- [Visa Approval](#)
- [Registration Boat Outing](#)
- [Training in the Department of Tourism](#)
- [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)

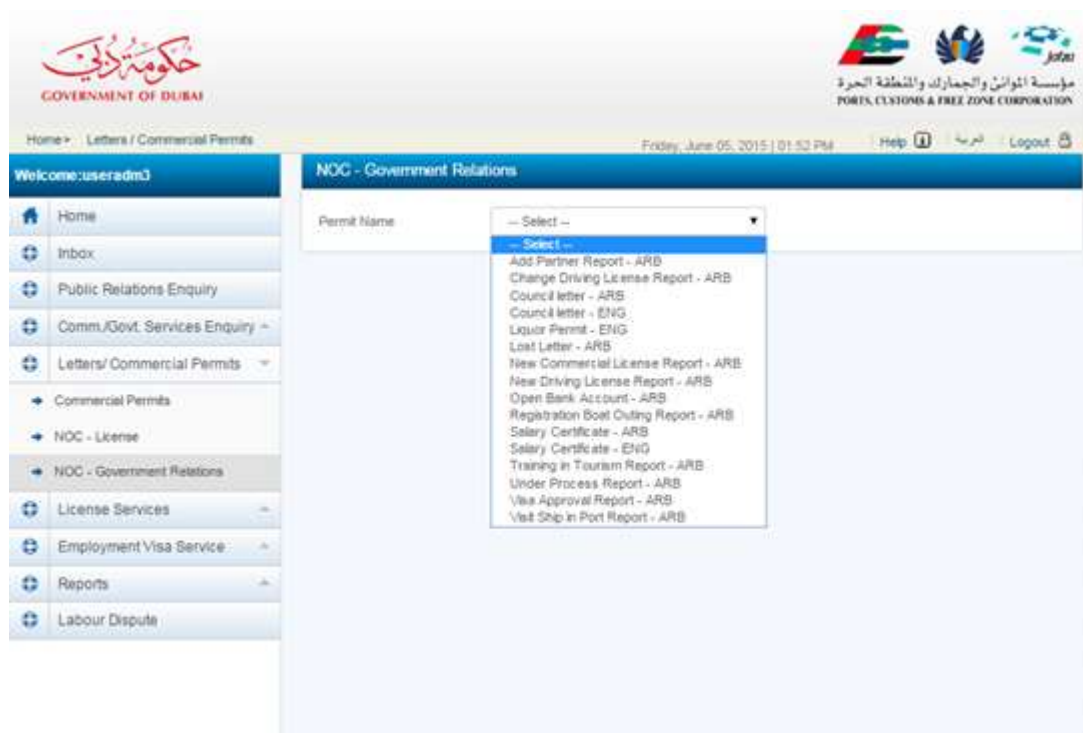


Figure 52: NOC Government Relations Page

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
- To
- 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.

The screenshot shows the 'NOC - Government Relations' form. The 'Permit Name' is set to 'Council letter - ARB'. The 'Employee' field contains 'RAJ MUHAMMAD DRAKZAI KHAN'. The 'Country' is 'Saudi Arabia'. The 'To' field is 'مملكة البحرين العربية السعودية'. The 'Location' is 'المنطقة الحرة القابلية'. The 'Reason' is 'Hajj'. The 'Display Salary Details' checkbox is checked. The 'E-Mail' is 'asad@Aa.com'. The 'Mobile Number' is '0501213698'. The 'Remarks' field contains 'Council letter - ARB'. A green 'Submit' button is at the bottom.

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)

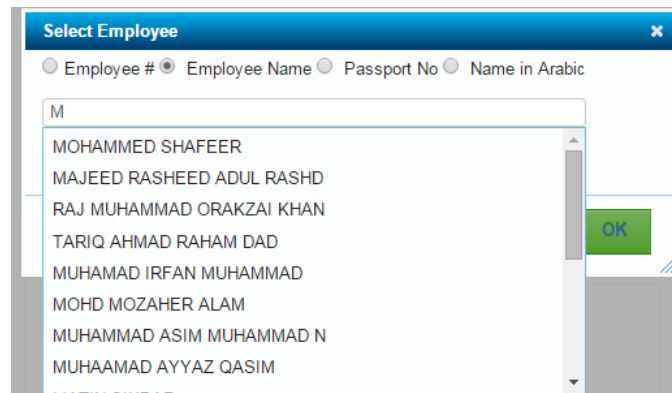


Figure 54: Employee Search

4. After selecting the employee, click on **OK** 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.

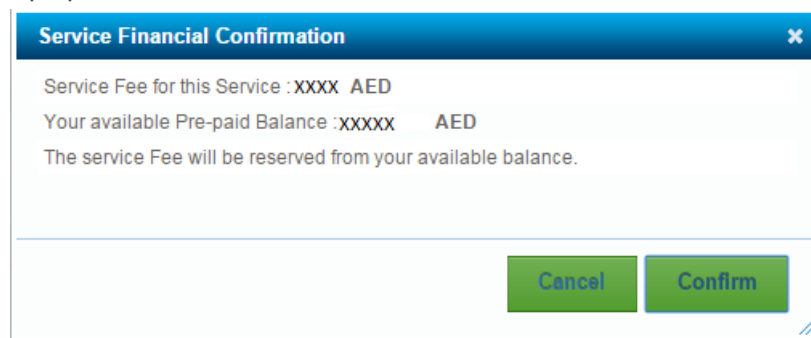


Figure 55: Confirmation Page

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

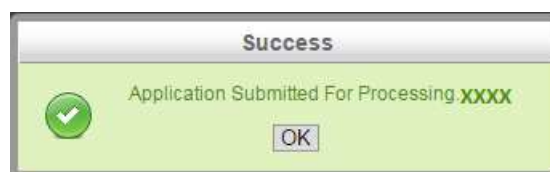


Figure 56: Success Message

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)

Government of Dubai
مؤسسة الموانئ والخطوط الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

Home Letters / Commercial Permits Friday, June 05, 2015 1:02:36 PM Help العربية Logout

Welcome: useradm3

Home
Inbox
Public Relations Enquiry
Comm/Govt. Services Enquiry
Letters/ Commercial Permits
Commercial Permits
NOC - License
NOC - Government Relations
License Services
Employment Visa Service
Reports
Labour Dispute

NOC - Government Relations

NOC - Government Relations-Council letter - ARB

Reference Number: 7956
Employee: RAJ MUHAMMAD ORAIQAI KHAN
Country: Saudi Arabia
To: سعادة المجلس العام للمنطقة الحرة
Location: دبي (إمارة دبي) المنطقة الحرة
Reason: Hajj
Display Salary Details: 0
E-Mail: raj@ajaa.com
Mobile Number: 0551213888
Remarks: Council letter - ARB

Financial Details

Service Fee for this Service: 88.00 AED
Your available Pre-paid Balance: 31,284.00 AED
Advice No: 60179

Close

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)

Confirm Form

Do You Want TO Close?

OK Cancel

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.

The screenshot shows the 'NOC - Government Relations' form. The left sidebar contains a navigation menu with options like Home, Inbox, Public Relations Enquiry, Comm./Govt. Services Enquiry, Letters/ Commercial Permits, Commercial Permits, NOC - License, NOC - Government Relations (selected), License Services, Employment Visa Service, Reports, and Labour Dispute. The main form area is titled 'NOC - Government Relations' and contains the following fields: Permit Name (New Driving License Report - ARB), Driving License - ARB, Employee (MOHD MOZAHAR ALAMI), Type (Mechanic Heavy), E-Mail (a@pfc.ae), Mobile Number (0551213698), and Remarks (Driving License - ARB). A green 'Submit' button is at the bottom. The footer shows 'Your Prepaid Balance Available is: 30,515.00 AED'.

Figure 59: New 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)

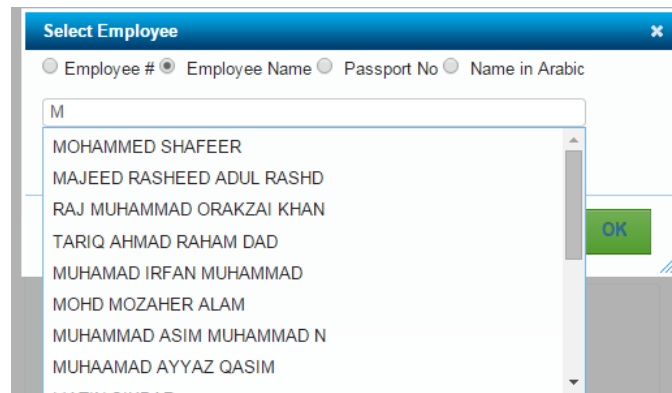


Figure 60: Employee Search

4. After selecting the employee, click on **OK** 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.

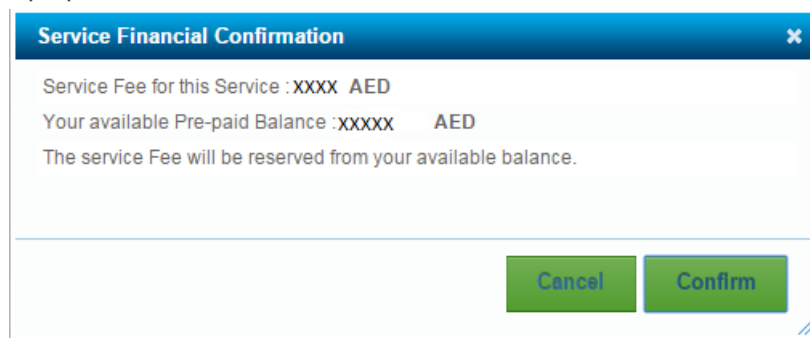


Figure 61: Confirmation Page

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 62: 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)

Government of Dubai
 Ports, Customs & Free Zone Corporation

Home Letters / Commercial Permits Friday, June 05, 2015 | 02:32 PM Help العربية Logout

Welcome: useradm3

NOC - Government Relations

NOC - Government Relations - Driving License - ARB

Reference Number: 7960
 Employee: MOHD MOZAHER ALAM
 Type: Mechanic Heavy
 E-Mail: m@pfc.ae
 Mobile Number: 0551213698
 Remarks: Driving License - ARB

Financial Details

Service Fee for this Service : 80.00 AED
 Your available Pre-paid Balance : 30,536.00 AED
 Advice No : 66183

Close

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)

Confirm Form

Do You Want TO Close?

OK Cancel

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.

The screenshot shows a web application interface for the Government of Dubai. The top header includes the Government of Dubai logo and the Ports, Customs & Free Zone Corporation logo. The main navigation bar shows 'Home > Letters / Commercial Permits'. The left sidebar contains a list of services: Home, Inbox, Public Relations Enquiry, Comms./Govt. Services Enquiry, Letters/ Commercial Permits (selected), Commercial Permits, NOC - License, NOC - Government Relations (selected), License Services, Employment Visa Service, Reports, and Labour Dispute. The main content area is titled 'NOC - Government Relations' and displays the 'Salary Certificate - ARB' form. The form includes fields for Permit Name (Salary Certificate - ARB), Employee (HARUNUR RASHID HASSAN ALI), To (الإدارة العامة للعلاق والتأشيرات), Location (مبنى الإمارات العربية المتحدة), E-Mail (Oicetel.aubharamya@pcti.ae), and Mobile Number (0551213688). A green 'Submit' button is at the bottom. A status bar at the bottom indicates 'Your Prepaid Balance Available is: 30,376.00 AED'.

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)

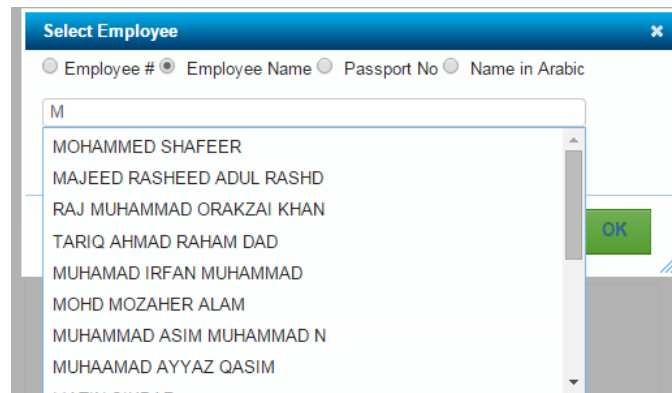


Figure 66: Employee Search

4. After selecting the employee, click on **OK** 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.

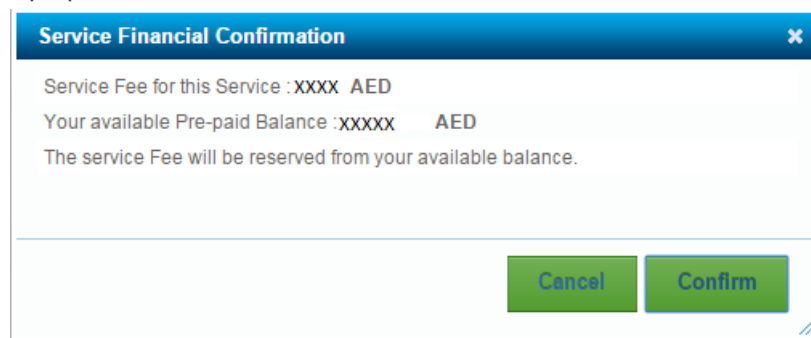


Figure 67: Confirmation Page

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

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)

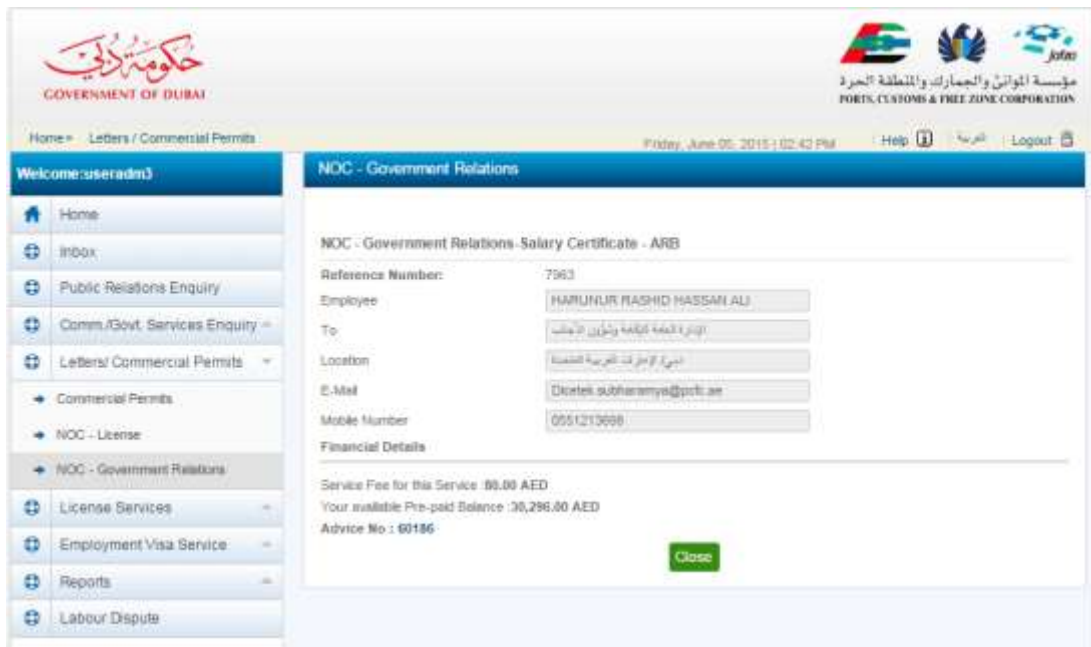


Figure 69: Success Page

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)

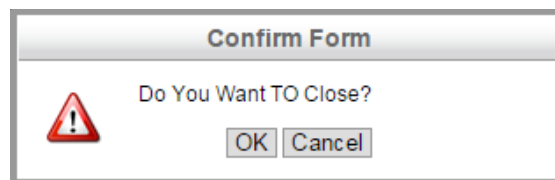


Figure 70: Close Confirmation

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
- To
- 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.

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)

Figure 72: Employee Search

4. After selecting the employee, click on **OK** 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.

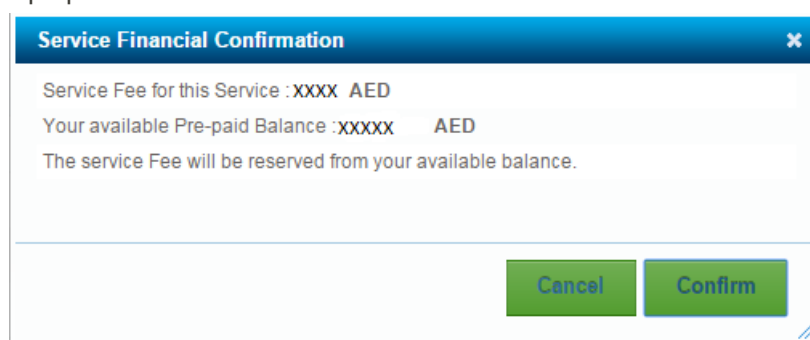


Figure 73: Confirmation Page

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

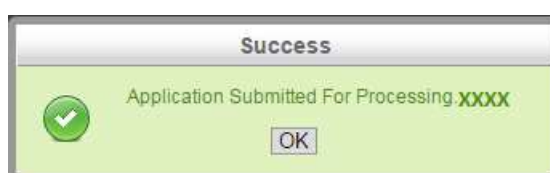


Figure 74: Success Message

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)

Government of Dubai
 مؤسسسة الموانئ والجمارك والمنطقة الحرة
 PORTS, CUSTOMS & FREE ZONE CORPORATION

Home Letters / Commercial Permits Friday, June 05, 2015 1:02:31 PM Help العربية Logout

Welcome: useradm3

NOC - Government Relations

NOC - Government Relations-New Commercial License - ARB

Reference Number: 7058

Employee: MUHAMAD IRFAN MUHAMMAD

To: مدير دائرة التفتيش الجمركي

E-Mail: irfan.muhammadi@pct.ae

Mobile Number: 0500000000

Remarks:

Financial Details

Service Fee for this Service \$10.00 AED

Your available Pre-paid Balance 30,610.00 AED

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)

Confirm Form

Do You Want TO Close?

OK Cancel

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.

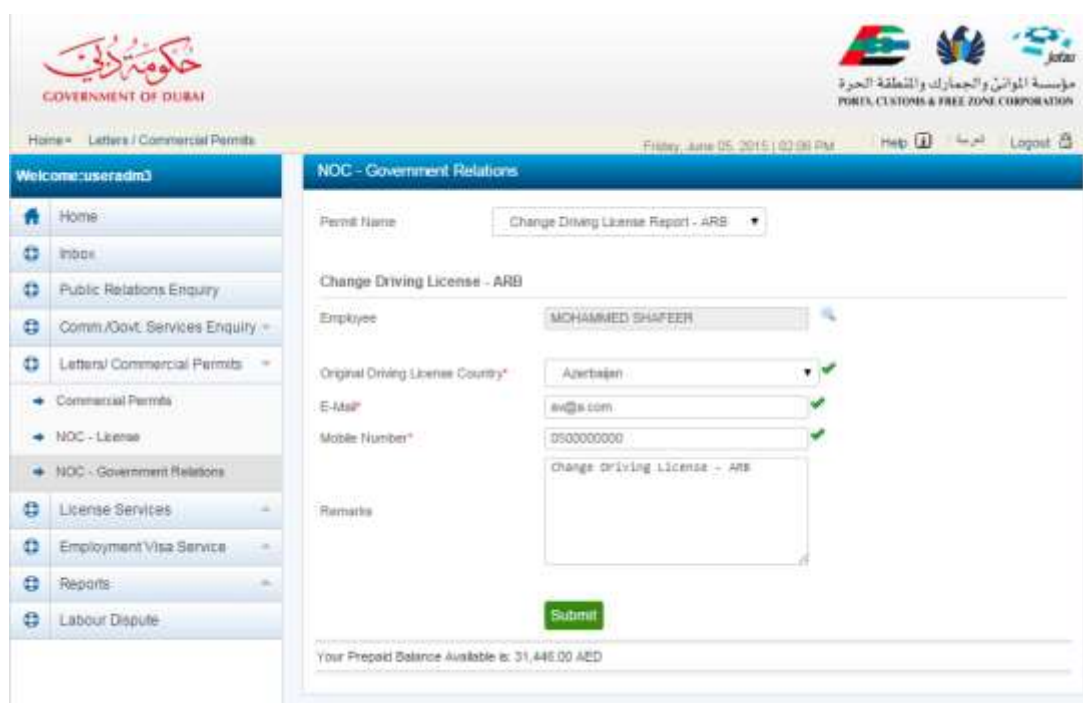



Figure 77: Change Driving License

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)

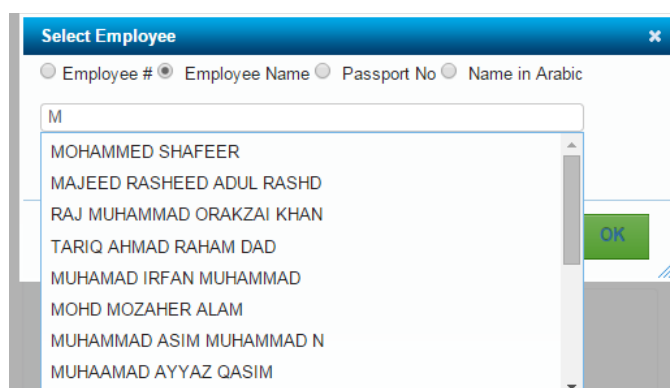


Figure 78: Employee Search

4. After selecting the employee, click on **OK** 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.

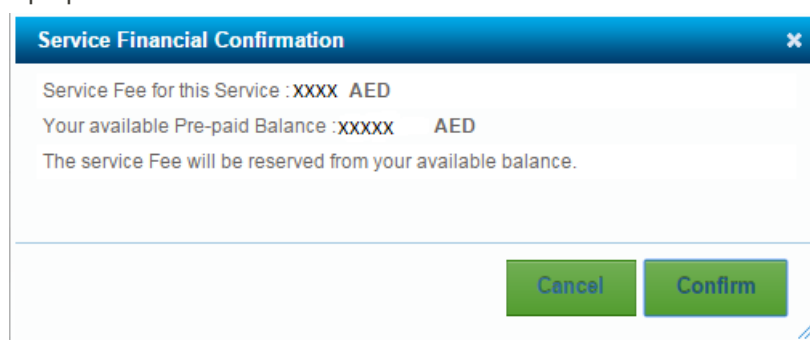


Figure 79: Confirmation Page

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 **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 80: 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)

Government of Dubai
مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

Home Letters / Commercial Permits Friday, June 05, 2015 1:02:24 PM Help العربية Logout

Welcome: useradm3

Home
Inbox
Public Relations Enquiry
Comm./Govt. Services Enquiry
Letters/ Commercial Permits
Commercial Permits
NOC - License
NOC - Government Relations
License Services
Employment Visa Service
Reports
Labour Dispute

NOC - Government Relations

NOC - Government Relations-Change Driving License - ARB

Reference Number: 7955
Employee: MOHAMMED SHAFER
Original Driving License Country: Azerbaijan
E-Mail: av@al.com
Mobile Number: 0500000000
Remarks: Change Driving License - ARB
Financial Details:
Service Fee for this Service : 38.00 AED
Your available Pre-paid Balance : 31,366.00 AED
Advice No : 60178
Close

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)

Confirm Form

Do You Want TO Close?

OK Cancel

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.

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

4. After selecting the employee, click on **OK** 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.

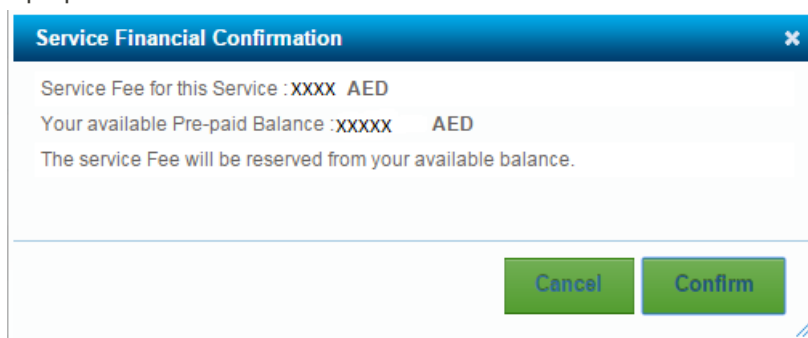


Figure 85: Confirmation Page

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

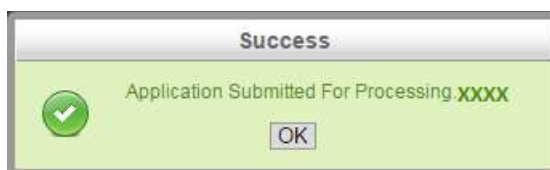


Figure 86: Success Message

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)

Government of Dubai
GOVERNMENT OF DUBAI

Home Letters / Commercial Permits Friday, June 05, 2015 1:01:52 PM Help العربية Logout

Welcome: useradm3

Home
Inbox
Public Relations Enquiry
Comms/Govt. Services Enquiry
Letters/ Commercial Permits
Commercial Permits
NOC - License
NOC - Government Relations
License Services
Employment Visa Service
Reports
Labour Dispute

NOC - Government Relations

NOC - Government Relations Add Partner - ARB

Reference Number: 7954
Employee: MOHD MOZAFHER ALAM
To: Partner
Location: Dubai
E-Mail: abc@abc.com
Mobile Number: 0551213688
Add Partner: - ARB

Remarks

Financial Details

Service Fee for this Service: 510.00 AED
Your available Pre-paid Balance: 31,446.00 AED
Advice No: 60177

Close

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)

Confirm Form

Do You Want TO Close?

OK Cancel

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.

The screenshot shows the 'NOC - Government Relations' form. The left sidebar contains a navigation menu with options like Home, Inbox, Public Relations Enquiry, and Letters/ Commercial Permits. The main form area has a 'Permit Name' dropdown set to 'Visa Approval Report - ARB'. Below this, the 'Employee' field is populated with 'MUHAMMAD SHOUKAT'. The 'To*' field contains Arabic text, 'Location*' is 'القسم الإداري للمناطق الحرة', 'E-Mail*' is 'a@prt.ae', and 'Mobile Number*' is '0551213688'. The 'Remarks' field is empty. A green 'Submit' button is at the bottom. The top of the page features the Government of Dubai logo and the Ports, Customs & Free Zone Corporation logo.

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)

The 'Select Employee' dialog box shows a search filter set to 'Employee Name'. A search bar contains the letter 'M'. A list of employee names is displayed: MOHAMMED SHAFEER, MAJEED RASHEED ADUL RASHD, RAJ MUHAMMAD ORAKZAI KHAN, TARIQ AHMAD RAHAM DAD, MUHAMAD IRFAN MUHAMMAD, MOHD MOZAHAR ALAM, MUHAMMAD ASIM MUHAMMAD N, and MUHAAMAD AYYAZ QASIM. An 'OK' button is visible on the right side of the list.

Figure 90: Employee Search

4. After selecting the employee, click on **OK** 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.

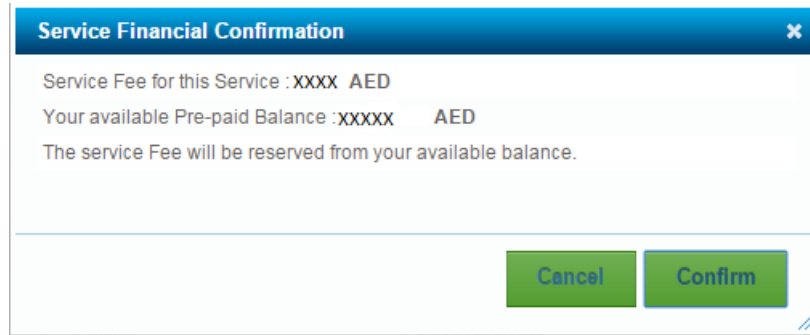


Figure 91: Confirmation Page

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

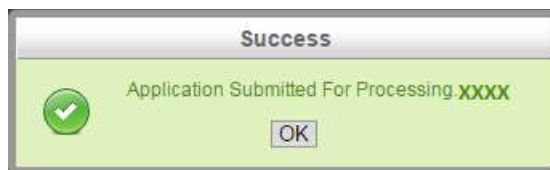


Figure 92: Success Message

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)

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.

The screenshot shows the 'NOC - Government Relations' form. The 'Permit Name' is 'Registration Boat Outing Report - ARB'. The 'Registration boat outing' section contains fields for 'Employee' (FANGHILU), 'Type' (السماح بحرية الخروج والتواجد خارج نطاق الميناء), 'Location' (شركة الإمارات لخدمات البواخر), 'E-mail' (af@pct.ae), and 'Mobile Number' (0500000000). The 'Remarks' field contains 'Registration boat outing'. A 'Submit' button is at the bottom. The left sidebar shows the navigation menu with 'NOC - Government Relations' selected. The top header includes the Government of Dubai logo and the Ports, Customs & Free Zone Corporation logo.

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)

The 'Select Employee' dialog box shows a search filter set to 'Employee Name'. The search results list several employees: MOHAMMED SHAFEER, MAJEED RASHEED ADUL RASHD, RAJ MUHAMMAD ORAKZAI KHAN, TARIQ AHMAD RAHAM DAD, MUHAMAD IRFAN MUHAMMAD, MOHD MOZAHAR ALAM, MUHAMMAD ASIM MUHAMMAD N, and MUHAAMAD AYYAZ QASIM. An 'OK' button is visible on the right.

Figure 96: Employee Search

4. After selecting the employee, click on **OK** 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.

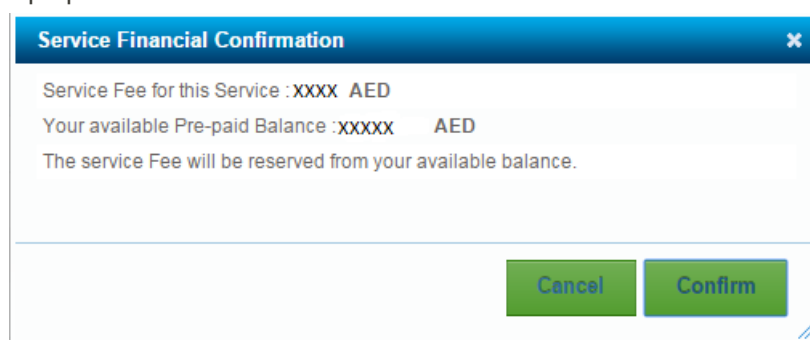


Figure 97: Confirmation Page

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 **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

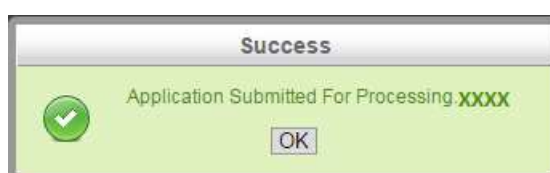


Figure 98: Success Message

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)

Government of Dubai
مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

Home > Letters / Commercial Permits

Welcome: useradm3

NOC - Government Relations

NOC - Government Relations-Registration boat outing

Reference Number: 7962

Employee: FANGHILLU

To: السيد مدير هيئة الموانئ والجمارك والمنطقة الحرة

Location: مبنى الموانئ والجمارك بالمنطقة الحرة

E-mail: @pfc.ae

Mobile Number: 050000000

Registration boat outing

Remarks:

Financial Details

Service Fee for this Service: 80.00 AED

Your available Pre-paid Balance: 30,376.00 AED

Advice No: 60185

Close

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)

Confirm Form

Do You Want TO Close?

OK Cancel

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.

The screenshot shows a web application interface for the Government of Dubai. The top header includes the Government of Dubai logo and the Ports, Customs & Free Zone Corporation logo. The main navigation menu on the left lists various services, with 'NOC - Government Relations' selected. The form titled 'NOC - Government Relations' contains the following fields: 'Permit Name' (Training in Tourism Report - ARB), 'Training in the dept. of tourism' (checkbox), 'Employee' (JI CHEN), 'E-Mail' (mail@tk.pft.ae), 'Mobile Number' (0500000000), and 'Remarks' (training in the dept. of tourism). A 'Submit' button is at the bottom. The footer shows 'Your Prepaid Balance Available 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)

The 'Select Employee' dialog box shows a search filter set to 'Employee Name'. The search results list the following employees: MOHAMMED SHAFEER, MAJEED RASHEED ADUL RASHD, RAJ MUHAMMAD ORAKZAI KHAN, TARIQ AHMAD RAHAM DAD, MUHAMAD IRFAN MUHAMMAD, MOHD MOZAHAR ALAM, MUHAMMAD ASIM MUHAMMAD N, and MUHAAMAD AYYAZ QASIM. An 'OK' button is visible on the right.

Figure 102: Employee Search

4. After selecting the employee, click on **OK** 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.

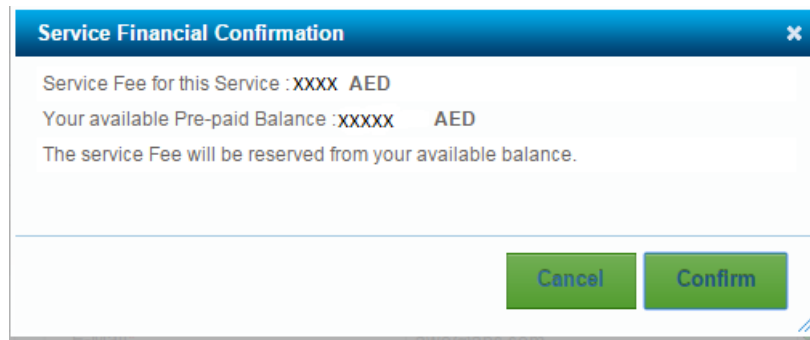


Figure 103: Confirmation Page

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 **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

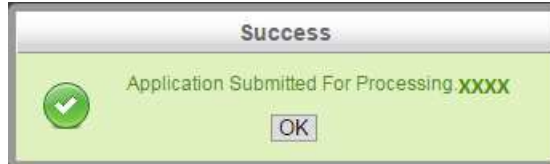


Figure 104: Success Message

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)



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)

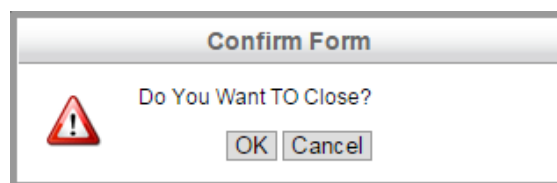


Figure 106: Close Confirmation

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.

The screenshot shows the 'Visit Ship in Port' form within the 'NOC - Government Relations' section. The form includes fields for Permit Name (Visit Ship in Port Report - ARB), Employee (HUTGAD), To* (السفير بوزارة التجارة الدولية لعمان), Location* (البحر الأحمر - المنطقة الحرة), Ship Location* (من ميناء دبي), Duration (Months) (2), E-Mail* (a@pct.ae), and Mobile Number* (0551213688). There is a 'Submit' button at the bottom. The left sidebar shows the navigation menu with 'NOC - Government Relations' selected. The top header displays the Government of Dubai and Ports, Customs & Free Zone Corporation logos.

Figure 107: Visit Ship in Port

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)

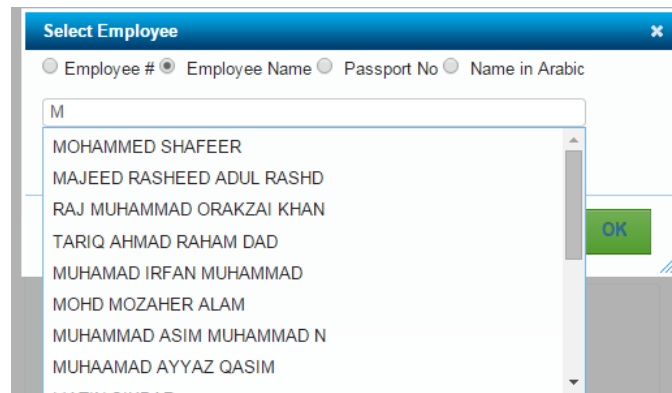


Figure 108: Employee Search

4. After selecting the employee, click on **OK** 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.

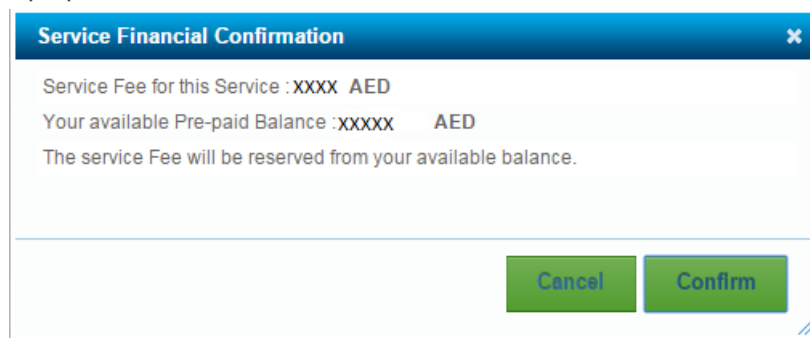


Figure 109: Confirmation Page

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

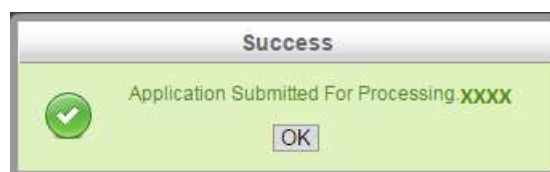


Figure 110: Success Message

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)

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 Bank Account (Figure: 52). The Open Bank Account form will appear.

The screenshot shows the 'NOC - Government Relations' form for 'Open Bank Account - ARB'. The form includes fields for Employee (PARAMBIL MAHAMOOD SHAMSUN), Bank Name (RAK), Branch Name (Dubai), Location (مبنى الإمارات العربية المتحدة), E-Mail (b@b4.pcfz.ae), and Mobile Number (0500000000). A 'Submit' button is at the bottom. The left sidebar shows the navigation menu with 'NOC - Government Relations' selected. The top header displays the Government of Dubai and Jafza logos.

Figure 113: Open Bank Account

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)

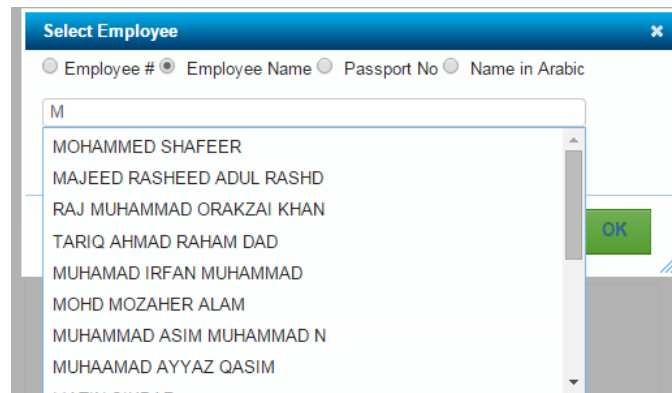


Figure 114: Employee Search

4. After selecting the employee, click on **OK** 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.

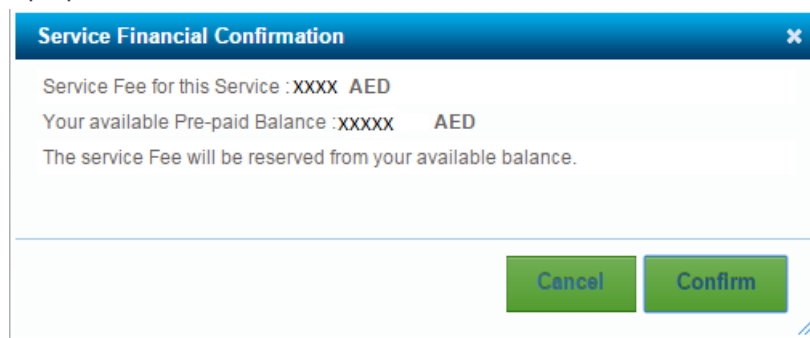


Figure 115: Confirmation Page

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

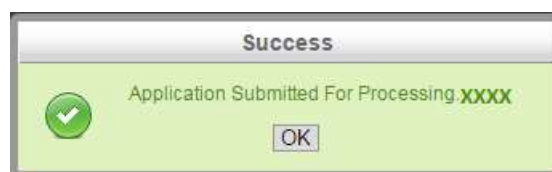


Figure 116: Success Message

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)

The screenshot shows the 'NOC - Government Relations' page. The left sidebar contains a navigation menu with options like Home, Inbox, Public Relations Enquiry, Comm./Govt. Services Enquiry, Letters/ Commercial Permits, Commercial Permits, NOC - License, NOC - Government Relations (selected), License Services, Employment/ Visa Service, Reports, and Labour Dispute. The main content area displays the details of a transaction titled 'NOC - Government Relations-Open Bank Account - ARB'. The details include: Reference Number: 7951, Employee: PARAMBIL MAHAMOOD SHAMSUN, Bank Name: RAK, Branch Name: Dubai, Location: دبي (الإمارات العربية المتحدة), E-Mail: ra@rak.pcb.ae, Mobile Number: 0500000000, and Open Bank Account: ARB. Financial details at the bottom show a service fee of 80.00 AED, a pre-paid balance of 38,456.00 AED, and an advice number of 60184. A green 'Close' button is located at the bottom right of the transaction details.

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)

The image shows a 'Confirm Form' dialog box with a warning icon (a triangle with an exclamation mark). The text inside the dialog box asks 'Do You Want TO Close?'. Below the text are two buttons: 'OK' and 'Cancel'.

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.

Figure 119: Under Process


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 120: Employee Search

4. After selecting the employee, click on **OK** 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.

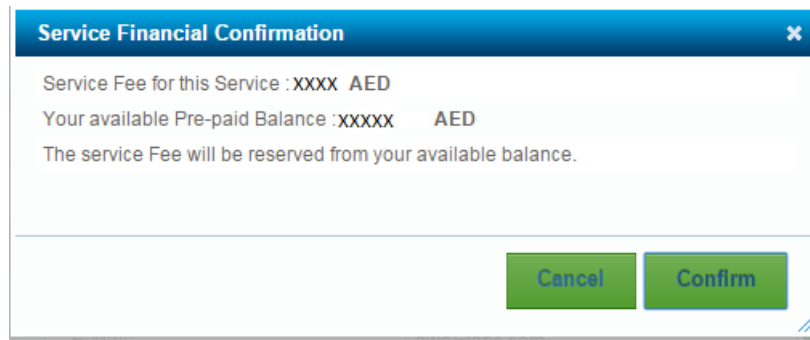


Figure 121: Confirmation Page

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 **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

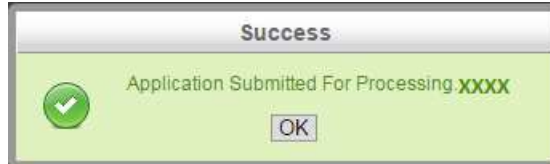


Figure 122: Success Message

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)

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.

The screenshot shows a web application interface for the Government of Dubai. The main content area is titled 'NOC - Government Relations' and displays a form for 'Lost Letter - ARB'. The form includes the following fields: Employee (TARIQ AHMAD RAHAM DAD), Title (مدير شركة استشارات), Location (مبنى الإمارات العربية المتحدة), Lost Item (lost), E-Mail (Dietek.subharamya@pctf.ae), and Mobile Number (0551213688). A 'Submit' button is located at the bottom of the form. The left sidebar contains a navigation menu with options like Home, Inbox, Public Relations Enquiry, Comm./Govt. Services Enquiry, Letters/ Commercial Permits, Commercial Permits, NOC - License, NOC - Government Relations, License Services, Employment/Visa Service, Reports, and Labour Dispute. The top header features the Government of Dubai logo and the Ports, Customs & Free Zone Corporation logo. The bottom status bar indicates 'Your Prepaid Balance Available is: 31,206.00 AED'.

Figure 125: Company Lost Item

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)

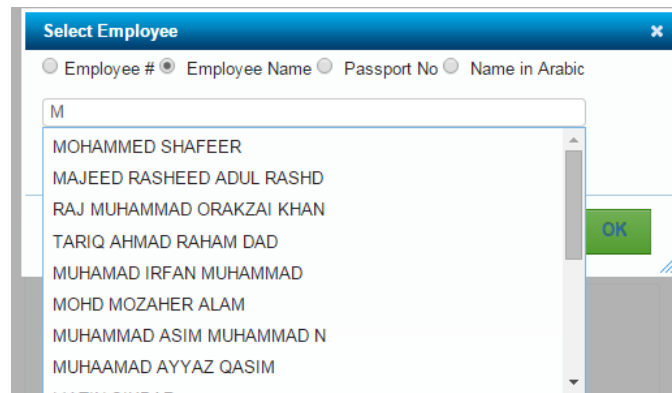


Figure 126: Employee Search

4. After selecting the employee, click on **OK** 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.

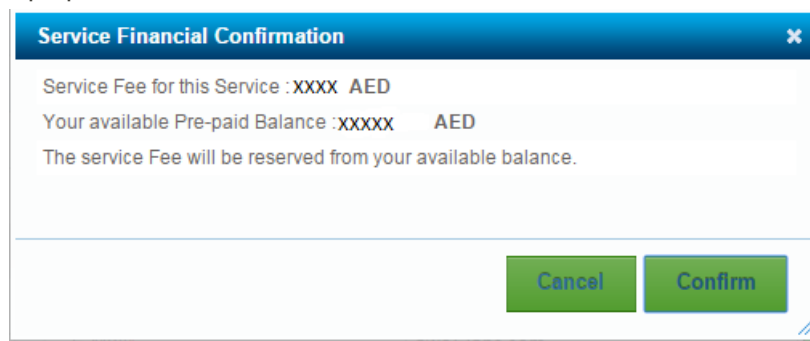


Figure 127: Confirmation Page

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 128: 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)

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.

The screenshot shows the 'NOC - Government Relations' form. The left sidebar contains a navigation menu with options like Home, Inbox, Public Relations Enquiry, Comm./Govt. Services Enquiry, Letters/ Commercial Permits, Commercial Permits, NOC - License, NOC - Government Relations, License Services, Employment Visa Service, Reports, and Labour Dispute. The main form area is titled 'NOC - Government Relations' and contains the following fields: Permit Name (dropdown set to 'Liquor Permit - ENG'), Employee (text field with 'YUNYING WU' and a search icon), To* (dropdown set to 'C.I.D. Alcoholic License Section'), E-Mail* (text field with 'pct@tik.pct.ae' and a green checkmark), Mobile Number* (text field with '0500000000'), and Remarks (text area with 'Liquor Permit - ENG'). A green 'Submit' button is at the bottom. The footer shows 'Your Prepaid Balance Available is: 31,205.00 AED'.

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)

The 'Select Employee' dialog box has a title bar with a close button. It contains four radio buttons for filtering: Employee #, Employee Name (selected), Passport No, and Name in Arabic. Below the buttons is a search input field with the letter 'M'. A list of employee names is displayed below the search field: MOHAMMED SHAFEER, MAJEED RASHEED ADUL RASHD, RAJ MUHAMMAD ORAKZAI KHAN, TARIQ AHMAD RAHAM DAD, MUHAMAD IRFAN MUHAMMAD, MOHD MOZAHAR ALAM, MUHAMMAD ASIM MUHAMMAD N, and MUHAAMAD AYYAZ QASIM. An 'OK' button is located on the right side of the list.

Figure 132: Employee Search

4. After selecting the employee, click on **OK** 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.

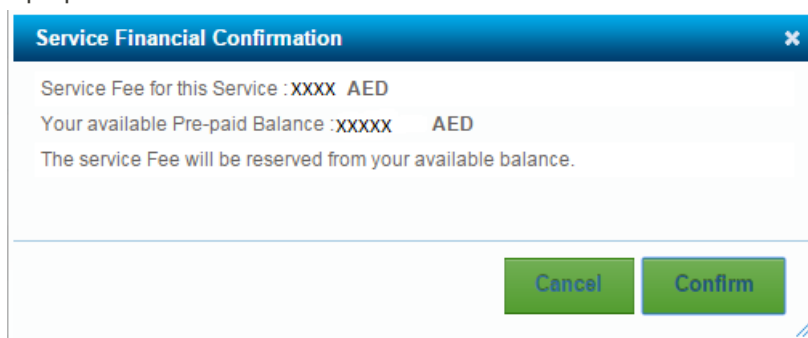


Figure 133: Confirmation Page

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

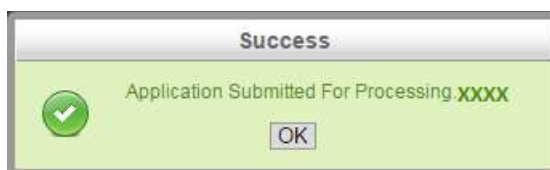


Figure 134: Success Message

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)

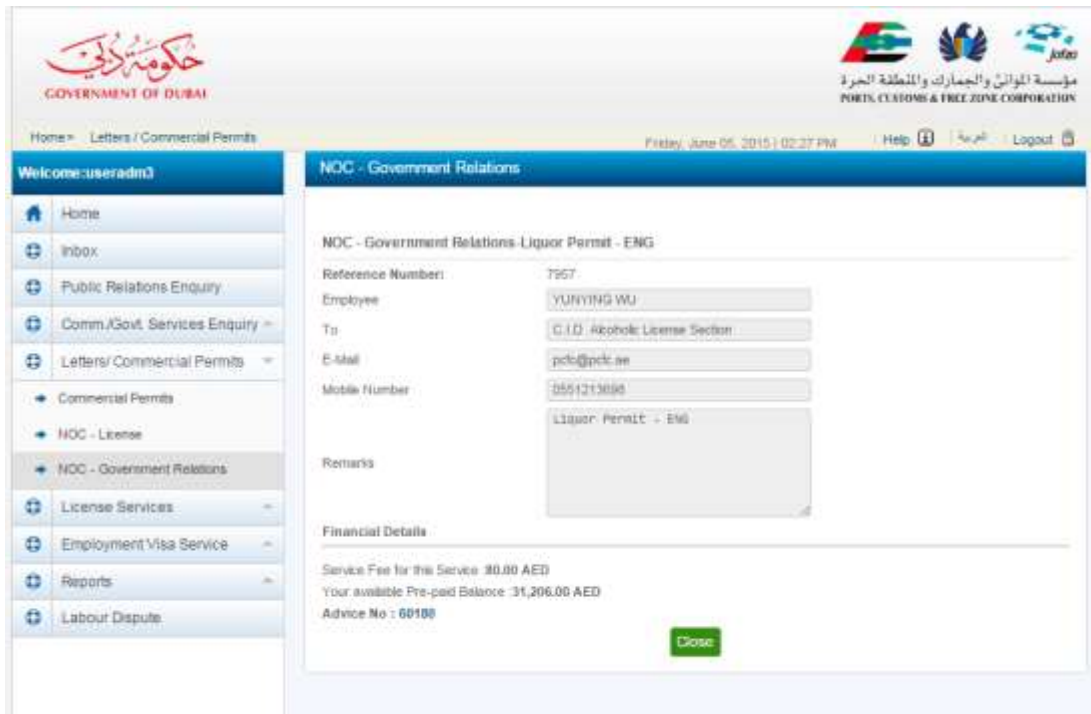


Figure 135: Success Page

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)

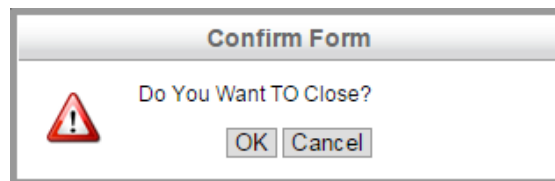


Figure 136: Close Confirmation

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](#)
- [Automated Teller Machine \(ATM\)](#)
- [Vending Machine\(Food Selections and Served Cold Machine\)](#)
- [Touch Screen](#)
- [Sale](#)
- [Clearance](#)
- [Extend Clearance](#)
- [Promotional Campaign](#)
- [Extra Working Hours](#)
- [Leaflet](#)
- [Commercial Tent](#)
- [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)

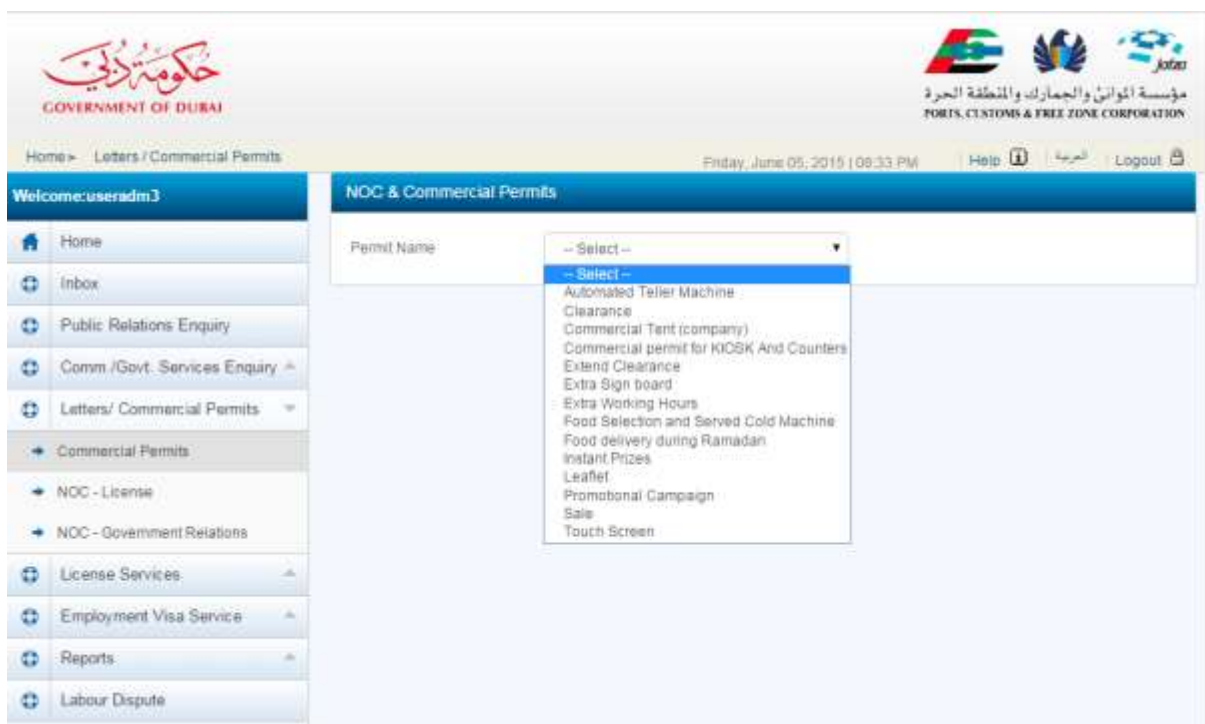


Figure 137: Commercial Permits Home Page

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

- **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).

The screenshot shows a web application interface for requesting a KIOSK permit. On the left is a navigation menu with options like Home, Import, Public Relations Enquiry, etc. The main area is titled 'NOC & Commercial Permits'. It contains a form with the following fields and values:

- Permit Name: Commercial permit for KIOSK And C
- NDC Subtype: Kiosk
- KIOSK and Counters: Kiosk
- Activities: Cargo Transport by Heavy Trucks
- Permit Issuance Starting Date: 26-06-2018
- Permit Duration (Month): 1
- Number of kiosk in the permit: 1
- Location: Port Jumeirah
- Nakheel Code: 1
- EHS NOC: [Choose File] test.jpg
- NDC from Nakheel: [Choose File] test - Copy.txt
- Supporting Documents: [Choose File] No file chosen
- Commercial Permit Type: Temporary
- E-Mail: Doudak.siddharanga@ports.ae
- Mobile Number: 9834218888
- Remarks: [Empty text area]

At the bottom, there is a 'Submit' button and a status message: 'Your Prepaid Balance Available is: 23,716.02 AED'.

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.

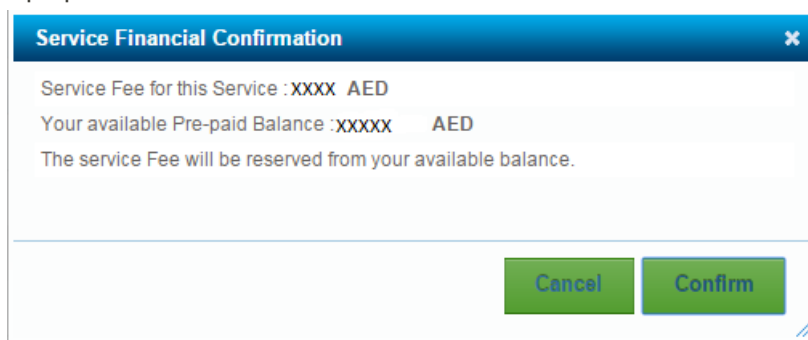


Figure 139: Confirmation Page

10. User should have enough prepaid balance for requesting this service.
11. User should click on **Confirm** button to continue submission of this service
12. 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.
13. Upon submission, user will get a submission success message with reference number as below

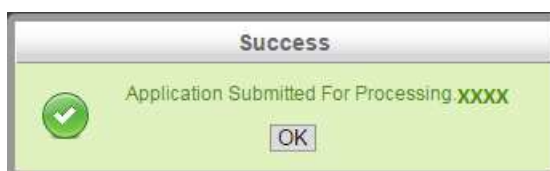


Figure 140: Success Message

14. 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)

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).

The screenshot shows the 'Representative Counter' form within the Jafza system. The form is titled 'NOC & Commercial Permits' and includes a sidebar with navigation options like 'Home', 'Inbox', 'Public Relations Enquiry', 'Comm/Govt. Services Enquiry', 'Letters/ Commercial Permits', 'Commercial Permits', 'NOC - License', 'NOC - Government Relations', 'License Services', 'Employment Visa Service', 'Reports', and 'Labour Dispute'. The main form area contains the following fields and options:

- Permit Name:** Commercial permit for KIOSK And Co
- NOC Subtype:** Representative Counter
- KIOSK and Counters - Representative counter**
- Activity:** Cargo Transport by Road
- Location:** Palm Jumeirah
- If Counter will be used for real estate activity. Kindly attach NOC/permits from RERA:** Yes
- Permit Issuance Starting Date:** 09-05-2015
- Permit Duration (Months):** 2
- RERA Permit:** Choose File Fuel Dispens... Drawings.pdf
- NOC from Nakheel:** Choose File print preview.pdf
- Supporting Documents:** Choose Files show.pdf (Use ctrl+ to select multiple items)
- Commercial Permit Type:** Temporary
- E-Mail:** aa@jafza.ae
- Mobile Number:** 0500000000
- Remarks:** Representative counter
- Submit** button

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.

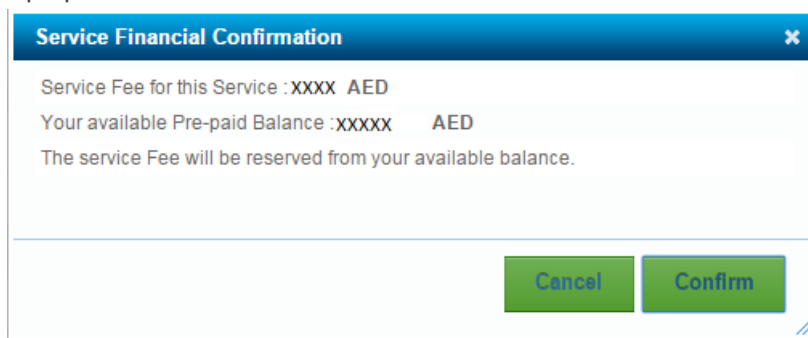


Figure 144: Confirmation Page

10. User should have enough prepaid balance for requesting this service.
11. User should click on **Confirm** button to continue submission of this service
12. 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.
13. Upon submission, user will get a submission success message with reference number as below



Figure 145: Success Message

14. 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)

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).

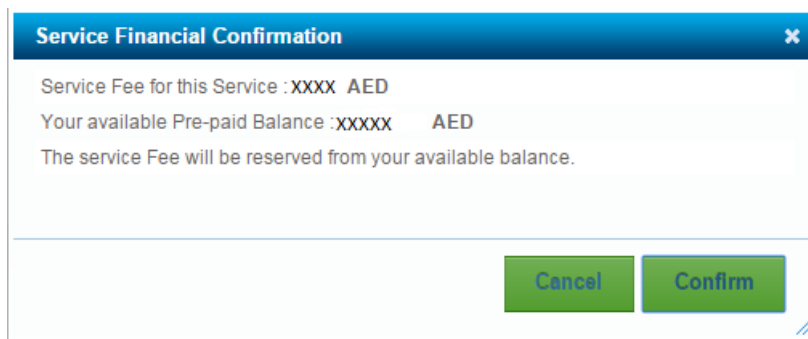
The screenshot shows the 'NOC & Commercial Permits' section of the Government of Dubai portal. The 'Permit Name' dropdown is set to 'Automated Teller Machine'. The form fields are as follows:

- Permit Issuance Starting***: 05-05-2015 (with a green checkmark icon)
- Number of ATM in Dubai***: 1 (with a green checkmark icon)
- UAE Central Bank Permit***: Choose File... show pdf (with a green checkmark icon and a note: '(Use ctrl+ to select multiple items)')
- Supporting Documents**: Choose File... No file chosen (with a note: '(Use ctrl+ to select multiple items)')
- Commercial Permit Type**: Permanent
- E-Mail***: dimitri.sudhramya@pct.ae
- Mobile Number***: 0551213698
- Remarks**: (empty text area)

At the bottom of the form is a green 'Submit' button. Below the form, it states: 'Your Prepaid Balance Available is: 29,265.00 AED'.

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.



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 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



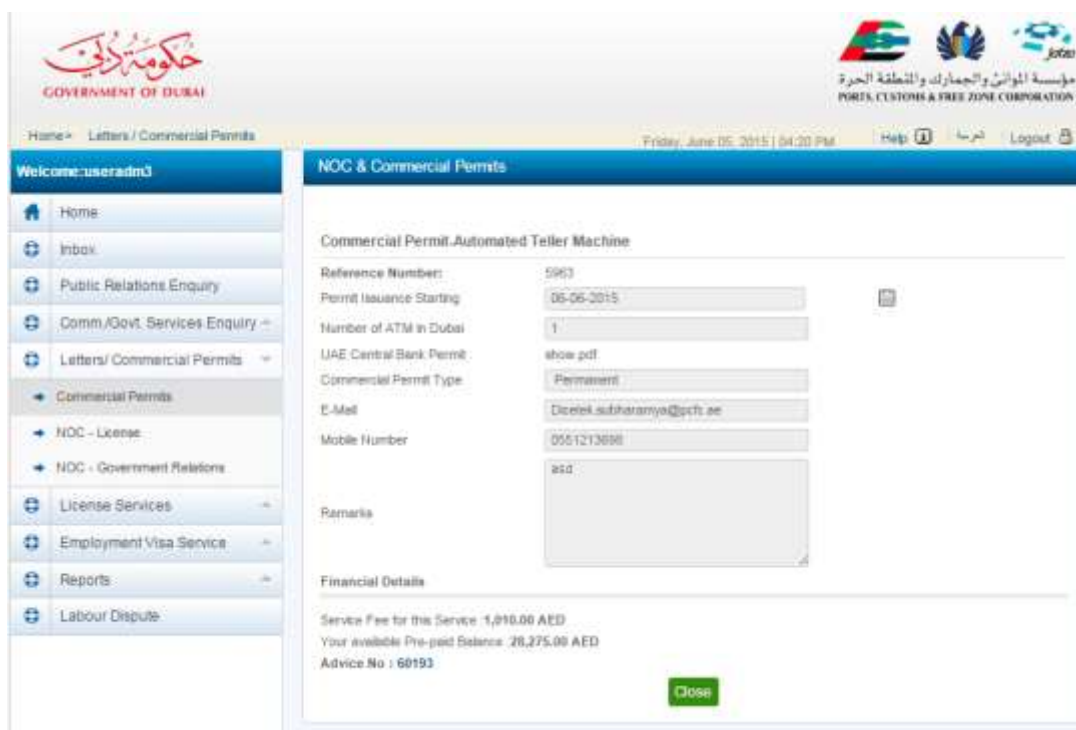
Success

Application Submitted For Processing.XXXX

[OK](#)

Figure 150: 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)



Government of Dubai
 مؤسسة الموانئ والجمارك والمنطقة الحرة
 PORTS, CUSTOMS & FREE ZONE CORPORATION

Home > Letters / Commercial Permits Friday, June 05, 2015 | 04:20 PM Help العربية Logout

Welcome: useradm3

NOC & Commercial Permits

Commercial Permit-Automated Teller Machine

Reference Number: 5963
 Permit Issuance Starting: 05-06-2015
 Number of ATM in Dubai: 1
 UAE Central Bank Permit: show.pdf
 Commercial Permit Type: Permanent
 E-Mail: Dizeek.sudharamya@pcft.ae
 Mobile Number: 0551213698
 Remark:

Financial Details

Service Fee for this Service: 1,000.00 AED
 Your available Pre-paid Balance: 28,275.00 AED
 Advice No : 60193

[Close](#)

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)

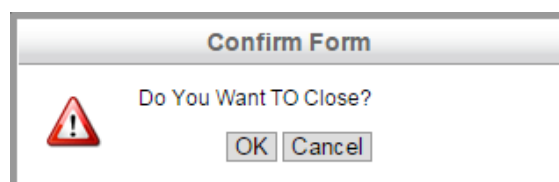


Figure 152: Close confirmation

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).

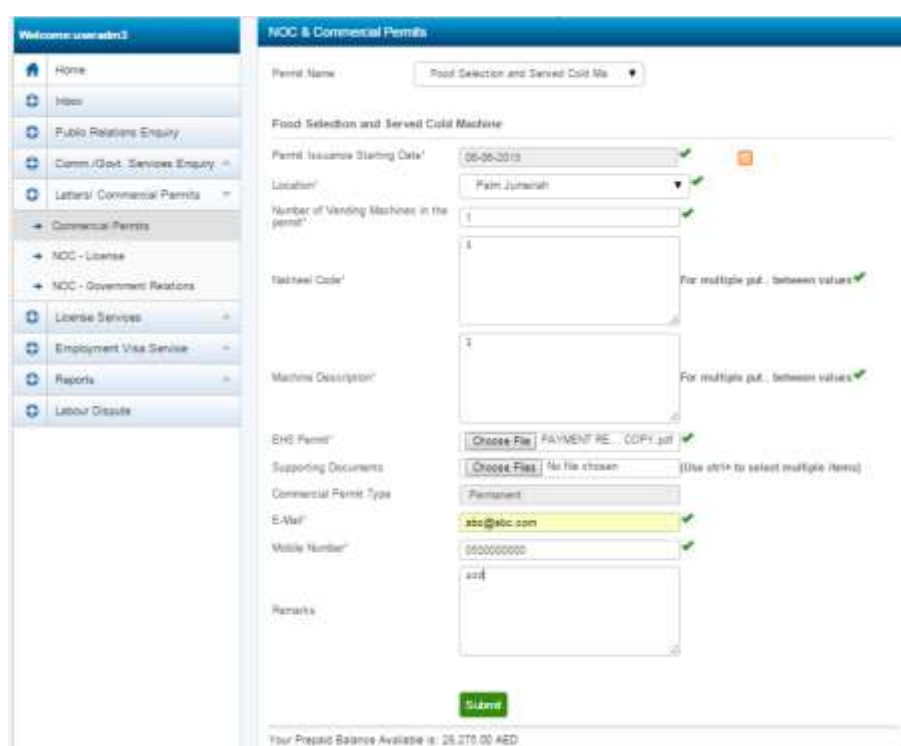


Figure 153: Vending Machine

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.

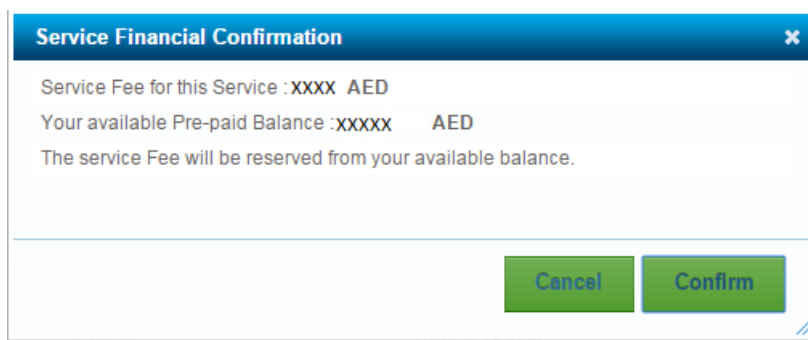


Figure 154: Confirmation Page

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

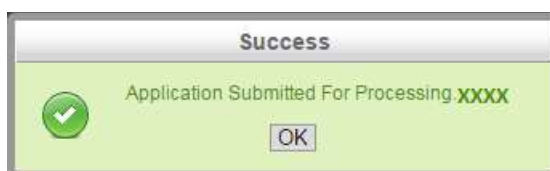


Figure 155: Success Message

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)

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.

3.1.6.5.1 Overview

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).

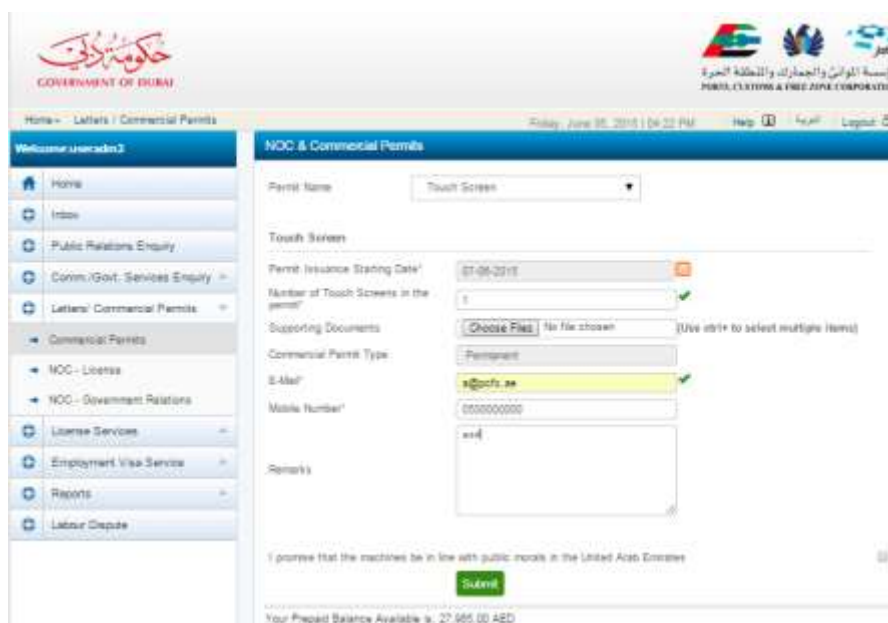
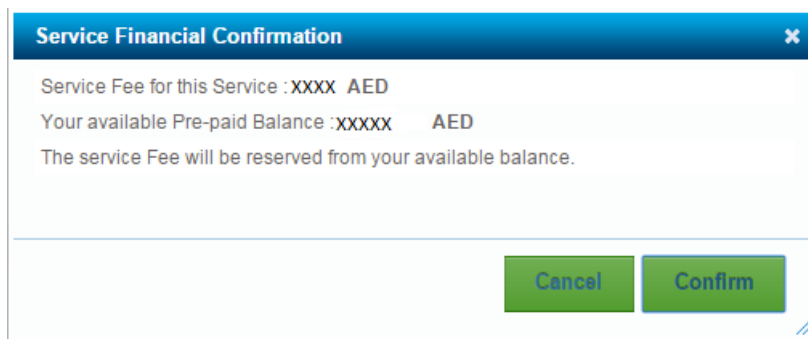
The screenshot shows the 'Touch Screen' form within the JAFZA system. The header includes the Government of Dubai logo and the JAFZA logo. The left sidebar contains a navigation menu with options like Home, Inbox, Public Relations Enquiry, and Commercial Permits. The main form area is titled 'NOC & Commercial Permits' and contains fields for Permit Name (Touch Screen), Permit Issuance Starting Date (01-06-2018), Number of Touch Screens in the permit (1), Supporting Documents (Choose File), Commercial Permit Type (Permanent), E-Mail (a@cofc.ae), Mobile Number (000000000), and a Remarks field. At the bottom, there is a checkbox for 'I promise that the machines be in line with public morals in the United Arab Emirates' and a green 'Submit' button. The footer shows the user's prepaid balance available is 27,565.00 AED.

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.



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.

Figure 159: 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 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

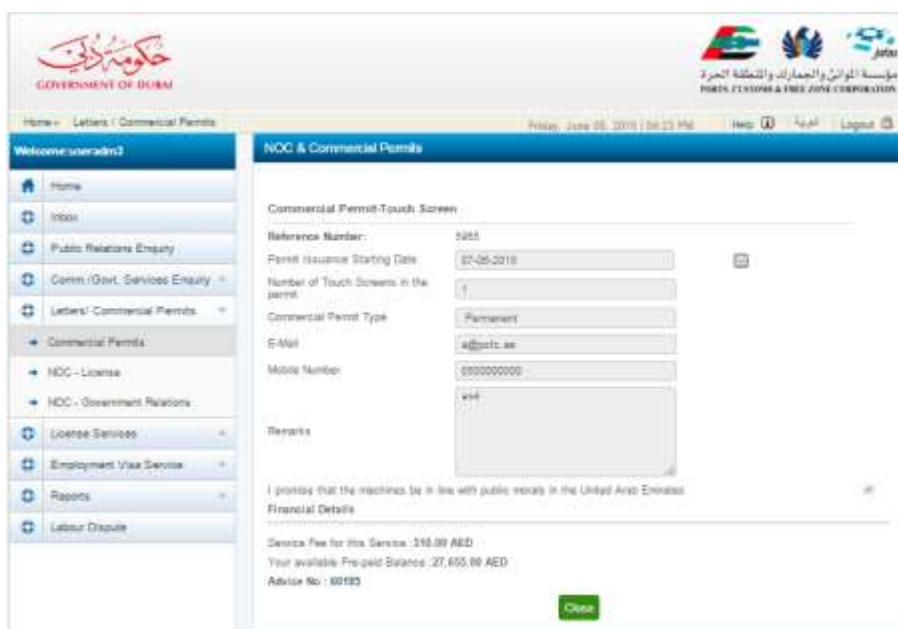


Success

Application Submitted For Processing.XXXX

Figure 160: Success Message

10. Upon clicking on 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)



Home > Letters / Commercial Permits

Friday, June 05, 2015 / 06:23 PM

Help العربية Logout

Welcome useradm3

NOC & Commercial Permits

Commercial Permit-Touch Screen

Reference Number: 5055

Permit Issuance Starting Date: 07-05-2015

Number of Touch Screens in the permit: 1

Commercial Permit Type: Permanent

E-Mail: a@portc.ae

Mobile Number: 0000000000

Remarks: 414

I promise that the machines lie in line with public morals in the United Arab Emirates

Financial Details

Service Fee for this Service :110.00 AED
 Your available Prepaid Balance :27,655.00 AED
 Advice No : 60193

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 button.(see the image below)

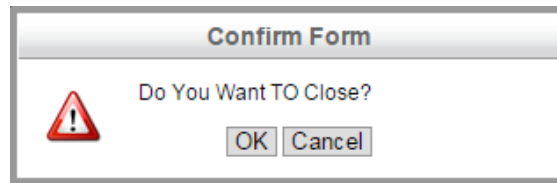


Figure 162: Close Confirmation

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

- Normal Sales
- Special Offer Sales

The screenshot shows the Government of Dubai portal interface. At the top, there are logos for the Government of Dubai and the Ports, Customs & Free Zone Corporation. The main navigation bar includes 'Home > Letters / Commercial Permits' and the date 'Friday, June 05, 2015 | 04:25 PM'. A sidebar on the left lists various services, with 'Letters / Commercial Permits' expanded to show 'Commercial Permits', 'NOC - License', and 'NOC - Government Relations'. The main content area is titled 'NOC & Commercial Permits' and features two dropdown menus. The first dropdown, 'Permit Name', is set to 'Sale'. The second dropdown, 'NOC Subtype', is open, showing 'Special Offer' (highlighted) and 'Normal Sales (Min 25%)'.

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).

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 **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



Figure 166: 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)

 A screenshot of a web application interface. On the left is a sidebar menu with options like Home, Index, Public Relations Enquiry, etc. The main content area is titled "NOC & Commercial Permits". It displays details for a "Commercial Permit Sale - Normal sales". Fields include Reference Number (1990), Permit Issuance Starting Date (07-06-2015), Sale Type (NORMAL SALE), Location (Abdulla bin Mubarak), Sales Discount From (30), Sales Discount to (55), Description (summer sale), Sale Area (Dubai), Mail NOC (print preview.pdf), Commercial Permit Type (Temporary), E-Mail (info@afk.com), and Mobile Number (991213595). At the bottom, there is a "Financial Details" section showing "Service Fee for this Service: 2,810.00 AED", "Your available Pre-paid Balance: 24,843.00 AED", and "Advice No: 60196". A green "Close" button is at the bottom right.

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)

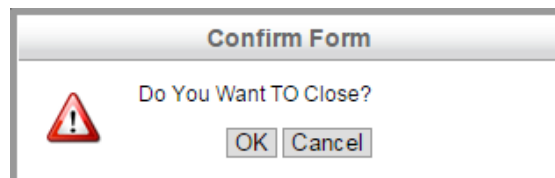


Figure 168: Close Confirmation

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

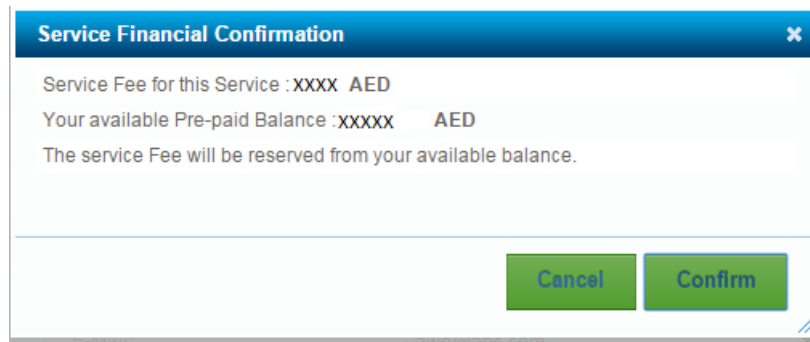
The above details are the same for Arabic and English version of the permits.

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).

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.

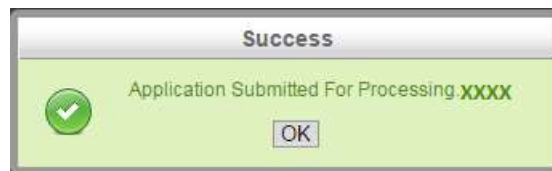


Service Financial Confirmation

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

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 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

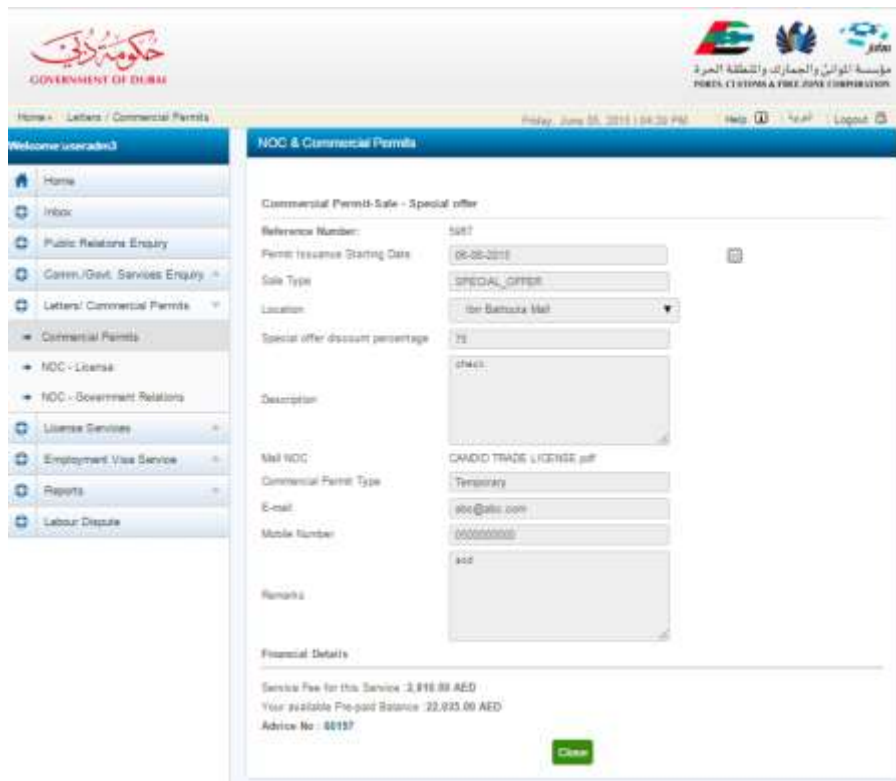


Success

Application Submitted For Processing.XXXX

Figure 171: Success Message

10. Upon clicking on 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)



GOVERNMENT OF DUBAI

Home > Letters / Commercial Permits

Friday, June 05, 2015 | 04:32 PM

Home > Letters / Commercial Permits

NOC & Commercial Permits

Commercial Permit-Sale - Special offer

Reference Number: 5887

Permit Issuance Starting Date: 05-05-2015

Sale Type: SPECIAL OFFER

Location: Ibn Battuta Mall

Special offer discount percentage: 75

Description: CHICK

Mail NOC: CAMD TRADE LICENSE.pdf

Commercial Permit Type: Temporary

E-mail: gdc@gdc.com

Mobile Number: 0000000000

Remarks: 888

Financial Details

Service Fee for this Service :3,816.89 AED
 Your available Pre-paid Balance :22,935.00 AED
 Advice No : 88197

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)

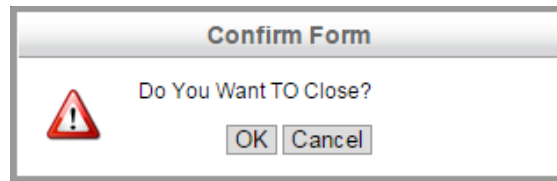


Figure 173: Close confirmation

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.

3.1.6.7.1 Overview

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).

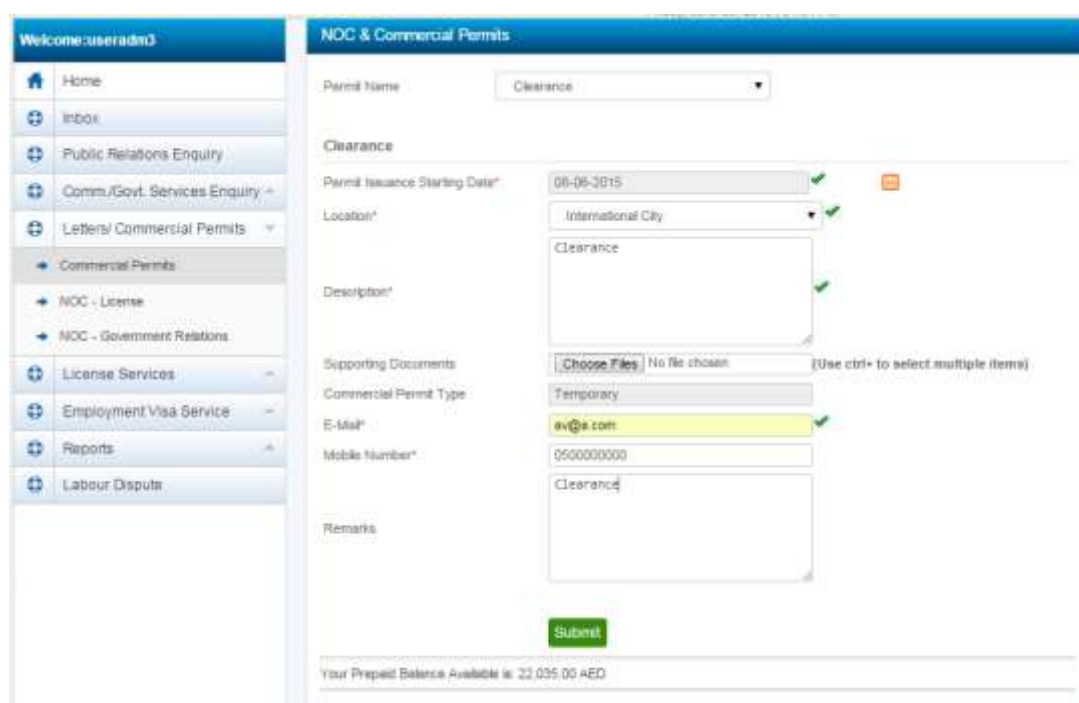
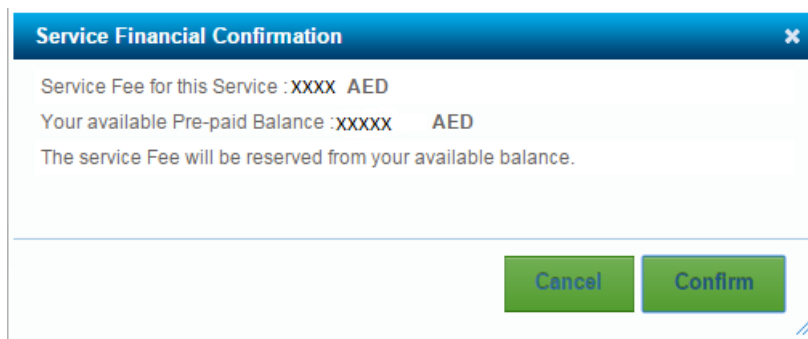


Figure 174: Clearance

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.



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 175: 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



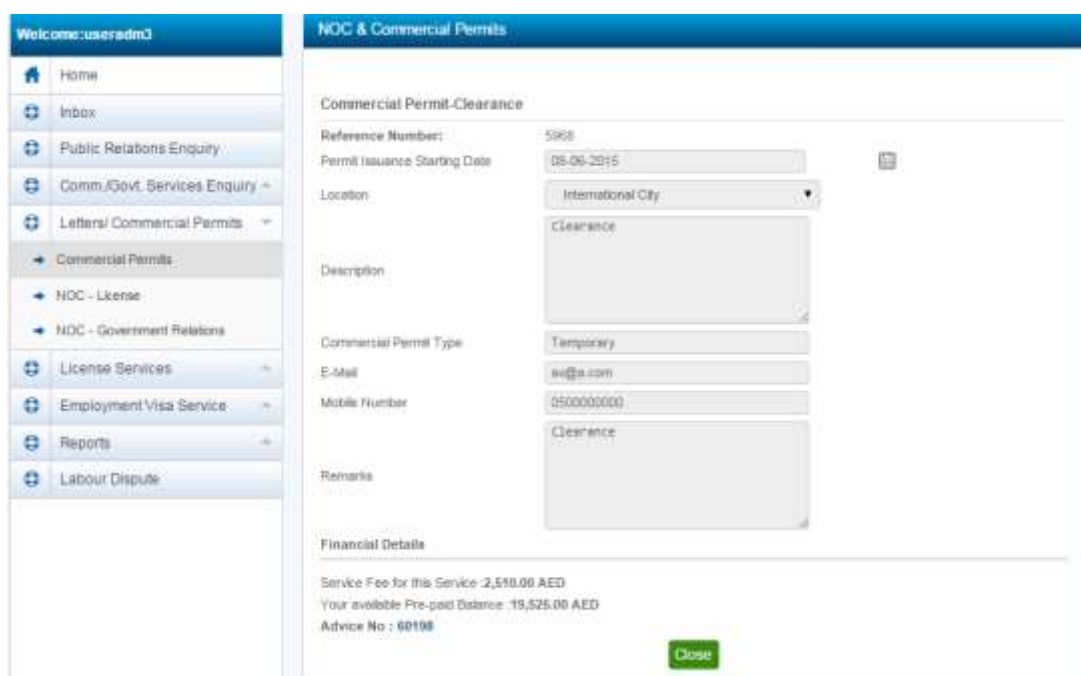
Success

Application Submitted For Processing XXXX

[OK](#)

Figure 176: 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)



Commercial Permit-Clearance

Reference Number: 5968
 Permit Issuance Starting Date: 08-06-2015
 Location: International City
 Description: Clearance
 Commercial Permit Type: Temporary
 E-Mail: ee@a.com
 Mobile Number: 0500000000
 Remarks: Clearance

Financial Details

Service Fee for this Service : 2,510.00 AED
 Your available Pre-paid Balance : 15,525.00 AED
 Advice No : 60198

[Close](#)

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)

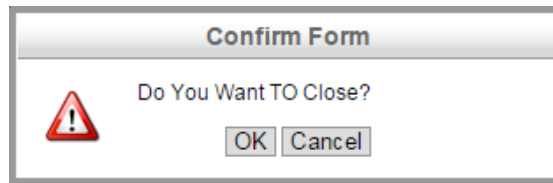


Figure 178: Close Confirmation

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
- 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).

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.

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
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 181: 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)

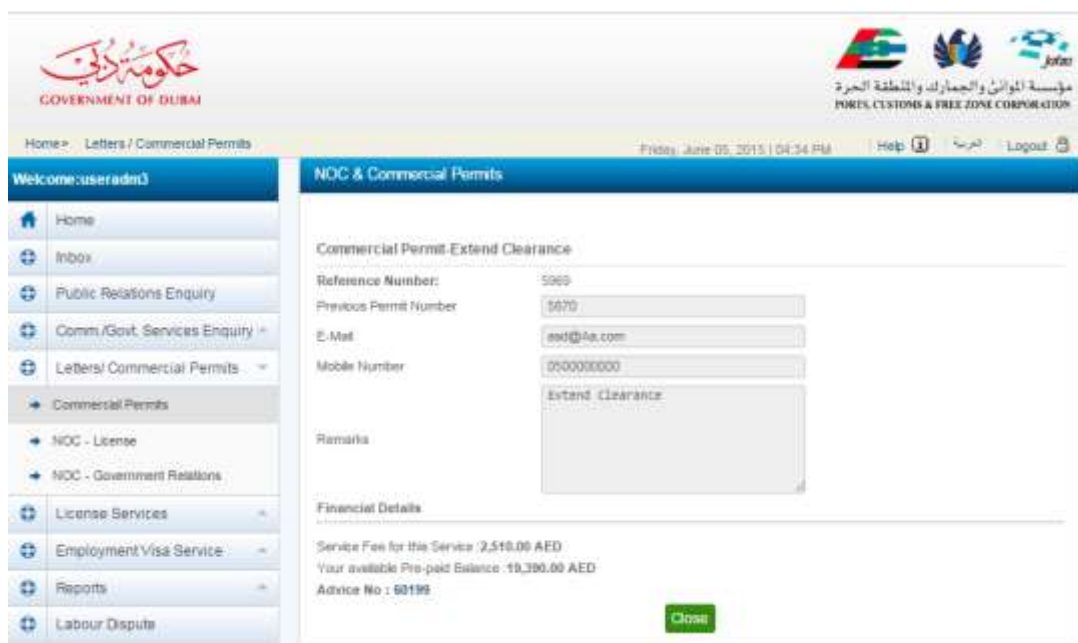


Figure 182: Success Page

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)

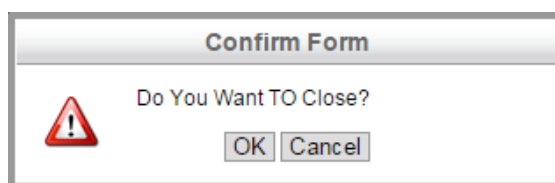


Figure 183: Close Confirmation

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.

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

The screenshot displays the Government of Dubai portal interface. At the top, the Government of Dubai logo is on the left, and the Ports, Customs & Free Zone Corporation logo is on the right. The navigation bar includes 'Home > Letters / Commercial Permits', the date 'Friday, June 05, 2015 | 04:35 PM', and links for 'Help', 'العربية', and 'Logout'. The main content area is titled 'NOC & Commercial Permits'. On the left, a sidebar menu shows 'Welcome:useradm3' and various service links. The main form has two dropdown menus: 'Permit Name' (set to 'Promotional Campaign') and 'NOC Subtype' (with a dropdown menu open showing four options: 'Simple promotional c campaign', 'Medium promotional campaign', 'Big promotional c campaign', and 'Draw promotional campaign').

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).

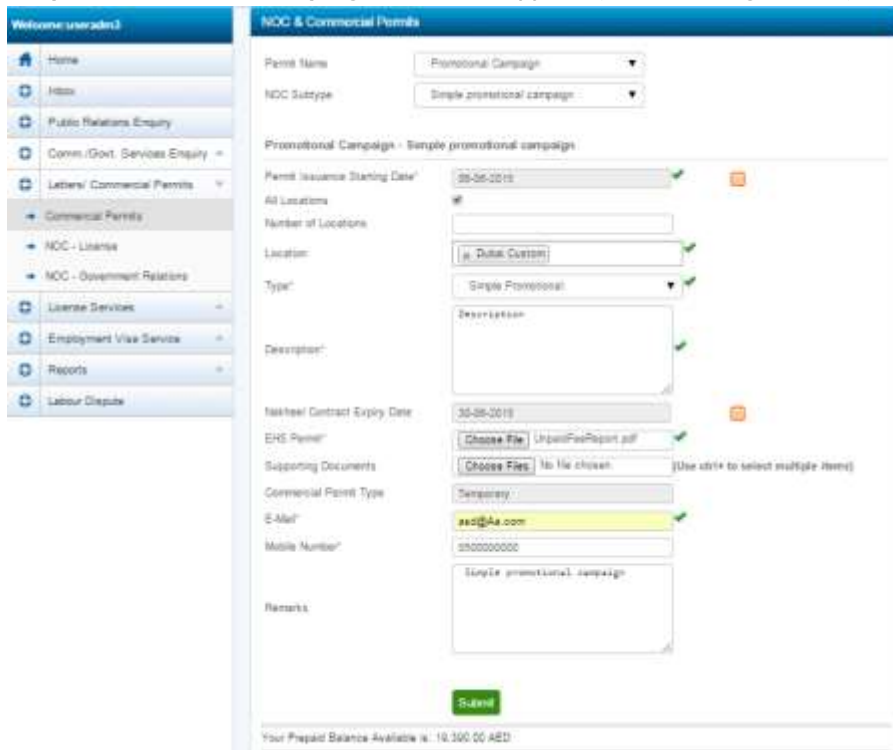
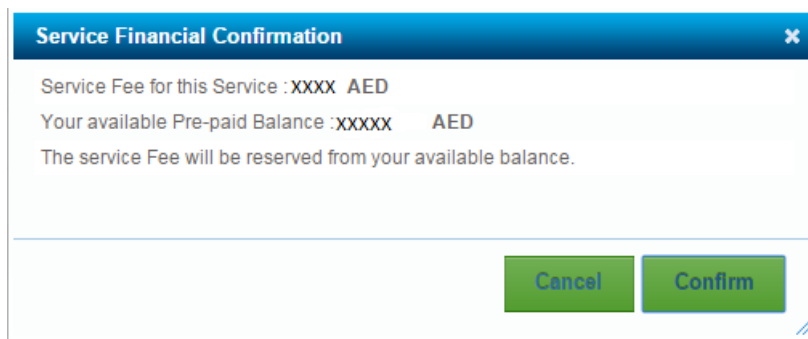


Figure 185: Simple Promotional Campaign

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.



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 186: 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



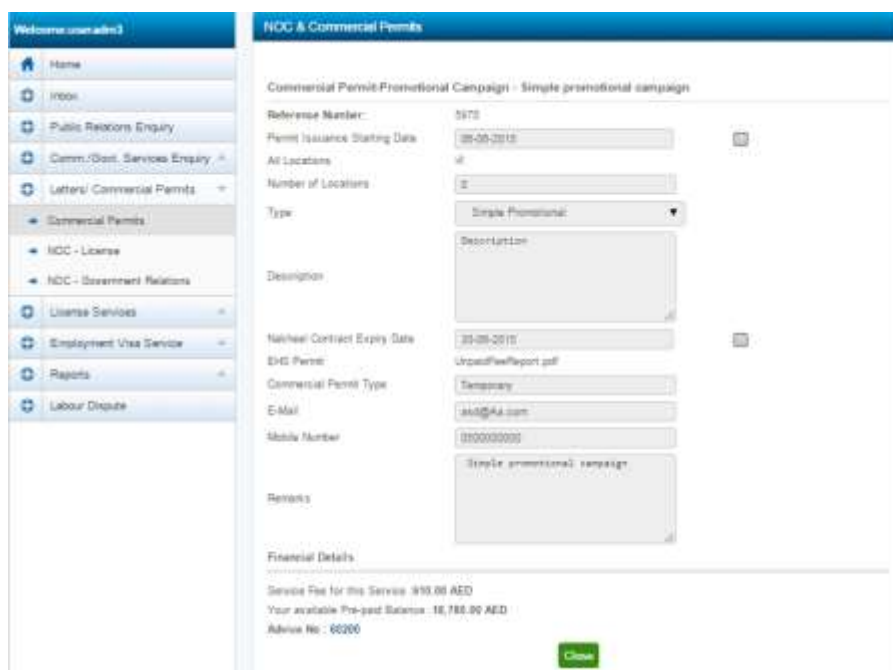
Success

Application Submitted For Processing .XXXX

[OK](#)

Figure 187: 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)



Commercial Permit/Promotional Campaign - Single promotional campaign

Reference Number: 5975

Permit Issuance Starting Date: 09-09-2015

All Locations: 1

Number of Locations: 1

Type: Single Promotional

Description:

Nachweh Contract Expiry Date: 30-09-2015

EHS Permit: UploadFileReport.pdf

Commercial Permit Type: Temporary

E-Mail: ash@fz.com

Mobile Number: 0100000000

Remarks:

Financial Details

Service Fee for this Service :950.00 AED
 Your available Pre-paid Balance : 10,780.00 AED
 Advice No : 60200

[Close](#)

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)

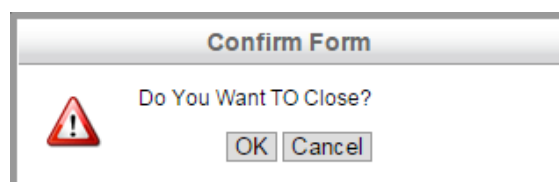


Figure 189: Close Confirmation

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).

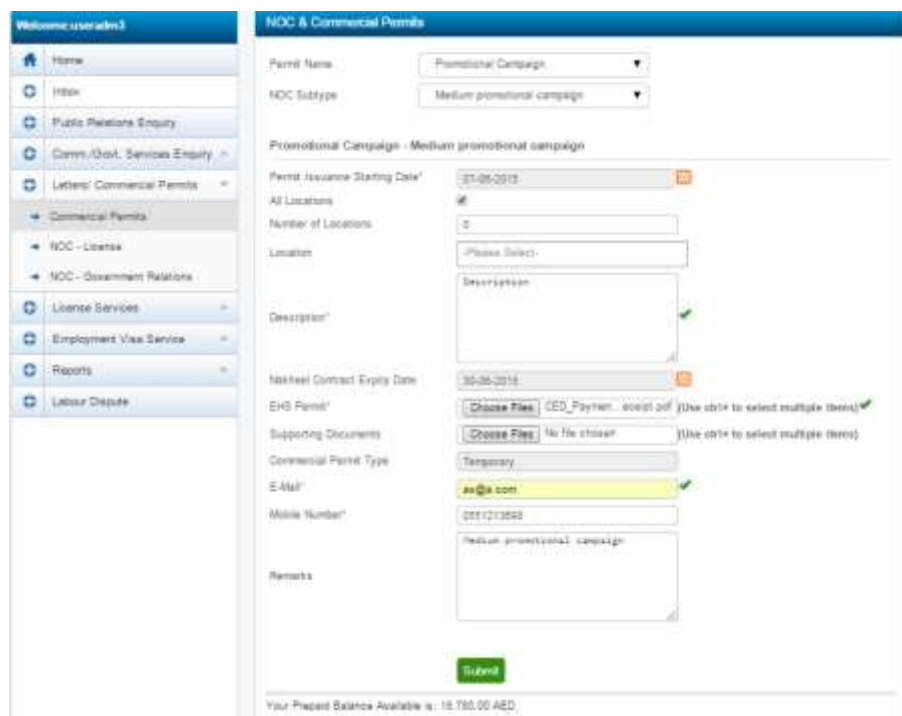
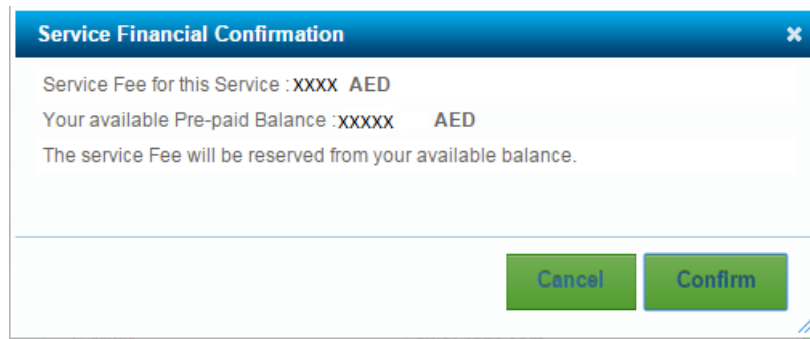


Figure 190: Medium Promotional Campaign

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.



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.

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 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

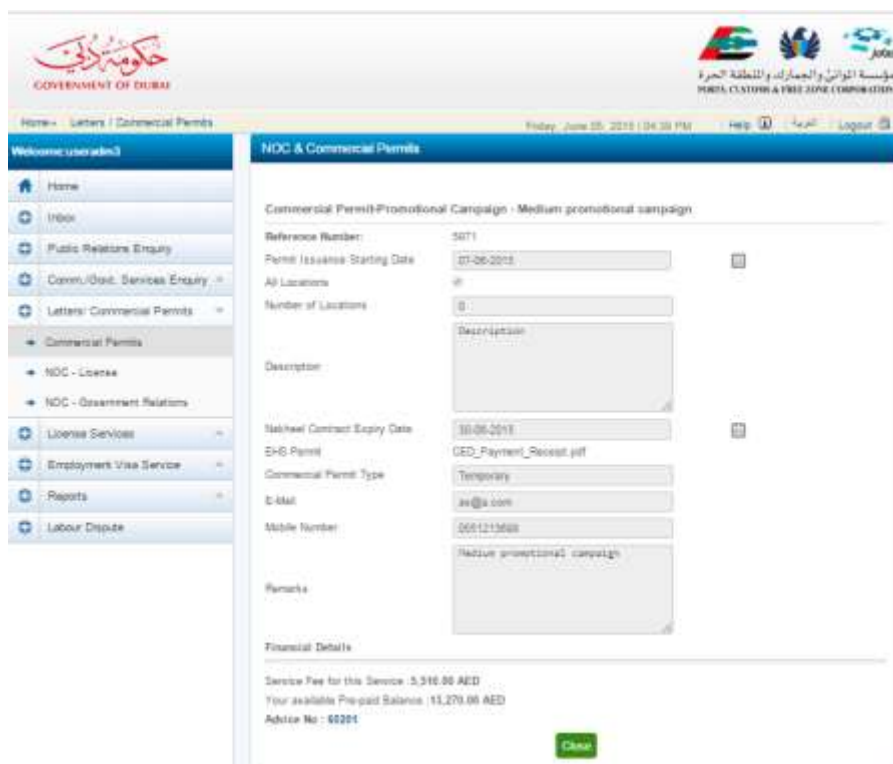


Success

Application Submitted For Processing .XXXX

Figure 192: Success Message

10. Upon clicking on 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)



Home - Letters / Commercial Permits Friday, June 05, 2015 / 04:30 PM Help العربية Logout

NOC & Commercial Permits

Commercial Permit-Promotional Campaign - Medium promotional campaign

Reference Number: 5871

Permit Issuance Starting Date: 01-06-2015

All Locations: 0

Number of Locations: 0

Description: Medium promotional campaign

Nakheel Contract Expiry Date: 30-06-2015

EHS Permit: CED_Payment_Request.pdf

Commercial Permit Type: Temporary

E-Mail: ja@ja.com

Mobile Number: 0661213668

Remarks: Medium promotional campaign

Financial Details

Service Fee for this Service :5,516.00 AED

Your available Pre-paid Balance :11,279.00 AED

Advice No : 60201

Figure 193: 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)

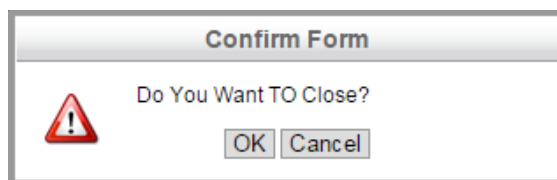


Figure 194: Close Confirmation

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).

The screenshot shows the 'Big Promotional Campaign' form within the 'NOC & Commercial Permits' section of the Government of Dubai portal. The form includes the following fields and values:

- Reference Number: 5972
- Permit Issuance Starting Date: 06-06-2018
- Location: All Locations
- Number of Locations: 5
- Description: (Empty text area)
- Nakheel Contract Expiry Date: 07-05-2019
- EHS Permit: TNC-NOC-SP-009-2013-344.pdf
- Commercial Permit Type: Temporary
- E-Mail: s@pfc.ae
- Mobile Number: 0557213866
- Remarks: Big promotional campaign

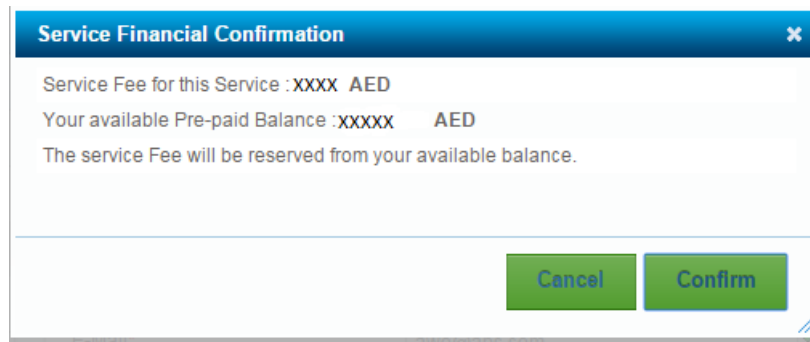
Financial Details:

- Service Fee for this Service : 18,010.00 AED
- Your available Pre-paid Balance : 3,360.00 AED
- Advice No : 60262

A green 'Close' button is located at the bottom right of the form.

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.



Service Financial Confirmation

Service Fee for this Service :XXXX AED

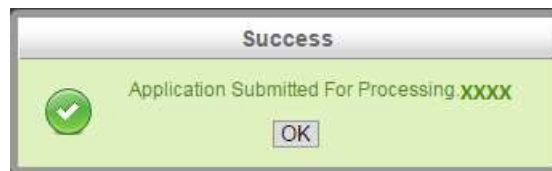
Your available Pre-paid Balance :XXXXX AED

The service Fee will be reserved from your available balance.

Cancel **Confirm**

Figure 196: 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



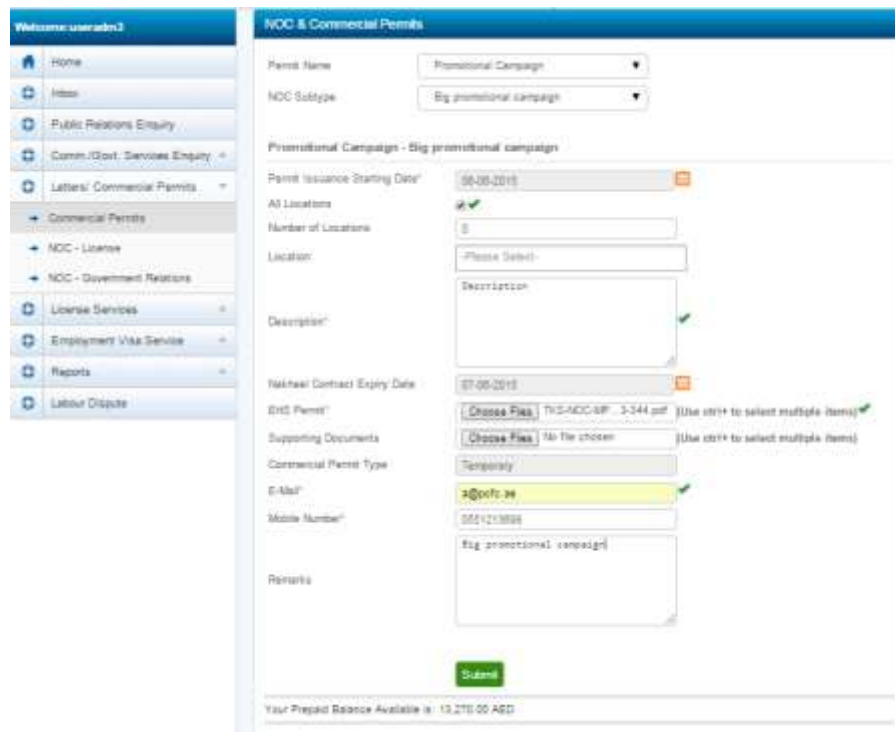
Success

Application Submitted For Processing .XXXX

OK

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)



Commercial Permits

Permit Name: Promotional Campaign

NOC Subtype: Big promotional campaign

Provisional Campaign - Big promotional campaign

Permit Issuance Starting Date: 06-06-2018

All Locations: ☒

Number of Locations: 5

Location:

Description:

Maxwell Contract Expiry Date: 07-06-2018

End Permit: TMS-NOC-SP... 3-344.pdf (Use ctrl+ to select multiple items)

Supporting Documents: No file chosen (Use ctrl+ to select multiple items)

Commercial Permit Type: Temporary

E-Mail: ☒

Mobile Number: 0554218888

Remarks: Big promotional campaign

Submit

Your Prepaid Balance Available is: 13,270.00 AED

Figure 198: 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)

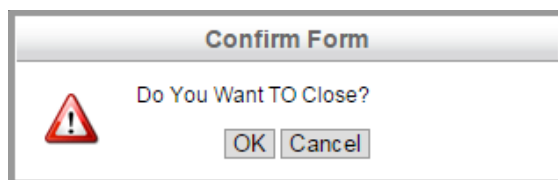


Figure 199: Close Confirmation

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
- 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).

The screenshot shows the 'Draw Promotional Campaign' form. The left sidebar contains a navigation menu with options like Home, Intro, Public Relations Enquiry, Comm/Grat. Services Enquiry, Letters/ Commercial Permits, Commercial Permits, NDC - License, NDC - Government Relations, License Services, Employment Visa Service, Reports, and Labour Dispute. The main form area has the following fields:

- Permit Name: Promotional Campaign
- NOC Subtype: Draw promotional campaign
- Permit Issuance Starting Date: 07-06-2015
- All Locations: [X]
- Number of Locations: [Empty]
- Location: Please Select
- Description: [Empty]
- Nakheel Contract Expiry Date: 07-06-2015
- Supporting Documents: Choose File (No file chosen)
- Commercial Permit Type: Temporary
- E-Mail: ash@aa.com
- Mobile Number: 0501213688
- Remarks: [Empty]

At the bottom, there is a table with the following data:

Date of Draw	Draw's Prize	Number of Prizes
06-06-2015	200	112

Below the table, there is a 'Submit' button and a status message: 'Your Prepaid Balance Available is: 55,260.00 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.

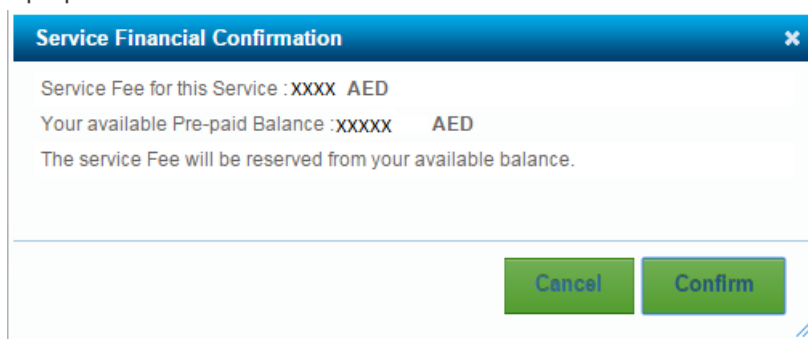


Figure 201: Confirmation Page

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



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)

Welcome user@jafza

NOC & Commercial Permits

Commercial Permit-Propositional Campaign - Draw

Reference Number: 5673

Permit Issuance Starting Date: 07-06-2015

All Locations: #

Number of Locations: 0

Description:

National Contract Expiry Date: 07-06-2015

Commercial Permit Type: Temporary

E-Mail: 440@jafza.com

Mobile Number: 0091213688

Remarks:

Date of Draw	Draw's Price	Number of Prizes
05-06-2015	200	112

Page 1 of 1

Financial Details

Service Fee for this Service: 1,010.00 AED

Your available Pre-paid Balance: \$2,299.00 AED

Advice No: 50204

Close

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)

Confirm Form

Do You Want TO Close?

OK Cancel

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.

3.1.6.10 Extra Working Hours

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)

The screenshot displays the 'NOC & Commercial Permits' section of the Government of Dubai's online portal. The header includes the Government of Dubai logo and the Ports, Customs & Free Zone Corporation logo. The sidebar on the left lists various services, with 'Commercial Permits' expanded to show 'NOC - License' and 'NOC - Government Relations'. The main content area shows a form for 'Permit Name' (Extra Working Hours) and 'NOC Subtype' (Shops to be closed at 12:00am / Shops to be open for 24 hours).

Figure 205: Extra Working Hours

3.1.6.10.1 Commercial permit for shops (Closed at 12:00 AM)

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

1. 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).

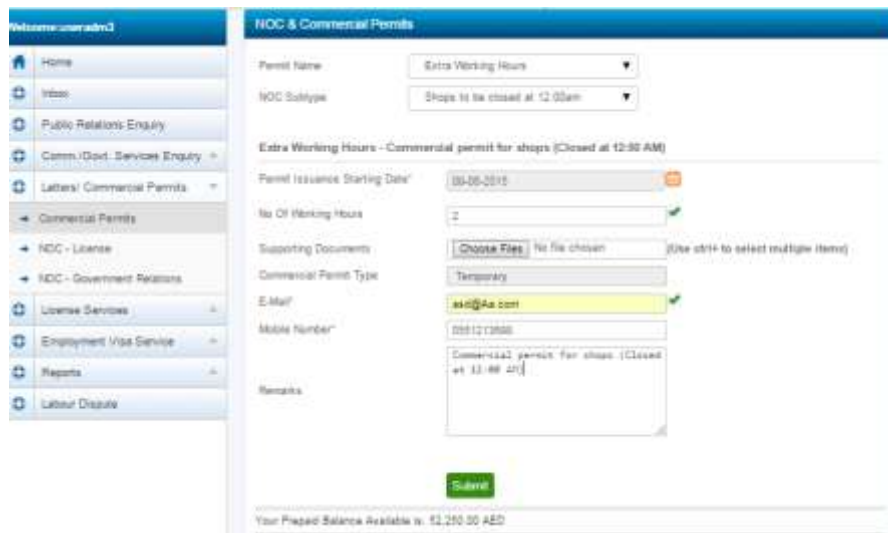


Figure 206: Shops to be closed at 12:00 AM

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.

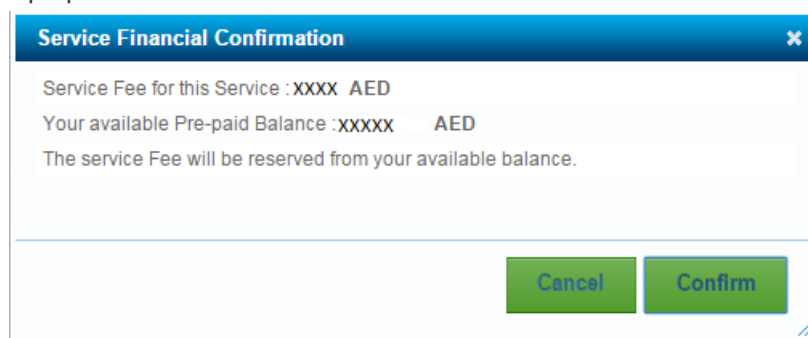


Figure 207: Confirmation Page

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

7. User should click on **Confirm** button to continue submission of this service
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



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)



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)

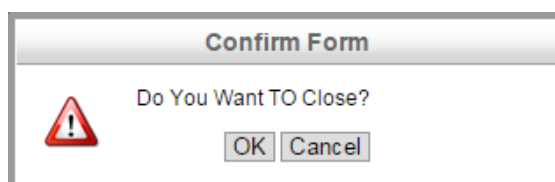


Figure 210: Close confirmation

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.

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).

The screenshot shows a web application interface for 'NOC & Commercial Permits'. The main form is titled 'Extra Working Hours - Commercial permit for shops (operates 24hrs)'. It contains several input fields: 'Permit Name' (set to 'Extra Working Hours'), 'NOC Subtype' (set to 'Shops to be open for 24 hours'), 'Permit Issuance Starting Date' (set to '30-08-2019'), 'No Of Working Hours' (set to '2'), 'NOC from Nakheel' (with a 'Choose File' button), 'Supporting Documents' (with a 'Choose File' button), 'Commercial Permit Type' (set to 'Temporary'), 'E-Mail' (set to 'jld@jld.com'), 'Mobile Number' (set to '0551213085'), and 'Remarks' (with a text area). A green 'Submit' button is located at the bottom of the form. On the left side, there is a sidebar with a 'Welcome: useradmin3' header and a list of navigation links including Home, Index, Public Relations Enquiry, Comm/Govt. Services Enquiry, Letters/ Commercial Permits, Commercial Permits, NOC - License, NOC - Government Relations, License Services, Employment Visa Service, Reports, and Labour Dispute.

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.

The screenshot shows a 'Service Financial Confirmation' pop-up window. It has a blue header with the title and a close button. The main content area displays the following information: 'Service Fee for this Service : XXXX AED', 'Your available Pre-paid Balance : XXXXX AED', and 'The service Fee will be reserved from your available balance.' At the bottom, there are two green buttons: 'Cancel' and 'Confirm'.

Figure 212: 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



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)

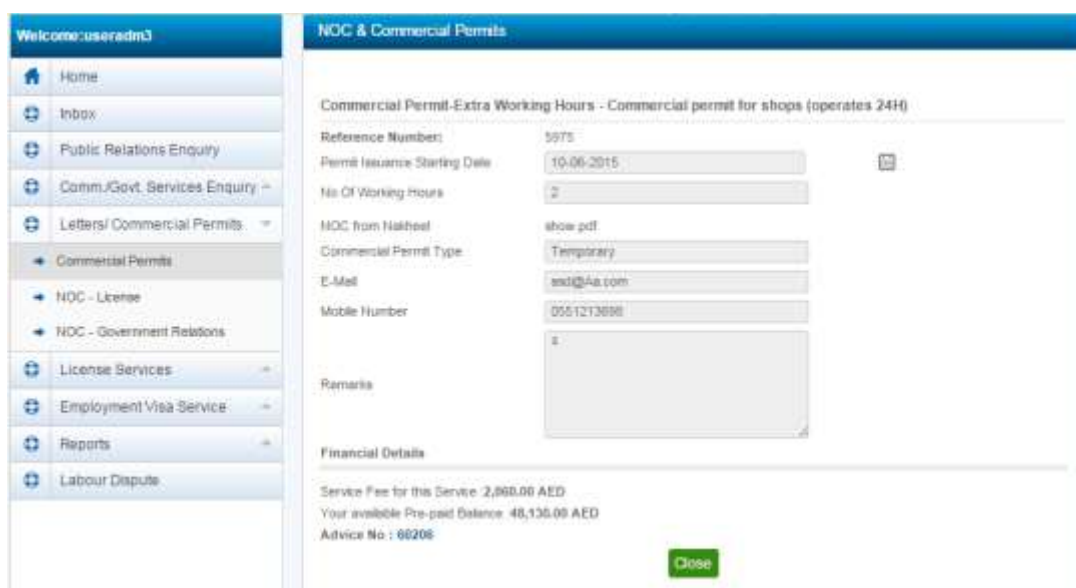


Figure 214: Success Page

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)

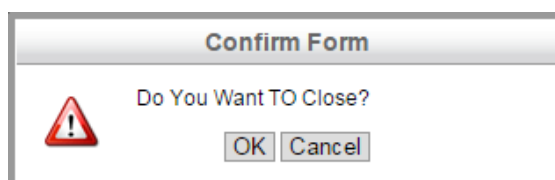


Figure 215: Close Confirmation

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

The screenshot displays the Government of Dubai's online portal for requesting permits. The header includes the Government of Dubai logo and the Ports, Customs & Free Zone Corporation logo. The user is logged in as 'useradm3'. The main menu on the left lists various services, with 'Letters / Commercial Permits' selected. The 'NOC & Commercial Permits' section is active, showing a form with 'Permit Name' set to 'Leaflet' and 'NOC Subtype' set to 'Paper advertisement'.

NOC & Commercial Permits	
Permit Name	Leaflet
NOC Subtype	Paper advertisement Booklet advertisement

Figure 216: Leaflet

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
- Mobile Number
- Declaration statement for Leaflet.

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

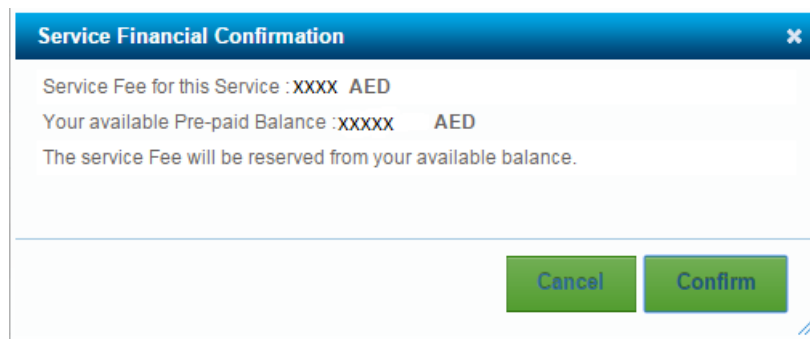
3.1.6.11.1.1 How it works

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).

The screenshot displays a web application interface for 'NOC & Commercial Permits'. On the left is a navigation menu with options like Home, Inbox, Public Relations Enquiry, and Commercial Permits. The main form area contains several input fields and buttons. The 'Permit Name' is set to 'Leaflet' and 'NOC Subtype' is 'Paper advertisement'. The 'Permit Issuance Starting Date' is '06-08-2015' and 'Permit Duration (Month)' is '1'. 'Distributing Locations' is 'Palm Jumeirah'. For 'NOC from Nakheel', 'Copy of Leaflet', and 'Supporting Documents', there are 'Choose File' buttons. 'Commercial Permit Type' is 'Temporary'. 'E-Mail' is 'abc@abc.com' and 'Mobile Number' is '0500000000'. A 'Remarks' text area is at the bottom. A green 'Submit' button is located below the form. At the very bottom, a status bar shows 'Your Prepaid Balance Available is: 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.



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 218: 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



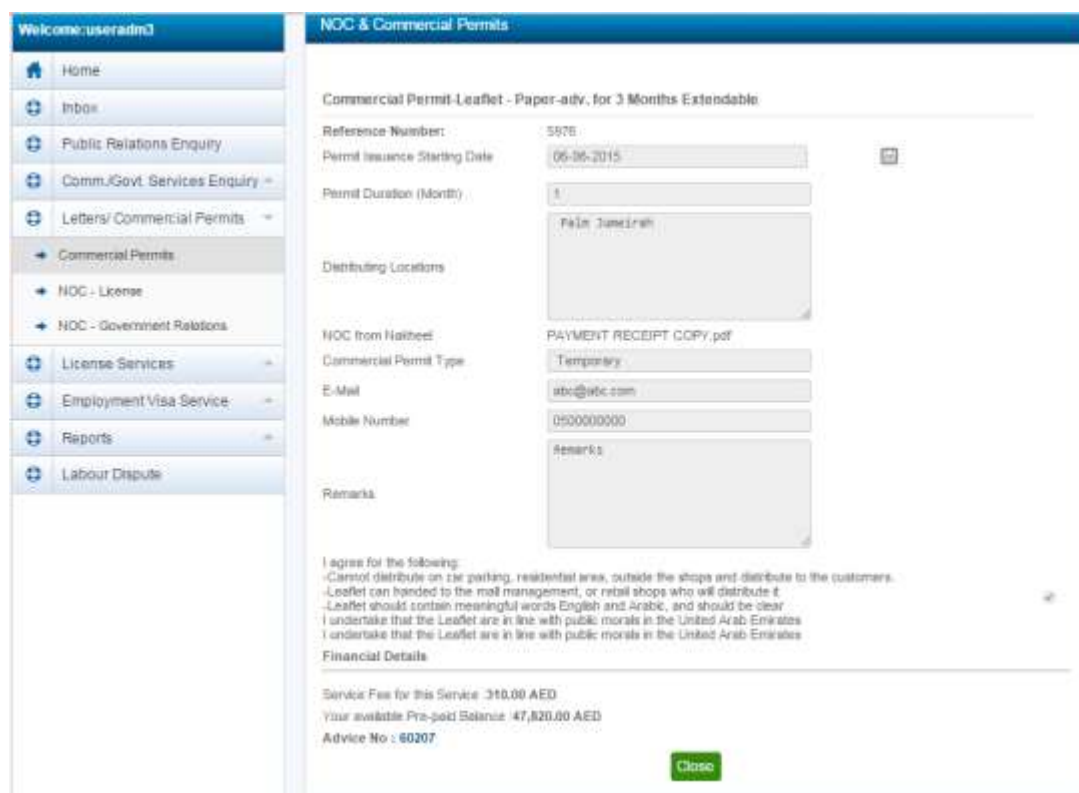
Success

Application Submitted For Processing XXXX

OK

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)



Welcome: useradm3

NOC & Commercial Permits

Commercial Permit-Leaflet - Paper-adv, for 3 Months Extendable

Reference Number: 5976

Permit Issuance Starting Date: 06-06-2015

Permit Duration (Month): 1

Distributing Locations: Palm Jumeirah

NOC from Naibeeel: PAYMENT RECEIPT COPY.pdf

Commercial Permit Type: Temporary

E-Mail: abc@abc.com

Mobile Number: 0500000000

Remarks:

I agree for the following:
 - Cannot distribute on car parking, residential area, outside the shops and distribute to the customers.
 - Leaflet can handed to the mall management, or retail shops who will distribute it.
 - Leaflet should contain meaningful words English and Arabic, and should be clear.
 I undertake that the Leaflet are in line with public morals in the United Arab Emirates.
 I undertake that the Leaflet are in line with public morals in the United Arab Emirates.

Financial Details

Service Fee for this Service: 310.00 AED

Your available Pre-paid Balance: 47,820.00 AED

Advice No: 60207

Close

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)

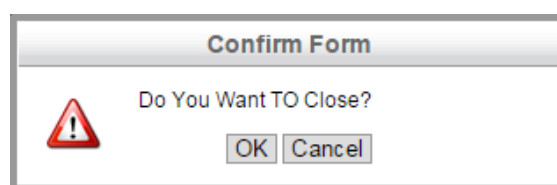


Figure 221: Close Confirmation

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).

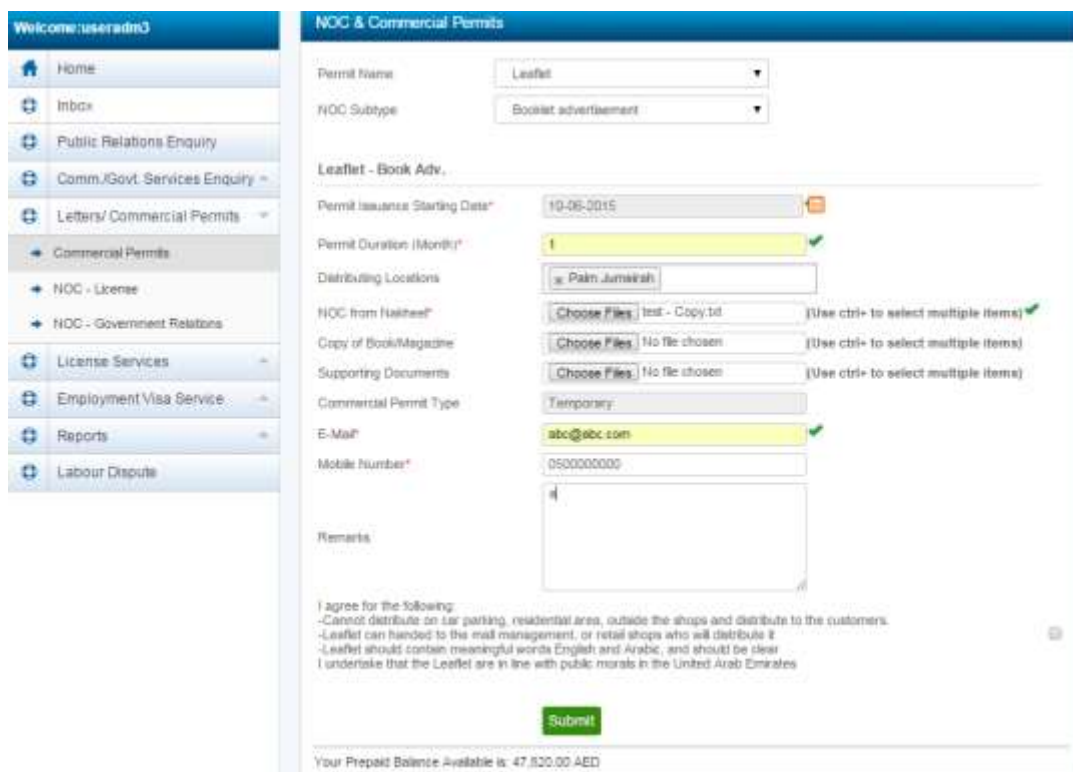
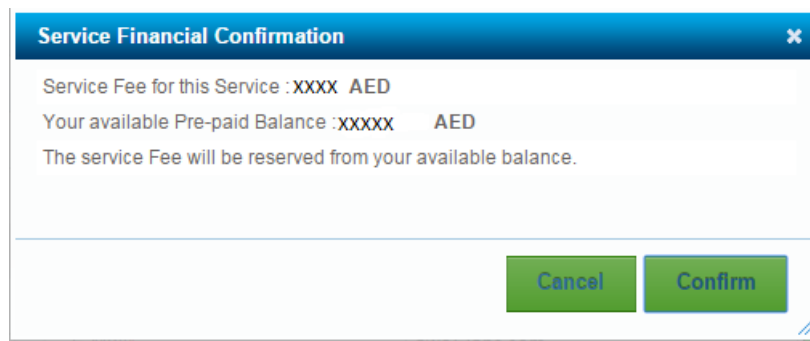


Figure 222: Booklet Advertisement

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.



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.

Figure 223: 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 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

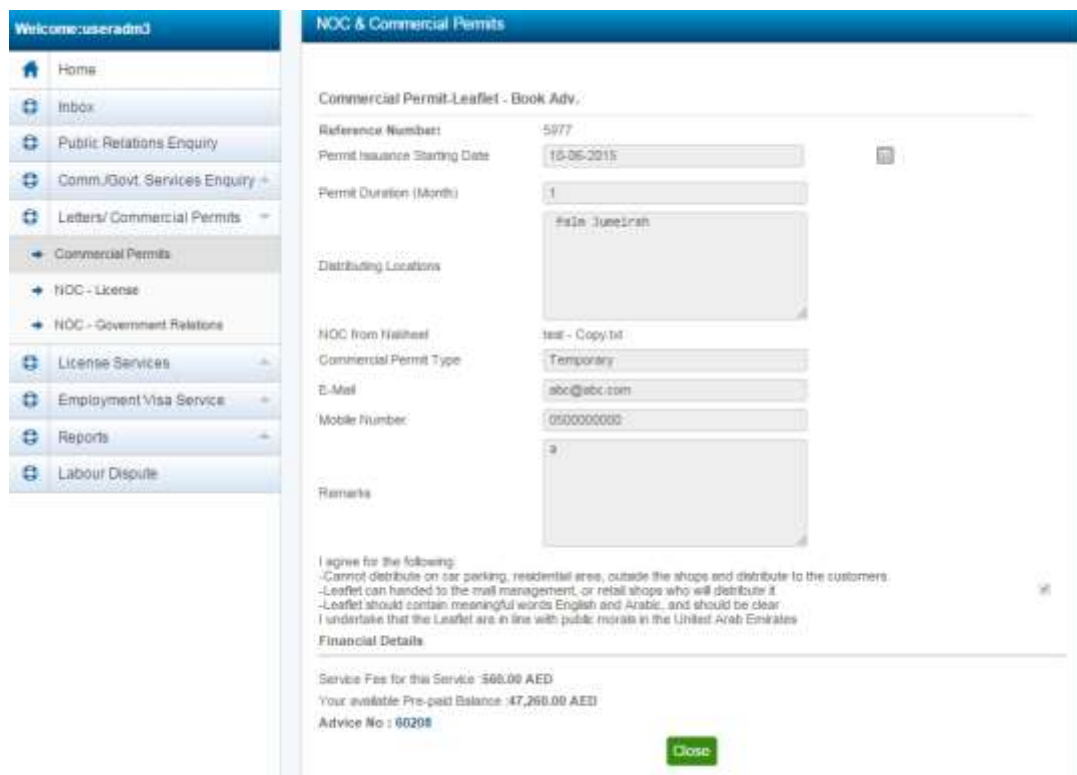


Success

☒ Application Submitted For Processing.XXXXX

Figure 224: Success Message

10. Upon clicking on 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)



Welcome: useradmi3

NOC & Commercial Permits

Commercial Permit-Leaflet - Book Adv.

Reference Number: 5977

Permit Issuance Starting Date: 15-06-2015

Permit Duration (Months): 1

Distributing Locations: #aim Jumeirah

NOC from Visa/heel: test - Copy.txt

Commercial Permit Type: Temporary

E-Mail: abc@abc.com

Mobile Number: 0500000000

Remarks: a

I agree for the following:
 -Carrot distribute on car parking, residential area, outside the shops and distribute to the customers.
 -Leaflet can handed to the mall management, or retail shops who will distribute it
 -Leaflet should contain meaningful words English and Arabic, and should be clear
 I undertake that the Leaflet are in line with public morals in the United Arab Emirates

Financial Details

Service Fee for this Service :\$68.00 AED

Your available Pre-paid Balance :47,260.00 AED

Advice No : 60208

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)

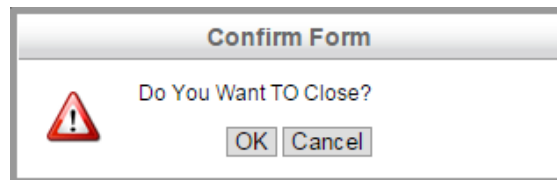


Figure 226: Close confirmation

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).

The screenshot displays the 'Commercial Tent' form within the 'NOC & Commercial Permits' section. The form includes a sidebar with navigation links such as 'Home', 'Inbox', 'Public Relations Enquiry', 'Comm./Govt. Services Enquiry', 'Letters/ Commercial Permits', 'Commercial Permits', 'NOC - License', 'NOC - Government Relations', 'License Services', 'Employment Visa Service', 'Reports', and 'Labour Dispute'. The main form area contains the following fields and options:

- Permit Name:** Commercial Tent (company)
- Permit Issuance Starting Date:** 11-06-2015
- Activity:** Transport by four Buses
- Description:** (empty text area)
- Size of tent (sqft):** 1
- Nakheel lease Contract Expiry Date:** (empty text area)
- EHS Permit:** Choose File (show (1).pdf)
- NOC from Nakheel:** Choose File (show (2).pdf)
- CED approval:** Choose File (show pdf)
- Supporting Documents:** Choose File (No file chosen) (Use ctrl+ to select multiple items)
- Commercial Permit Type:** Temporary
- E-Mail:** abc@abc.com
- Mobile Number:** 0501213880
- Remarks:** (empty text area)

At the bottom of the form, there is a checkbox for 'I agree for the following: Commercial Permit can be cancelled in case of receipt of any complaint' and a green 'Submit' button. The footer indicates 'Your Prepaid Balance Available is: 47,255.00 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.

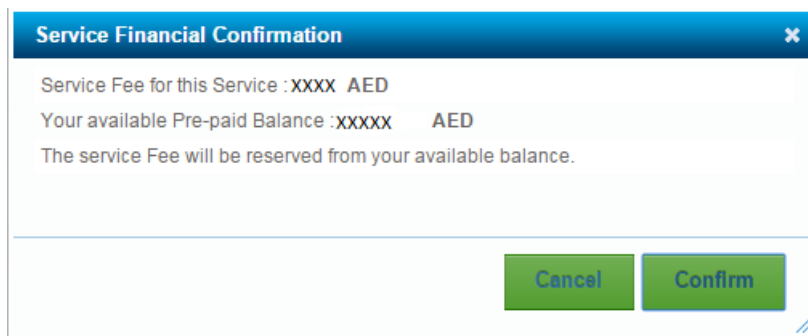


Figure 228: Confirmation Page

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



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)

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).

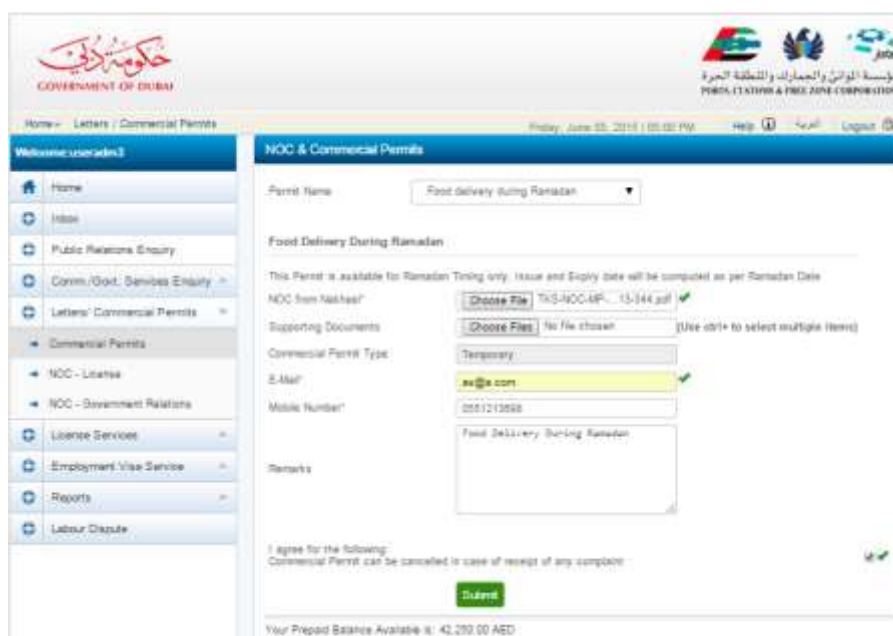
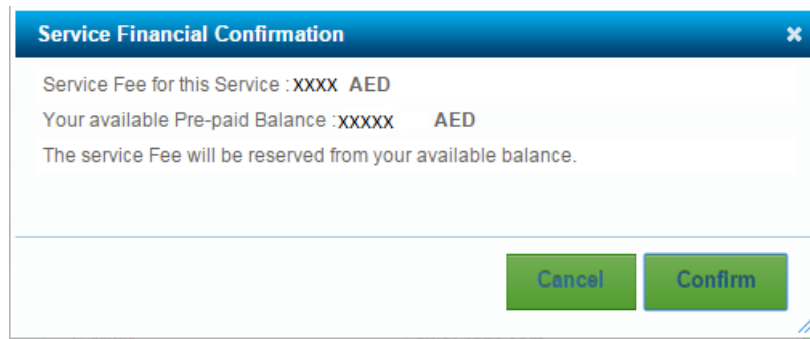


Figure 232: Food delivery during Ramadan

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.



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 233: 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



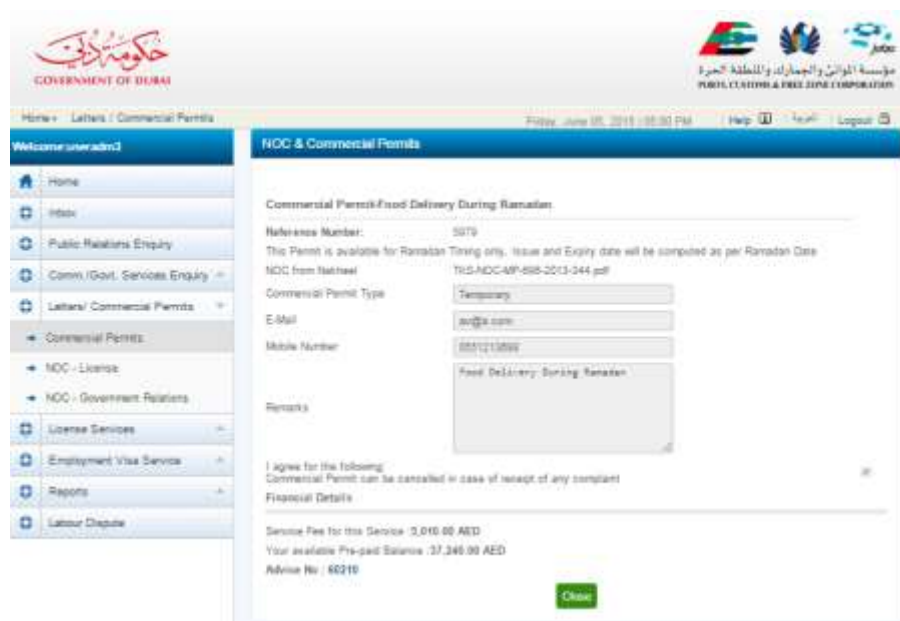
Success

Application Submitted For Processing.XXXX

[OK](#)

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)



Government of Dubai | **Ports Customs & Free Zone Corporation**

Home > Letters / Commercial Permits

Welcome user:admin3

NOC & Commercial Permits

Commercial Permit/Food Delivery During Ramadan

Reference Number: 5079
 This Permit is available for Ramadan Timing only. Issue and Expiry date will be computed as per Ramadan Core
 NOC from Issuance: TRS-NOC-MP-695-2013-244.pdf

Commercial Permit Type: Temporary

E-Mail: jorja.com

Mobile Number: 050121000

Remarks: Food Delivery During Ramadan

I agree for the following:
 Commercial Permit can be cancelled in case of receipt of any complaint

Financial Details

Service Fee for this Service :3,010.00 AED
 Your available Pre-paid Balance :37,346.00 AED
 Advice No : 60210

[Close](#)

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)

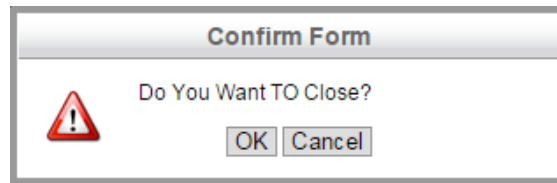


Figure 236: Close confirmation

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

The screenshot displays the 'NOC & Commercial Permits' section of the Government of Dubai's online portal. The user is logged in as 'useradm3'. The left sidebar contains a navigation menu with options like Home, Inbox, Public Relations Enquiry, and Letters / Commercial Permits. The main content area shows a form for selecting a permit. The 'Permit Name' dropdown is set to 'Instant Prizes', and the 'NOC Subtype' dropdown is open, showing two options: 'Instant prizes for one shop' and 'Instant prizes for all branches'. The top of the page features the Government of Dubai logo and the Ports, Customs & Free Zone Corporation logo.

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.

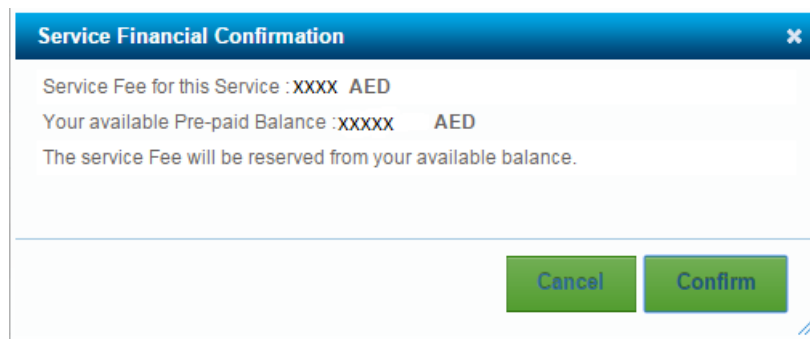
3.1.6.14.1.1 How it works

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).

The screenshot shows a web application interface for 'Jafza'. On the left is a navigation menu with options like Home, Issues, Public Relations Enquiry, and Letters/ Commercial Permits. The main area is titled 'NOC & Commercial Permits' and contains a form for 'Instant Prizes - One shop'. The form has several input fields: 'Permit Name' (Instant Prizes), 'NOC Subtype' (Instant prizes for one shop), 'Permit Issuance Starting Date' (10-06-2015), 'Location' (Palm Jumeirah), 'GRI Value' (250), 'Number of Shops' (5), 'Description', 'Mall Contract Expiry Date' (30-06-2015), 'Supporting Documents' (Choose File), 'NOC from mall' (Choose File), 'Commercial Permit Type' (Temporary), 'E-Mail' (jafza@jafza.com), 'Mobile Number' (0551213550), and 'Remarks'. A green 'Submit' button is at the bottom. A footer note states 'Your Prepaid Balance Available is: 17,240.00 AED'.

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.



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.

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 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

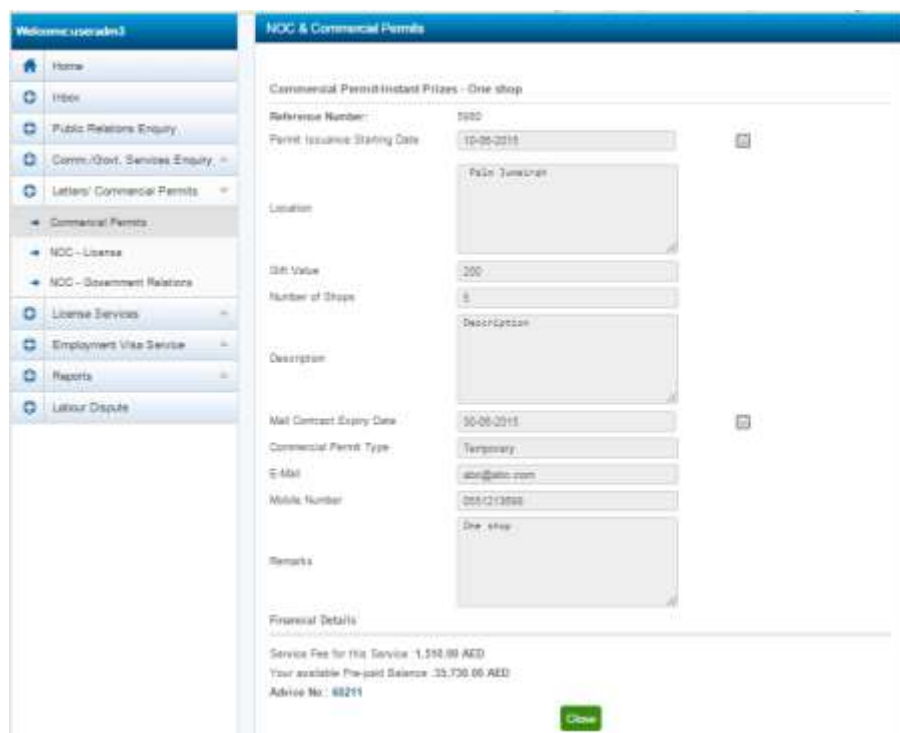


Success

Application Submitted For Processing .XXXX

Figure 240: Success Message

10. Upon clicking on 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)



Commercial Permit Instant Prizes - One shop

Reference Number: 5950
 Permit Issuance Starting Date: 10-05-2015
 Location: P.O. Jumeirah
 Gift Value: 200
 Number of Shops: 5
 Description:
 Mail Contract Expiry Date: 30-06-2015
 Commercial Permit Type: Temporary
 E-Mail: abc@abc.com
 Mobile Number: 050123456
 One shop
 Remarks:
 Financial Details
 Service Fee for this Service :1,500.00 AED
 Your available Pre-paid Balance :35,730.00 AED
 Advice No: 68211

Figure 241: 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)

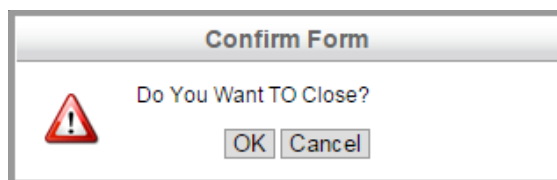


Figure 242: Close confirmation

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.

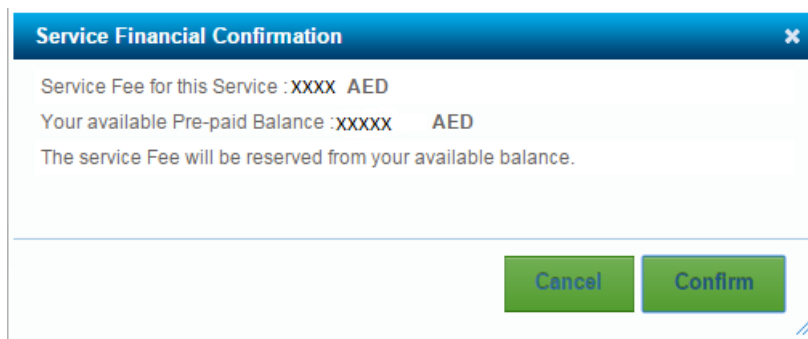
3.1.6.14.2.1 How it works

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).

The screenshot shows a web application interface for 'NDC & Commercial Permits'. On the left is a sidebar with a 'Welcome user:adm3' header and a menu with options like Home, Inbox, Public Relations Enquiry, Comm./Govt. Services Enquiry, Letters/ Commercial Permits, Commercial Permits (selected), NDC - License, NDC - Government Relations, Licensed Services, Employment Visa Service, Reports, and Labour Dispute. The main area is titled 'NDC & Commercial Permits' and contains a form for 'Instant Prizes - All Branches'. The form has the following fields: Permit Name (Instant Prizes), NDC Subtype (Instant prizes for all branches), Permit Issuance Starting Date (09-06-2019), Location (J. Palm Jumeirah), SM Value (200), Number of Shops (2), Description (Instant Prizes - All Branches), Mall Contract Expiry Date (09-06-2019), Supporting Documents (Choose File, No file chosen), NOC from mall (Choose File, No file chosen), Commercial Permit Type (Temporary), E-Mail (ascd@aa.com), Mobile Number (0100000000), and Remarks (Instant Prizes - All Branches). A green 'Submit' button is at the bottom. At the very bottom, it says 'Your Prepaid Balance Available is: 35,730.00 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.



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.

Figure 244: 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 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

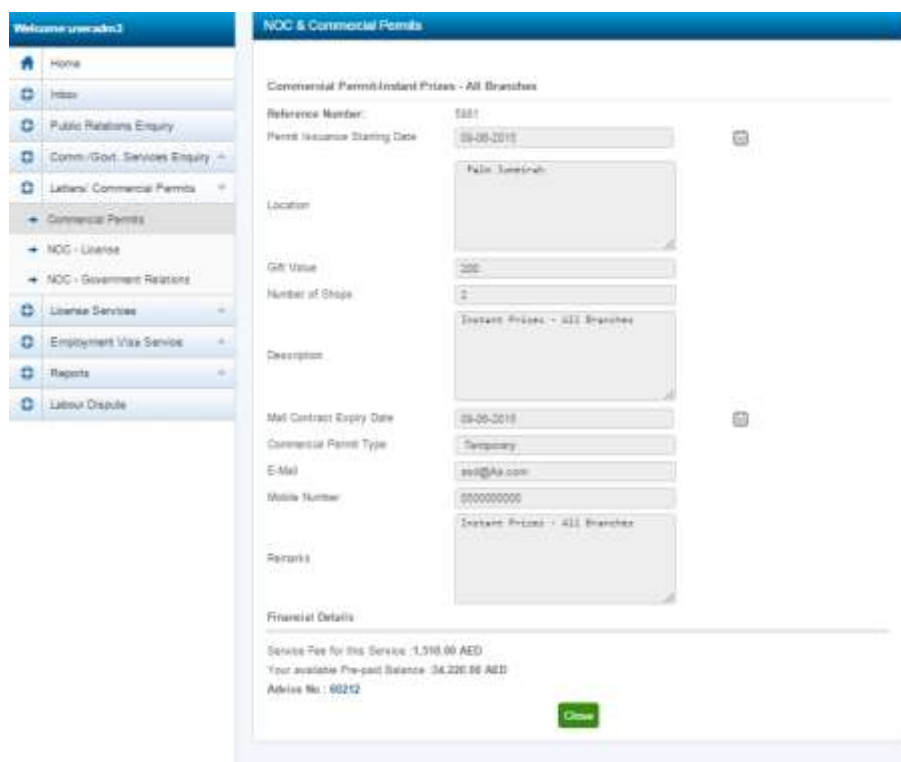


Success

Application Submitted For Processing XXXX

Figure 245: Success Message

10. Upon clicking on 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)



WELCOME useradm3

NOC & Commercial Permits

Commercial Permit Instant Prices - All Branches

Reference Number: 5881

Permit Issuance Starting Date: 09-09-2019

Public Services

Location:

Gift Value: 200

Number of Shops: 2

Description:

Instant Prices - All Branches

Mail Contract Expiry Date: 09-09-2019

Commercial Permit Type: Temporary

E-Mail: info@afz.com

Mobile Number: 0000000000

Instant Prices - All Branches

Remarks:

Financial Details

Service Fee for this Service : 1,518.00 AED

Your available Pre-paid Balance : 34,225.96 AED

Advice No : 60212

Figure 246: 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)

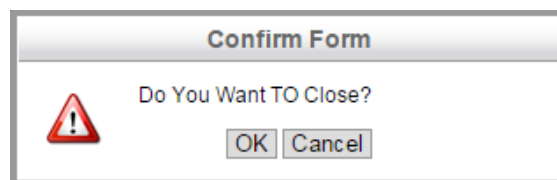


Figure 247: Close Confirmation

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
- Mobile Number
- Declaration Statement for Extra Sign Board

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

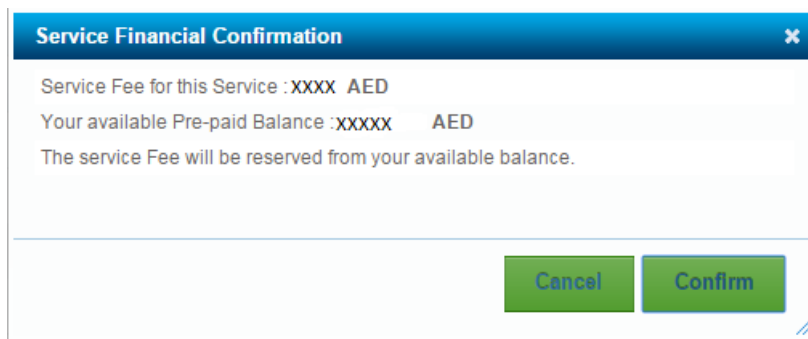
3.1.6.15.1.1 How it works

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).

The screenshot shows a web application interface for requesting a Commercial Permit for an Extra Sign Board. On the left is a navigation menu with options like Home, Inbox, Public Relations Enquiry, Comm/Govt. Services Enquiry, Letters/ Commercial Permits, Commercial Permits, NOC - License, NOC - Government Relations, License Services, Employment Visa Service, Reports, and Labour Dispute. The main area is titled 'NOC & Commercial Permits' and contains the 'Extra Sign board' form. The form has several fields: 'Permit Name' (dropdown set to 'Extra Sign board'), 'Permit Issuance Starting Date*' (07-08-2015), 'Sign board size (sqft.)*' (20), 'photo of the sign board' (Choose File), 'NOC from Nakheel' (Choose File), 'Supporting Documents' (Choose File), 'Commercial Permit Type' (Permanent), 'E-Mail*' (a@pcft.ae), and 'Mobile Number*' (0551213686). There is a 'Remarks' text area and a green 'Submit' button. Below the form, there is a disclaimer: 'I agree for the following: -Signboard having Arabic name (50%) and English name (50%). -If the signboard having trade mark, the customer are responsible to submit NOC form the trade mark owner. -I undertake that the sign board sits in line with public morals in the United Arab Emirates.' At the bottom, it says 'Your Prepaid Balance Available is: 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.



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 249: 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



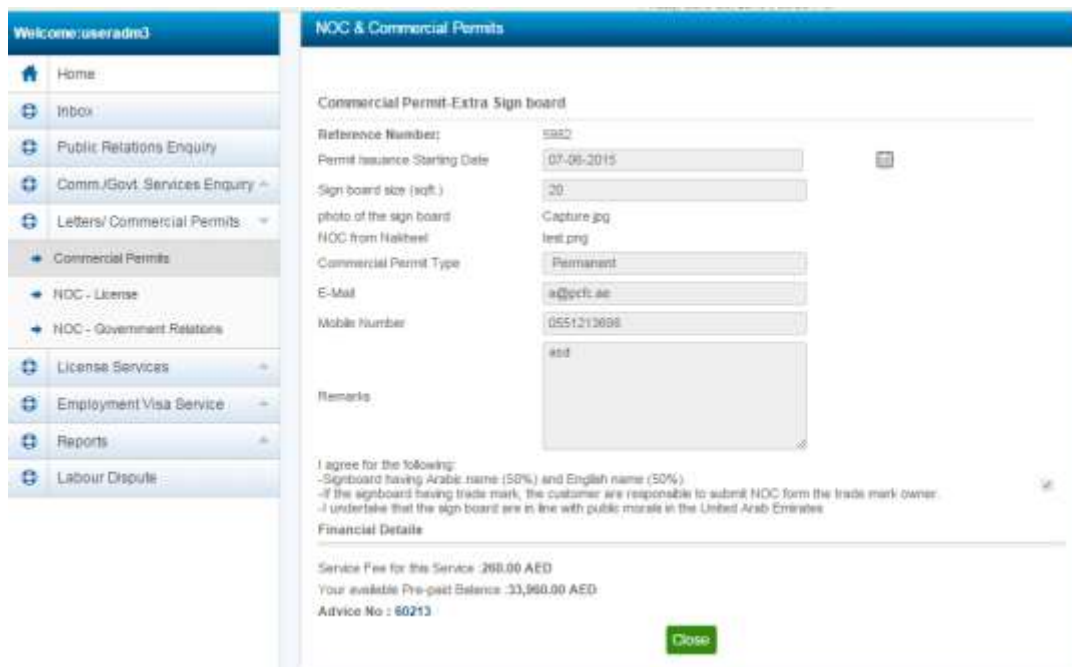
Success

Application Submitted For Processing .XXXX

[OK](#)

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)



Welcome: useradm3

NOC & Commercial Permits

Commercial Permit-Extra Sign board

Reference Number: 5952

Permit Issuance Starting Date: 07-06-2015

Sign board size (sqft.): 20

photo of the sign board: Capture.jpg

NOC from Nakheel: test.png

Commercial Permit Type: Permanent

E-Mail: a@pcc.ae

Mobile Number: 0551213698

Remarks: aed

I agree for the following:
 -Signboard having Arabic name (50%) and English name (50%)
 -If the signboard having trade mark, the customer are responsible to submit NOC form the trade mark owner.
 -I undertake that the sign board are in line with public morale in the United Arab Emirates

Financial Details

Service Fee for this Service :260.00 AED
 Your available Pre-paid Balance :33,960.00 AED
 Advice No : 60213

[Close](#)

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)

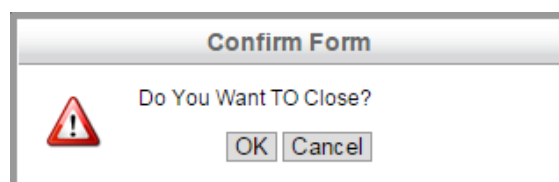


Figure 252: Success Page

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.

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)

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)

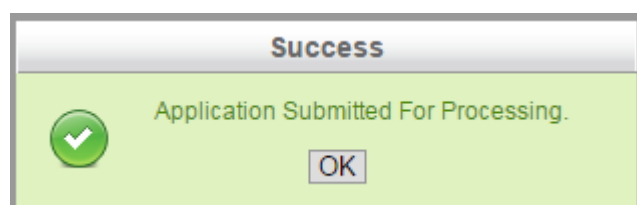


Figure 256: More info Success message

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

Welcome, User ID: 1015

- Home
- Inbox
- Public Relations Enquiry
- Comm./Govt. Services Enquiry
- Letters/ Commercial Permits
- License Services
- Employment Visa Service
- Reports
- Labour Dispute

KIOSK and Counters - Kiosk

Activities

Cargo Transport by Heavy Trucks
Cargo Transport by Road
Cargo Transport by Light Trucks

Permit Issuance Starting Date: 05-08-2015

Permit Duration (Month): 2

Number of kiosk in the permit: 2

Location: Palm Jumeirah

Nakheel Code

EHS NOC

NOC from Nakheel

Supporting Documents

Commercial Permit Type: Temporary

E-Mail: PCFCSysSupport@pcf.ae

Mobile Number: 0501288888

Remarks

Submit

add more info

Comment from back office

Close

For multiple put , between values

Figure 257: Transaction details of More info task

- 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



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

Home > Public Relations Details

Thursday, April 16, 2015 | 11:28 AM

Help | العربية | Logout

Welcome: testadm9

- Home
- Inbox
- Public Relations Enquiry
- Comm./Govt. Services Enquiry
- Letters/ Commercial Permits
- License Services
- Employment Visa Service
 - Visa-Inside Country
 - Visa-Outside Country
 - Visa-Internal Transfer
 - Visa-Govt. To Trakhees Transfer
 - Renewal
 - Salary Amendment
 - Cancellation
- Reports
- Labour Dispute

Public Relation Information

Public Relations Detail:

Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركة زهني فودا كار المحدودة
License Number:	1064	Legal Type:	Branch Oversea (Not Existed in Trakhees)
License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
Required Allowed:	247	Actual:	30
Female:	4	Male:	12
Visitor:	0	Non Sponsored Employee:	0
Release Signout:	4	Absconders:	0
Medical Type:	Government		

Employee Bank Guarantee Information:

Bank Guarantee Paid:	499700.0	Total Bank Guarantee Required:	90000.0
Bank Guarantee Balance:	409700.0		

License Remarks:

Remark Type	Remarks
-------------	---------

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.

You are in : > Home > Online Service Help ⓘ العربية

Welcome : testadm9

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

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

Employment Visa Inside Country

General Details

Email	ESSBC.RESHMA@pcfc.ae	Mobile No	0551213698
RP Period	1 Year	Priority	Normal

Person Details

Name in Passport	JOHN JOHN	Father Name	Joh
Mother Name	Mercy	Family Name	Family
Nationality	ANGOLA	Gender	Female
Marital Status	Divorced	Spoken Language 1	ARABIC
Spoken Language 2	ARABIC	Spoken Language 3	ARABIC
Date Of Birth	18/04/1988	Place of Birth	Angola
Birth Country	ANGOLA	Religion	BAHAEI
Qualification	AGRICULTURAL PREP. DEGREE		

Employee Details

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	Accommodation Allowance Amount	500
Accommodation Status	Family	Other Allowance Amount	500
Medical Type	24 HOURS	Original Visa	Yes

Medical Type	24 HOURS	Original Visa Printing	No
--------------	----------	------------------------	----

Passport Details

Passport No	ED124578	Country of Issue	ANGOLA
Place Of Issue	Place	Expiry Date	30/11/2016
Issue Date	19/04/2006		

Address Details

Address Outside UAE	Angola	Current Visa Type	Employment
Emirate	ABU DHABI	City	ABU DHABI
P.O.Box	1245	Zone	xyz zone
Street	xyz	Building	xyz
Fiat No	13	Telephone Office Extension	13
Telephone Office	13131313	Telephone Residence	13131313

Documents

Note: The request submission will include the uploaded documents

+ add

Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)

Document Type	Uploaded File
Copy of Cancellation/Visit Visa	Choose File LicenseCopy.pdf
Photo	Choose File No file chosen
Passport Copy	Choose File LicenseCopy.pdf

Remarks / Comments

Remarks / Comments

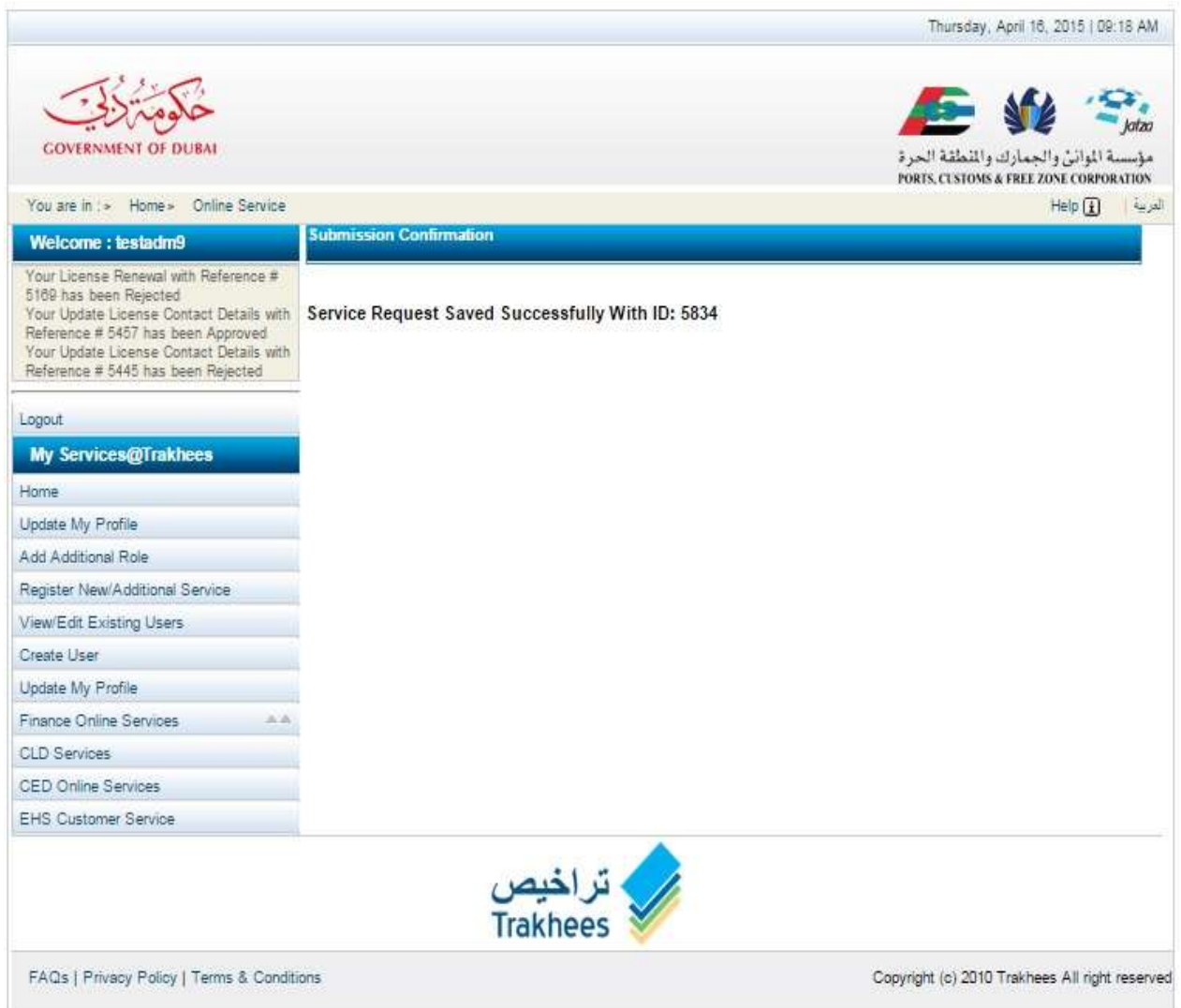
submit

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.

You will get the result screen as follows



The screenshot displays the Trakhees online service portal interface. At the top, the header includes the Government of Dubai logo and the Ports, Customs & Free Zone Corporation logo. The main content area shows a "Submission Confirmation" message: "Service Request Saved Successfully With ID: 5834". On the left sidebar, there is a "Welcome : testadm9" message and a list of services including "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", and "EHS Customer Service". The footer contains links for "FAQs | Privacy Policy | Terms & Conditions" and a copyright notice for 2010 Trakhees.

3.1.8.2 Employment Visa Outside Country

1. Click on Visa-Inside Country

Home > Public Relations Details Thursday, April 18, 2015 | 11:57 AM Help العربية Logout

Welcome: testadm9

Home
Inbox
Public Relations Enquiry
Comm./Govt. Services Enquiry
Letters/ Commercial Permits
License Services
Employment Visa Service
→ Visa-Inside Country
→ **Visa-Outside Country**
→ Visa-Internal Transfer
→ Visa-Govt. To Trakhees Transfer
→ Renewal
→ Salary Amendment
→ Cancellation
Reports
Labour Dispute

Public Relation Information

Public Relations Detail:

Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركة زهي فودا كار المحدودة
License Number:	1084	Legal Type:	Branch Oversea (Not Existed in Trakhees)
License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
Required Allowed:	247	Actual:	30
Female:	4	Male:	12
Visitor:	0	Non Sponsored Employee:	0
Release Signout:	4	Abseonders:	0
Medical Type:	Government		

Employee Bank Guarantee Information:

Bank Guarantee Paid:	400700.0	Total Bank Guarantee Required:	90000.0
Bank Guarantee Balance:	400700.0		

License Remarks:

Remark Type	Remarks
-------------	---------

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.

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

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

Employment Visa Outside Country

General Details

Email Mobile No
RP Period Priority

Person Details

Name in Passport Father Name
Mother Name Family Name
Nationality Gender
Marital Status Spoken Language 1
Spoken Language 2 Spoken Language 3
Date Of Birth Place of Birth
Birth Country Religion
Qualification

Employee Details

Designation Basic Salary
Food Allowance Food Allowance Amount
Transportation Transportation Allowance Amount
Accommodation Allowance Accommodation Allowance Amount
Accommodation Status Medical Type

Other Allowance Amount	500	Original Visa Printing	Yes No
------------------------	-----	------------------------	-----------

Passport Details

Passport No	ED124578	Country of Issue	ANGOLA
Place Of Issue	Angola	Expiry Date	30/11/2016
Issue Date	01/12/2004		

Address Details

Address Outside UAE	Address
---------------------	---------

Documents

Note: The request submission will include the uploaded documents

+ add

Attachments (Accepts pdf, jpg, docx, doc, jpeg, png formats)

Document Type	Uploaded File
Passport Copy	Choose File No file chosen
Photo	Choose File No file chosen

Remarks / Comments

Remarks / Comments

submit

تراخيص Trakhees

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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. (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.

You will get the result screen as follows

The screenshot displays the Trakhees online service portal. At the top, the header includes the Government of Dubai logo, the Ports, Customs & Free Zone Corporation logo, and the date/time: Thursday, April 16, 2015 | 09:18 AM. The main content area shows a "Submission Confirmation" message: "Service Request Saved Successfully With ID: 5834". On the left, a sidebar menu lists various services, including "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", and "EHS Customer Service". The footer contains links for "FAQs | Privacy Policy | Terms & Conditions" and a copyright notice: "Copyright (c) 2010 Trakhees All right reserved".

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.

The screenshot shows the Government of Dubai Public Relations Details page. The left sidebar contains a menu with the following items: Home, Inbox, Public Relations Enquiry, Comm./Govt. Services Enquiry, Letters/ Commercial Permits, License Services, Employment Visa Service (expanded), Visa-Inside Country, Visa-Outside Country, Visa-Internal Transfer, Visa-Govt. To Trakhees Transfer, Renewal (highlighted with a red circle), Salary Amendment, Cancellation, Reports, and Labour Dispute. The main content area displays the Public Relation Information for Zhejiang Fuda Car Co., Ltd. The information includes Company Name (English), Company Name (Arabic), License Number, 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, Employee Bank Guarantee Information, and License Remarks.


Public Relation Information			
Public Relations Detail:			
Company Name (English):	Zhejiang Fuda Car Co., Ltd.	Company Name (Arabic):	شركة زنجي فودا كار المحدودة
License Number:	1064	Legal Type:	Branch Oversea (Not Existed in Trakhees)
License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
Required Allowed:	247	Actual:	30
Female:	4	Male:	12
Visitor:	0	Non Sponsored Employee:	0
Release Signout:	4	Absconders:	0
Medical Type:	Government		
Employee Bank Guarantee Information:			
Bank Guarantee Paid:	499700.0	Total Bank Guarantee Required:	90000.0
Bank Guarantee Balance:	409700.0		
License Remarks:			
Remark Type	Remarks		

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.

Thursday, April 16, 2015 | 12:20 PM



حكومة دبي
GOVERNMENT OF DUBAI



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in : > Home > Online Service

Welcome : testadm9

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

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

Employment Visa Renewal

Employee Details

CEC Number	<input type="text"/>	License No	1064
Name ENG	<input type="text"/>	Name ARB	<input type="text"/>
Company Name (ENG)	Zhejiang Fuda Car Co., Ltd	Company Name (ARB)	شركة زهي فودا كار المحدودة
License Expiry Date	30/11/2015	License Issue Date	01/12/2004
RP Expiry Date	<input type="text"/>	Passport No	<input type="text"/>
Nationality	<input type="text"/>		

Employee Personal Details

Priority	Normal	Medical Type	24 HOURS
Emirates ID	<input type="text"/>	RP Period	1 Year
Name in Passport	<input type="text"/>	Name in Passport ARB	<input type="text"/>
Family Name	<input type="text"/>	Family Name ARB	<input type="text"/>
Father Name	<input type="text"/>	Father Name ARB	<input type="text"/>
Mother Name	<input type="text"/>	Mother Name ARB	<input type="text"/>
Birth Place	<input type="text"/>	Birth Place ARB	<input type="text"/>
Residence Flat	<input type="text"/>	Residence Flat Arb	<input type="text"/>
Residence Building	<input type="text"/>	Residence Building Arb	<input type="text"/>
Residence Street	<input type="text"/>	Residence Street ARB	<input type="text"/>

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.

Thursday, April 18, 2015 | 12:53 PM

حكومة دبي
GOVERNMENT OF DUBAI

مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in : Home > Online Service

Welcome : testadm9

Employment Visa Renewal

Your License Renewal with Reference # 5108 has been Rejected.
Your Update License Contact Details with Reference # 5457 has been Rejected.
Your Update License Contact Details with Reference # 5445 has been Rejected.

Logout

My Services@Jafza

Home

Update My Profile

Add Additional Role

Register New/Additional

View/Edit Existing Users

Create User

Update My Profile

Finance Online Services

CLD Services

CED Online Services

EHS Customer Service

Employee Search

Employee Information

CEC Number Employee Name

Employee Name (ARB) Passport Number

Note: Showing only top 15 results.

CEC NO	Name	Name (Arabic)	Passport Number	Nationality

Mother Name Mother Name ARB

Birth Place Birth Place ARB

Enter the known details and click on search

Thursday, April 16, 2015 | 12:53 PM

حكومة دبي
GOVERNMENT OF DUBAI

مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in: > Home > Online Service

Welcome : testadm9

Employment Visa Renewal

Your License Renewal with Reference # 5109 has been Rejected
Your Update License with Reference # 5457 has been Rejected
Your Update License with Reference # 5445 has been Rejected

Logout

My Services@Trak

Home

Update My Profile

Add Additional Role

Register New/Additional User

View/Edit Existing Users

Create User

Update My Profile

Finance Online Services

CLD Services

CED Online Services

EHS Customer Service

Employee Search

Employee Information

CEC Number Employee Name

Employee Name (ARB) Passport Number

Note: Showing only top 15 results.

CEC NO	Name	Name (Arabic)	Passport Number	Nationality
105109	WEIFU	وي فو	G30831887	Chinese
105239	DE ZHANG	دي زهانج	G19884980	Chinese
105299	THAYAKATH KANDY MOHAMED	ثياكاتا كاندى محمد خارت	Z1815241	Indian
105458	NADEEM USMAN MOHAMMAD	ناديم عثمان محمد	E8881047	Indian
107244	SIFANG ZUO	سيفانج زو	G23879354	Chinese
107838	LIANGWU LI	ليا نغوى لى	G30113168	Chinese
108245	HUATAO LIU	هواتاو ليو	G27012088	Chinese
108240	TANVEER ABBAS	تافيير عباس محمد حسن	BE1018271	Pakistani
108241	ZHIYING CHEN	زيجين تشين	G33382547	Chinese
108853	NAVEED KHAN	نافير خان عطاء الحق خان	UC4109121	Pakistani
105110	CAIYAN WANG	كايران وانج	G39267740	Chinese
105897	YING MING	ينج مينج	G41995084	Chinese
108088	ILYAS POTHANPADAM I SMAILM	ايلس پوتها ايليام اسمايل	G7788872	Indian

Mother Name Mother Name ARB


Birth Place Birth Place ARB

Residence Flat Residence Flat ARB

Residence Building Residence Building

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  العربية

Welcome : testadm9

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

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

Employment Visa Renewal

Employee Details

CEC Number	109240	License No	1064
Name ENG	TANVEER ABBAS	Name ARB	تالفير عباس محمد حسن
Company Name (ENG)	Zhejiang Fuda Car Co., Ltd	Company Name (ARB)	شركة زهي فودا كار المحدودة
License Expiry Date	30/11/2015	License Issue Date	01/12/2004
RP Expiry Date	18-AUG-2016	Passport No	BE1018271
Nationality	Pakistani		

Employee Personal Details

Priority	Normal	Medical Type	24 HOURS
Emirates ID		RP Period	2 Years
Name in Passport	TANVEER ABBAS	Name in Passport ARB	تالفير عباس محمد حسن
Family Name	ABBAS	Family Name ARB	عباس
Father Name	MUHAMMAD	Father Name ARB	محمد
Mother Name	MRS	Mother Name ARB	السيدة
Birth Place	GUJRAT	Birth Place ARB	جيجرات
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	دبي
Place of Issue	GUJRAT	Place of Issue ARB	جيجرات

Passport Number	BE1018271	Country of Issue	Pakistan
Issue Date	09/01/2007	Expiry Date	08/01/2012

Documents

Note: The request submission will include the uploaded documents

[+ add](#)


Attachments (Accepts pdf, jpg, docx, doc, jpeg, png formats)

Document Type	Uploaded File

Remarks / Comments

Remarks / Comments

[submit](#)



تراخيص
Trakhees

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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.

You will get the result screen as follows



The screenshot displays the Trakhees online service portal. At the top, the Government of Dubai logo is on the left, and the Ports, Customs & Free Zone Corporation (PCFZC) logo is on the right. The date and time are shown as Thursday, April 16, 2015 | 09:18 AM. The user is logged in as 'testadm9'. The main content area shows a 'Submission Confirmation' message: 'Service Request Saved Successfully With ID: 5834'. On the left sidebar, there is a 'Welcome' message for 'testadm9' and a list of services including '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', and 'EHS Customer Service'. The footer contains links for 'FAQs | Privacy Policy | Terms & Conditions' and a copyright notice for 2010 Trakhees.

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.

Home > Public Relations Details Thursday, April 16, 2015 | 01:07 PM Help العربية Logout

Welcome: testadm9

Home
Inbox
Public Relations Enquiry
Comm./Govt. Services Enquiry
Letters/ Commercial Permits
License Services
→ **Renewal**
→ Lease Update
→ Contact Update
→ View & Download
Employment Visa Service
Reports
Labour Dispute

Public Relation Information

Public Relations Detail:

Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركة زهي جيات فودا كار المحدودة
License Number:	1084	Legal Type:	Branch Oversea (Not Existed in Trakhees)
License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
Required Allowed:	247	Actual:	30
Female:	4	Male:	12
Visitor:	0	Non Sponsored Employee:	0
Release Signout:	4	Absconders:	0
Medical Type:	Government		

Employee Bank Guarantee Information:


Bank Guarantee Paid:	499700.0	Total Bank Guarantee Required:	90000.0
Bank Guarantee Balance:	409700.0		

License Remarks:


Remark Type	Remarks
-------------	---------

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

Sunday, August 30, 2015 | 12:01 PM



حكومة دبي
GOVERNMENT OF DUBAI



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in: Home > Online Service
Help 1 العربية

Welcome : cld21

Your Employment Visa Renewal with Reference # 38333 has been Rejected
Your Employment Visa Cancellation with Reference # 39063 has been Approved
Your Employee Salary Amendment with Reference # 39852 has been Approved

[Logout](#)

My Services@Trakhees

- [Home](#)
- [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](#)

License Renewal

License Detail

License No*	1032	Company Name(s) (eg)	Kenoo Digital (Middle East) FZ
Company Name(Arabic)	كنوو ديجيتال (مشرق الأوسط) شركة	License Status	JAFZA Transferred
License Type	Commercial	Issue Date	10/03/2010
Expiry Date	09/03/2016		

License Validity

License Issue Date	09/03/2010	License Expiry Date	09/03/2016
No of Years*	1		

Company

PO Box*	567766	Company Email*	xxx@test.hj
Company Tel*	5756765765	Company Fax*	567657

Lease Detail

Lease No*	DM	Lease From Date*	15/11/2013 <small>mm/yyyy</small>
Lease To Date*	15/12/2016 <small>mm/yyyy</small>	Lease Area*	548
Lease Amount*	53248	Land/Lord Name*	Nakheel- dragon mart
Land/Lord Tel*	044336200	Land/Lord Address*	dubai

Manager Details

Lease Type*	Shared Owned	City*	Inside Dubai
Manager Lease Value*	123	Manager Mobile No*	123887

Shareholder Details

Name	Name Arab	Lease Type	Lease Value	Inside Dubai	Mobile No
Caiqiang Zhao		Shared Owned	750002333333	<input checked="" type="checkbox"/>	

Documents

Note: This request submission will include the uploaded documents.

[+ add](#)


Attachments (Accepts pdf, jpeg, doc, xlsx, png, jpeg formats)

Document Type	Uploaded File

Remarks / Comments

[Submit](#)

Your Prepaid Balance Available is: \$95,682.00 AED



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Trakhees

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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. (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.

You will get the result screen as follows

The screenshot displays the Trakhees portal interface. At the top, the Government of Dubai logo is on the left, and the Ports, Customs & Free Zone Corporation logo is on the right. The date and time 'Thursday, April 16, 2015 | 09:18 AM' are shown in the top right corner. Below the header, a navigation bar indicates 'You are in : > Home > Online Service'. The main content area features a 'Submission Confirmation' message: 'Service Request Saved Successfully With ID: 5834'. On the left, a sidebar menu lists various services, including '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', and 'EHS Customer Service'. The footer contains the Trakhees logo, a copyright notice 'Copyright (c) 2010 Trakhees All right reserved', and links for 'FAQs | Privacy Policy | Terms & Conditions'.

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.

Home > Public Relations Details Sunday, April 19, 2015 | 08:18 AM Help العربية Logout

Welcome: testadm9

Home
Inbox
Public Relations Enquiry
Comm./Govt. Services Enquiry
Letters/ Commercial Permits
License Services
Initial Approval - New Company
Renewal
Lease Update
Contact Update
View & Download
Employment Visa Service
Reports
Labour Dispute

Public Relation Information

Public Relations Detail:

Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركة زهي فودا كار المحدودة
License Number:	1064	Legal Type:	Branch Oversea (Not Existed in Trakhees)
License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
Required Allowed:	247	Actual:	30
Female:	4	Male:	12
Visitor:	0	Non Sponsored Employee:	0
Release Signout:	4	Absconders:	0
Medical Type:	Government		

Employee Bank Guarantee Information:

Bank Guarantee Paid:	499700.0	Total Bank Guarantee Required:	90000.0
Bank Guarantee Balance:	409700.0		

License Remarks:

Remark Type	Remarks
-------------	---------

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

Sunday, April 19, 2015 | 08:47 AM





مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in : > Home > Online Service

Welcome : testadm9

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

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

Update License Contact Details

License Details

License Number	1084	Trakhees ID	C-X-000172
Company Name (ENG)	Zhejiang Fuda Car Co., Ltd	Company Name (ARB)	شركة زهي جينالغ فودا كار المحدودة
License IssueDate	01/12/2004	License ExpiryDate	30/11/2015
License Status	JAFZA Transferred	License Type	Commercial

Contact Amend Details

Company Tel	04-1234567	Company Fax	04-1234567
PO.Box	444444	Company Email	ESSBC.RESHMA@pofc.ae

Remarks / Comments

Remarks / Comments

[submit](#)



FAQs | Privacy Policy | Terms & Conditions

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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.

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



You are in :> Home> Online Service

Help ⓘ العربية

Welcome : testadm9

Your License Renewal with Reference # 5188 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](#)[CLD Services](#)[CED Online Services](#)[EHS Customer Service](#)**Submission Confirmation****Service Request Saved Successfully With ID: 5834**[FAQs](#) | [Privacy Policy](#) | [Terms & Conditions](#)

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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.

The screenshot shows the 'Public Relations Details' page for a user named 'testadm9'. The left sidebar contains a menu with options like Home, Inbox, Public Relations Enquiry, and License Services. The 'Lease Update' option is highlighted under the License Services menu. The main content area displays 'Public Relation Information' for a company named 'Zhejiang Fuda Car Co., Ltd.' with various license and lease details.

Public Relation Information			
Public Relations Detail:			
Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركة زهي فودا كار المحدودة
License Number:	1064	Legal Type:	Branch Oversea (Not Existed in Trakhees)
License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
Required Allowed:	247	Actual:	30
Female:	4	Male:	12
Visitor:	0	Non Sponsored Employee:	0
Release Signout:	4	Absconders:	0
Medical Type:	Government		
Employee Bank Guarantee Information:			
Bank Guarantee Paid:	409700.0	Total Bank Guarantee Required:	90000.0
Bank Guarantee Balance:	409700.0		
License Remarks:			
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.

Sunday, April 19, 2015 | 09:07 AM



حكومة دبي
GOVERNMENT OF DUBAI



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in : > Home

Welcome : testadm9

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

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

Lease Update

License Details

License No	1064	License Type	Commercial
Company Name (ENG)	Zhejiang Fuda Car Co., Ltd	Company Name (ARB)	شركة زهي جيانغ فودا كار المحدودة
Issue Date	01/12/2004	Expiry Date	30/11/2015

Lease Details

Lease No*	DM	Lease Start Date*	01/12/2009
Lease End Date*	30/11/2015	Lease Area*	2227.3
Lease Amount*	274289	Landlord Name*	Nakheel- dragon mart
Landlord Tel*	044338200	Landlord Address*	dubai
MobileNo*	0500000000	Email*	ESSBC.RESHMA@pco.ae

Remarks / Comments

Remarks / Comments:

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.

You will get the result screen as follows

Welcome : testadm9

Your License Renewal with Reference # 5188 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

Submission Confirmation

Service Request Saved Successfully With ID: 5834

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



3.1.13 Employee Salary Amendment

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.

Home > Public Relations Details Sunday, April 19, 2015 | 09:36 AM Help العربية Logout

Welcome: testadm9

Home
Inbox
Public Relations Enquiry
Comm./Govt. Services Enquiry
Letters/ Commercial Permits
License Services
Employment Visa Service
→ Visa-Inside Country
→ Visa-Outside Country
→ Visa-Internal Transfer
→ Visa-Govt. To Trakhees Transfer
→ Renewal
→ **Salary Amendment**
→ Cancellation
Reports
Labour Dispute

Public Relation Information

Public Relations Detail:

Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركة زهي فودا كار المحدودة
License Number:	1064	Legal Type:	Branch Oversea (Not Existed in Trakhees)
License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
Required Allowed:	247	Actual:	30
Female:	4	Male:	12
Visitor:	0	Non Sponsored Employee:	0
Release Signout:	4	Absconders:	0
Medical Type:	Government		

Employee Bank Guarantee Information:


Bank Guarantee Paid:	499700.0	Total Bank Guarantee Required:	90000.0
Bank Guarantee Balance:	409700.0		

License Remarks:


Remark Type	Remarks
-------------	---------

2. A screen will be opened with employee details and amendment details.

Sunday, April 19, 2015 | 09:37 AM



GOVERNMENT OF DUBAI



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in : > Home > Online Service

Welcome : testadm9

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

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

Employee Salary Amendment

Employee Details


CEC Number	<input type="text"/>	Employee Name ARB	<input type="text"/>
License Number	<input type="text"/>	Employee Name Eng	<input type="text"/>
Passport No	<input type="text"/>	Residence Permit Expiry Date	<input type="text"/>
Nationality	<input type="text"/>		

Amendment Details

Priority	<input type="text" value="Normal"/>	Salary	<input type="text"/>
Comments	<input type="text"/>		

Documents

Note: The request submission will include the uploaded documents

 add

Attachments (Accepts pdf, jpg, docx, doc, jpeg, png formats)

Document Type	Uploaded File

Remarks / Comments

Remarks / Comments

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, April 19, 2015 10:40 AM

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GOVERNMENT OF DUBAI

مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in: Home » Online Service

Welcome : testadm9 Employee Salary Amendment

Your License Renewal with Reference # 5100 has been Rejected
Your Update License On Reference # 5457 has b
Your Update License On Reference # 5445 has b

Logout

My Services@Trak
Home
Update My Profile
Add Additional Role
Register New Additional
View/Edit Existing Users
Create User
Update My Profile
Finance Online Services
CLD Services
CED Online Services
EHS Customer Service

Employee Search

Employee Information

CEC Number Employee Name

Employee Name (ARB) Passport Number

Note: Showing only top 15 results.

Employee search


CEC NO	Name	Name (Arabic)	Passport Number	Nationality
--------	------	---------------	-----------------	-------------




add

Remarks / Comments

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

Sunday, April 19, 2015 10:43 AM



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in > Home > Online Service

Welcome : testadm9

Your License Renewal with Reference # 0109 has been Rejected
Your Update License Co... with Reference # 5457 has b...
Your Update License Co... with Reference # 5445 has b...

Logout

My Services@Trak

Home

Update My Profile

Add Additional Role

Register New/Additional

View/Edit Existing Users

Create User

Update My Profile

Finance Online Services

CLD Services

CED Online Services

EHS Customer Service

Employee Salary Amendment

Employee Search

Employee Information

CEC Number Employee Name


Employee Name (ARB) Passport Number

Note: Showing only top 15 results.

CEC NO	Name	Name (Arabic)	Passport Number	Nationality
105109	WEIFU	وي فو	G30831887	Chinese
105239	DE ZHANG	دي ز هانغ	G19884980	Chinese
105289	THAYAKATH KANDY MOHAMED	ثايلاكثا كاندي امحمد حارث	Z1615241	Indian
105458	NADEEM USMAN MOHAMMAD	ناديم عثمان امحمد	E8881047	Indian
107244	SIFANG ZUO	سيفانغ زو	G23879354	Chinese
107838	LIANGWU LI	ليانغ و لي	G30113188	Chinese
108245	HUATAO LIU	هو تاو ليو	G27012088	Chinese
108240	TANVEER ABBAS	تالفير عباس امحمد حسن	BE1018271	Pakistani
108241	ZHIYING CHEN	زيانغ تشين	G33382547	Chinese
109053	NAVEED KHAN	نافير خان عطاه الحق خان	UC4109121	Pakistani
	NAWAB HUSSAIN	نواب حسين يار امحمد	CW6898882	Pakistani
	GINA ANTONIO MANAOIS	جينا انتونيو ماناويس	UU0992913	Philippines
105110	CAIYAN WANG	كايلان وانغ	G39287740	Chinese

Remarks / Comments

17
8



Ports Customs & Free Zone Corporation

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 | العربية

Welcome : testadm9

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

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

Employee Salary Amendment

Employee Details

CEC Number	106796	Employee Name ARB	أبو طاهر محمد إبراهيم لتي محمد
License Number	1064	Employee Name Eng	ABU TAHER LATE MOHAMM
Passport No	Z0391578	Residence Permit Expiry Date	03-OCT-2015
Nationality	Bangladesh		

Amendment Details

Priority	Normal	Salary	5000
Comments	Updated		

Documents

Note: The request submission will include the uploaded documents

+ add

Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)

Document Type	Uploaded File
New Employment Contract	Choose File LicenseCopy.pdf
Old Employment Contract	Choose File EHSCertificate.pdf

Remarks / Comments

Remarks / 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.
 - 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.

You will get the result screen as follows

Sunday, April 19, 2015 | 09:53 AM



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GOVERNMENT OF DUBAI



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PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in : > Home > Online Service
Help ⓘ العربية

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


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

Submission Confirmation

Service Request Saved Successfully With ID: 7560



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3.1.14 Employment Visa Cancellation

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.

The screenshot shows the 'Public Relations Details' page for a user named 'testadm9'. The left sidebar menu includes options like 'Home', 'Inbox', 'Public Relations Enquiry', 'Comm./Govt. Services Enquiry', 'Letters/ Commercial Permits', 'License Services', and 'Employment Visa Service'. Under 'Employment Visa Service', there is a sub-menu with 'Visa-Inside Country', 'Visa-Outside Country', 'Visa-Internal Transfer', 'Visa-Govt. To Trakhees Transfer', 'Renewal', 'Salary Amendment', and 'Cancellation' (which is highlighted with a red circle). Other options in the sidebar are 'Reports' and 'Labour Dispute'.

The main content area is titled 'Public Relation Information' and contains the following details:

Public Relations Detail:

Field	Value	Field	Value
Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركة زهي فودا كار المحدودة
License Number:	1064	Legal Type:	Branch Oversea (Not Existed in Trakhees)
License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
Required Allowed:	247	Actual:	30
Female:	4	Male:	12
Visitor:	0	Non Sponsored Employee:	0
Release Signout:	4	Absconders:	0
Medical Type:	Government		

Employee Bank Guarantee Information:


Field	Value	Field	Value
Bank Guarantee Paid:	499700.0	Total Bank Guarantee Required:	90000.0
Bank Guarantee Balance:	409700.0		

License Remarks:




Remark Type	Remarks

2. A screen will be opened with employee details.

Sunday, April 19, 2015 | 10:16 AM



GOVERNMENT OF DUBAI

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PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in : > Home > Online Service
Help ⓘ العربية

Welcome : testadm9

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

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

Employment Visa Cancellation

Employee Details

CEC Number

🔍

Employee Name (ARB)

Employee Name (ENG)

Nationality

Passport Number

Residence Permit Expiry Date

Visa Cancellation

Priority

Reason for Leaving

Cancellation Type

Comments

Documents

Note: The request submission will include the uploaded documents

add



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

Remarks / Comments

Remarks / Comments

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, April 19, 2015 10:18 AM

GOVERNMENT OF DUBAI
مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in : Home > Online Service

Welcome : testadm9

Your License Renewal with Reference # 5109 has been Rejected
Your Update License Contant Deal with Reference # 5457 has b
Your Update License Co Reference # 5445 has b

Logout

My Services@Trak

Home

Update My Profile

Add Additional Role

Register New/Additional

View/Edit Existing Users

Create User

Update My Profile

Finance Online Services

CLD Services

CED Online Services

EHS Customer Service

Employment Visa Cancellation

Employee Search

Employee Information

CEC Number: Employee Name:

Employee Name (ARB): Passport Number:

Note: Showing only top 15 results.


CEC NO	Name	Name (Arabic)	Passport Number	Nationality

Help | العربية


submit

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

Sunday, April 19, 2015 | 10:20 AM



حكومة دبي
GOVERNMENT OF DUBAI



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in > Home > Online Service

Welcome : testadm9

Your License Renewal with Reference # 3169 has been Rejected
Your Update License Contract Details with Reference # 5457 has been Rejected
Your Update License Contract Details with Reference # 5445 has been Rejected

Logout

My Services@Trak

Home

Update My Profile

Add Additional Role

Register New/Additional User

View/Edit Existing Users

Create User

Update My Profile

Finance Online Services

CLD Services

CED Online Services

EHS Customer Service

Employment Visa Cancellation

Employee Search

Employee Information

CEC Number Employee Name

Employee Name (ARB) Passport Number

Note: Showing only top 15 results.

Employee search					
	CEC NO	Name	Name (Arabic)	Passport Number	Nationality
<input type="radio"/>	105109	WEIFU	وي فو	G30831887	Chinese
<input type="radio"/>	105239	DE ZHANG	دي زهانغ	G19884980	Chinese
<input type="radio"/>	105299	THAYAKATH KANDY MOHAMED	ثايكاثا كاندي امحمد خارت	Z1615241	Indian
<input type="radio"/>	105456	NADEEM USMAN MOHAMMAD	نديم عثمان محمد	E8861047	Indian
<input type="radio"/>	107244	SIFANG ZUO	سيفانغ زو	G23879354	Chinese
<input type="radio"/>	107838	LIANGWU LI	ليها نجوى لى	G30113168	Chinese
<input type="radio"/>	108245	HUATAO LIU	هو تاو ليو	G27012088	Chinese
<input checked="" type="radio"/>	109240	TANVEER ABBAS	تلخير عباس امحمد حسن	BE1018271	Pakistani
<input type="radio"/>	109241	ZHIYING CHEN	زيانغ تشين	G33362547	Chinese
<input type="radio"/>	109653	NAVEED KHAN	نفيير خان عطاء الحق خان	UC4109121	Pakistani
<input type="radio"/>		NAWAB HUSSAIN	نواب حسين يار محمد	CW6898882	Pakistani
<input type="radio"/>		GINA ANTONIO MANAOIS	جينا انتونيو ماناويس	UU0992913	Philippines
<input type="radio"/>	105110	CAIYAN WANG	كايلان وانج	G38267740	Chinese

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 | العربية

Welcome : testadm9

Your License Renewal with Reference # 5100 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

CLD Services

CED Online Services

EHS Customer Service

Employment Visa Cancellation

Employee Details

CEC Number: 109240 Employee Name (ARB): تانوير عباس محمد حسن

Employee Name (ENG): TANVEER ABBAS Nationality: Pakistani

Passport Number: BE1018271 Residence Permit Expiry Date: 18-AUG-2016

Visa Cancellation

Priority: Normal Reason for Leaving: Dismissal

Cancellation Type: INVESTOR Comments: cancelled

Documents

Note: The request submission will include the uploaded documents

+ add

Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)

Document Type	Uploaded File
Form 4- End Of Service Entitlement	Choose File LicenseCopy.pdf

Remarks / Comments

Remarks / Comments

Comment

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

You are in : > Home > Online Service

Help  العربية

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

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



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3.1.15 Employment Visa Internal Transfer

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.

Home > Public Relations Details

Welcome: testadm9

Public Relation Information

Public Relations Detail:

Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركة زهي فودا كار المحدودة
License Number:	1084	Legal Type:	Branch Oversea (Not Existed in Trakhees)
License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
Required Allowed:	247	Actual:	30
Female:	4	Male:	12
Visitor:	0	Non Sponsored Employee:	0
Release Signout:	4	Absconders:	0
Medical Type:	Government		

Employee Bank Guarantee Information:

Bank Guarantee Paid:	499700.0	Total Bank Guarantee Required:	90000.0
Bank Guarantee Balance:	409700.0		

License Remarks:

Remark Type	Remarks
-------------	---------

- 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 ⓘ العربية

Welcome : testadm9

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

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

Employment Visa Internal Transfer

General Details

Email Mobile No

RP Period Priority

Person Details

Name in Passport Father Name

Mother Name Family Name

Nationality Gender

Marital Status Spoken Language 1

Spoken Language 2 Spoken Language 3

Date Of Birth Place of Birth

Religion Birth Country

Qualification

Employee Details

Designation Basic Salary

Food Allowance Food Allowance Amount

Transportation Transportation Allowance Amount

Accommodation Allowance Accomodation Allowance Amount

Accommodation Status Medical Type

Original Visa Printing Other Allowance Amount

Passport Details

Passport No Country of Issue

Passport Details

Passport No

EX784578

Country of Issue

ANGOLA

Place Of Issue

Place

Issue Date

01/12/2004

Expiry Date

30/11/2016

Address Details

Address Outside UAE

Address

Current Visa Type

Employment

Emirate

ABU DHABI

City

ABU DHABI

P.O.Box

1245

Street

street

Zone

P09876555

Flat No

13

Building

Ameer

Telephone Office

13131313

Telephone Office Extension

13

Telephone Residence

13131313

Documents

Note: The request submission will include the uploaded documents

add

Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)

Document Type	Uploaded File
Passport Copy with Visa Page	Choose File EHSertificate.pdf
Photo	Choose File LicenseCopy.pdf

Remarks / Comments

Remarks / Comments

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.
 - 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

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

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

Submission Confirmation

Service Request Saved Successfully With ID: 7562



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.

Home > Public Relations Details Sunday, April 19, 2015 | 10:57 AM Help العربية Logout

Welcome: testadm9

Home
Inbox
Public Relations Enquiry
Comm./Govt. Services Enquiry
Letters/ Commercial Permits
License Services
Employment Visa Service
→ Visa-Inside Country
→ Visa-Outside Country
→ Visa-Internal Transfer
→ **Visa-Govt. To Trakhees Transfer**
→ Renewal
→ Salary Amendment
→ Cancellation
Reports
Labour Dispute

Public Relation Information

Public Relations Detail:

Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركة زهي فودا كار المحدودة
License Number:	1064	Legal Type:	Branch Oversea (Not Existed in Trakhees)
License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
Required Allowed:	247	Actual:	31
Female:	4	Male:	12
Visitor:	0	Non Sponsored Employee:	0
Release Signout:	4	Absconders:	0
Medical Type:	Government		

Employee Bank Guarantee Information:

Bank Guarantee Paid:	488700.0	Total Bank Guarantee Required:	93000.0
Bank Guarantee Balance:	408700.0		

License Remarks:

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.

Welcome : testadm9

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

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

Employment Visa Govt to Trakhees Transfer**General Details**

Email Mobile No

RP Period Priority

Person Details

Name in Passport Father Name

Mother Name Family Name

Nationality Gender

Marital Status Spoken Language 1

Spoken Language 2 Spoken Language 3

Date Of Birth Place of Birth

Religion Qualification

Birth Country

Employee Details

Designation Basic Salary

Food Allowance Food Allowance Amount

Transportation Transportation Allowance Amount

Accommodation Allowance Accommodation Allowance Amount

Accommodation Status Medical Type

Other Allowance Amount Original Visa Printing ☒ ☐

Passport Details

Passport No Country of Issue

Place Of Issue	Place	Issue Date	01/12/2004
Expiry Date	30/11/2016		
Address Details			
Address Outside UAE	Address	Emirate	ABU DHABI
Current Visa Type	Employment	City	ABU DHABI
P.O.Box	1245	Zone	P09876555
Street	street	Building	abod
Flat No	13	Telephone Office Extension	13
Telephone Office	13131313	Telephone Residence	13131313
Documents			
<p>Note: The request submission will include the uploaded documents</p> <p style="text-align: right;">+ add</p>			
Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)			
Document Type	Uploaded File		
Establishment Card Copy of the old sponsor	Choose File LicenseCopy.pdf		
Old Visa Copy	Choose File EHSCertificate.pdf		
Photo	Choose File LicenseCopy.pdf		
Passport Copy	Choose File EHSCertificate.pdf		
Remarks / Comments			
Remarks / Comments	<div>Comments</div>		
<input type="button" value="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.
 - 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

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

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

Submission Confirmation

Service Request Saved Successfully With ID: 7562



3.1.17 Employee Visa Amendment

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.

Home > Public Relations Details

Welcome: testadm7

Home

Inbox

Public Relations Enquiry

Comm./Govt. Services Enquiry

Letters/ Commercial Permits

License Services

Employment Visa Service

→ Visa-Inside Country

→ Visa-Outside Country

→ Visa-Internal Transfer

→ Visa-Govt. To Trakhees Transfer

→ Renewal

→ Amendment

→ Salary Amendment

→ Cancellation

→ Entry Permit Renewal

Public Relation Information

Public Relations Detail:

Company Name (English):	China Building Mat Trading	Company Name (Arabic):	المصن لتجارة معدات البناء
License Number:	639	Legal Type:	Branch Oversea (Not Existed in Trakhees)
License Issue Date:	01-Nov-2006	License Expiry Date:	31-Oct-2018
Lease Start Date:	31-Oct-2017	Lease End Date:	01-Nov-2018
Required Allowed:	100	Actual:	59
Female:	10	Male:	30
Visitor:	0	Non Sponsored Employee:	1
Release Signout:	4	Absconders:	0
Medical Type:	Government		

Employee Bank Guarantee Information:

Bank Guarantee Paid:	1092700.0	Total Bank Guarantee Required:	174000.0
Bank Guarantee Balance:	918700.0		

License Remarks:

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]

Welcome : testadm7

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

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

Visa Amendment

Amendment Details

Types of Amendment *

Employee Detail

CEC Number*	<input type="text"/>	License Number*	<input type="text"/>
Employee Name Eng*	<input type="text"/>	Employee Name ARB	<input type="text"/>
Residence Permit Expiry Date*	<input type="text"/>	Passport No*	<input type="text"/>
Nationality*	<input type="text"/>		

License Detail

License Expiry Date	<input type="text" value="31/10/2018"/>	License Issue Date	<input type="text" value="01/11/2006"/>
Company Name(Ar)	<input type="text" value="الصين لتجارة معدات البناء"/>	Company Name(Eng)	<input type="text" value="China Building Mat. Trading"/>
License Status	<input type="text" value="JAFZA Transferred"/>	License Type	<input type="text" value="Commercial"/>

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

The screenshot shows the 'Employee Salary Amendment' page in the Government of Dubai's online service portal. A modal titled 'Employee Search' is open, displaying search criteria and results.

Employee Search Modal:

Employee Information

CEC Number Employee Name


Employee Name (ARB) Passport Number

Note: Showing only top 15 results.


CEC NO	Name	Name (Arabic)	Passport Number	Nationality

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

Sunday, April 19, 2015 | 09:43 AM



حكومة دبي
GOVERNMENT OF DUBAI



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in > Home > Online Service

Welcome : testudm9

Your License Renewal with Reference # 5109 has been Rejected
Your Update License Contract with Reference # 5457 has been Rejected
Your Update License Contract with Reference # 5445 has been Rejected

Logout

My Services@Jafza

- Home
- Update My Profile
- Add Additional Role
- Register New/Additional User
- View/Edit Existing Users
- Create User
- Update My Profile
- Finance Online Services
- CLD Services
- CED Online Services
- EHS Customer Service

Employee Salary Amendment

Employee Search

Employee Information

CEC Number Employee Name

Employee Name (ARB) Passport Number

Note: Showing only top 15 results.

CEC NO	Name	Name (Arabic)	Passport Number	Nationality
105109	WEIFU	وي فو	G30831887	Chinese
105239	DE ZHANG	دي زهانغ	G19884980	Chinese
105289	THAYAKATH KANDY MOHAMED	ثايلاكثا كاندي محمد حارث	Z1615241	Indian
105456	NADEEM USMAN MOHAMMAD	نديم عثمان محمد	E8681047	Indian
107244	SIFANG ZUO	سيفانغ زو	G23879354	Chinese
107838	LIANGWU LI	ليانغ و لي	G30113188	Chinese
108245	HUATAO LIU	هو تاو ليو	G27012088	Chinese
108240	TANVEER ABBAS	تافيير عباس محمد حسن	BE1016271	Pakistani
108241	ZHIYING CHEN	زي يانغ تشين	G33362547	Chinese
109653	NAVEED KHAN	نافيد خان عطاء الحق خان	UC4109121	Pakistani
	NAWAB HUSSAIN	نواب حسين يار محمد	OW6899882	Pakistani
	GINA ANTONIO MANAOIS	جينا انتونيو ماناويس	UU0992913	Philippines
105110	CAIYAN WANG	كايلان وانج	G39267740	Chinese

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

Welcome : testadm7

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

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

Visa Amendment

Amendment Details

Types of Amendment *

Employee Detail

CEC Number* License Number*

Employee Name Eng* Employee Name ARB

Residence Permit Expiry Date* Passport No*

Nationality*

License Detail

License Expiry Date License Issue Date

Company Name(Ar) Company Name(Eng)


License Status License Type

Next




7. Click the 'Next' button.

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

Wednesday, August 12, 2015 | 03:14 PM



GOVERNMENT OF DUBAI

مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in :> Home> Online Service Initial Form> Online Service Help ⓘ العربية

Welcome : cld21

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

Logout

My Services@Trakhees

Home

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

Visa Amendment

Amendment Details

Types of Amendment * 1 selected

Employee Details

CEC Number*	768	License Number*	1032
Employee Name ARB*	ghgh	Employee Name Eng*	ghgh
Residence Permit Expiry Date*	10-MAR-2016	Passport No*	887878
Nationality*	Afghanistan		

General Details

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)*	ghgh
Country of Issue*	Afghanistan	Place of Issue*	ghgh
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 No	<input type="radio"/> <input type="radio"/>	Contract attestation required*	Yes No	<input type="radio"/> <input type="radio"/>
Passport No*	<input type="text" value="887878"/>		Name in Passport*	<input type="text" value="ghgh"/>	
Name in Passport (AR)*	<input type="text" value="hghg"/>		Country of Issue*	<input type="text" value="Afghanistan"/>	
Place of Issue*	<input type="text" value="hghg"/>		Issue Date*	<input type="text" value="12/05/2015"/> dd/mm/yyyy	
Expiry Date*	<input type="text" value="31/05/2019"/> dd/mm/yyyy		Nationality*	<input type="text" value="Bangladesh"/>	

12. 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. (New Employment Contract and Old employment Contract are mandatory documents.)

Documents

Note: Following are 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 side)

Employment Contract

Immigration print out (Entry and Exit report) copy

New Passport copy

Photo

Police lost report copy

Trakhees ID Card copy

Emirates ID copy (Both side) ▼

Choose File

No file chosen


+ add

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



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GOVERNMENT OF DUBAI



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in : > Home > Online Service
Help ⓘ العربية

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


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

Submission Confirmation

Service Request Saved Successfully With ID: 7560



تراخيص
Trakhees

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3.1.18 License Amendment

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.

The screenshot shows the 'Public Relations Details' page for a user named 'testadm7'. The left sidebar contains a menu with 'License Services' expanded, and 'Amendment' highlighted with a red box. The main content area displays 'Public Relation Information' for a company named 'China Building Mat. Trading'. The details include license number 639, issue date 01-Nov-2006, and expiry date 31-Oct-2018. Below this, 'Employee Bank Guarantee Information' shows a paid amount of 1092700.0 and a required amount of 174000.0. The 'License Remarks' section is currently empty.

Public Relation Information	
Public Relations Detail:	
Company Name (English):	China Building Mat. Trading
Company Name (Arabic):	الصين لتجارة معدات البناء
License Number:	639
Legal Type:	Branch Oversea (Not Existed in Trakhees)
License Issue Date:	01-Nov-2006
License Expiry Date:	31-Oct-2018
Lease Start Date:	31-Oct-2017
Lease End Date:	01-Nov-2018
Required Allowed:	100
Actual:	59
Female:	10
Male:	30
Visitor:	0
Non Sponsored Employee:	1
Release Signout:	4
Absconders:	0
Medical Type:	Government
Employee Bank Guarantee Information:	
Bank Guarantee Paid:	1092700.0
Total Bank Guarantee Required:	174000.0
Bank Guarantee Balance:	918700.0
License Remarks:	
Remark Type	Remarks

- 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]

Welcome : testadm7

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

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

License Amendment

Types Of Amendment

Amendment Types*

License Detail

License Expiry Date	31/10/2018	License Issue Date	01/11/2006
Company Name(Ar)	الصين لتجارة معدات البناء	Company Name(Eng)	China Building Mat. Trading
License Status	JAFZA Transferred	License Type	Commercial

Next





- 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 ودبي الإمارات العربية المتحدة
City (ENG)*	DUBAI	City (ARB)*	دبي
Country*	United Arab Emirates	P.O. Box*	888888888
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 Qiu hai	Current Manager Name (AR)	زانع كيهي
Manager Name (EN)*	<input type="text"/>	Manager Name (AR)*	<input type="text"/>
DOB*	<input type="text"/>  dd/mm/yyyy	Gender*	Female 
Nationality*	ANGOLA 	Passport No*	<input type="text"/>
Passport Expiry Date*	<input type="text"/>  dd/mm/yyyy	Passport Place of Issue*	<input type="text"/>
Mobile No	<input type="text"/>		

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

Activity Amendment

Activities*

Activities*	التشططات	
Glass and Mirrors Trading	تجارة الزجاج والمرابا	
Building and Construction Materials Trading	تجارة مواد البناء	
Building Hardware and Tools Trading	تجارة عدد وأدوات البناء	

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

Company Amendment


Trade Name Number*

- 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. (New Employment Contract and Old employment Contract are mandatory documents.)


Documents

Note: Following are the attachments 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 overseas license)	Attested document of mother company


 add

Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)




Document Type	Uploaded File
Amendment Form ▼ Amendment Form Attestation document of mother company Board Resolution EHS Form Passport and Visa copy of the Manager Personal Information Form Tenancy Contract copy	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 success page with request ID.

Sunday, April 19, 2015 | 09:53 AM



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GOVERNMENT OF DUBAI

مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in : > Home > Online Service

Welcome : testadm9

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

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

Submission Confirmation

Service Request Saved Successfully With ID: 7560

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3.1.19 Reprint NOC License


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.


The screenshot displays the Government of Dubai portal interface. At the top, the Government of Dubai logo is on the left, and the Ports, Customs & Free Zone Corporation (Jafza) logo is on the right. The breadcrumb trail shows 'Home > Public Relations Details'. The date and time are 'Monday, August 17, 2015 | 09:58 AM'. There are links for 'Help', 'العربية', and 'Logout'. The left sidebar contains a 'Welcome: cld21' section with a list of menu items. The 'Letters/ Commercial Permits' item is expanded, showing a sub-menu where 'Reprint NOC License' is highlighted with a red box. Other items in the sub-menu include 'Commercial Permits', 'Reprint - Commercial Permit', 'NOC - License', 'NOC - Government Relations', 'Reprint - NOC - Government Relations', 'License Services', 'Employment Visa Service', 'Non Sponsored Employee', 'Visit Visa', 'Reports', and 'Labour Dispute'. The main content area is titled 'Public Relation Information' and contains sections for 'Public Relations Detail:', 'Employee Bank Guarantee Information:', and 'License Remarks:'. The 'Public Relations Detail:' section includes fields for Company Name (English), License Number, License Issue Date, Lease Start Date, Required Allowed, Female, Visitor, Release Signout, Medical Type, Company Name (Arabic), Legal Type, License Expiry Date, Lease End Date, Actual, Male, Non Sponsored Employee, and Absconders. The 'Employee Bank Guarantee Information:' section includes fields for Bank Guarantee Paid, Bank Guarantee Balance, and Total Bank Guarantee Required. The 'License Remarks:' section includes a table with columns for Remark Type and Remarks.

- 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



حكومة دبي
GOVERNMENT OF DUBAI



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in :> Home> Online Service
Help ⓘ العربية

Welcome : cld21

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

Logout

My Services@Trakhees


- Home
- 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

NOC Licensing Reprint

Search Details

Transaction Number
Archive Number

Download



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- ‘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.

Monday, August 17, 2015 | 11:18 AM



You are in : > Home

Help | العربية

Welcome : cid21

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

Logout

My Services@Trakhees

Home

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

License Remarks Details

No remarks on license

Requests

Date	Ref #	Description	Status	Action
17/08/2015 08:32:01	40468	New Visit Visa	In-Progress	View
17/08/2015 08:40:08	40469	New Visit Visa	In-Progress	View
17/08/2015 09:29:38	40470	Visit Visa Cancel	Rejected	View
16/08/2015 15:20:37	14505	License Amendment	Request Submitted	View
11/08/2015 07:58:20	40425	Abscond Employee Initiate	Closed	View
11/08/2015 07:58:53	40426	New Visit Visa	Rejected	View
11/08/2015 07:59:29	40427	Abscond Employee Initiate	Rejected	View
11/08/2015 08:01:38	40428	New Visit Visa	Request Submitted	View
11/08/2015 08:15:55	40430	Visit Visa Cancel	Rejected	View
11/08/2015 08:17:37	40431	Visit Visa Cancel	In-Progress	View

Page 1 of 44 10 View 1 - 10 of 440



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

You are in :> Home

Help (3) | العربية

Welcome : cld21

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

Logout

My Services@Trakhees

Home

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

License Remarks Details

Type in English	Type in Arabic	Comments
STOP	توقف	EHS rules violated

Requests

Date	Ref #	Description	Status	Action
17/08/2015 08:32:01	40468	New Visit Visa	In-Progress	View
17/08/2015 08:40:08	40469	New Visit Visa	In-Progress	View
17/08/2015 09:29:38	40470	Visit Visa Cancel	Rejected	View
16/08/2015 15:20:37	14505	License Amendment	Request Submitted	View
11/08/2015 07:58:20	40425	Abscond Employee Initiate	Closed	View
11/08/2015 07:58:53	40426	New Visit Visa	Rejected	View
11/08/2015 07:59:29	40427	Abscond Employee Initiate	Rejected	View
11/08/2015 08:01:38	40428	New Visit Visa	Request Submitted	View
11/08/2015 08:15:55	40430	Visit Visa Cancel	Rejected	View
11/08/2015 08:17:37	40431	Visit Visa Cancel	In-Progress	View

Page 1 of 44

View 1 - 10 of 440



3.1.21 Search for License Activities (Enquire License Activity)

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

 **حكومة دبي**
GOVERNMENT OF DUBAI

  
مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

Help ⓘ العربية

Site Map

- Login
- Register Online Company Admin
- 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

Login

If you have already registered with us, you can login using the form below. If you are a new user Click here ?

*Enter UserName

*Enter Password



*Enter Text Shown Above


تراخيص
Trakhees

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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.

Site Map

[Login](#)
[Register Online Company Admin](#)
[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](#)

Enquire License Activity

Code
 Description

 *Enter Text Shown Above

Activity List Result

	Code	Description Arabic	Description English
1	602104-E	نقل الركاب بالحافلات المؤجرة	Passengers Transport by Rented Bussess

Page 1 of 1


 View 1 - 1 of 1

3.1.22 Non Sponsored Services




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



GOVERNMENT OF DUBAI



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

Home > Public Relations Details

Wednesday, August 12, 2015 | 01:46 PM

Help ⓘ العربية Logout

Welcome:testadm7

Home

Inbox

Public Relations Enquiry

Comm./Govt. Services Enquiry ▲

Letters/ Commercial Permits ▲

License Services ▲

Employment Visa Service ▲

Non Sponsored Employee ▼

- ➔ New
- ➔ Renew
- ➔ Amendment
- ➔ Cancellation

Reports ▲

Labour Dispute

Public Relation Information

Public Relations Detail:

Company Name (English):	China Building Mat Trading	Company Name (Arabic):	الصين لتجارة معدات البناء
License Number:	639	Legal Type:	Branch Oversea (Not Existed in Trakhees)
License Issue Date:	01-Nov-2006	License Expiry Date:	31-Oct-2018
Lease Start Date:	31-Oct-2017	Lease End Date:	01-Nov-2018
Required Allowed:	100	Actual:	59
Female:	10	Male:	30
Visitor:	0	Non Sponsored Employee:	1
Release Signout:	4	Absconders:	0
Medical Type:	Government		

Employee Bank Guarantee Information:

Bank Guarantee Paid:	1092700.0	Total Bank Guarantee Required:	174000.0
Bank Guarantee Balance:	918700.0		

License Remarks:


Remark Type	Remarks
-------------	---------

21
5


Ports Customs & Free Zone Corporation

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 الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in :> Home> Online Service Help ⓘ العربية

Welcome : testadm7

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

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

Non Sponsored Employment Visa New

Non Sponsored Employee Details

Priority*	<input type="text" value="Normal"/>	Relationship*	<input type="text" value="-- Select --"/>
Name in Passport (EN) *	<input type="text"/>	Name in Passport (AR) *	<input type="text"/>
Family Name*	<input type="text"/>	Family Name(AR)*	<input type="text"/>
Father Name*	<input type="text"/>	Father Name(AR)*	<input type="text"/>
Mother Name*	<input type="text"/>	Mother Name(AR)*	<input type="text"/>
Gender*	<input type="text" value="-- Select --"/>	Marital Status*	<input type="text" value="-- Select --"/>
Nationality*	<input type="text" value="-- Select --"/>	Occupation*	<input type="text" value="-- Select --"/>
Passport Number*	<input type="text"/>	Issue Date*	<input type="text" value="dd/mm/yyyy"/>

Expiry Date*

Documents

Note: Following are the attachments required for submission of Non Sponsored -New

Documents

Passport copy + visa *

Passport of the sponsor *

NOC letter from the sponsor *

photo with white background *

Copy of Establishment card *

Employment contract at the time of presence.

 add

Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)

Document Type	Uploaded File
---------------	---------------

Remarks / Comments

Remarks /
Comments

Submit

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.

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

You are in : > Home > Online Service

Help ⓘ العربية

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

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




FAQs | Privacy Policy | Terms & Conditions


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3.1.22.2 Non Sponsored Employment Visa -Renew

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, August 12, 2015 | 02:10 PM

 **GOVERNMENT OF DUBAI**

 **مؤسسة الموانئ والجمارك والمنطقة الحرة**
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in :> Home > Online Service Help ⓘ العربية

Welcome : testadm7	Non Sponsored Employment Visa Renew	
Logout		
My Services@Trakhees	Employee Details	
Home		
Update My Profile	NS Number*	<input type="text"/>
Add Additional Role	Name ARB	<input type="text"/>
Register New/Additional Service	Name Eng	<input type="text"/>
View/Edit Existing Users		
Create User	Renewal Details	
Update My Profile	Priority*	Normal
Finance Online Services	Issue Date*	<input type="text"/>
CLD Services		dd/mm/yyyy
CED Online Services	Expiry Date*	<input type="text"/>
EHS Customer Service		

Documents

Note: Following are the attachments required for submission of Non Sponsored renewal

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

Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)

Document Type	Uploaded File	
---------------	---------------	--


Remarks / Comments




Remarks /
Comments

Submit

- 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.

Wednesday, August 12, 2015 | 02:35 PM



GOVERNMENT OF DUBAI

You are in: > Home >

Welcome : testadm

Your NOC for Activity Ver
Issuance with Reference
Rejected
Your NOC for Activity Ver
Issuance with Reference
Rejected
Your NOC for Activity Ver
Issuance with Reference
Rejected

Logout

My Services@Trak

- Home
- Update My Profile
- Add Additional Role
- Register New/Additional
- View/Edit Existing Users
- Create User
- Update My Profile
- Finance Online Services
- CLD Services
- CED Online Services
- EHS Customer Service

Non Sponsored Employee Search

Employee Information

NS Number

Employee Name

Employee Name (ARB)

Passport Number

Note: Showing only top 15 results.

Non Sponsored Employee Search					
	NS Number	Name	Name (Arabic)	Passport Number	Nationality
1	104	sdfsdf123	SDFSDF7	100001	Algeria

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

You are in : > Home > Online Service

Help ⓘ العربية

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

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





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3.1.22.3 Non Sponsored Employment Visa -Amendment

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, August 12, 2015 | 02:19 PM

 
GOVERNMENT OF DUBAI مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in :> Home> Online Service

Help  العربية

Welcome : testadm7

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

Non Sponsored Employment Visa Amendment

Employee Details

NS Number*  Name (AR)

Name (EN)

Amendment Details

Priority* Relationship*

Name in Passport (EN) Name in Passport (AR)

Nationality* Passport Number*

Occupation*

Documents

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,doc,jpeg,png formats)

Document Type	Uploaded File	
---------------	---------------	--


Remarks / Comments




Remarks /
Comments

Submit

- 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.

Wednesday, August 12, 2015 | 02:35 PM



GOVERNMENT OF DUBAI

You are in: > Home >

Welcome : testadm

Your NOC for Activity Ver Issuance with Reference Rejected
 Your NOC for Activity Ver Issuance with Reference Rejected
 Your NOC for Activity Ver Issuance with Reference Rejected

Logout

My Services@Trak

- Home
- Update My Profile
- Add Additional Role
- Register New/Additional
- View/Edit Existing Users
- Create User
- Update My Profile
- Finance Online Services
- CLD Services
- CED Online Services
- EHS Customer Service

Non Sponsored Employee Search

Employee Information

NS Number Employee Name

Employee Name (ARB) Passport Number

Note: Showing only top 15 results.

Non Sponsored Employee Search





	NS Number	Name	Name (Arabic)	Passport Number	Nationality
<input type="radio"/>	104	sdfsdf123	SDFSDF7	100001	Algeria

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.

3.1.22.4 Non Sponsored Employment Visa - Cancellation

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



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in :> Home> Online Service

Help ⓘ العربية

Welcome : testadm7

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

Logout

My Services@Trakhees

Home


Update My Profile

Add Additional Role

Non Sponsored Employment Visa Cancellation

Employee Details

NS Number*




Name ARB*

Name Eng*


Non Sponsored Employee Details

Priority*

Normal



Cancel Date*



dd/mm/yyyy

Documents

Note: Following are the attachments required for submission of Non Sponsored cancellation

Documents

Application *

Passport copy + visa *

End of service form with employee signature *

Copy of Establishment card *

Original labour card *

 add

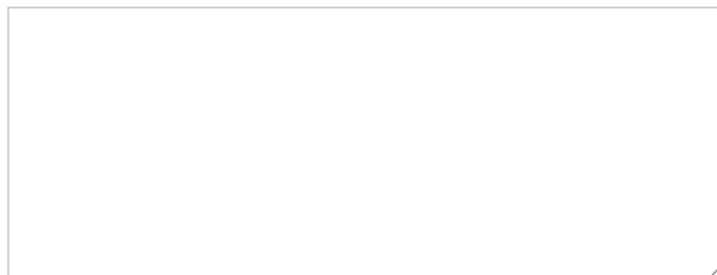
Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)

Document Type

Uploaded File

Remarks / Comments


Remarks /
Comments






Submit

- 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.

Wednesday, August 12, 2015 | 02:35 PM



مؤسسة الموانئ والجماعات الحرة
 FREE ZONE CORPORATION
 Help ⓘ العربية

You are in: > Home >

Welcome : testadm

Your NOC for Activity Ver Issuance with Reference Rejected
 Your NOC for Activity Ver Issuance with Reference Rejected
 Your NOC for Activity Ver Issuance with Reference Rejected

Logout

My Services@Trak

- Home
- Update My Profile
- Add Additional Role
- Register New/Additional
- View/Edit Existing Users
- Create User
- Update My Profile
- Finance Online Services
- CLD Services
- CED Online Services
- EHS Customer Service

Non Sponsored Employee Search

Employee Information

NS Number

Employee Name

Employee Name (ARB)

Passport Number

Note: Showing only top 15 results.

Search
Select
Cancel

Non Sponsored Employee Search					
	NS Number	Name	Name (Arabic)	Passport Number	Nationality
⊖	104	sdfsdf123	SDFSDF7	100001	Algeria



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.
 - 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



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

Home > Public Relations Details

Monday, August 17, 2015 | 09:20 AM

Help | العربية | Logout

Welcome: testadm9

- Home
- Inbox
- Public Relations Enquiry
- Comm./Govt. Services Enquiry
- Letters/ Commercial Permits
- License Services
- Employment Visa Service
- Non Sponsored Employee
- Visit Visa**
 - Visit Visa - New
 - Visit Visa - Cancel
- Reports
- Labour Dispute

Public Relation Information

Public Relations Detail:

Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركة ز هي جياتج فودا كار المحدودة
License Number:	1064	Legal Type:	Branch Oversea (Not Existed in Trakhees)
License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
Required Allowed:	247	Actual:	68
Female:	8	Male:	16
Visitor:	5	Non Sponsored Employee:	6
Release Signout:	6	Absconders:	8
Medical Type:	Government		

Employee Bank Guarantee Information:

Bank Guarantee Paid:	614000.0	Total Bank Guarantee Required:	193000.0
Bank Guarantee Balance:	421000.0		


License Remarks:

Remark Type	Remarks
-------------	---------


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 17, 2015 | 09:32 AM



حكومة دبي
GOVERNMENT OF DUBAI



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in :> Home> Online Service
Help ⓘ العربية

Welcome : testadm9

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

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

New Visit Visa

Visa Details

Priority* Period *

Last Entry Port* Last Entry Date
dd/mm/yyyy

Personal Details

Name in Passport (EN) *	<input type="text" value="Name in Passport (EN)"/>	Name in Passport (AR) *	<input type="text" value="Name in Passport"/>
Passport Number*	<input type="text" value="111111"/>	Place Of Issue*	<input type="text" value="test"/>
Passport Issue Date*	<input type="text" value="30/09/2011"/> <small>dd/mm/yyyy</small>	Passport Expiry Date*	<input type="text" value="27/05/2019"/> <small>dd/mm/yyyy</small>
Family Name*	<input type="text" value="test"/>	Family Name(AR)*	<input type="text" value="test"/>
Father Name*	<input type="text" value="test"/>	Father Name(AR)*	<input type="text" value="test"/>
Mother Name*	<input type="text" value="test"/>	Mother Name(AR)*	<input type="text" value="test"/>
Birth Date*	<input type="text" value="12/05/2015"/> <small>dd/mm/yyyy</small>	Birth Place	<input type="text" value="test"/>

Gender*	<input type="text" value="Male"/>	Marital Status*	<input type="text" value="Divorced"/>
PRV Nationality*	<input type="text" value="Afghanistan"/>	Nationality*	<input type="text" value="Afghanistan"/>
Qualification*	<input type="text" value="B.A ARCHEOLOGY"/>	Spoken Language 1*	<input type="text" value="CHINESE"/>
Spoken Language 2	<input type="text" value="CHINESE"/>	Spoken Language 3	<input type="text" value="CHINESE"/>
Original Visa Printing*	<div> <div>Yes</div> <div>No</div> <div><input checked="" type="radio"/></div> </div>	Address Abroad*	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

- 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 attachments required for submission of Visit Visa - Cancel

Documents
Passport Copy(Should be coloured copy) *
Photo (Should be with white background) *
Establishment Card (Optional)
Others (Optional)

add

Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)


Document Type	Uploaded File	
<div style="border: 1px solid #ccc; padding: 2px;"> Establishment Card Copy ▼ </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Establishment Card Copy Others Passport Copy Photo </div>	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <div style="background-color: #ccc; padding: 2px 5px; margin-right: 5px;">Choose File</div> <div style="flex-grow: 1; border-bottom: 1px solid #ccc; padding: 0 5px;">No file chosen</div> </div>	



- 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.

3.1.23.2 Visit Visa - Cancel

- 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, August 17, 2015 | 09:43 AM

 **GOVERNMENT OF DUBAI**

  **مؤسسة الموانئ والجمارك والمنطقة الحرة**
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in :> Home> Online Service

Help ⓘ العربية

Welcome : testadm9

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

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

Visit Visa Cancel

Visit Visa Details

Permit Number  Passport No*


Name Eng* Name ARB*

Passport Issue Date* Passport Expiry Date*

Other Details

Priority*

Select*

Exit Date* 

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

Visit Visa Search

Visit Visa Details

Permit Number

Name (ENG)

Name (ARB)

Passport Number

Note: Showing only top 15 results.

Search

Select

Cancel

Visit Visa Search

	Permit No	Name (English)	Name (Arabic)	Passport Number
<input checked="" type="radio"/>		YTYT111	YTYT22	YTYT333
<input type="radio"/>		FGFG	FG	GFGE
<input type="radio"/>		fgf	gfgfg	fgfg
<input type="radio"/>		CVCV1	VCVC1	VCVC1
<input type="radio"/>		SANDHYA 17022015-1426		PP17022015-1426
<input type="radio"/>		3232	32	dsds
<input type="radio"/>		dsdsdG2309999	dsds99	dsd9999999
<input type="radio"/>		Yousuf 20032012-2203		PP20032012-2203
<input type="radio"/>		gfgf000	gfg0000	fgfg00000
<input type="radio"/>		Afghanistan	fdfd	fdfd
<input type="radio"/>		UYU	YUYU	YUY
<input type="radio"/>		Afghanistan	DDFDF	FDFD
<input type="radio"/>		aaa	aa	a
<input type="radio"/>		DSDS	DSDSD	DADA

Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)

- 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.

Welcome : cld21

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

Logout

My Services@Trakhees

Home

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

Visit Visa Cancel

Visit Visa Details

Permit Number		Passport No*	YTYT333
Name Eng*	YTYT111	Name ARB*	YTYT22
Passport Issue Date*	30/09/2014	Passport Expiry Date*	27/05/2020

Other Details

Priority*	Normal
Select*	Exit With Doc
Exit Date*	<input type="text"/> dd/mm/yyyy

Documents

Note: Following are the attachments required for submission of Visit Visa - Cancel

Documents

Exit Paper (With Airport Stamp or Print out) *

 add

Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)

Document Type	Uploaded File
Exit Paper ▼	<input type="button" value="Choose File"/> No file chosen

- 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.
- 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.

The screenshot shows the 'Public Relations Details' page of the Government of Dubai's system. The sidebar on the left contains a 'Welcome: testadm9' message and a list of navigation links: Home, Inbox, Public Relations Enquiry, Comm./Govt. Services Enquiry, Letters/ Commercial Permits, License Services (expanded), Initial Approval - New Company, Renewal, Lease Update, Contact Update, View & Download, Employment Visa Service, Reports, and Labour Dispute. The main content area is titled 'Public Relation Information' and displays details for 'Zhejiang Fuda Car Co., Ltd.'. The details are organized into sections: 'Public Relations Detail:' (Company Name, License Number, Issue Date, Lease Start Date, Required Allowed, Female, Visitor, Release Signout, Medical Type), 'Employee Bank Guarantee Information:' (Bank Guarantee Paid, Bank Guarantee Balance, Total Bank Guarantee Required), and 'License Remarks:' (Remark Type, Remarks).


Public Relation Information	
Public Relations Detail:	
Company Name (English):	Zhejiang Fuda Car Co., Ltd.
Company Name (Arabic):	شركة زهني جيانغ فودا كار المحدودة
License Number:	1084
Legal Type:	Branch Oversea (Not Existed in Trakhees)
License Issue Date:	01-Dec-2004
License Expiry Date:	30-Nov-2015
Lease Start Date:	01-Dec-2009
Lease End Date:	30-Nov-2015
Required Allowed:	247
Actual:	31
Female:	4
Male:	12
Visitor:	0
Non Sponsored Employee:	0
Release Signout:	4
Absconders:	0
Medical Type:	Government
Employee Bank Guarantee Information:	
Bank Guarantee Paid:	499700.0
Total Bank Guarantee Required:	93000.0
Bank Guarantee Balance:	408700.0
License Remarks:	
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.

Sunday, April 10, 2015 | 11:21 AM



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GOVERNMENT OF DUBAI



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in : > Home > Online Service Help ⓘ العربية

Welcome : testadm9

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

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

View & Download License Copy


License Detail

License No	1064	Company Name(Eng)	Zhejiang Fuda Car Co., Ltd
Company Name(Ar)	شركة زهي فودا كار المحدودة	License Status	JAFZA Transferred
License Type	Commercial		

License Validity

License Issue Date	01/12/2004	License Expiry Date	30/11/2015
--------------------	------------	---------------------	------------

[Download](#)



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Trakhees

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


3.1.25 Report - Employee Listing

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.



GOVERNMENT OF DUBAI



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

Home > Public Relations Details

Sunday, August 16, 2015 | 09:12 AM

Help ⓘ العربية Logout

Welcome: useradm3

Home

Inbox

Public Relations Enquiry

Comm./Govt. Services Enquiry ▲

Letters/ Commercial Permits ▲

License Services ▲

Employment Visa Service ▲

Non Sponsored Employee ▲

Reports ▼

Employee Listing

Labour Dispute

Public Relation Information

Public Relations Detail:

Company Name (English):	China Building Mat. Trading	Company Name (Arabic):	الصين لتجارة معدات البناء
License Number:	639	Legal Type:	Branch Oversea (Not Existed in Trakhees)
License Issue Date:	01-Nov-2006	License Expiry Date:	31-Mar-2017
Lease Start Date:	31-Mar-2017	Lease End Date:	01-Nov-2015
Required Allowed:	3000	Actual:	796
Female:	5	Male:	29
Visitor:	1	Non Sponsored Employee:	4
Release Signout:	8	Absconders:	0
Medical Type:	Government		

Employee Bank Guarantee Information:

Bank Guarantee Paid:	1.07393E7	Total Bank Guarantee Required:	2393000.0
Bank Guarantee Balance:	8346300.0		

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.

Welcome : useradm3

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

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

Download Employee Report

Search Details

Passport Number	<input type="text"/>	Employee Name	<input type="text"/>
CEC Number	-- Select --	Employee Status	-- Select --
Nationality	-- Select --	Job Title	-- Select --
Report Format	PDF <input type="radio"/> EXCEL <input checked="" type="radio"/>		

Download



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

3.1.26 Labour Dispute for Company

For 'Labour Dispute for Company' 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 "Labour Dispute" in the new left side menu.


1. Clicking on 'Labour Dispute' in the left side menu, following screen is opened.




The screenshot shows the 'Labour Dispute Company' web form. The form is titled 'Labour Dispute Company' and includes sections for Employee Details, Complaint Type, Labour Dispute Details, Salary and Period of Work, Dues, Complaint Details, and Attachments. The form is in Arabic and English. The left sidebar shows the 'My Services' menu with 'Labour Dispute' selected. The form fields include CEC Number, Employee Name (ARBI), Nationality, Passport Number, Trakhees ID, Employee Mobile No, Company Mobile No, Employee Email, Company Email, Employee Address, Emirate ID, Actual Salary, Last Salary, Working Period From, Working Period To, Overtime Salary From, Overtime Salary To, Annual Leave allowance from, Annual Leave allowance to, End of service benefit from, End of service benefit to, Over time from, Over time to, Language, Complaint Details, and Attachments. A 'Submit' button is at the bottom right. The footer shows the Trakhees logo and the Ports Customs & Free Zone Corporation logo.

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

- 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



GOVERNMENT OF DUBAI

You are in : > Home >

Welcome : useradm

Your Non Sponsored Reference # 8194 has been Rejected
 Your Labour Dispute by Reference # 8190 has been Rejected
 Your Visa Amendment w Reference # 8188 has been Rejected

Logout

My Services@Trak

- Home
- Update My Profile
- Add Additional Role
- Register New/Additional
- View/Edit Existing Users
- Create User
- Update My Profile
- Finance Online Services
- CLD Services
- CED Online Services
- EHS Customer Service

Employee Search

Employee Information

CEC Number Employee Name

Employee Name (ARB) Passport Number

Note: Showing only top 15 results.

Employee search				
CEC NO	Name	Name (Arabic)	Passport Number	Nationality

@pcfc.ae

Actual Salary* Last Salary*

Working Period From Working Period To

dd/mm/yyyy dd/mm/yyyy

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

You are in: > Home >

Welcome : useradm

Your Non Sponsored Re
Reference # 8194 has be
Your Labour Dispute by
Reference # 8190 has be
Your Visa Amendment w
8188 has been Rejected

Logout

My Services@Trak

Home

Update My Profile

Add Additional Role

Register New/Additional

View/Edit Existing User

Create User

Update My Profile

Finance Online Services

CLD Services

CED Online Services

EHS Customer Service

Employee Search

Employee Information

CEC Number Employee Name

Employee Name (ARB) Passport Number

Note: Showing only top 15 results.

Employee search

	CEC NO	Name	Name (Arabic)	Passport Number	Nationality
<input type="radio"/>		MOHAMED FOWZAN MOHAMED FK		N0645395	Sri Lanka
<input type="radio"/>		ABUNNUHA MOHAMMAD MASUDUR		Q0516259	Bangladesh
<input type="radio"/>	104835	MOHAMMED SHAFEER	محمد شفير نهار البنتيل	F2027396	Indian
<input type="radio"/>	104837	MAJEED RASHEED ADUL RASHD	ماجد رشيد عبد الرشيد	BS9847561	Pakistani
<input type="radio"/>	104838	RAJ MUHAMMAD ORAK ZAI KHAN	راج محمد اوركازي خان	AA2964851	Pakistani
<input type="radio"/>	104853	TARIQ AHMAD RAHAM DAD	طارق احمد راحم داد خان	KJ1153501	Pakistani
<input type="radio"/>	105663	YUNYING WU	يونينج وو	G40639906	Chinese
<input type="radio"/>	106442	MUHAMAD IRFAN MUHAMMAD	محمد عرفان محمد عاتق حسين	CH1983851	Pakistani
<input type="radio"/>	106965	MOHD MOZAHAR ALAM	محمد مظهر عاتم	AA1038493	Bangladesh
<input type="radio"/>	108470	MUHAMMAD ASIM MUHAMMAD N	محمد اصم محمد نواز	AN1858601	Pakistani
<input type="radio"/>	108713	RUI JIN	روي جين	G19493318	Chinese
<input type="radio"/>	108795	MUHAAMAD AYYAZ QASIM	محمد اياز قاسم حاجي محمد نوا	AK4855451	Pakistani


Actual Salary* Last Salary*

Working Period From Working Period To


dd/mm/yyyy dd/mm/yyyy

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

Sunday, August 16, 2015 10:35 AM



GOVERNMENT OF DUBAI



مؤسسة الجافزا والجمارك والمناطق الحرة
PORTS CUSTOMS & FREE ZONE CORPORATION

You are in: Home > Online Service

Welcome : useradm3

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

[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](#)

Labour Dispute Company

Employee Details

CEC Number*	954835	Employee Name (ENT)*	MOHAMMED SHAFEER
Employee Name (ATID)*	محمد شافير	Nationality*	Indian
Passport Number*	F2027396	Trakhees ID	C-X-002235

Complaint Type

Category* Select options

Labour Dispute Details

Employee Mobile No*		Company Mobile No*	
Employee Email		Company Email*	PCFCSysSupport@pcfz.ae
Employee Address*		Emirates ID	

Salary and Period of Work

Actual Salary*		Last Salary*	
Working Period From	dd/mm/yyyy	Working Period To	dd/mm/yyyy

Dues

Overdue Salary From	dd/mm/yyyy	Overdue Salary To	dd/mm/yyyy
Annual Leave allowance from	dd/mm/yyyy	Annual Leave allowance to	dd/mm/yyyy
End of service benefit from	dd/mm/yyyy	End of service benefit to	dd/mm/yyyy
Over time from	dd/mm/yyyy	Over time to	dd/mm/yyyy

Complaint Details

Language* English Arabic

Complaint Description*

Documents

Note: The request submission will include the uploaded documents

[Add](#)

Attachments (Accepts pdf, jpeg, doc, docx, png formats)

Document Type	Uploaded File

Remarks / Comments


[Submit](#)

Your Prepaid Balance Available is: 8,097,202.00 AED


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)

Sunday, August 16, 2015 (09:43 AM)



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PORTS CUSTOMS & FREE ZONE CORPORATION

You are in: Home > Online Service

Welcome : useradm3

Your Item Sponsored Review with Reference # 8184 has been Rejected
Your Labour Dispute by Company with Reference # 8190 has been Rejected
Your Visa Amendment with Reference # 8189 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
- EHIS Customer Service

Labour Dispute Company

Employee Details

CEC Number* 104835 Employee Name (ENUG) MOHAMMED SHAFEER

Employee Name (ARUG) محمد شافيير Indian Nationality*

Passport Number* P2027396 Trakhees ID C-X-092235

Complaint Type

Category* 2 selected

Labour Dispute Details

Employee Mobile No* 0509876543 Company Mobile No* 0509876543

Employee Email Ots.Jone@tk.pcf.ae Company Email PCFCSysSupport@pcf.ae

Employee Address* 1234 adadada Emirates ID

Salary and Period of Work

Actual Salary* 5000 Last Salary* 5000

Working Period From 03/06/2015 Working Period To 26/08/2015

Dues

Overdue Salary From overdue Salary To

Annual Leave allowance from Annual Leave allowance to

End of service benefit from End of service benefit to

Over time from Over time to

Complaint Details

Language* English Arabic Complaint Description* Complaint description

Documents

Note: The request submission will include the uploaded documents

Attachments (Accepts pdf, jpeg, doc, docx, png, bmp, tiff)


Document Type Uploaded File

Remarks / Comments

Remarks / Comments comments

Submit

Your Prepaid Balance Available is: 8,087,252.00 AED



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Trakhees

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- 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:

You are in :> Home> Online Service

Help ⓘ العربية

Welcome : useradm3

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

[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](#)**Submission Confirmation****Service Request Saved Successfully With ID: 9332**[FAQs](#) | [Privacy Policy](#) | [Terms & Conditions](#)

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3.1.27 Labour Dispute for Employee

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.


The screenshot shows the 'Labour Dispute for Employee' web form. The form is titled 'Labour Dispute Employee' and is part of the 'Trakhees' system. It includes a 'Site Map' on the left with links like 'Login', 'Register Online Company Admin', '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', and 'Labour Dispute for Employee'. The main form area contains several sections: 'Employee Search' with fields for 'CEC Number', 'Date of Birth (dd/mm/yyyy)', and 'Passport Number'; 'Employee Details' with fields for 'Employee Name (ENGI)', 'Employee Name (ARSI)', 'Nationality', and 'Email'; 'Complaint Type' with a 'Category' dropdown; 'Labour Dispute Details' with fields for 'Employee Mobile No', 'Company Mobile No', 'Employee Address', and 'Emirates ID'; 'Salary and Period of Work' with fields for 'Actual Salary', 'Last Salary', 'Working Period From', and 'Working Period To'; 'Dues' with fields for 'Overdue Salary From', 'Overdue Salary To', 'Annual Leave allowance From', 'Annual Leave allowance To', 'End of service benefit From', 'End of service benefit To', 'Over time from', and 'Over time to'; 'Complaint Details' with fields for 'Language' (English/Arabic) and 'Complaint Description'; 'Documents' with a note and an 'Add' button; 'Attachments' with a note and a table for 'Document Type' and 'Uploaded File'; and 'Remarks / Comments' with a text area and a 'Submit' button. The footer includes the 'Trakhees' logo and copyright information.

2. Fill in the following Employee Search fields,


- CEC Number
- Date of Birth
- 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.


Sunday, August 16, 2015 | 09:53 AM



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GOVERNMENT OF DUBAI



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PORTS, CUSTOMS & FREE ZONE CORPORATION

[Help](#)  العربية

Site Map
[Login](#)
[Register Online Company Admin](#)
[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](#)

Labour Dispute Employee

Employee Search

CEC Number*

Date of Birth(dd/mm/yyyy)*

Passport No*

Employee Details

Employee Name (ENG)

Employee Name (ARB)

Nationality

Email*

Complaint Type

Category*

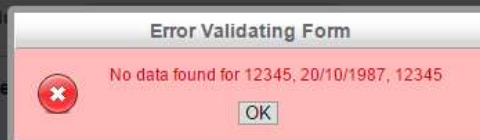
Labour Dispute Details

Employee Mobile No*



Company Mobile No*

Employee Address*

Emirates ID



Sunday, August 16, 2015 11:01 AM

مؤسسة الموانئ والجمارك والتجارة
PORTS, CUSTOMS & FREE ZONE CORPORATION

HMD

Site Map

- Log In
- Register Online Company Admin
- Register Online Person Access
- Register Company
- Register Person
- Forgot Username
- Forgot Password
- Recall Trakhees PIN
- Inquire status
- Employee License Activity
- Quick Pay
- License Cost Calculator
- Labour Dispute for Employee

Labour Dispute Employee

Employee Search

CIC Number* 105299 Date of Birth* 15/04/1953

Passport Number* 21615241

Employee Detail

Employee Name (EN) THAYAKATH KANDY MOHA Employee Name (AR) الميثاق كاندى محمد موهان

Nationality Indian Email*

Complaint Type

Category* [Select options](#)

Labour Dispute Details

Employee Mobile No* Company Mobile No*

Employee Address* Emirates ID*

Salary and Period of Work

Actual Salary* Last Salary*

Working Period From* Working Period To*

Dues

Overtime Salary From* Overtime Salary To*

Annual Leave allowance From* Annual Leave allowance To*

End of service benefit From* End of service benefit To*

Over time From* Over time To*

Complaint Details

Language* English Arabic Complaint Description*

Documents

Note: This request submission will include the uploaded documents

Attachments (Accepts pdf, jpg, doc, docx, xls, xlsb, ppt, pptx)

Document Type Uploaded File

Remarks / Comments

Remarks / Comments

U M B X

*Enter Text Shown Above

Submit


تراخيص
Trakhees


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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.

Sunday, August 16, 2015 | 10:06 AM





مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

Site Map

- Log in
- Register Online Company Admin
- 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

Labour Dispute Employee

Employee Search

CRC Number* Date of Birth*

Passport Number*

Employee Detail

Employee Name (UAE) Employee Name (Arabic)

Nationality Email*

Complaint Type

Category*

Labour Dispute Details

Employee Mobile No* Company Mobile No*

Employee Address* Emirates ID

Salary and Period of Work

Actual Salary* Last Salary*

Working Period From* Working Period To*

Dues

Overdue Salary From* Overdue Salary To*

Annual Leave allowance from* Annual Leave allowance to*

End of service benefit from* End of service benefit to*

Over time from* Over time to*

Complaint Details

Language*

Complaint Description*

Documents

Note: This request submission will include the uploaded documents.


[add](#)

Attachments (Maximum file size: 10MB, supported formats: pdf, jpg, doc, docx, xls, xlsx, ppt, pptx, png)

Document Type	Uploaded File


Remarks / Comments

Remarks / Comments



*Enter Text Shown Above

[Submit](#)



تراخيص Trakhees

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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:

Site Map

[Login](#)
[Register Online Company Admin](#)
[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](#)

Submission Confirmation

Service Request Saved Successfully With ID: 8320




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.



GOVERNMENT OF DUBAI



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

Home > Public Relations Details

Sunday, August 16, 2015 | 11:17 AM

Help العربية Logout

Welcome:Preeti

[Home](#)

[License Services](#)

[Initial Approval](#)

[License Issuance](#)

Public Relation Information

Public Relations Detail:

Company Name (English):		Company Name (Arabic):	
License Number:		Legal Type:	
License Issue Date:	03-Jan-0001	License Expiry Date:	03-Jan-0001
Lease Start Date:	03-Jan-0001	Lease End Date:	03-Jan-0001
Required Allowed:	0	Actual:	0
Female:	0	Male:	0
Visitor:	0	Non Sponsored Employee:	0
Release Signout:	0	Absconders:	0
Medical Type:			

Employee Bank Guarantee Information:

Bank Guarantee Paid:	0.0	Total Bank Guarantee Required:	0.0
Bank Guarantee Balance:	0.0		

License Remarks:

Remark Type	Remarks
-------------	---------


250




Ports Customs & Free Zone Corporation

- 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'.

Sunday, August 16, 2010 | 11:26 AM





مؤسسة التخليص والجمارك والمناطق الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in: Home > Online Service

Welcome : Preeti

Your License Issuance with Reference # 6209 has been Rejected.
Your Initial Approval with Reference # 8081 has been Rejected.
Your Initial Approval with Reference # 5008 has been Approved.

Logout

My Services@Trakhees

- Home
- Update My Profile
- Add Additional Rule
- Register New/Additional Service
- View/Edit Existing Users
- Create User
- Update My Profile
- Finance Online Services
- CLD Services
- CCD Online Services
- ENS Customer Service

Initial Approval

Registration Details

Business Unit* Registration Type*

License Type*

Address (ENQ)* Address (ARQ)*

Company Tax* Company Fax*

Company Mobile* P.O. Box*

Company Email* Property Code*

Project Name (ENQ)* Facility Type*

Facility Size* Facility Size Unit*

Activity Details

Activities*

Activities*

Manager Details

Manager Name Trakhees ID*

Email Mobile No.

Manager Lease Type* Manager Lease Amount*

Inside Dubai*

Mother Company Details

Mother Company ID*

Company / Client Name (ENQ)* Company / Client Name (ARQ)*

Documents

Note: The request submission will include the approved documents.

Attachments (Accepts pdf, png, docx, doc, jpeg, png formats)

Document Type


Remarks / Comments

Remarks / Comments

Disclaimer

Kindly note, the service charges for initial approval is AED 110. This charges will be reserved from your pre-paid account, hence ensure it has sufficient balance before registering the service.

Your Prepaid Balance Available is: 97,820.00 AED



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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:
 - a. Mother Company Details

The screenshot displays the 'Initial Approval' form for a new company registration. The form is divided into several sections:

- Registration Details:** Includes fields for Business Type (dropdown), Registration Type (dropdown, currently set to FZCO), License Type (dropdown), Company Name (English and Arabic), Address (English and Arabic), Company Size (dropdown), Company Email, Project Name (English), Facility Type (dropdown), Facility Size (dropdown), and Facility Size Unit (dropdown).
- Activity Details:** Includes a field for Activity (dropdown).
- Manager Details:** Includes fields for Manager Name, Manager ID, Email, Mobile No., Manager License Type (dropdown), and Manager License Number.
- Shareholder Details:** Includes fields for Shareholder Type (dropdown), Shareholder Name (English and Arabic), Gender (dropdown), Nationality (dropdown), Passport Number, Passport Issue Date, Passport Issue No., Share Value, and Shareholder ID.
- Documents:** Includes a section for uploading documents, with a note: 'Note: This request submission will include the uploaded documents.' Below this is a table for document uploads with columns for Document Type, Document File, and Document Size.
- Remarks / Comments:** A text area for providing remarks or comments.
- Disclaimer:** A section containing a disclaimer about the use of the service and the responsibility of the user.

The form is submitted by clicking the 'Submit' button at the bottom right. The footer of the form includes the Trakhees logo and the text 'Ports Customs & Free Zone Corporation'.

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.

The screenshot shows the 'My Services@Trakhees' portal. The left sidebar contains navigation links: 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, GLD Services, CED Online Services, and EHS Customer Service. The main form area contains the following fields:

- License Type***: Commercial
- Company / Client Name (ENG)***: company name eng
- Company / Client Name (ARB)***: company name arb
- Address (ENG)***: address eng
- Address (ARB)***: address arb
- Company Tel***: 0509876543
- Company Fax***: 0509876543
- Company Mobile***: 0509876543
- P.O. Box***: 12345
- Company Email***: Gifs.Jone@tdi.pcl.ae
- Property Code***: 12345
- Project Name (ENG)***: 101_DESC
- Facility Type***: Bank
- Facility Size***: 20
- Facility Size Unit***: SQ.F, SQ.M
- Activity Details**:
 - Activities***: con (dropdown menu open showing options like Commercial Photographs Production, Computer Programming Operation Training, etc.)
- Manager Details**:
 - Manager Name**: 0-152791
 - Email**: +00000000

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

The screenshot shows the 'ShareHolder Details' form. The fields are as follows:

- Manager/Lease Type***: Shared, Owned
- Manager/Lease Amount***
- Inside Dubai***: Inside Dubai
- ShareHolder Details**:
 - ShareHolder Type***: Person, Company
 - ShareHolder Name (ENG)***: Jone
 - ShareHolder Name (ARB)***: Jone
 - DOB***: 10/10/1987
 - Gender***: Female
 - Nationality***: ANGOLA
 - Passport Number***: 123456
 - Passport Expiry Date***: 31/08/2015
 - Passport Place Of Issue***: ANGOLA
 - Mobile Number***: 0509876543
 - Share Value***: 50000
 - Number Of Shares***: 20
 - Comments***: comments
- Add** button
- Table**:

Name	Name - Arb	Share Value	Number Of Shares	TrakheesId	Mobile No	Remove
Documents						

ManagerLeaseType* ☒ Shared ☐ Owned ☐ ManagerLease Amount*

Inside Dubai*

ShareHolder Details

ShareHolder Type* ☒ Person ☐ Company

ShareHolder Name (ENG)* ShareHolder Name (ARB)*

DOB* Gender*

Nationality* Passport Number*

Passport Expiry Date* Passport Place Of Issue*

Mobile Number* Share Value*

Number Of Shares* Comments*

Name	Name - Arb	Share Value	Number Of Shares	TrakheesId	Mobile No	Remove
Jone	Jone	50000	20		0509876543	<input type="button" value="Remove"/>

- 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.

ManagerLeaseType* ☒ Shared ☐ Owned ☐ ManagerLease Amount*

Inside Dubai*

ShareHolder Details

ShareHolder Type* ☐ Person ☒ Company

ShareHolder Name (ENG)* ShareHolder Name (ARB)*

Mobile Number* Trakhees Id*

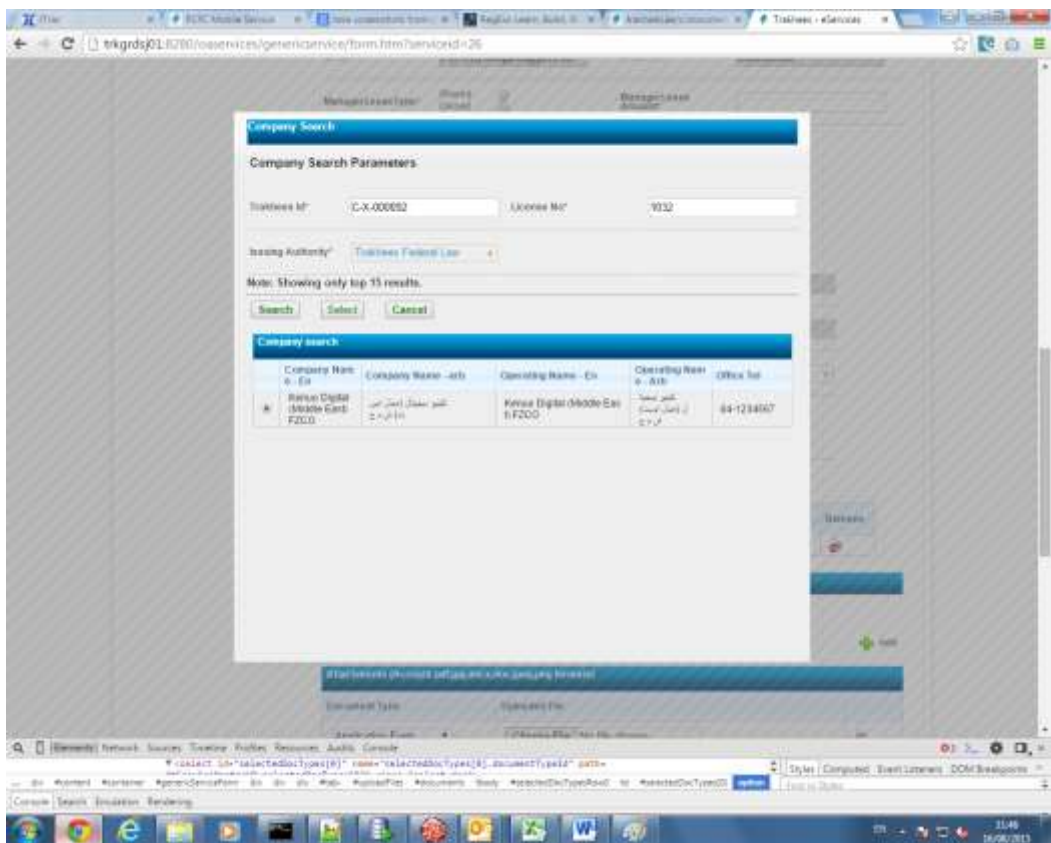
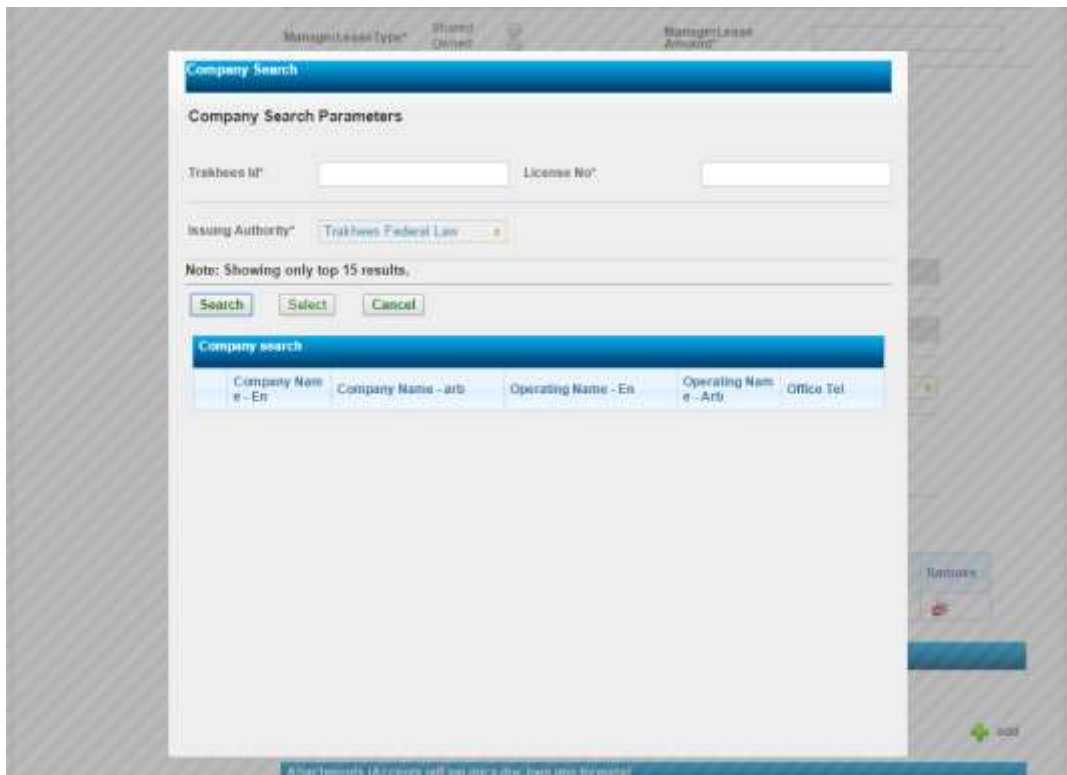
Number Of Shares* Share Value*

Comments*

Name	Name - Arb	Share Value	Number Of Shares	TrakheesId	Mobile No	Remove
Jone	Jone	50000	20		0509876543	<input type="button" value="Remove"/>

Documents

Note: The request submission will include the uploaded documents



- 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.

Trakhees (PSC) Ltd. - Online Services

Home > My Services > Trakhees > Initial Approval

Initial Approval

Registration Details

Business Unit: Registration Type:

License Type:

Company (Local Name): Company (Local Name EN):

Address (EN): Address (AR):

Company Tax: Company Fee:

Company Model: P.O. Box:

Company Email: Property Code:

Project Name (EN): Facility Type:

Facility Size: Facility Size Unit:

Activity Details

Activity:

Manager Details

Manager Name: Nationality:

Email: Mobile No:

Manager License Type: Manager License Number:

Shareholder Details

Shareholder Type:

Shareholder Name (EN): Shareholder Name (AR):

Mobile Number: Nationality:

Number of Shares: Share Value:

Comments:

Shareholder Table

Name	Name - AR	Share Value	Number of Shares	License No	Mobile No	Business
Jana	Jana	10000	25	000000000	999999999	
Rakesh Chaudhary	راشد كراش	10000	25	000000000	999999999	

Documents

Note: The required documents will include the attached documents.

Documents (Documents: pdf, jpeg, png, gif, eps, tiff, bmp)

Document Type: Document File: Document Size:

Document Type: Document File: Document Size:

Document Type: Document File: Document Size:

Document Type: Document File: Document Size:

Document Type: Document File: Document Size:

Comments (Comments)

Comments:

Disclaimer

I/We hereby declare that the information provided is true and correct to the best of my/our knowledge and belief. I/We understand that the information provided is for the purpose of the Initial Approval process and that the information provided will be used for the purpose of the Initial Approval process.

Submit

Your Proposed Business Available in:

Trakhees

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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 الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

Help ⓘ العربية

Site Map	Submission Confirmation
Login	Service Request Saved Successfully With ID: 8320
Register Online Company Admin	
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	
	

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3.1.29 Initial Approval - Branch License


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.


GOVERNMENT OF DUBAI


مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

Home > Public Relations Details

Sunday, August 16, 2015 | 11:17 AM | [Help](#) | [العربية](#) | [Logout](#)

Welcome:Preeti

[Home](#)
[License Services](#)
[Initial Approval](#)
[License Issuance](#)

Public Relation Information

Public Relations Detail:

Company Name (English):	Company Name (Arabic):
License Number:	Legal Type:
License Issue Date: 03-Jan-0001	License Expiry Date: 03-Jan-0001
Lease Start Date: 03-Jan-0001	Lease End Date: 03-Jan-0001
Required Allowed: 0	Actual: 0
Female: 0	Male: 0
Visitor: 0	Non Sponsored Employee: 0
Release Signout: 0	Absconders: 0
Medical Type:	

Employee Bank Guarantee Information:


Bank Guarantee Paid: 0.0	Total Bank Guarantee Required: 0.0
Bank Guarantee Balance: 0.0	


License Remarks:

Remark Type	Remarks
-------------	---------

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'.

Sunday, August 16, 2015 | 11:29 AM





مؤسسة التأسيس والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in: Home > Online Service

Welcome : Preeti

Your License Issuance with Reference # 6299 has been Rejected
Your Initial Approval with Reference # 5291 has been Rejected
Your Initial Approval with Reference # 5908 has been Approved

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
- CEZ Online Services
- EHS Customer Service

Initial Approval

Registration Details

Business Unit* Registration Type*

License Type*

Address (ENG)* Address (ARB)*

Company Telf* Company Fax*

Company Mobile* P.O. Box*

Company Email* Property Code*

Project Name (ENG)* Facility Type*

Facility Size* Facility Size Unit*
SQM

Activity Details

Activities*

Activities*

Manager Details

Manager Name* Trakhees ID*

Email* Mobile No*

Manager License Type* Manager License Amount*

Inside Dubai*

Mother Company Details

Mother Company ID*

Company - Client Name (ENG)* Company - Client Name (ARB)*

Documents

Note: The request submission will include the uploaded documents

Attachments (Accepts pdf,doc,docx,jpg,png formats)

Document Type


Remarks / Comments

Remarks / Comments

Disclaimer

Kindly note, the service charges for initial approval is AED 110. This charges will be reserved from your pre-paid account, hence ensure it has sufficient balance before registering the service.

Your Prepaid Balance Available is: 97,820.00 AED



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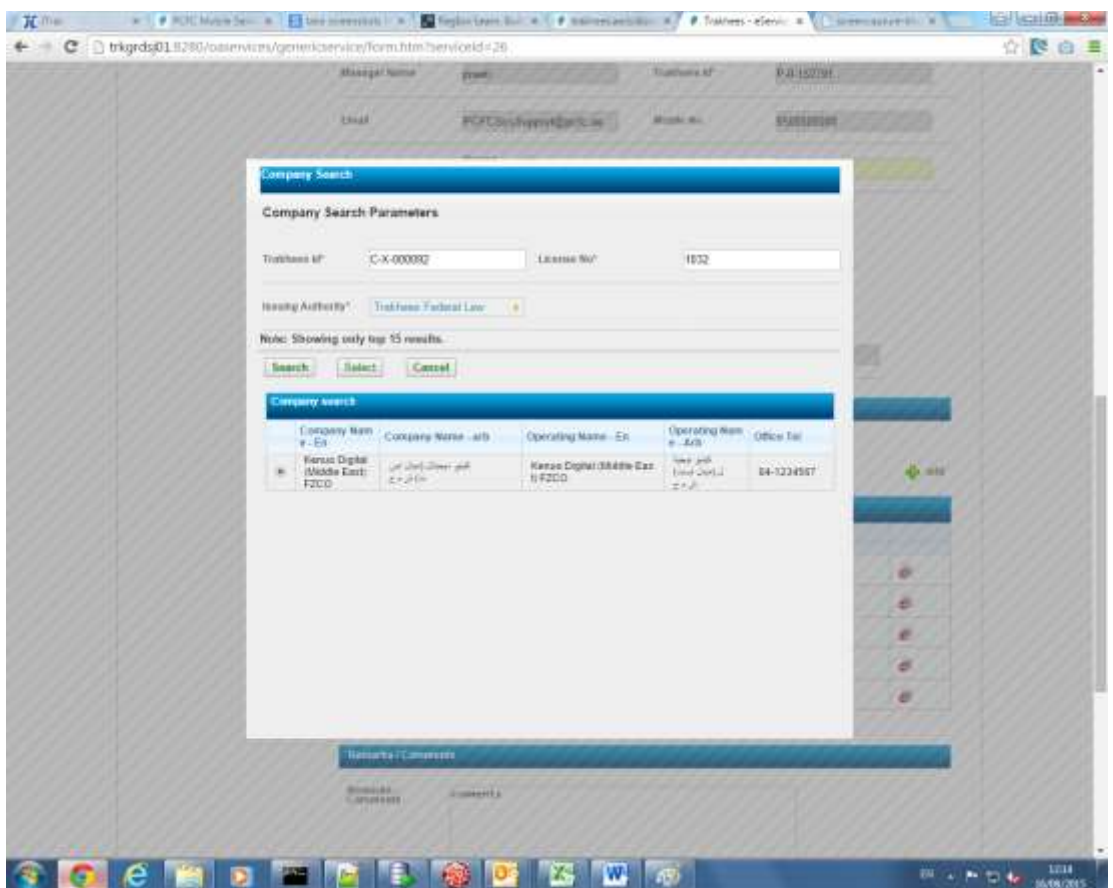
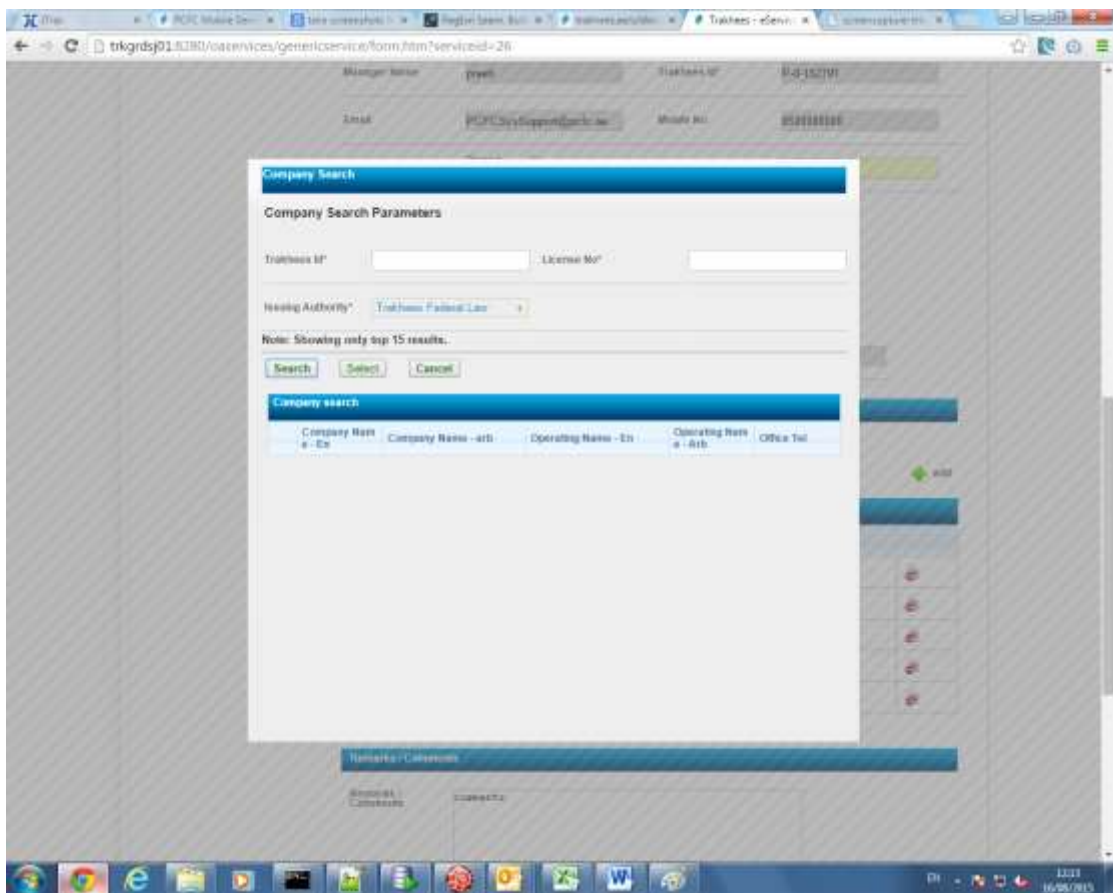
3. Select Branch Local (Existed in Trakhees) or Branch Local (Not Existed in Trakhees) or Branch Oversea (Not Existed in Trakhees) as Registration type (for Initial Approval - Branch License).

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).

Home	address eng		address arb	
Update My Profile	Address (ENG)*		Address (ARB)*	
Add Additional Role				
Register New/Additional Service				
View/Edit Existing Users	Company Tel*	0509876543	Company Fax*	0509876543
Create User				
Update My Profile	Company Mobile*	0509876543	P.O. Box*	12345
Finance Online Services				
CLD Services	Company Email*	Gtfs.Jone@trk.pcfc.ae	Property Code*	12345
CED Online Services				
EHS Customer Service	Project Name (ENG)*	101_DESC	Facility Type*	Bank
Facility Size*		20	Facility Size Unit*	SQ.F SQ.M
Activity Details				
Activities*		com		
Activities*		<div> <div>Commercial Photographs Production</div> <div>Computer Programming Operation Training</div> <div>Computer programming Training</div> <div>Computer Software Trading</div> <div>Computer and Data Processing Requisites Trading</div> <div>Computer Equipment Requisites Trading</div> <div>Commercial Library</div> <div>Computer Consultancies</div> <div>Computer Software House</div> <div>Computer System Housing Services</div> </div>		
Manager Details				
Manager Name		0-152791		
Email		100000000		
ManagerLeaseType*		Shared Owned	ManagerLease Amount*	
			50000	

- Mother Company should be selected. Click on Search icon near the Mother Company Id text 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).




Manager Name	preeti	Trakhees Id*	P-Q-152791
Email	PCFCSysSupport@pcf.ae	Mobile No	0500000000
ManagerLeaseType*	Shared Owned	ManagerLease Amount*	50000
Inside Dubai*	Inside Dubai		

Mother Company Details

Mother Company Id*	C-X-000092
Company / Client Name (ENG)*	Kenuo Digital (Middle East) FZ
Company / Client Name (ARB)*	كنو ديجيتال (ميتل ايست) ف.ز.ع



Documents

Note: The request submission will include the uploaded documents

 add

- Write Comments.
- 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)
- Accept the Disclaimer.

Sunday, August 16, 2010 12:15 PM

You are in: Home > Online Service

Welcome / Profile

Your License Insurance with Reference # 6206 has been Rejected.
Your Initial Approval with Reference # 691 has been Rejected.
Your Initial Approval with Reference # 588 has been Approved.

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
- OLD Services
- CEO Online Services
- EHS Customer Service

Initial Approval

Registration Details

Business Unit* Registration Type*

License Type*

Address (ENQ)* Address (ARBY)*

Company No* Company Fax*

Company Mobile* P.O. Box*

Company Email* Property Code*

Project Name (ENQ)* Facility Type*

Facility Size* Facility Size Unit*

Activity Details

Activities*

Activity*	النشاط
Commercial Photographs Production	إنتاج الصور الفوتوغرافية التجارية
Computer Programming Operation Training	تدريب التشغيل على برمجيات الحاسب الآلي

Manager Details

Manager Name Trakhees ID

Email Mobile No

Manager/Lease Type* Manager/Lease Amount*

Trade Dealer*

Mother Company Details

Mother Company ID*

Category / Client Name (ENQ)* Company / Client Name (ARBY)*

Documents

Note: The required submission will include the uploaded documents.

Attachments (Associate pdf, jpeg, docx, xls, png, jpg formats)

Document Type	Uploaded File
Application Form *	<input type="button" value="Choose File"/> Desert.jpg
EHS NOC *	<input type="button" value="Choose File"/> Desert.jpg
Lease Contract/Eject *	<input type="button" value="Choose File"/> Desert.jpg
Personal Information Form *	<input type="button" value="Choose File"/> Desert.jpg
Trade Name Reservation *	<input type="button" value="Choose File"/> Desert.jpg


Remarks / Comments

Remarks / Comments

Disclaimer

* Study note, the service charges for initial approval is AED 110. This charge will be recovered from your pre-paid account, service ensures it has sufficient balance before requesting the service.

Your Prepaid Balance Available is: 97,820.00 AED



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- 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



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GOVERNMENT OF DUBAI



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

[Help](#)  العربية

Site Map	Submission Confirmation
Login Register Online Company Admin 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	<p>Service Request Saved Successfully With ID: 8320</p>



تراخيص
Trakhees

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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.



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GOVERNMENT OF DUBAI



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

Home > Public Relations Details

Sunday, August 16, 2015 | 12:23 PM

Help ⓘ العربية Logout

Welcome:Preeti

Home

License Services

Initial Approval

License Issuance

Public Relation Information

Public Relations Detail:

Company Name (English):	Company Name (Arabic):
License Number:	Legal Type:
License Issue Date: 03-Jan-0001	License Expiry Date: 03-Jan-0001
Lease Start Date: 03-Jan-0001	Lease End Date: 03-Jan-0001
Required Allowed: 0	Actual: 0
Female: 0	Male: 0
Visitor: 0	Non Sponsored Employee: 0
Release Signout: 0	Absconders: 0
Medical Type:	

Employee Bank Guarantee Information:

Bank Guarantee Paid: 0.0	Total Bank Guarantee Required: 0.0
Bank Guarantee Balance: 0.0	

License Remarks:

Remark Type	Remarks
-------------	---------

26



6



Ports Customs & Free Zone Corporation

2. Screen will be opened with all the fields required for 'License Issuance'.

Sunday, August 16, 2015 12:27 PM

You are in: Home / Online Service

Welcome / Free!

Your License Issuance with Reference # 8259 has been Requested
Your Initial Approval with Reference # 1084 has been Requested
Your Initial Approval with Reference # 1084 has been Requested

My Services/Trakhees

Home

Update My Profile

Add Additional Role

Register New/Additional Service

View/Edit Existing Users

Create User

Update My Profile

Financial Online Services

Old Services

GED Online Services

EVIS Customer Service

License Issuance

Initial Approval Details

Initial Approval ID: Company / Client Name (J.NC):

Company / Client Name (J.NC): Company Tel:

Company Fax:

Manager Details

Manager Name (J.NC): Manager ID (Trakhees ID):

Nationality: Manager Name (J.NC):

Mobile: Mobile Dubai: Mobile Global:

License Type: License Amount:

License ID Submitted:

Shareholder Details

Name	Share Value	No. Of Shares	License Type	License Value	Mobile Dubai	Global ID Submitted

Trade Name Details

Reserved Trade Name:

License Details

License No: License Start Date:

License End Date: License Area:

License Amount: Landlord Name:

Landlord Tel: Landlord Address:

Banks

Bank:

Legal Representative Details

Name (J.NC): DOB:

Nationality: Passport No:

Passport Expiry Date: Designation:

Remarks / Comments

Remarks / Comments:

Disclaimer

Kindly note, the service charges for this service will be requested/charged from your prepaid account. Hence, please ensure sufficient balance is available before requesting the service.

Your Prepaid Balance Available is: 87,825.00 AED



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Trakhees

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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.

Sunday, August 10, 2015, 01:13 PM

GOVERNMENT OF DUBAI
مجلس دبي الحرة والجمرك والمناطق الحرة
PORTS CUSTOMS & FREE ZONE CORPORATION

Home > Online Service

Welcome - Isala

First Initial Approval with Reference # 8108 has been Approved.
Your License Application with Reference # 8107 has been Approved.
Your License Renewal with Reference # 8106 has been Approved.

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
- CLD Online Services

License Issuance

Initial Approval Details

Initial Approval ID: Company / Client Name (UAT): Company Tel:

Company Fax:

Manager Details

Manager Name (UAT): Manager ID (Trakhees ID):

Nationality: Manager Name (UAT):

Mobile: Inside Dubai:

License Type: License Amount:

Direct Bill Submitted: ☐

Shareholder Details

Name	Share Value	No. Of Shares	License Type	License Value	Inside Dubai	Direct Bill Submitted
UAT Test	50000	2000	Shared Owned			

Trade Name Details

Reserved Trade Number:

License Details

License No: License Start Date:

License End Date: License Area:

License Amount: Landlord Name:

Landlord Tel: Landlord Address:

Banks

Bank:

Legal Representative Details

Name (UAT): DOB:

Nationality: Passport No:

Passport Expiry Date: Designation:


Summary & Comments

Summary / Comments:

Disclaimer

☐ Kindly note, the service charges for this service will be recovered/deduced from your prepaid account. Hence, please ensure sufficient balance is available before requesting the service.

Your Prepaid Balance Available is: 3,725.00 - AED



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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.

Sunday, August 16, 2015 | 01:16 PM

حكومة دبي
GOVERNMENT OF DUBAI

مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in > Home > Online Service

Welcome : test1

License Issuance

Your Initial Approval with Reference # 6123 has been Approved
Your License Issuance with Reference # 6167 has been Approved
Your License Issuance with Reference # 6156 has been Approved

Initial Approval Details

Initial Approval Id* 5765-Fuda (Dubai) International Trade Co. Ltd. Company / Client Name (EN/EG) Fuda (Dubai) International Trade Co. Ltd.

Company / Client Name (AR/B) Fuda (Dubai) International Trade Co. Ltd. Company Tel 5520457845

Company Fax 5520457845

Manager Details

Manager Name (EN/EG) test1 Manager Id (Trakhees ID) P-9-154760

Nationality United Arab Emirates Manager Name (AR/B) test1

Mobile 2121122 Inside Dubai* Inside Dubai

Lease Type* Shared Owned Lease Amount*

Devis B8 Submitted

Trade Name Details

Reserved Trade Number 2452015-LIAT test1

License Details

Lease No* Lease Start Date* dd/mm/yyyy

Lease End Date* dd/mm/yyyy Lease Area*

Lease Amount* Landlord Name*

Landlord Tel* Landlord Address*

Remarks / Comments

Remarks / Comments

Disclaimer

Kindly note, the service charges for this service will be reserved/charged from your prepaid account. Hence, please ensure sufficient balance is available before requesting the service.

Submit

Your Prepaid Balance Available is: 3,720.00 AED

تراخيص
Trakhees

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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.

Sunday, August 16, 2015 | 01:40 PM

مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in: Home > Online Service

Welcome : test1

Your Initial Approval with Reference # 6108 has been Approved.
Your License Issuance with Reference # 6107 has been Approved.
Your License Issuance with Reference # 6106 has been Approved.

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

License Issuance

Initial Approval Details

Initial Approval ID* 5768-Fuda (Dubai) International Trade Co. Ltd. Company / Client Name (ENG) Fuda (Dubai) International Trad

Company / Client Name (ARAB) Fuda (Dubai) International Trad Company Tel 5520457845

Company Fax 5520457845

Manager Details

Manager Name (ENG) test1 Manager ID (Trakhees ID) P-0-154780

Nationality United Arab Emirates Manager Name (ARAB) test1

Mobile 2121122 Inside Dubai* Inside Dubai

Lease Type* Shared Owned Lease Amount* 6000

Dewa Bill Submitted ☒

Trade Name Details

Reserved Trade Number 2452015-UAT test1

License Details

Lease No* 1234 Lease Start Date* 01/01/2015

Lease End Date* 30/06/2017 Lease Area* 300

Lease Amount* 123456 Landlord Name* jone

Landlord Tel* 0678995432 Landlord Address* P-0-773315

Remarks / Comments

Remarks / Comments


Comments

Disclaimer

Kindly note, the service charges for this service will be reserved/charged from your prepaid account. Hence, please ensure sufficient balance is available before requesting the service.

Submit

Your Prepaid Balance Available is: 3,720.00 AED



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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.

Trade Name Details

Reserved Trade Number

License Details

Lease No*	<input type="text" value="1234"/>	Lease Start Date*	<input type="text" value="01/01/2015"/> dd/mm/yyyy
Lease End Date*	<input type="text" value="30/06/2017"/> dd/mm/yyyy	Lease Area*	<input type="text" value="300"/>
Lease Amount*	<input type="text" value="123456"/>	Landlord Name*	<input type="text" value="jone"/>
Landlord Tel*	<input type="text" value="0678905432"/>	Landlord Address*	<input type="text" value="P-0-773315"/>

Banks

Bank	<input type="text" value="rak"/>	
<div>Bank</div>	<div>RAK Bank .</div>	

Legal Representati


Name(ENG)*		DOB*	<input type="text"/> dd/mm/yyyy
Nationality*		Passport No*	<input type="text"/>
Passport Expiry Date*	<input type="text"/> dd/mm/yyyy	Designation*	<input type="text" value="-- Select --"/>

Name(ENG)	Designation	Passport No	
-----------	-------------	-------------	--



Landlord Tel*	0678905432	Landlord Address*	P-0-773315
---------------	------------	-------------------	------------

Banks

Bank

Bank	بنك	
RAK Bank .	رأس الخيمة الوطني C	

Legal Representative Details

Name(ENG)*	<input type="text"/>	DOB*	<input type="text" value="dd/mm/yyyy"/> 
Nationality*	-- Select --	Passport No*	<input type="text"/>
Passport Expiry Date*	<input type="text" value="dd/mm/yyyy"/> 	Designation*	-- Select --


Name(ENG)	Designation	Passport No	
-----------	-------------	-------------	--

- Add Legal Representatives, by entering the information in the form and clicking on Add Button.



Landlord Tel*	0678905432	Landlord Address*	P-0-773315
---------------	------------	-------------------	------------

Banks

Bank

Bank	بنك	
RAK Bank .	رأس الخيمة الوطني C	

Legal Representative Details

Name(ENG)*	Jone	DOB*	<input type="text" value="dd/mm/yyyy"/> 
Nationality*	AUSTRIA	Passport No*	h56799
Passport Expiry Date*	31/08/2015 	Designation*	DIRECTOR

Name(ENG)	Designation	Passport No	
-----------	-------------	-------------	--

Remarks / Comments

Chia PCFC Mobile Service take screenshots from... RegEx Learn: Build... trkhsuat.dubaiworld.ae/trkhsuat.dubaiworld.ae Trakhees - eServices

https://trkhsuat.dubaiworld.ae/oaservices/genericservice/form.htm?serviceid=31

Client Account: 123456 Consignor Name: Jone

Landlord Tel: 0678905432 Landlord Address: P-0-773315

Banks

Bank: Search and Select Bank

Bank	Bank Name
RAK Bank	بنك رأس الخيمة الوطني E.

Legal Representative Details

Name(ENG): DOB: dd/mm/yyyy

Nationality: -- Select -- Passport No:

Passport Expiry Date: dd/mm/yyyy Designation: -- Select --




Add

Name(ENG)	Designation	Passport No.
Jone	DIRECTOR	n56789

Remarks / Comments

Remarks / Comments: comments

- Sunday, August 18, 2014 12:47 PM

**حكومة دبي
GOVERNMENT OF DUBAI**

You are at > Home > Online Service

Welcome - Teste

[Home](#)
[My Services / تراخيص](#)
[Logout](#)
[Update My Profile](#)
[Add Additional Role](#)
[Register New/Additional Service](#)
[View/Edit Existing Users](#)
[Create User](#)
[Update My Profile](#)
[Finance Online Services](#)
[C/D Services](#)
[C/D Online Services](#)

License Issuance

Initial Approval Details

Initial Approval No:	UAT For Mgmt UAT Testing &	Company / Client Name (Arabic)	For Mgmt UAT Testing &
Company License Name (ARAB)	For Mgmt UAT Testing &	Company Fee	5520457845

Manager Details

Manager Name (English)	Mst	Manager id (114) Arabic City	P-B-554780
Nationality	United Arab Emirates	Manager Name (Arabic)	Mst
Mobile	3721122	Mobile Dubair	Mobile Dubair

License Type*	Shared Channel	License Amount*	5520457845
---------------	----------------	-----------------	------------

Downloaded S/N Submitter ☒

Shareholder Details

Name	Share Value	No Of Shares	License Type	License Value	Mobile Dubair	Download S/N Submitter
UAT Test	50000	2000	Shared Channel	50.789		

Trade Name Details

Reserved Trade Number	UAT2015 UAT test1
-----------------------	-------------------

License Details

License No*	1234	License Start Date*	01/01/2015
License End Date*	30/06/2017	License Area*	300
License Amount*	123456	Landlord Name*	jane
Landlord Tel*	0678905432	Landlord Address*	P-Q-777333

Banks

Bank	Search and Select Bank		
Bank	RAK Bank	بنك راس الخيمة	

Legal Representative Details

Name (EN)*		CORP*	
Nationality*	Select	Resident No*	
Passport Expiry Date*		Signature*	Select

Name (NG)	Occupation	Passport No.	
Jane	DIRECTOR	456789	


Remarks / Comments

Remarks / Comments	Comments
--------------------	----------

Disclaimer

We kindly note, the service charges for this service will be automatically charged from your prepaid account. Hence, please ensure sufficient balance is available before requesting the service.

Your Prepaid Balance Available is: 5,728.00 AED



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4

Payment Preview popup will be shown. Click on confirm.

You will get the result screen as follows:

Sunday, August 16, 2015 | 10:15 AM



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PORTS, CUSTOMS & FREE ZONE CORPORATION

Help ⓘ العربية

Site Map

[Login](#)
[Register Online Company Admin](#)
[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](#)

Submission Confirmation

Service Request Saved Successfully With ID: 8320

تراخيص
Trakhees

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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.



GOVERNMENT OF DUBAI



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

Home > Public Relations Details

Sunday, August 16, 2015 | 01:53 PM

Help ⓘ العربية Logout

Welcome: testadm9

Home

Inbox

Public Relations Enquiry

Comm./Govt. Services Enquiry ▲

Letters/ Commercial Permits ▲

License Services ▲

Employment Visa Service ▼

- Visa-Inside Country
- Visa-Outside Country
- Visa-Internal Transfer
- Visa-Govt. To Trakhees Transfer
- Renewal
- Amendment
- Salary Amendment
- Cancellation
- Entry Permit Renewal

Non Sponsored Employee ▲

Visit Visa ▲

Reports ▲

Labour Dispute

Public Relation Information

Public Relations Detail:

Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركة زهي فودا كار المحدودة
License Number:	1064	Legal Type:	Branch Oversea (Not Existed in Trakhees)
License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
Required Allowed:	247	Actual:	68
Female:	8	Male:	15
Visitor:	6	Non Sponsored Employee:	6
Release Signout:	6	Absconders:	9
Medical Type:	Government		

Employee Bank Guarantee Information:

Bank Guarantee Paid:	614000.0	Total Bank Guarantee Required:	195000.0
Bank Guarantee Balance:	419000.0		

License Remarks:

Remark Type	Remarks
-------------	---------

2. Screen will be opened with all the fields required for 'EP Cancellation'.

You are in :> Home> Online Service

Help ⓘ العربية

Welcome : testadm9

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

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

Entry Permit Cancellation

Employee Details

Employee Visa Transaction No*

Employee Name (ENG)

Employee Name (ARB)

Passport Number

Nationality

Documents

Note: Following are the attachments required for submission of EP cancellation

Documents

EP copy *

Passport copy *

Copy of Establishment card *

End of service form with employee signature *

+ add

Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)

Document Type

Uploaded File

Remarks / Comments

Remarks / Comments


Submit




Your Prepaid Balance Available is: 99,975,813.00 AED

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.

Sunday, August 16, 2015 | 02:08 PM



مؤسسة الموانئ والجمارك
FREE ZONE CORPORATION

Help ⓘ العربية

You are in > Home >

Welcome : testadm

Your Non Sponsored Am
Reference # 8248 has be
Your Non Sponsored Ca
Reference # 8247 has be
Your Non Sponsored Re
Reference # 8246 has be

Logout

My Services@Trak

Home

Update My Profile

Add Additional Role

Register New/Additional

View/Edit Existing Users

Create User

Update My Profile

Finance Online Services

CLD Services

CED Online Services

EHS Customer Service

Employee Search

Employee Information

Visa Transaction No

Employee Name

Employee Name (ARB)

Passport Number

Note: Showing only top 15 results.

Employee search


Visa Transaction No	Name (English)	Name (Arabic)	Passport Number	Nationality


+ add

Remarks / Comments

Remarks / Comments

Sunday, August 16, 2015 | 02:09 PM





مؤسسة الموانئ والجمارك
FREE ZONE CORPORATION

You are in: > Home>

Welcome : testadm

Your Non Sponsored Am
Reference # 8248 has be
Your Non Sponsored Ca
Reference # 8247 has be
Your Non Sponsored Re
Reference # 8246 has be

Logout

My Services@Trak

Home

Update My Profile

Add Additional Role

Register New/Additional

View/Edit Existing User

Create User

Update My Profile

Finance Online Services

CLD Services

CED Online Services

EHS Customer Service

Employee Search

Employee Information

Visa Transaction No

Employee Name

Employee Name (ARB)

Passport Number

Note: Showing only top 15 results.

Search
Select
Cancel

Employee search

	Visa Transaction No	Name (English)	Name (Arabic)	Passport Number	Nationality
<input checked="" type="radio"/>	8168	123213	324324	213213	Albania
<input type="radio"/>	8167	34535434543		213213	BELIZE
<input type="radio"/>	8092	JULY20 TEST5	uytr	45645	Algeria
<input type="radio"/>	8172	4324		2341111111	AUSTRIA
<input type="radio"/>	8171	43543		43534554	Afghanistan
<input type="radio"/>	8129	435435	354234	345345	Algeria
<input type="radio"/>	8127	435435	435435	345435	Algeria
<input type="radio"/>	8169	790970	456456	213213	Portugal
<input type="radio"/>	8126	EP RENEWAL	wqe	123456789	AUSTRIA
<input type="radio"/>	8211	JULY27 TEST1	yp	3545435	Afghanistan
<input type="radio"/>	8134	MEDICAL APPOINTMENT	32423	MED PASSPORT	Argentina
<input type="radio"/>	8096	ABCD12354	awe	88888	Indian
<input type="radio"/>	8173	1111111		11111	Algeria

Remarks / Comments

You are in : > Home > Online Service

Help ⓘ العربية

Welcome : testadm9

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

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

Entry Permit Cancellation

Employee Details

Employee Visa Transaction No*	8129		
Employee Name (ENG)	435435	Employee Name (ARB)	354234
Passport Number	345345	Nationality	Algeria

Documents

Note: Following are the attachments required for submission of EP cancellation

Documents

EP copy *
Passport copy *
Copy of Establishment card *
End of service form with employee signature *

add

Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)

Document Type	Uploaded File

Remarks / Comments

Remarks / Comments

Submit

Your Prepaid Balance 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.

Sunday, August 30, 2015 | 11:12 AM



GOVERNMENT OF DUBAI



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in: > Home > Online Service

Welcome : testadm9

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

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

Entry Permit Cancellation

Employee Details

Employee Visa Transaction No*

Employee Name (ENG) Employee Name (ARB)

Passport Number Nationality

Documents

Note: Following are the attachments required for submission of EP cancellation

Documents

EP copy *

Passport copy *

Copy of Establishment card *

End of service form with employee signature *

add


Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)

Document Type	Uploaded File

Remarks / Comments

Remarks / Comments

Your Prepaid Balance Available is: 99,933,473.00 AED



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Trakhees

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- 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.

You are in: > Home > Online Service

Help  العربية

Welcome : testadm9

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

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

Entry Permit Cancellation

Employee Details

Employee Visa Transaction No* 8168

Employee Name (ENG)

123213

Employee Name (ARB)

324324

Passport Number

213213

Nationality

Albania

Documents

Note: Following are the attachments required for submission of EP cancellation

Documents

EP copy *

Passport copy *

Copy of Establishment card *

End of service form with employee signature *

 add

Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)

Document Type	Uploaded File	
Copy of Establishment card	<input type="button" value="Choose File"/> Desert.jpg	
EP copy	<input type="button" value="Choose File"/> Desert.jpg	
Copy of Establishment card	<input type="button" value="Choose File"/> Desert.jpg	
Passport Copy	<input type="button" value="Choose File"/> Desert.jpg	

Remarks / Comments

Remarks / Comments

comments

Your Prepaid Balance Available is: 99,975,813.00 AED

- 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




حكومة دبي
GOVERNMENT OF DUBAI



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

[Help](#) | [العربية](#)

Site Map	Submission Confirmation
Login Register Online Company Admin 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	<p>Service Request Saved Successfully With ID: 8320</p>



تراخيص
Trakhees

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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.



GOVERNMENT OF DUBAI



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

Home > Public Relations Details

Sunday, August 16, 2015 | 02:18 PM

Help ⓘ العربية Logout

Welcome: testadm9

Home

Inbox

Public Relations Enquiry

Comm./Govt. Services Enquiry ▲

Letters/ Commercial Permits ▲

License Services ▲

Employment Visa Service ▼

→ Renewal

→ Amendment

→ Salary Amendment

→ Cancellation

→ Entry Permit Renewal

→ Entry Permit Cancellation

→ Medical Appointment

→ Update Exit Paper

→ Abscond-Initiate

Non Sponsored Employee ▲

Visit Visa ▲

Reports ▲

Labour Dispute

Public Relation Information

Public Relations Detail:

Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركة زهي جيتانغ فودا كار المحدودة
License Number:	1064	Legal Type:	Branch Oversea (Not Existed in Trakhees)
License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
Required Allowed:	247	Actual:	68
Female:	8	Male:	15
Visitor:	6	Non Sponsored Employee:	6
Release Signout:	6	Absconders:	9
Medical Type:	Government		

Employee Bank Guarantee Information:

Bank Guarantee Paid:	614000.0	Total Bank Guarantee Required:	195000.0
Bank Guarantee Balance:	419000.0		

License Remarks:


Remark Type	Remarks
-------------	---------

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4


Ports Customs & Free Zone Corporation

2. Screen will be opened with all the fields required for 'EP Renewal'.

Sunday, August 16, 2015 | 02:19 PM



GOVERNMENT OF DUBAI



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in :> Home> Online Service
Help ⓘ العربية

Welcome : testadm9

Entry Permit Renewal

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

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

Employee Details

Employee Visa Transaction No*

Employee Name (ENG) Employee Name (ARB)

Passport Number Nationality

Documents

Note: Following are the attachments required for submission of EP renewal

Documents
EP copy *
Passport copy *
Copy of Establishment card *
Photo with white background *

+ add

Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)


Document Type	Uploaded File

Remarks / Comments

Remarks / Comments

Submit

Your Prepaid Balance Available is: 99,975,813.00 AED



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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.

Sunday, August 16, 2015 | 02:08 PM

حكومة دبي
GOVERNMENT OF DUBAI

You are in > Home >

Welcome : testadm

Your Non Sponsored Am
Reference # 8248 has be
Your Non Sponsored Ca
Reference # 8247 has be
Your Non Sponsored Re
Reference # 8246 has be

Logout

My Services@Trak

Home

Update My Profile

Add Additional Role

Register New/Additional

View/Edit Existing User

Create User

Update My Profile

Finance Online Services

CLD Services

CED Online Services

EHS Customer Service

Employee Search

Employee Information

Visa Transaction No Employee Name

Employee Name (ARB) Passport Number

Note: Showing only top 15 results.

Employee search

Visa Transacti on No	Name (English)	Name (Arabic)	Passport Num ber	Nationality
-------------------------	----------------	---------------	---------------------	-------------

+ add

Remarks / Comments

Remarks /
Comments

Employee Search

Employee Information

Visa Transaction No Employee Name
 Employee Name (ARB) Passport Number

Note: Showing only top 15 results.

Employee search

	Visa Transacti on No	Name (English)	Name (Arabic)	Passport Num ber	Nationality
<input checked="" type="radio"/>	8168	123213	324324	213213	Albania
<input type="radio"/>	8167	34535434543		213213	BELIZE
<input type="radio"/>	8092	JULY20 TEST5	uytr	45645	Algeria
<input type="radio"/>	8172	4324		2341111111	AUSTRIA
<input type="radio"/>	8171	43543		43534554	Afghanistan
<input type="radio"/>	8129	435435	354234	345345	Algeria
<input type="radio"/>	8127	435435	435435	345435	Algeria
<input type="radio"/>	8169	790970	456456	213213	Portugal
<input type="radio"/>	8126	EP RENEWAL	wqe	123456789	AUSTRIA
<input type="radio"/>	8211	JULY27 TEST1	yp	3545435	Afghanistan
<input type="radio"/>	8134	MEDICAL APPOINTMEN T	32423	MED PASSP ORT	Argentina
<input type="radio"/>	8096	ABCD12354	awe	88888	Indian
<input type="radio"/>	8173	1111111		11111	Algeria

+ add

Remarks / Comments

You are in : > Home > Online Service

Help  العربية

Welcome : testadm9

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

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

Entry Permit Renewal

Employee Details

Employee Visa Transaction No* 8168

Employee Name (ENG) 123213 Employee Name (ARB) 324324

Passport Number 213213 Nationality Albania

Documents

Note: Following are the attachments required for submission of EP renewal

Documents

EP copy *

Passport copy *

Copy of Establishment card *

Photo with white background *

 add

Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)

Document Type	Uploaded File
---------------	---------------

Remarks / Comments

Remarks / Comments

Submit

Your Prepaid Balance Available is: 99,975,813.00 AED




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- Enter Visa Transaction no and on tabbing Employee Details section is populated with values corresponding to Visa Transaction no.

Sunday, August 16, 2015 | 02:20 PM



GOVERNMENT OF DUBAI



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in :> Home> Online Service
Help ⓘ العربية

Welcome : testadm9
 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
 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

Entry Permit Renewal

Employee Details

Employee Visa Transaction No*

8168

Employee Name (ENG)

123213

Employee Name (ARB)

324324

Passport Number

213213

Nationality

Albania

Documents

Note: Following are the attachments required for submission of EP renewal

Documents
EP copy *
Passport copy *
Copy of Establishment card *
Photo with white background *

add

Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)


Document Type	Uploaded File

Remarks / Comments

Remarks / Comments

Submit

Your Prepaid Balance Available is: 99,975,813.00 AED





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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.

Sunday, August 16, 2015 | 02:22 PM





مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in :> Home> Online Service

Welcome : testadm9

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

[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](#)

Entry Permit Renewal

Employee Details

Employee Visa Transaction No*

Employee Name (ENG) Employee Name (ARB)

Passport Number Nationality

Documents

Note: Following are the attachments required for submission of EP renewal

Documents

EP copy *
Passport copy *
Copy of Establishment card *
Photo with white background *

[add](#)

Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)


Document Type	Uploaded File
Copy of Establishment card	Choose File Desert.jpg
EP copy	Choose File Desert.jpg
Passport Copy	Choose File Desert.jpg
Photo with white background	Choose File Desert.jpg

Remarks / Comments

Remarks / Comments

[Submit](#)

Your Prepaid Balance Available is: 99,975,813.00 AED



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6. 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



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

Help ⓘ العربية

Site Map	Submission Confirmation
Login	Service Request Saved Successfully With ID: 8320
Register Online Company Admin	
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	
	

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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.



GOVERNMENT OF DUBAI



مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

Home > Public Relations Details

Sunday, August 16, 2015 | 02:25 PM

Help ⓘ العربية Logout

Welcome: testadm9

Home

Inbox

Public Relations Enquiry

Comm./Govt. Services Enquiry ▲

Letters/ Commercial Permits ▼

Commercial Permits

NOC - License

Reprint NOC License

NOC - Government Relations

Reprint - Commercial Permit

Reprint - NOC - Government Relations

License Services ▲

Employment Visa Service ▲

Non Sponsored Employee ▲

Visit Visa ▲

Reports ▲

Labour Dispute

Public Relation Information

Public Relations Detail:

Company Name (English):	Zhejiang Fuda Car Co., Ltd	Company Name (Arabic):	شركة زهفي جيانغ فودا كار المحدودة
License Number:	1064	Legal Type:	Branch Oversea (Not Existed in Trakhees)
License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
Required Allowed:	247	Actual:	68
Female:	8	Male:	15
Visitor:	2	Non Sponsored Employee:	6
Release Signout:	6	Absconders:	9
Medical Type:	Government		

Employee Bank Guarantee Information:

Bank Guarantee Paid:	614000.0	Total Bank Guarantee Required:	175000.0
Bank Guarantee Balance:	439000.0		

License Remarks:

Remark Type	Remarks
-------------	---------

29


2






Ports Customs & Free Zone Corporation

2. Screen will be displayed with all the fields required for 'NOC GS Reprint'.

Sunday, August 16, 2015 | 02:30 PM

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GOVERNMENT OF DUBAI

  
مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in :> Home> Online Service Help ⓘ العربية

Welcome : testadm9

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

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

Reprint NOC Government Relations

NOC RePrint




Transaction Number NOC Number

[Download](#)

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 PM

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PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in :> Home> Online Service Help ⓘ العربية

Welcome : testadm9

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

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

Reprint NOC Government Relations

NOC RePrint

Transaction Number NOC Number

[Download](#)

4. Click on Download. NOC will be downloaded in pdf format.

3.1.34 License Cost Calculator

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 PM

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GOVERNMENT OF DUBAI

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PORTS, CUSTOMS & FREE ZONE CORPORATION

Help | العربية

Site Map

- Login
- Register Online Company Admin
- 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

Login

If you have already registered with us, you can login using the form below. If you are a new user Click here ?

*Enter Username: C-0030-145445

* Enter Password: *****

Submit

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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”

Home > Public Relations Details
Tuesday, August 18, 2015 | 01:41 PM
Help
الحرية
Logout

Welcome: C-0030-145445

- Home
- Inbox
- Public Relations Enquiry
- Comm./Govt. Services Enquiry
- Letters/ Commercial Permits
- License Services
 - Renewal
 - Amendment
 - Lease Update
 - Contact Update
 - View & Download
 - Termination
 - License Cost Calculator
- Employment Visa Service
- Non Sponsored Employee
- Visit Visa
- Reports
- Labour Dispute

Public Relation Information

Public Relations Detail:

Company Name (English):	Company Name (Arabic):
License Number:	Legal Type:
License Issue Date: 03-Jan-0001	License Expiry Date: 03-Jan-0001
Lease Start Date: 03-Jan-0001	Lease End Date: 03-Jan-0001
Required Allowed: 0	Actual: 0
Female: 0	Male: 0
Visitor: 0	Non Sponsored Employee: 0
Release Signout: 0	Absconders: 0
Medical Type:	


Employee Bank Guarantee Information:

Bank Guarantee Paid: 0.0	Total Bank Guarantee Required: 0.0
Bank Guarantee Balance: 0.0	

License Remarks:

Remark Type	Remarks
-------------	---------

2. A screen will be opened containing all the fields required for “License Cost Calculator”. In the screen fill in all the details.

You are in > Home > Online Service Help  العربية

Welcome : C-0030-145445

Your NOC for Activity Verification - Amendment with Reference # 498 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](#)

License Cost Calculator

Company Details

Registration Type* Type of License*

Total No of Activities*

Facility Details

Project Name* Facility Type*

Yearly Rent*

Manager Details

Nationality* Accommodation Lease Type* ☒ Owned ☐

Accommodation Lease Amount* Inside Dubai ☐

Trade Name Characteristics

Abbreviations ☒ Trade names that includes Dubai, UAE, Emirates or Gulf ☒

Arabized Trade Name ☐ Trade Name with Numbers ☐

Foreign words ☐ Trade Mark ☐

Region ☐ Firm Coverage ☐

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.

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

Tuesday, August 18, 2015 | 02:34 PM



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Help ⓘ العربية

Site Map
[Login](#)
[Register Online Company Admin](#)
[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](#)

Submission Confirmation

Service Type	Cost(AED)
Initial Approval	110.00
License Issuance	6,732.00
Name Reservation	4,210.00



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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.

The screenshot shows the 'Public Relations Details' page of the application. The left sidebar contains a menu with 'License Services' expanded, showing options like 'Renewal', 'Amendment', 'Lease Update', 'Contact Update', 'View & Download', 'Termination', and 'License Cost Calculator'. The main content area displays 'Public Relation Information' for a company named 'Zhejiang Fuda Car Co., Ltd.'. It includes fields for License Number, Issue Date, Lease Start Date, Required Allowed, Female, Visitor, Release Signout, Medical Type, Legal Type, License Expiry Date, Lease End Date, Actual, Male, Non Sponsored Employee, and Absconders. Below this, there is a section for 'Employee Bank Guarantee Information' showing 'Bank Guarantee Paid' and 'Bank Guarantee Balance'. The bottom section is for 'License Remarks'.

Public Relation Information			
Public Relations Detail:			
Company Name (English):	Zhejiang Fuda Car Co., Ltd.	Company Name (Arabic):	شركة زهي فودا كار المحدودة
License Number:	1064	Legal Type:	Branch Oversea (Not Existed in Trakhees)
License Issue Date:	01-Dec-2004	License Expiry Date:	30-Nov-2015
Lease Start Date:	01-Dec-2009	Lease End Date:	30-Nov-2015
Required Allowed:	247	Actual:	70
Female:	9	Male:	15
Visitor:	38	Non Sponsored Employee:	8
Release Signout:	6	Absconders:	10
Medical Type:	Government		
Employee Bank Guarantee Information:			
Bank Guarantee Paid:	614000.0	Total Bank Guarantee Required:	358000.0
Bank Guarantee Balance:	258000.0		
License Remarks:			
Remark Type:		Remarks	

- A screen will be opened with the details and field required for "License Termination". Some fields are updateable. Update those fields if required.

You are in: > Home > Online Service Help العربية

Welcome : companyadm7

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

License Termination

License Detail

License No*	740	Company Name(Eng)*	China Jine FZCO
Company Name(Ar)*	شركة جين تى دى	License Type	E
License Status	A	Issue Date	01/12/2004
Expiry Date	30/11/2016		

License Termination

Termination Date*	31/08/2018 dd/mm/yyyy	Remarks	Done
-------------------	--------------------------	---------	------

Documents

Note: Following are the attachments required for License Termination

Documents

- Application Form *
- Personal Information Form *
- Passport and Visa copy of Shareholder(s) and Manager *
- Liquidation Certificate from Audit company *
- Visa Cancellation clearance *
- License Copy *
- NOC from Company *
- Attested document of mother company

add

Attachments (Accepts pdf, jpg, docx, doc, jpeg, png formats)

Document Type	Upload File	Uploaded File
Application Form	<input type="button" value="Choose File"/>	correct file docx
Attestation document of mother company	<input type="button" value="Choose File"/>	correct file docx
License Copy	<input type="button" value="Choose File"/>	correct file docx
Liquidation Certificate from Audit report company	<input type="button" value="Choose File"/>	correct file docx
NOC from company	<input type="button" value="Choose File"/>	correct file docx
Passport Copy for all shareholders/manager	<input type="button" value="Choose File"/>	correct file docx
Personal Information Form	<input type="button" value="Choose File"/>	correct file docx
Visa Cancellation clearance	<input type="button" value="Choose File"/>	correct file docx

Your Prepaid Balance Available is: 800,000.00 AED

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- Verify the information provided and provide following inputs:

- 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.

You will get the result screen as follows



3.1.36 Request for Medical Appointment

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

Home> Public Relations Details Tuesday, August 18, 2015 | 02:58 PM Help العربية Logout

Welcome: testadm7

Home
Inbox
Public Relations Enquiry
Comm./Govt. Services Enquiry
Letters/ Commercial Permits
License Services
Employment Visa Service
Amendment
Salary Amendment
Cancellation
Entry Permit Renewal
Entry Permit Cancellation
Medical Appointment
Update Exit Paper
Abscond-Initiate
Abscond-Complete
Non Sponsored Employee
Visit Visa
Reports
Labour Dispute

Public Relation Information

Public Relations Detail:

Company Name (English):	China Building Mat. Trading	Company Name (Arabic):	المبنى التجاري مواد البناء
License Number:	638	Legal Type:	Branch Oversea (Not Existed in Trakhees)
License Issue Date:	01-Nov-2006	License Expiry Date:	31-Oct-2017
Lease Start Date:	01-Nov-2006	Lease End Date:	31-Oct-2017
Required Allowed:	100	Actual:	59
Female:	8	Male:	28
Visitor:	2	Non Sponsored Employee:	1
Release Signout:	4	Absconders:	4
Medical Type:	Government		

Employee Bank Guarantee Information:

Bank Guarantee Paid:	1092700.0	Total Bank Guarantee Required:	172000.0
Bank Guarantee Balance:	920700.0		

License Remarks:

Remark Type	Remarks
-------------	---------

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.

You are in > Home > Online Service Help ⓘ العربية

Welcome : testadm7

Your NOC for Activity Verification -New Issuance with Reference # 1186 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

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

Employee Medical Appointment

Employee Details

Employee Visa Transaction No.*	8448	Employee Name (ENG)	KEVEN 2
Employee Name (ARB)		Passport Number	FDDSAF434
Nationality	Indian		

Medical Appointment Details

Medical Type* 24 HOURS

Documents

Note: Following are the attachments required for request for medical appointment

Documents
Visa copy *
Passport copy *
Photo with white background (Original is required for medical) *
Copy of Establishment card *

+ add

Attachments (Accepts pdf,jpg,docs,doc,jpeg,png formats)


Document Type	Uploaded File
Copy of Establishment card	Choose File correct file.docx
Passport Copy	Choose File correct file.docx
Photo with white background	Choose File correct file.docx
Visa Copy	Choose File correct file.docx

Remarks / Comments

Remarks / Comments

[Submit](#)

Your Prepaid Balance Available is: 44,310,754.00 AED



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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. (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.

You will get the result screen as follows

Thursday, April 16, 2015 | 09:18 AM

مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in : > Home > Online Service

Welcome : testadm9

Submission Confirmation

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

Service Request Saved Successfully With ID: 5834

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

تراخيص
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3.1.37 Employment Visa Renewal

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”

Home> Public Relations Details Tuesday, August 18, 2015 | 02:58 PM Help العربية Logout

Welcome: testadm7

Home
Inbox
Public Relations Enquiry
Comm./Govt. Services Enquiry
Letters/ Commercial Permits
License Services
Employment Visa Service
Amendment
Salary Amendment
Cancellation
Entry Permit Renewal
Entry Permit Cancellation
Medical Appointment
Update Exit Paper
Abscond-Initiate
Abscond-Complete
Non Sponsored Employee
Visit Visa
Reports
Labour Dispute

Public Relation Information

Public Relations Detail:

Company Name (English):	China Building Mat. Trading	Company Name (Arabic):	المصن للبناء مواد البناء
License Number:	638	Legal Type:	Branch Oversea (Not Existed in Trakhees)
License Issue Date:	01-Nov-2006	License Expiry Date:	31-Oct-2017
Lease Start Date:	01-Nov-2006	Lease End Date:	31-Oct-2017
Required Allowed:	100	Actual:	59
Female:	8	Male:	28
Visitor:	2	Non Sponsored Employee:	1
Release Signout:	4	Absconders:	4
Medical Type:	Government		

Employee Bank Guarantee Information:

Bank Guarantee Paid:	1092700.0	Total Bank Guarantee Required:	172000.0
Bank Guarantee Balance:	920700.0		

License Remarks:

Remark Type	Remarks
-------------	---------

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 Help ⓘ العربية

Welcome : testadm7

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

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

Employee Exit Date

Employee Details

Visa Cancellation Transaction No.* 8450 Employee Name (ENG) ILYAS POTHANPADAM ISM
Employee Name (ARB) الياس بوثان بادم بونها بونها Passport Number G7766872
Nationality Indian

Employee Cancellation/Termination Details


Exit Date* 10/08/2015
dd/mm/yyyy

Documents

Note: Following are the attachments required for submission of exit date

Documents

Exit document *

 add


Attachments (Accepts pdf,jpg,dockx.doc,peg.png formats)

Document Type	Uploaded File
Exit Document	Choose File correct file.docx


Remarks / Comments

Remarks / Comments

Submit



Your Prepaid Balance Available is: 44,310,754.00 AED



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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. (Exit 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

The screenshot displays the Trakhees online service portal. At the top, the Government of Dubai logo is on the left, and the Ports, Customs & Free Zone Corporation logo is on the right. The date and time 'Thursday, April 16, 2015 | 09:18 AM' are shown in the top right corner. Below the header, a navigation bar indicates 'You are in : > Home > Online Service'. The main content area features a 'Submission Confirmation' message: 'Service Request Saved Successfully With ID: 5834'. On the left side, there is a 'Welcome : testadm9' section with a list of license renewal and update statuses. Below this is a 'My Services@Trakhees' menu with options like 'Logout', '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', and 'EHS Customer Service'. The footer contains the Trakhees logo, 'FAQs | Privacy Policy | Terms & Conditions', and 'Copyright (c) 2010 Trakhees All right reserved'.

3.1.38 NOC for Commercial Permit Re-Print

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.

The screenshot shows the 'Public Relations Details' page of the Government of Dubai's portal. The sidebar on the left contains a 'Welcome: test/13' message and a list of navigation links including 'Home', 'Inbox', 'Public Relations Enquiry', 'Comm./Govt. Services Enquiry', 'Letters/ Commercial Permits', 'License Services', 'Employment Visa Service', 'Non Sponsored Employee', 'Visit Visa', 'Reprint', 'Commercial Permits', 'NOC - License', 'NOC - Government Services', 'Reports', and 'Labour Dispute'. The main content area is titled 'Public Relation Information' and contains the following sections:

- Public Relations Detail:**

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:	
- Employee Bank Guarantee Information:**

Bank Guarantee Paid:	Total Bank Guarantee Required:
Bank Guarantee Balance:	
- License Remarks:**

Remark Type	Remarks
-------------	---------

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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GOVERNMENT OF DUBAI

مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in: > Home > Online Service

Help 1 العربية

Welcome : test713

NOC Commercial Service Reprint

RePrint Permit

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

Transaction Number 7518 Commercial Permit Number 7

Download

Logout

My Services@Trakhees

Home

Update My Profile

Add Additional Role

Register New/Additional Service

View/Edit Existing Users

Create User

Finance Online Services

CLD Services

CED Online Services

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Trakhees

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3. Verify the information provided and provide following inputs:
- You can download the file by either entering Transaction number or by entering Commercial Permit Number or by entering both the values.
 - Click on Download
 - 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.

The screenshot displays the Government of Dubai portal interface. The top header includes the Government of Dubai logo and the Ports, Customs & Free Zone Corporation logo. The main content area is titled 'Public Relation Information'. The left sidebar contains a list of services, with 'Abscond Initiate' highlighted by a red circle. The main content area shows details for 'Public Relations Detail' and 'Employee Bank Guarantee Information'.

Public Relation Information

Public Relations Detail:

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:	


Employee Bank Guarantee Information:




Bank Guarantee Paid:	Total Bank Guarantee Required:
Bank Guarantee Balance:	

License Remarks:


Remark Type	Remarks
-------------	---------

2. A screen will be opened with employee details.


GOVERNMENT OF DUBAI


مؤسسة الموانئ والجمارك والمنطقة الحرة
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in : > Home > Online Service

Help  العربية

Welcome : test713

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

Logout

My Services@Trakhees
Home
Update My Profile
Add Additional Role
Register New/Additional Service
View/Edit Existing Users
Create User
Finance Online Services
CLD Services
CED Online Services

Abscond Employee Initiate

Employee Details
CEC Number License No*
Employee Name Eng* Employee Name ARB
Passport No* RP Expiry Date*
Nationality*

Employee Abscond Details
Priority* Abscond Date*
dd/mm/yyyy
Absconding Type*

Remarks / Comments
Remarks / Comments

Submit

Your Prepaid Balance Available Is: 4,720,063.00 AED

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

Wednesday, August 12, 2015 | 08:52 AM

Employee Search

Employee Information

CEC Number Employee Name

Employee Name (ARB) Passport Number

Note: Showing only top 15 results.

CEC NO	Name (English)	Name (Arabic)	Passport Number	Nationality
100449	MOHAMED SHAFRAZ RAUFF	محمد شافيل روف	N2014387	Sri Lanka
101219	MD REZAUR RAHMAN	رمضان الرحمن	A0524338	Bangladesh
101707	MOHAMED ABDEL MONI EM giv	محمد عبدالمنعم ابراهيم	44444444	Kenya
	Yousuf Ahmed		PP09042012-1442	Australia
111123	MARGARET NTHEMBA MUENDO	مارجريت نثيمبا مويندو	B070429	Kenya
110821	JENNIFER JACOB	جنيفر جاكوب	Z1880983	Indian
110826	RAHAN WIJERATHNA DION	روهان ويجير اثا ثلثريانا ديون	N4058414	Sri Lanka
111232	TONI-LEA GARNER	طوني لي جارنر	476540578	South Africa
111271	DAMMIKA SANJEEWA MUDIYANE	داميكا سانجوا ماديانا	N0728388	Sri Lanka
111602	RAED MAGDI ABDALLA	رائد ماجدي عبدالله	A02186038	Egyptian
110508	AHMED	احمد حبيب ثلثي	9105	Egyptian
111588	BENJAMIN EDWARD FOWLER	بنجامين ادموند فاولر	304808880	UNITED KINGDOM

Remarks / Comments

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

Wednesday, August 12, 2015 | 08:53 AM

Employee Search

Employee Information

CEC Number: Employee Name:


Employee Name (ARB): Passport Number:

Note: Showing only top 15 results.

CEC NO	Name (English)	Name (Arabic)	Passport Number	Nationality
100449	MOHAMED SHAFRAZ RAUFF	محمد سفيان روف	N2014387	Sri Lanka
101219	MD REZAUR RAHMAN	رضاء الرحمن	A0524336	Bangladesh
101707	MOHAMED ABDEL MONI EM giv	محمد عبدالمستعم ابراهيم giv	44444444	Kenya
	Yousuf Ahmed		PP09042012-1442	Australia
111123	MARGARET NTHEMBA MUENDO	مارجريت نثيمبا موندو	B070429	Kenya
110821	JENNIFER JACOB	جنيفر جاكوب	Z1880983	Indian
110826	RAHAN WIJERATHNA DON	روهان ويجير اثنا نثارونا	N4058414	Sri Lanka
111232	TONI-LEA GARNER	طوني لي جارنر	478540578	South Africa
111271	DAMMIKA SANJEEWA MUDIYANE	دامميكا سانجيفا ماديانا	N0728386	Sri Lanka
111602	RAED MAGDI ABDALLA	راء مجدي عبد الله	A02186038	Egyptian
110508	AHMED	احمد	9105	Egyptian
111596	BENJAMIN EDWARD FOWLER	بنجامين الدوارد فولر	304808880	UNITED KINGDOM

Remarks / Comments

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  العربية

Welcome : test713

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Logout

My Services@Trakhees

Home

Update My Profile

Add Additional Role

Register New/Additional Service

View/Edit Existing Users

Create User

Finance Online Services

CLD Services

CED Online Services

Abscond Employee Initiate

Employee Details

CEC Number	100449	License No*	1
Employee Name Eng*	MOHAMED SHAFRAZ RAUFF	Employee Name ARB	محمد سفيان روف
Passport No*	N2014387	RP Expiry Date*	01-JAN-2013
Nationality*	Sri Lanka		

Employee Abscond Details

Priority*	Extra Urgent	Abscond Date*	12/08/2015 dd/mm/yyyy
Absconding Type*	Confirm Abscond		

Remarks / Comments

Remarks / 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.
 - c. 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

You are in : > Home > Online Service

Help  العربية**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

[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](#)**Submission Confirmation****Service Request Saved Successfully With ID: 7560**[FAQs](#) | [Privacy Policy](#) | [Terms & Conditions](#)

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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.

The screenshot displays the Government of Dubai Jafza portal. The header includes the Government of Dubai logo and the Jafza logo with the text 'مؤسسة الموانئ والجمارك والمنطقة الحرة' and 'PORTS, CUSTOMS & FREE ZONE CORPORATION'. The breadcrumb trail shows 'Home > Public Relations Details'. The date and time are 'Wednesday, August 12, 2015 | 01:20 PM'. There are links for 'Help', 'العربية', and 'Logout'. The left sidebar menu is titled 'Welcome: test713' and contains the following items: Home, Inbox, Public Relations Enquiry, Comm./Govt. Services Enquiry, Letters/ Commercial Permits, License Services, Employment Visa Service, and a list of services under 'Abscond Initiate' and 'Abscond Complete'. The 'Abscond Complete' option is circled in red. The main content area is titled 'Public Relation Information' and contains the following sections: Public Relations Detail, Employee Bank Guarantee Information, and License Remarks.

Public Relation Information	
Public Relations Detail:	
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:	
Employee Bank Guarantee Information:	
Bank Guarantee Paid:	Total Bank Guarantee Required:
Bank Guarantee Balance:	
License Remarks:	
Remark Type	Remarks

2. A screen will be opened with employee details.

PORTS, CUSTOMS & FREE ZONE CORPORATION

You are In : > Home > Online Service
Help ⓘ العربية

Welcome : test713

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Home

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View/Edit Existing Users

Create User

Finance Online Services ▲

CLD Services

CED Online Services

Abscond Employee Complete

Employee Details

CEC Number	<input type="text"/>	Employee Name Eng*	<input type="text"/>
Employee Name ARB	<input type="text"/>	Passport No*	<input type="text"/>
RP Expiry Date*	<input type="text"/>	Nationality*	<input type="text"/>

Employee Abscond Details

Priority* Extra Urgent

Documents

Note: The request submission will include the uploaded documents

+ add

Attachments (Accepte pdf, jpg, docx, doc, jpeg, png format)

Document Type	Uploaded File	

Remarks / Comments

Remarks / Comments

Submit

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Remarks / Comments

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Remarks / Comments

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 Your Employee Exit Date with Reference # 40180-EED-34 has been Approved

Abscond Employee Complete

Employee Details

CEC Number: 100449 Employee Name Eng: MOHAMED SHAFRAZ RAUFF

Employee Name ARB: محمد شافراز روفيا Passport No: N2014387

RP Expiry Date: 15-JAN-2013 Nationality: Sri Lanka

Employee Abscond Details

Priority: Extra Urgent Abscond Type: Repatriated

Documents

Note: The request submission will include the uploaded documents

Attachments (Accepts pdf, jpg, docx, doc, jpeg, png formats)

Document Type	Uploaded File

Remarks / Comments

Remarks / Comments

Submit

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