



Dubai Customs

Client Registration for New Users

User's Manual

Document Details

Document Information

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1 Introduction

1.1 Registration with Dubai Customs

All companies that wish to declare Customs declarations for themselves or their clients for the import, export or transshipment of goods or handling of the same in Dubai are required to be registered with Dubai Customs.

Dubai Customs now provides complete registration services online. The companies intending to get registered with Dubai Customs; need to apply online and receive the approval electronically after review of application and payment collection by the Customs authorities.

This document covers detailed steps for registration with Dubai Customs.

1.2 Document Organization

This document is organized into 5 chapters/sections.

- **About User Interface:** This chapter explains commonly used buttons and link during the registration process.
- **How to use Dubai Trade Portal:** This chapter explains steps for navigating Dubai Trade Portal to access the three registration related open services of Dubai Customs
- **How to use New Registration:** This chapter explains the steps for filling information related to new registration and submission of request for approval.
- **How to use Track Registration:** This chapter explains the steps for tracking a new registration request. It also explains the steps for making payment against the new registration and describes options available to user when the request is suspended or approved by a Customs Officer.
- **How to use Renew Business Code:** This chapter explains steps for Business Code renewal by a company.

1.3 Reference Documents

S NO	DOCUMENT	LOCATION
NA	NA	NA



1.4 Abbreviations and Terms

Client	Registered and Approved Company
Users	Registered or Unregistered User
CR Officer	Client Registration Officer
Sr. CR Officer	Senior Client Registration Officer

Customs Officer	Either CR Officer OR Sr. CR Officer
ECR	Enterprise Client Registration
DTP	Dubai Trade Portal
Forms	Set of user input fields used for entering the data by Users.
Screens	Set of forms, links and user interface elements generally dealing with a specific system functionality.

2 About User Interface

The following table provides the description of common buttons or links and illustrates how to use them during the registration process.

Button	Description
Add	Creates a new record
Delete	Deletes the specified record(s)
Cancel	Cancels the previous operation
Query	Turns the user interface into query mode
Go	Proceeds with the execution of a specified operation
Submit	Saves and submits the specified record to the next step in the process
Withdraw	Withdraws the suspended request
Continue	1. Proceeds to the next screen 2. Allows the client the continue submitting the request whether it's a draft request or a suspended one
Make Payment	Allows the client to make a payment for an approved request. It will direct the client to a new page for ePayment to make the payment
Recheck	Rechecks the Status of the Payment made using the above option
Go to Homepage	Takes the client to the Homepage of the application. Applicable only for logged in Users
I agree	Indicates that the client have read and understood the Terms & Conditions and wants to proceed with the submission of the request
I disagree	Indicates that the client have read and understood the Terms & Conditions and DO NOT want to proceed with the submission of the request
Print Request	Prints the submitted request with all the details entered
Print Screen	Prints the screen
	Navigates to next record
	Navigates to the previous record

3 How to use Dubai Trade Portal

All Customs online services are available through a single internet portal called Dubai Trade Portal (<http://www.dubaitrade.ae>). This portal serves as a gateway for trade facilitation providing not only Dubai Customs Client Registration services but also online services for other authorities that are required by the trading community in Dubai.

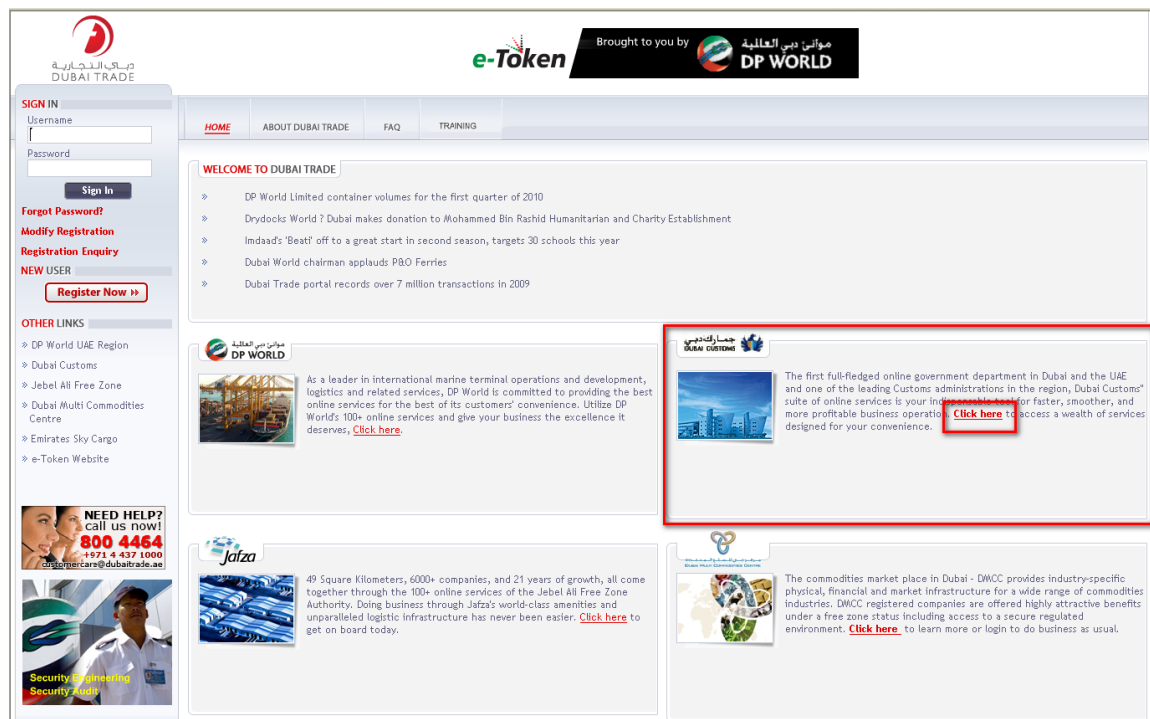
This section explains the steps to use Dubai Trade Portal for accessing Client Registration services of Dubai Customs.

1. Open the web browser (Internet Explorer) and type the URL www.dubaitrade.ae



Tip: Save the shortcuts in your Browser's Favorites for easy access in the future.

2. Under Dubai Customs section, click the link "Click here" as shown in the below screen.



3. The following screen is displayed listing all the online services that can be used without logging in to Dubai Trade portal also called "Open Services" for Dubai Customs.



Tip: Login to Dubai Trade Portal requires a User Name creation on Dubai Trade Portal. It will also be created as part of the Dubai Customs registration process. Details will follow in the below section 4.6.1 .

The screenshot shows the Dubai Trade website interface. The left sidebar contains the following links:

- New**
 - New Registration
 - Broker / Repsord
 - NOC Application
 - Account Request
 - CW License
- Enquiry**
 - Track Registration
 - Broker / Repsord
 - NOC Application
 - Account Request
 - CW License
- Amend / Renew**
 - Amendment Service
 - Renew Business Code
 - Broker / Repsord
 - NOC Application
 - Account Request
 - CW License
- Other Services**
 - HSCode Search
 - HSCode Enquiry
 - Contacts

The main content area displays a welcome message and registration services:

WELCOME

In line with the stated vision, Dubai Customs offers comprehensive and innovative online services to assist the business community. These services include inter-alia, clearance, other transactional services, as well as registration services. Also included are other services for the business community in the U.A.E and AGCC region that need to interact with Dubai Customs in the course of their activities.

REGISTRATION SERVICES

Depending on the business or service activity that you conduct or are involved in, you need to register with Dubai Customs. An entity is able to register for more than one service provided that the client holds a valid license issued by the competent authority that permits the client to conduct the activity he/she is registering for. On completing the registration, Dubai Customs will allocate a Customs Code to the client, which will remain valid only until the expiry of the license and will be subject to Dubai Customs conditions, rules and regulations and must be renewed on expiry.

IMPORTER/EXPORTER CODE
CLEARING AGENT CODE
SHIPPING AGENT CODE
FREE ZONE COMPANY CODE

CLEARANCE AND OTHER TRANSACTION SERVICE

These services are for the clients who have already registered with Dubai Customs as Importers/Exporters, Clearing Agents and as Free Zone Companies and to whom their respective Customs Codes have been allocated. The services are available on our corporate portal (DUBAI TRADE) [TAKE ME TO THE CLEARANCE AND TRANSACTION SERVICES](#)

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4. In this page, the following links will be displayed to do the activities related to Customs registration.
 - a. New Registration
 - b. Track Registration
 - c. Renew Business Code

4 How to use New Registration

“New Registration” open service provides a set of screens and forms to create a new registration request through Dubai Trade portal.

User is required to enter business profile information, business address details, business types & services, facilities, users, business group details, and add any attachments to complete the registration request.

During registration, the request can be saved as draft and it can be continued later on. Once the registration request is submitted it is sent to the Customs Officer for review and approval.

To access the “New Registration” screen, please refer to the section 3.

4.1 Business Profile

This section explains entering basic information of a Business such as Business Name, License details, Contact details etc.

1. The following screen is displayed as the first screen on clicking the “New Registration” link.


2. Fill in all the applicable fields

Note:

- ❖ Phone, Mobile, & Fax should be entered in “Country-Area-Number” format. For example, a UAE Mobile could be like 971-50-1234567, or a UAE Phone could be like 971-4-1234567.
- ❖ Only the country codes of GCC countries are allowed for Phone, Mobile and Fax Numbers.
- ❖ Email should be in the specified format i.e [xxx@xxx.xxx](#).
- ❖ Website should be in the specified format i.e [www.xxx.xxx](#).
- ❖ Operational Email is used to send alerts to the clients.

3. Fill in all the applicable fields to save the draft of the request

4. Click on “Save as Draft” button.
5. The following screen is displayed.



Service Request Detail:

New Business Registration
1 of 1+

Next
1 of 1+

kindly take a note of the following information. This information can be used to Track your Request using the Track Request facility. This request will be automatically deleted, if it is not submitted within next 15 days

Request Id: 1-203854294

Validation Code: 40571

New Business Registration
1 of 1+

Save as Draft
1 of 1+

Business Details

Request Id: 1-203854294

Business Name: Dyna Trading LLC

Business Name (Arabic):

Registration Category: Dubai based companies

No. of Employees: 51 - 100

Business Contact Details

Phone
(Country-Area-Number): 971-4-3498234

Fax
(Country-Area-Number): 971-4-3498233

Email: dynatr@dynamtradinglimited.com

Operational Email: dynatr@dynamtradinglimited.com

Website: www.dynamtradinglimited.com

License Details

License Number: 40571

License Type: Commercial

Issuing Authority: Department of Economic Development - Dubai

Issue Date: 13/09/2007

Expiry Date: 13/09/2012

Renewal Date: 13/09/2010

6. Note down the information given in the message. This information is useful to track the request later on. Note that the Validation Code is the same as the Business License #.
7. Click on “Next” button to proceed to the next step
8. The following screen is displayed

جمارك دبي
DUBAI CUSTOMS

New Business Registration

Save Preview & Submit Cancel 1 of 1+

Business Details

Request Id: 1-203854294

Business Name: Dyna Trading LLC

Business Name (Arabic):

Registration Category: Dubai based companies

No. of Employees: 51 - 100

Business Contact Details

Phone (Country-Area-Number): 971-4-3498234

Fax (Country-Area-Number): 971-4-3498233

Email: dynatr@dynatradinglimited.com

Operational Email: dynatr@dynatradinglimited.com

Website: www.dynatradinglimited.com

NOC Number:

License Details

License Number: 40571

License Type: Commercial

Issuing Authority: Department of Economic Development - Dubai

Issue Date: 13/09/2007

Expiry Date: 13/09/2012

Renewal Date: 13/09/2010

9. Button shown on the screen allows to do the following:

- **Save:** Saves all the changes made to the registration request in draft format.
- **Preview & Submit:** Displays a read only preview of the request on a new screen and provides a button to submit the request. You would only usually use this button when your request have been finalized
- **Cancel:** Cancels the current registration request.

10. Following sections of the business profile should be filled before submitting the request.
Business Address, Business Type, License Activities, Facility Details, User Registration, Attachments, Document Templates and Group Information

Business Address					No Records
Add	Query	Delete			
Address Line 1		Country	City	P.O.Box	Edit
Business Type					No Records
Add	Query				
Business Type					
License Activities					No Records
Add	Query	Delete			
License Activity					
Facility Details					No Records
Add	Query				
Facility Name		Facility Type	Status		
User Registration					No Records
Add	Query				
User Id	First Name	Middle Name	Last Name		
Attachments					No Records
Add	Query	Delete			
Document Title	Document Type	File Name(Max 200 char)	File Type	Document Size (in Bytes)	Edit
Document Templates					1 - 3 of 3
Template					
Download Letter of Undertaking for Clearing Agent(Applicable for Broker Business Type)					
Download Letter of Undertaking for Importer(Applicable for Importer Business Type)					
Download Letter of Undertaking for Shipping Agent(Applicable for Shipping Agent Business Type)					
Group Informations					No Records
Add	Query	Delete			
Group Business Name		Relationship Type	Edit		

4.2 Business Address

1. Click on “Add” button to add Address details of business.

Business Address					No Records
Add	Query	Delete			
Address Line 1		Country	City	P.O.Box	Edit

2. The following screen is displayed

Business Address				
Save	Cancel			
Address Line 1*		P.O.Box*		
Address Line 2*		Country*		
Street:		Emirate/State/Province*		
Area:		City*		

3. Fill in all the applicable fields
4. Click on
 - a. “Save” button to save the changes
 - b. “Cancel” button to cancel the changes
5. After clicking on “Save” button, the following screen is displayed

Address Line 1	Country	City	P.O.Box	Edit
Line3	United Arab Emirates	Dubai	54321	Edit

6. Click on

- ❖ “Edit” button to modify the address details
- ❖ “Delete” button to delete the address details

Note:

- ❖ Add button is disabled to accept only one address for a business.
- ❖ “Not Available” is added to facilitate the successful migration of Mirsal1 and Mirsal2 records as some of these records does not have values in ‘City’, ‘State’ or ‘Country’.
- ❖ This is applicable to all address entities, be it facility address, user address or business address.
- ❖ System will validate if user will select “Not Available” in ‘City’, ‘State’ or ‘Country’ fields and will throw error to indicate not to pick “Not Available” in any of above mentioned fields.

4.3 Business Types

1. Click on “Add” button

Business Type

Add Query

Business Type

No Records

2. The following screen is displayed

Business Type

Added Business Types cannot be deleted

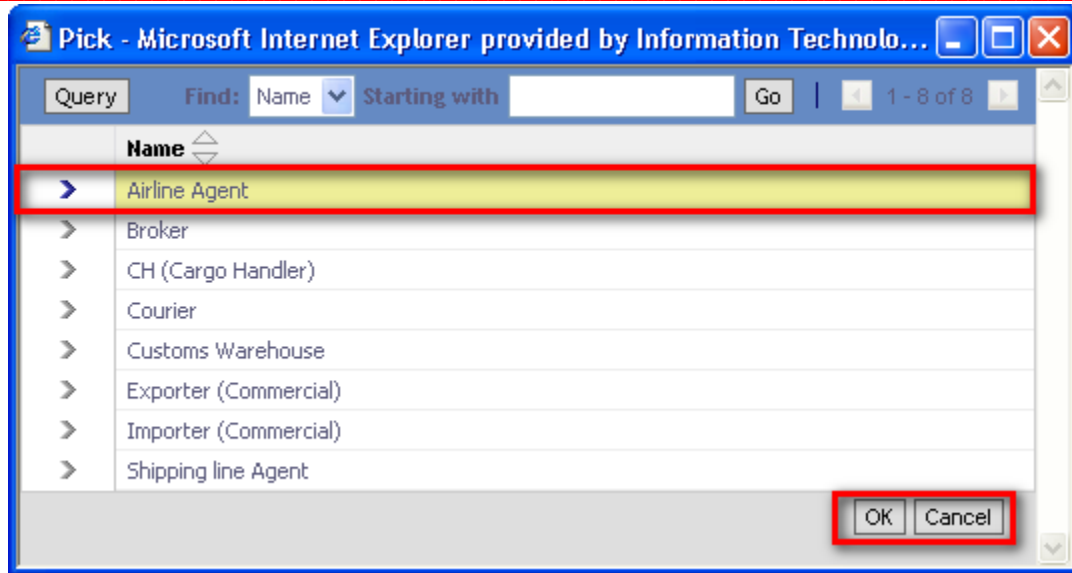
*Business Type: [Business Type] [Select Icon]

Save Cancel

3. Click the Select Icon  to show a list of all the business types

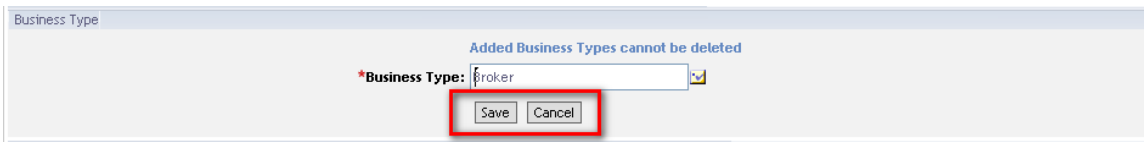
4. Select the Business Type by clicking on the arrow on the left side



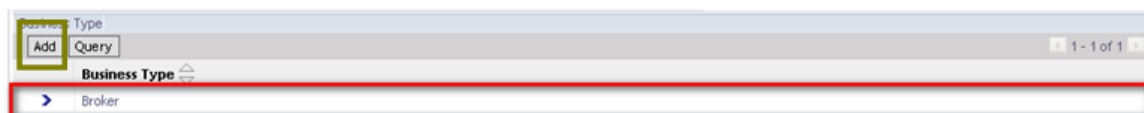


5. Click on
 - a. "OK" button to add it to business
 - b. "Cancel" button to cancel to close popup

6. After clicking on "OK" button, following screen is displayed



7. Click on
 - a. "Cancel" button to cancel the record
 - b. "Save" button to save the record
8. After adding the business type, following screen is displayed.



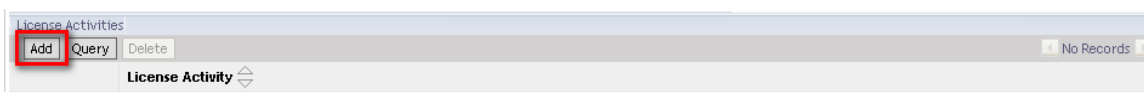
9. Click on "Add" button to add more business types.

Note:

- ❖ Business Type once added cannot be deleted.

4.4 License Activities

1. Click on "Add" button



2. The following screen is displayed

3. Click the Select Icon to show list of all the license activities

4. Select the License Activity by clicking on the arrow on the left side

5. Click on

- “OK” button to add it
- “Cancel” button to cancel the process

6. After clicking on “OK” button, following screen is displayed.

7. Click on

- “Cancel” button to cancel the record
- “Save” button to save the record

8. After clicking on “Save” button, following screen is displayed.

9. Click on
 - a. “Add” button to add another License Activity
 - b. “Delete” button to delete the already added License Activity

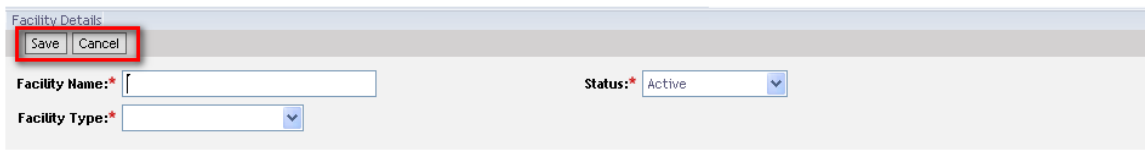
4.5 Facility Details

1. Click on “Add” button to add a facility.



The screenshot shows the 'Facility Details' window. At the top, there are two buttons: 'Add' and 'Query'. The 'Add' button is highlighted with a red rectangular box. Below the buttons, there are three input fields: 'Facility Name', 'Facility Type', and 'Status'. The 'Status' field has a dropdown arrow. In the top right corner, there is a status indicator that says 'No Records'.

2. After clicking on “Add” button, following screen is displayed



The screenshot shows the 'Facility Details' window after clicking the 'Add' button. At the top, there are two buttons: 'Save' and 'Cancel'. Both buttons are highlighted with a red rectangular box. Below the buttons, there are three input fields: 'Facility Name', 'Facility Type', and 'Status'. The 'Status' field has a dropdown arrow and is currently set to 'Active'.

3. Below are the available facility types in the system



The screenshot shows a dropdown menu for 'Facility Type'. The menu is open, displaying four options: 'Branch', 'Free zone', 'Premises', and 'Warehouse'. The 'Branch' option is highlighted with a blue background.

4. Fill in all the applicable fields
5. Click on
 - a. “Cancel” button to cancel the record
 - b. “Save” button to save to add more details of the facility

Note:

- ❖ Depending on the Facility Type, different fields have to be filled in. This is described in the following sections.

4.5.1 Branch Facility

1. The following screen is displayed if the Facility Type “Branch” is selected.

Facility License Details

Save Delete 1 of 1+

Facility Name: * Dyna trading - Jemel Ali Status: * Active

Facility Type: * Branch

Facility Contacts

Add Query Delete No Records

First Name	Last Name	Email	Mobile (Country-Area-Number)

Facility Address

Add Delete No Records

Address Line 1	Country	City	P.O.Box	Edit

Attachments

Add Query Delete No Records

Document Title	Document Type	File Name(Max 200 char)	File Type	Document Size (in Bytes)	Edit

2. Following sections must be filled for a Branch Facility

- Facility Contacts
- Facility Address

4.5.1.1 Facility Contacts

1. Click on “Add” button to add a Facility Contact.

Facility Contacts

Add Query Delete No Records

First Name	Last Name	Email	Mobile (Country-Area-Number)

2. The following screen is displayed

Facility Contacts

Save Cancel

First Name: * Mohammed

Middle Name: Amjad

Last Name: * Ali

Designation: Owner

Nationality: UAE (United Arab Emirate)

Gender: Male

Place of Work: Dubai

Mobile (Country-Area-Number): * 971-55-1665070

Phone (Country-Area-Number): * 971-4-3498234

Fax (Country-Area-Number): * 971-4-3498233

Email: * led.amjad@dynatradinglimited.com

Date of Birth: 19/07/1976

Place of Birth: United Arab Emirates

3. Fill in all the applicable fields.

4. Click on

- “Save” button to save the changes
- “Cancel” button to cancel the changes

5. After clicking on “Save” button, following screen is displayed.



Facility Contacts				
<div>Save Cancel</div>				
First Name:	Mohammed	Mobile	971-55-1665070	
Middle Name:	Amjad	(Country-Area-Number):	971-4-3498234	
Last Name:	Ali	Phone	971-4-3498233	
Designation:	Owner	Fax	971-4-3498233	
Nationality:	UAE (United Arab Emirate)	Email:	jed.amjad@dynatradinglimited.com	
Gender:	Male	Date of Birth:	19/07/1976	
Place of Work:	Dubai	Place of Birth:	United Arab Emirates	

Facility Address				
<div>Add Delete</div>				
Address Line 1	Country	City	P.O.Box	Edit

Attachments				
<div>Add Query Delete</div>				
Document Title	Document Type	File Name(Max 200 char)	File Type	Document Size (in Bytes)

Facility Contact Addresses

- Click on “Add” button to add a Facility Contact Addresses

Contact Addresses				
<div>Add Query Delete</div>				
Address Line 1	Country	City	P.O.Box	Edit

- After clicking on “Add” button, following screen is displayed

Contact Addresses				
<div>Save Cancel</div>				
Address Line 1:	206 Al Amal Tower	P.O.Box:	3047	
Address Line 2:	2nd Floor	Country:	United Arab Emirates	
Address Line 3:		Emirate/State/Province:	DUBAI	
Street:	Alkhaleej Street	City:	Dubai	
Area:	Deira			

- Fill in all the applicable fields.
- Click on
 - “Save” button to save the record
 - “Cancel” button to cancel the record
- The following screen is displayed when the save button is clicked.

Contact Addresses				
<div>Add Delete</div>				
Address Line 1	Country	City	P.O.Box	Edit
206 Al Amal Tower	United Arab Emirates	Dubai	3047	Edit

- Click on
 - “Edit” button to modify the address information.
 - “Delete” button to delete the address record

Facility Contact Credentials

1. Click on “Add” button to add a “Facility Contact Credentials” e.g. Passport details, Visa Details etc.

Facility Contact Credentials

Add Query Delete No Records

Identity Number	Identity Type	Issue Date	Expiry Date	Issuing Country	Edit
-----------------	---------------	------------	-------------	-----------------	------

2. The following screen is displayed

Facility Contact Credentials

Save Cancel

Identity Number: KD89J898 Issue Date: 17/08/2009

Identity Type: Passport Expiry Date: 16/08/2014

Issuing Country: United Arab Emirates

3. Fill in all the applicable fields.
4. Click on
 - a. “Save” button to save the record
 - b. “Cancel” button to cancel the record
5. After clicking on “Save” button, following screen is displayed.

Facility Contact Credentials

Add Query Delete 1 - 1 of 1

Identity Number	Identity Type	Issue Date	Expiry Date	Issuing Country	Edit
KD89J898	Passport	17/08/2009	16/08/2014	United Arab Emirates	Edit

6. Click on
 - a. “Edit” button to modify the credential record
 - b. “Delete” button to delete the credential record

4.5.1.2 Facility Address

7. Click on “Add” button

Facility Address

Add Query Delete No Records

Address Line 1	Country	City	P.O.Box	Edit
----------------	---------	------	---------	------

8. The following screen is displayed

Facility Address

Save Cancel

Address Line 1: Dyna Trading LLC P.O.Box: 73644

Address Line 2: Industrial Area 1 Country: United Arab Emirates

Address Line 3: Emirate/State/Province: SHARJAH

Street: Industrial Area 1 City: Sharjah

Area: Sharjah Facility Location: Industrial Area 1

Plot No: 33

9. Fill in all the applicable fields

10. Click on

- “Save” button to save the record
- “Cancel” button to cancel the record

Note:

- ❖ Please note that the fields “Plot No” & “Facility Location” are required to save a Facility Address record

11. After clicking on “Save” button, following screen is displayed

Facility Address				
<div> <div>Add</div> <div>Delete</div> </div> <div>1 - 1 of 1</div>				
Address Line 1	Country	City	P.O.Box	Edit
Dyna Trading LLC	United Arab Emirates	Sharjah	73644	Edit

12. Click on

- “Edit” button to modify the record
- “Delete” button to delete the record

4.5.1.3 Facility Attachments

1. Click on “Add” button

Attachments					
<div> <div>Add</div> <div>Query</div> <div>Delete</div> </div> <div>No Records</div>					
Document Title	Document Type	File Name	File Type	Document Size (in Bytes)	Edit

2. The following screen is displayed

Attachments	
<div> <div>Save</div> <div>Cancel</div> </div>	
File Name:* <input type="text"/>	Document Title:* <input type="text"/>
Document Type:* <input type="text"/>	

3. After clicking on Select Icon  , following screen is displayed

Add Attachment - Microsoft Internet Explorer pro...

Please specify a File Name:

File Name:

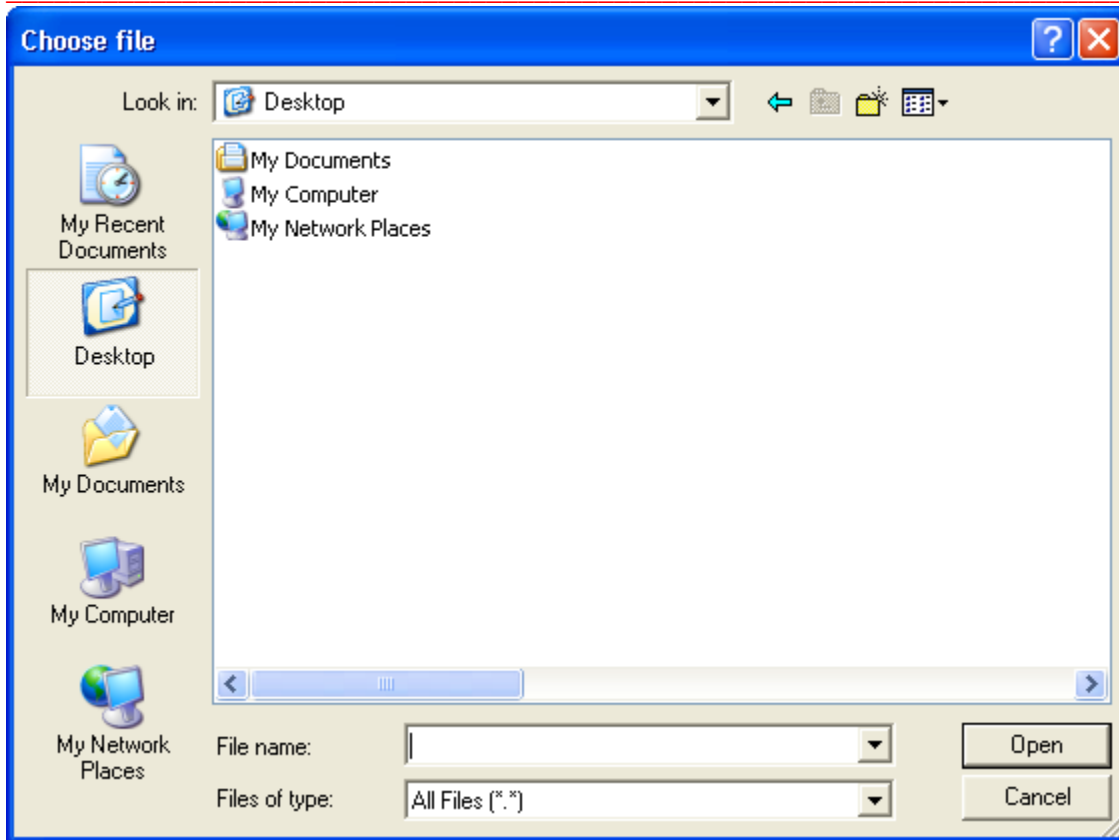
Browse...

Add

Cancel

4. Click on “Browse” to select the file to be uploaded

5. The following screen is displayed



6. Choose a file to attach
7. Click on “Open” button
8. The following screen is displayed

Attachments

Save Cancel

File Name: * New Text Document Document Title: * copy of plan of warehouse

Document Type: * Copy of the Plan of Warehouse

9. Click on
 - a. “Save” button to save the record
 - b. “Cancel” button to cancel the record

Note:

- ❖ Allowed file types are: .DOC, .PDF, .JPG, .XLS, .GIF, .BMP, .TXT
- ❖ Allowed size is: 10MB per file (maximum limit)

10. The following screen will be displayed

Attachments					
Add Query Delete					
Document Title	Document Type	File Name	File Type	Document Size (in Bytes)	Edit
> copy of plan of warehouse	Copy of the Plan of Warehouse	New Text Document	TXT	66	Edit

11. Click on
 - a. “Edit” button to modify the record

b. “Delete” button to delete the record

Facility License Details

Save Delete 1 of 1+

Facility Name: Dyna trading - Jemel Ali Status: Active

Facility Type: Branch

Facility Contacts

Add Query Delete 1 - 1 of 1

First Name	Last Name	Email	Mobile (Country-Area-Number)
Mohammed	Ali	mohammed.amjad@dynamtradinglimited.com	971-55-1665070

Facility Address

Add Delete 1 - 1 of 1

Address Line 1	Country	City	P.O.Box	Edit
Dyna Trading LLC	United Arab Emirates	Sharjah	73644	Edit

Attachments

Add Query Delete 1 - 1 of 1

Document Title	Document Type	File Name(Max 200 char)	File Type	Document Size (in Bytes)	Edit
Copy of plan of warehouse	Copy of the Plan of Warehouse	Copy of plan of warehouse	PDF	137,390	Edit

12. Click on

- “Save” button on “Facility License Details” to save the facility
- “Delete” button on “Facility License Details” to delete the facility

13. The following screen is displayed

Facility Details

Add Query 1 - 1 of 1

Facility Name	Facility Type	Status
Dyna trading - Jemel Ali	Branch	Active

14. Click on the “Facility Name” link to modify the facility details

15. Click on “Add” button to add another facility and repeat the steps as mentioned in section 4.5

Notes

- Please save ‘Facility Contacts’ and ‘Facility Address’ information before saving ‘Facility License Details’ information.

:

- After modifying any field, if client does not save modification/change and proceed with furnishing the other details, he/she will get a warning message to save the changes.

The screenshot shows the 'Facility License Details' form. At the top, there are 'Save' and 'Delete' buttons. The 'Facility Name' field contains 'Branch Facility - Ghubaiba' and the 'Status' is 'Active'. The 'Facility Type' is 'Branch'. A 'Windows Internet Explorer' dialog box is overlaid on the form, asking 'You have unsaved changes on Facility License Details. Continue?' with 'OK' and 'Cancel' buttons. Below the dialog, the 'Facility Contacts' section has 'Add', 'Query', and 'Delete' buttons. The 'Facility Address' section has 'Add' and 'Delete' buttons. The 'Attachments' section has 'Add', 'Query', and 'Delete' buttons. The form also includes fields for 'First Name', 'Last Name', 'Country', 'City', 'P.O.Box', 'Document Title', 'Document Type', 'File Name', 'File Type', and 'Document Size'.

❖ Click on

- “OK” button to continue without saving the modifications
- “Cancel” button to save the modified information

4.5.2 Free Zone Facility

1. After filling in all the fields below, click on “Save” to proceed

The screenshot shows the 'Facility Details' form. At the top, there are 'Save' and 'Cancel' buttons. The 'Facility Name' field contains 'Dyna Trading - Freezone' and the 'Status' is 'Active'. The 'Facility Type' is 'Free zone'.

2. The following screen is displayed

The screenshot shows the 'Facility License Details' form. At the top, there are 'Save' and 'Delete' buttons. The 'Facility Name' field contains 'Dyna Trading - Freezone' and the 'Status' is 'Active'. The 'Facility Type' is 'Free zone'. A red box highlights the 'Reference Code' field. Below the 'Reference Code' field, the 'Facility Contacts' section has 'Add', 'Query', and 'Delete' buttons. The 'Facility Address' section has 'Add' and 'Delete' buttons. The 'Attachments' section has 'Add', 'Query', and 'Delete' buttons. The form also includes fields for 'First Name', 'Last Name', 'Email', 'Mobile', 'Country', 'City', 'P.O.Box', 'Document Title', 'Document Type', 'File Name', 'File Type', and 'Document Size'.

3. Fill in all the applicable fields.

Note:

❖ Facility Contacts & Facility Address sections are not applicable for Free Zone Facility

4.5.2.1 Facility Attachments

- For more information on uploading attachment to a Facility, Please refer to section 4.5.1.3

Facility License Details

Save Delete 1 of 1+

Facility Name: Dyna Trading - Freezone Status: Active

Facility Type: Free zone Reference Code: DUBAI MEDIA CITY

Facility Contacts

Add Query Delete No Records

First Name	Last Name	Email	Mobile (Country-Area-Number)

Facility Address

Add Delete No Records

Address Line 1	Country	City	P.O.Box	Edit

Attachments

Add Query Delete 1 - 1 of 1

Document Title	Document Type	File Name(Max 200 char)	File Type	Document Size (in Bytes)	Edit
Inventory Report	Current Inventory Report	Inventory Report	TXT	67	Edit

- Click on
 - "Save" button to save the facility
 - "Delete" button to delete the facility
- The following screen will be displayed

Facility Details

Add Query 1 - 1 of 4

Facility Name	Facility Type	Status
Dyna Trading - Freezone	Free zone	Active
Dyna Trading Warehouse	Warehouse	Active
Dyna trading - Hatta Premises	Premises	Active
Dyna trading - Javel Ali	Branch	Active

- Click on
 - "Facility Name" link to modify the facility
 - "Add" button to add another facility

4.5.3 Premises Facility

- After filling out all the fields below, click on "Save" to proceed

Facility Details

Save Cancel

Facility Name: Dyna trading - Hatta Premises Status: Active

Facility Type: Premises

- The following screen is displayed

Facility License Details

Save Delete 1 of 1+

Facility Name: Dyna trading - Hatta Premises

Facility Type: Premises

Status: Active

Customs Location: HATTA (Al Wajajah)

Clearance Message Channel: Email

Clearance Message Channel Address: dynatr@dynatradingmi

Facility Contacts

Add Query Delete No Records

First Name	Last Name	Email	Mobile (Country-Area-Number)
No Records			

Facility Address

Add Delete No Records

Address Line 1	Country	City	P.O.Box	Edit
No Records				

Attachments

Add Query Delete No Records

Document Title	Document Type	File Name(Max 200 char)	File Type	Document Size (in Bytes)	Edit
No Records					

3. Fill in all the applicable fields.

Note:

- ❖ Clearance Message Channel is pre-defaulted to “Email” and it can not be changed.
- ❖ Clearance Message Channel Address should be a valid email address in the specified format i.e. XXX@XX.XXX

4. Select the Customs Location from drop down

4.5.3.1 Facility Contacts

1. Please refer to section 4.5.1.1

4.5.3.2 Facility Address

1. Please refer to section 4.5.1.2

4.5.3.3 Facility Attachments

1. Please refer to section 4.5.1.3

Facility License Details

Save Delete 1 of 1+

Facility Name: Dyna trading - Hatta Premises

Facility Type: Premises

Status: Active

Customs Location: HATTA (Al Wajajah)

Clearance Message Channel: Email

Clearance Message Channel Address: dynatr@dynatradingmi

Facility Contacts

Add Query Delete 1 - 1 of 1

First Name	Last Name	Email	Mobile (Country-Area-Number)
Sohail	Tanveer	sohail.tanveer@dynatradinglimited.com	971-50-5089334

Facility Address

Add Delete 1 - 1 of 1

Address Line 1	Country	City	P.O.Box	Edit
Plot no - 49	United Arab Emirates	Al Ain	562342	Edit

Attachments

Add Query Delete No Records

Document Title	Document Type	File Name(Max 200 char)	File Type	Document Size (in Bytes)	Edit
No Records					

2. Click on

- “Save” button to save the facility record
- “Delete” button to delete the facility record

3. The following screen is displayed

Facility Details		
Add	Query	1 - 2 of 2
Facility Name	Facility Type	Status
> Dyna trading - Hatta Premises	Premises	Active
> Dyna trading - Javel Ali	Branch	Active

4. Click on

- “Facility Name” link to modify the facility
- “Add” button to add another facility

4.5.4 Warehouse Facility

1. After filling all the fields below, click on “Save” button to proceed

Facility Details	
Save Cancel	
Facility Name: Dyna Trading Warehouse	Status: Active
Facility Type: Warehouse	

2. The following screen is displayed

Facility License Details	
Save Delete	
Facility Name: Dyna Trading Warehouse	
Facility Type: Warehouse	
Status: Active	
Facility Mode: <input type="text"/>	Proposed Area (sq. ft.): <input type="text"/>
Building Type: <input type="text"/>	License Number: <input type="text"/>
	Issue Date: <input type="text"/>
	Expiry Date: <input type="text"/>

3. Fill in all the applicable fields

4. Select the “Facility Mode” from the following list

- Private
- Public

5. Select the “Building Type” from the following list

Flatted factory
Multi storey warehouse
Other
Purpose-built warehouse
Shop house warehouse
Uncovered yard

4.5.4.1 Facility Contacts

1. Please refer to section 4.5.1.1

4.5.4.2 Facility Address

1. Please refer to section 4.5.1.2

4.5.4.3 Facility Attachments

1. Please refer to section 4.5.1.3

Facility License Details

Save Delete 1 of 1+

Facility Name: Dyna Trading Warehouse Proposed Area (sq. ft.): 2,000

Facility Type: Warehouse License Number: 4891922

Status: Active Issue Date: 09/09/2009

Facility Mode: Private Expiry Date: 09/09/2011

Building Type: Multi-Storey

Facility Contacts

Add Query Delete 1 - 1 of 1

First Name	Last Name	Email	Mobile (Country-Area-Number)
Mohammed	Ali	mohammed.amjad@dynamtradinglimited.com	971-55-1665070

Facility Address

Add Delete 1 - 1 of 1

Address Line 1	Country	City	P.O.Box	Edit
Industrial Area 1 - 69	United Arab Emirates	Sharjah	3047	Edit

Attachments

Add Query Delete No Records

Document Title	Document Type	File Name(Max 200 char)	File Type	Document Size (in Bytes)	Edit
----------------	---------------	-------------------------	-----------	--------------------------	------

2. Click on
 - c. "Save" button to save the facility record
 - d. "Delete" button to delete the facility record

3. After clicking on "Save" button, following screen is displayed

Facility Details

Add Query 1 - 3 of 3

Facility Name	Facility Type	Status
Dyna Trading Warehouse	Warehouse	Active
Dyna trading - Hatta Premises	Premises	Active
Dyna trading - Javel Ali	Branch	Active

4. Click on
 - a. "Facility Name" link to modify the facility
 - b. "Add" button to add another facility

4.6 User Registration

1. Click on "Add" button

User Registration

Add Query

No Records

User Id First Name Middle Name Last Name

2. The following screen is displayed

User Registration

Save Cancel

Note: To select an existing User. Kindly provide the User Code and then click on the Select Icon in the Last Name field.

User Details

User Code: []

First Name: Abdul

Middle Name: Rehman

Last Name: Khan

Gender: Male

Designation: PCB

Place of Work: Dubai

Preferred Mode of Contact: Email

User Contact Details

Mobile (Country-Area-Number): 971-55-1665071

Phone (Country-Area-Number): 971-4-3498234

Fax (Country-Area-Number): 971-4-3498233

Email: abdul.rehman@dynatradinglimited.

Alternate Email: abdul.rehman@dynatradinglimited.

Nationality: UAE (United Arab Emirates)

Date of Birth: 17/03/1976

Place of Birth: United Arab Emirates

3. Fill in all the applicable fields

4. Click on

- "Save" button to save the changes and fill more information of the user like, "Login Details", "Roles", "User Credentials", "User Address" and "User Attachments" or Click on "Delete" to delete the record
- "Cancel" button to cancel the process

Note:

- ❖ To select an existing user, kindly provide the user code and then click on the select icon in the last name field

User Registration

Save Cancel

Note: To select an existing User. Kindly provide the User Code and then click on the Select Icon in the Last Name field.

User Details

User Code: []

First Name: *

Middle Name:

Last Name: *

User Contact Details

Mobile (Country-Area-Number): *

Phone (Country-Area-Number): *

Fax (Country-Area-Number): *

5. After clicking on "Save" button, following screen is displayed



Save

Delete

1 of 1+

User Details

First Name:* Abdul

Middle Name: Rehman

Last Name:* Khan

Gender: Male

Designation: PCB

Place of Work: Dubai

Preferred Mode of Contact: Email

User Contact Details

Mobile (Country-Area-Number):* 971-55-1665071

Phone (Country-Area-Number):* 971-4-3498234

Fax (Country-Area-Number):* 971-4-3498233

Email:* abdul.rehman@dynatradinglimited.

Alternate Email: abdul.rehman@dynatradinglimited.

Nationality: UAE (United Arab Emirates)

Date of Birth: 17/03/1976

Place Of Birth: United Arab Emirat

Login Details

Please Note: Login Id once created cannot be removed.

Login Id:

Password(Max 30 Char):

Hint Question:

Hint Answer:

Check Login Availability

Roles

Add

Query

Delete

No Records

User Credentials

Add

Query

Delete

No Records

Identity Number	Identity Type	Issue Date	Expiry Date	Issuing Country	Edit

4.6.1 Login Details

1. Fill in all the applicable fields

Note:

- ❖ “Check Login Availability” button is disabled. This will be enabled only when you enter value in Login Id field

Login Details

Please Note: Login Id once created cannot be removed.

Login Id:

Password(Max 30 Char):

Hint Question:

Hint Answer:

Check Login Availability

2. Click on the Select Icon to select a Hint Question
3. Select the “Hint Question” from the following list



Pick - Microsoft Internet Explorer provided by Information Technolo...

Query Find: Name Starting with [] Go | 1 - 7 of 7

Name
> What is the Mothers name?
> What is your favorite city?
> What is your favorite color?
> What is your library card number?
> What is your pet name?
> What is your primary frequent flyer number?
> What was your first phone number?

OK Cancel

4. Click on the Arrow >
5. Click on
 - a. "OK" button to select the Hint Question
 - b. "Cancel" button to cancel the selection and close the pop-up

Login Details

Please Note: Login Id once created cannot be removed.

Login Id: ABDULREHMAN

Password(Max 30 Char):

Hint Question: What is your primary frequent flye

Hint Answer: L-45623

Check Login Availability

6. Click on "Check Login Availability" button to check whether the login id entered is available in Dubai Trade or not
7. If the Login Id is available, following message is displayed

Notification

Back

"Login ID is Available"(SBL-BPR-00131)

8. If the Login Id not available, following message is displayed

Notification

Back

"This Login ID is not Available, Sorry for the Inconvenience"(SBL-BPR-00131)

4.6.2 Roles

1. Click on “Add” button

2. The following screen is displayed
3. Select the appropriate role from the following list

4. Click on
 - a. “Save” button to save the record
 - b. “Cancel” button to cancel the record


5. The following screen is displayed

6. click on “Add” button and repeat the steps from 1 to 5 to add another role

4.6.3 User Credentials

1. Click on “Add” button

2. The following screen is displayed



3. Fill in all the applicable fields
4. Click on
 - a. "Save" button to save the record
 - b. "Cancel" button to cancel the record
5. After clicking on "Save" button, following screen is displayed



6. Click on
 - a. "Add" button to add another User Credentials record
 - b. "Delete" button to delete a certain record

4.6.4 User Address

1. Please refer to section 4.5.1.1

4.6.5 User Attachments

1. Please refer to the section 4.5.1.3
2. After uploading documents,
3. Click on
 - a. "Save" button on "User Details" to save the user record
 - b. "Delete" button to "User Details" to delete the user record



4. After clicking on "Save" button , following screen is displayed

- ❖ In case if the system prompts to enter Broker Certification Details and the Broker Certification details are not available then enter your Trade License Details in Broker Certification fields.

User Registration			
Add Query			
User Id	First Name	Middle Name	Last Name
ABDULREHAN	Abdul	Rehman	Khan

5. Click on
 - a. “Add” button to add another user
 - b. “Last Name” link modify the user details

4.7 Attachments

1. Please refer to section 4.5.1.3

4.8 Document Templates

This section is having the templates of the documents to be filled in and uploaded by the users wherever applicable.


The available templates are:

- Download Letter of Undertaking for Clearing Agent
 - Download Letter of Undertaking for Importer
 - Download Letter of Undertaking for Shipping Agent
1. Click on link to download the template file to the local system
 2. Upload the filled/scanned copy of the above document as applicable. Please refer to the section 4.5.1.3 for uploading a document

4.9 Group Information

1. Click on “Add” button

Group Informations		
Add	Query	Delete
No Records		
Group Business Name	Relationship Type	Edit

2. The following screen is displayed
3. Provide the “Business Code” for the business you want to group with
4. Click on the Select Icon  to retrieve the Business Information
5. Select the business

Pick Account - Microsoft Internet Explorer provided by Information Techn...

Query Find Business Name Starting with Go 1 - 1 of 1

Business Name	Business UCID	Status
Newland organisation	AE-1001414	Active

Clear OK Cancel

Document Title Document Type File Name(Max 200 char) File Type Document Size (in Bytes) Edit

Document Templates 1 - 3 of 3

Template

Download Letter of Undertaking for Clearing Agent(Applicable for Broker Business Type)

Download Letter of Undertaking for Importer(Applicable for Importer Business Type)

Download Letter of Undertaking for Shipping Agent(Applicable for Shipping Agent Business Type)

Group Informations

Save Cancel

Kindly provide the Group Business UCID and then click on the Select Icon in the Group Business Name field.

Group Business UCID:* AE-1001414

Relationship Type:*

Group Business Name:*

6. Select a "Relationship Type" from the following list

Parent

Other

Subsidiary

Group Informations 1 - 1 of 1

Save Cancel

Kindly provide the Group Business UCID and then click on the Select Icon in the Group Business Name field.

Group Business UCID:* AE-1001414

Relationship Type:* Parent

Group Business Name:* Newland organisation

7. Click on

- "Save" button to save the record
- "Cancel" button to cancel the record

8. After clicking on "Save" button, following screen is displayed

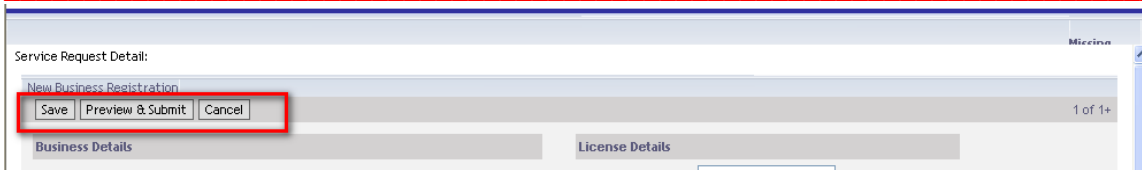
Group Informations 1 - 1 of 1

Add Query Delete

Group Business Name	Relationship Type	Edit
Newland organisation	Parent	Edit

9. Click on

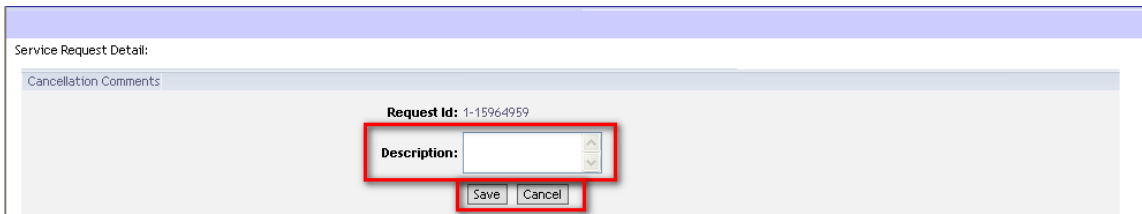
- "Edit" button to modify the record
- "Delete" button to delete the record



10. Click on

- “Save” button to save a draft of the registration request
- “Cancel” button to cancel the registration request

11. The following screen is displayed



12. Fill in the Cancellation Reason in the “Description” field

13. Click on

- “Save” button to confirm the cancellation of the request
- “Cancel” button to navigate to the previous screen and continue to submit the request



14. Click “Preview & Submit” button to preview the registration request in a read only format

- ❖ In case if the system prompts to enter NOC Number and it is not available then enter 9999 in NOC Number field.

15. The following screen is displayed.

New Business Registration

Back Continue Print Screen 1 of 1+

<p>Business Details</p> <p>Request Id: 1-203854294</p> <p>Business Name: * Dyna Trading LLC</p> <p>Business Name (Arabic):</p> <p>Registration Category: * Dubai based companies</p> <p>No. Of Employees:</p>	<p>License Details</p> <p>License Number: * 40571</p> <p>License Type: * Commercial</p> <p>Issuing Authority: * Department of Economic Development - Dubai</p> <p>Issue Date: * 13/09/2007</p> <p>Expiry Date: 13/09/2012</p> <p>Renewal Date: 13/09/2010</p>
<p>Business Contact Details</p> <p>Phone (Country-Area-Number): * 971-4-3498234</p> <p>Fax (Country-Area-Number): * 971-4-3498233</p> <p>Email: * dynatr@dynatradinglimited.com</p> <p>Operational Email Address: * dynatr@dynatradinglimited.com</p> <p>Website: www.dynatradinglimited.com</p> <p>NOC Number:</p>	<p>Emirates Post License (EPL) Details</p> <p>EPL Number: 345545</p> <p>Issue Date: 07/12/2009</p> <p>Expiry Date: 07/12/2012</p>

Business Address 1 - 1 of 1

Address Line 1	Country	City	P.O.Box
206 Al Amal Tower	United Arab Emirates	Dubai	3047

Business Types 1 - 5 of 5

Business Type
Broker
Courier
CH (Cargo Handler)
Customs Warehouse
Importer (Commercial)

16. Click on

- ❖ “Print Screen” to print the registration request before submitting it for approval
- ❖ “Continue” to submit the request
- ❖ “Back” to go back and modify the registration request

17. After clicking on “Print Screen”, following screen is displayed



Siebel eService for Public Sector - Microsoft Internet Explorer provided by Information Technology Center

جمارك دبي
DUBAI CUSTOMS

New Registration Requests

[Print Screen](#)

Business Details

Request Number: [Redacted]
Business Name: [Redacted]
Business Name (Arabic): [Redacted]
Registration Category: [Redacted]
No. of Employees: [Redacted]
Business Contact Details: [Redacted]
(Country-Area-Number): [Redacted]
(Country-Area-Number): [Redacted]
Operational Details: [Redacted]
We: [Redacted]
NOC Number: [Redacted]

Print

General Options

Select Printer

HPLJ4700_03.IT on prgrfp02
HPLJ4700_05.IT on prgrfp02
Microsoft Office Document Image Writer

Status: Ready
Documents: 0
Location: Forth Floor - B

Status: Out Of Paper
Location: 4 th Floor - B
Comment: 4 th Floor - B

☐ Print to file Preferences
Find Printer...

Page Range

☒ All
☐ Selection ☐ Current Page
☐ Pages: 1

Number of copies: 1

☐ Collate

1 1 2 2 3 3

Print Cancel Apply

Business Address

1 - 1 of 1

Address Line 1	Country	City	P.O.Box
206 Al Amal Tower	United Arab Emirates	Dubai	3047

Business Types

1 - 5 of 5

Business Type
Broker
Courier
CH (Cargo Handler)
Customs Warehouse
Importer (Commercial)

License Activities

18. After clicking on “Continue” button, the following screen is displayed

Usage Terms

Terms and Conditions

New Business Registration
PORTS, CUSTOMS AND FREE ZONE CORPORATION WEB PORTAL TERMS AND CONDITIONS
AGREEMENT FOR USE OF THE PCFC PORTAL
Use of the Portal
Welcome to www.dubaitrade.ae. This site is owned and operated by Ports, Customs & Free Zone Corporation (PCFC). (PCFC) is a public corporation, established pursuant to Law No. 1 of 2001.

1. User Requirements

1.1 These are the terms and conditions of the Ports, Customs & Free Zone Corporation and its affiliates ("PCFC", "us", "we" or "our") portal [(www.dubaitrade.ae.)) (the "Portal"). These terms and conditions (together referred to as the or this "Agreement") govern your use of the Portal and your use of any services offered via the Portal and you agree to be bound by them. ("You" and "your") refers to the organization, which you have named as the user on the registration form relating to the Portal. You confirm that you (the individual who has completed the registration process) are fully authorized to bind your organization to this Agreement. You will make all your users of the Portal aware of this Agreement and will ensure they comply with its terms at all times.

1.2 Following registration you will only be accepted as a user of the Portal, and you will only be permitted to use the Portal, once you receive a confirmatory email from us. Without prejudice to the fact that this Agreement governs all your use of the Portal and your use of any services offered via the Portal, you will have no right to use the Portal (and we will have no obligations to provide you with access to it) until you receive that confirmatory email).

1.3 You will ensure that all your systems, which may be used to access the Portal have Internet Explorer 5.0 (or later version) and Windows 95, 98 or XP installed and that all leased lines (or other connections), PCs (with all appropriate available memory and disk space) are paid for and in place.

2. Our Responsibilities

2.1 We agree to provide you with access to the Portal. There may, however, be times when we are unable to provide such access. Access to or use of the Portal or pages linked to it will not necessarily be uninterrupted or error free. We may log off any user for inactivity on the Portal during such period as we may decide.

2.2 PCFC accepts no obligation to monitor the use of the Portal. PCFC does, however, reserve the right to block your access to the Portal and/or to take such other action as may be necessary to prevent any breach of these terms and conditions or any breach of applicable law or regulation.

2.3 The Portal includes links to external portals, websites and may include links to co-branded pages. We have included links to these portals, websites and co-branded pages to provide you with access to information and services that you may find useful or interesting. We are not responsible for the content of these portals, websites and pages or for anything provided by them.

19. Read the "Terms and Conditions" carefully

20. Click on

- "I Agree" button if you agree the terms and conditions
- "I Do Not Agree" button if you disagree and do not accept the terms and conditions

New Registration Confirmation

New Registration Request has been sent for approval. Please note the following information for your reference.

Request Id: 1-203854294

Status: Submitted

Request Date: 07/12/2010 12:10:42 PM

Validation Code: 40571

21. Click on "Print Request" button or "Print Screen" button to print the submitted request for your reference

22. After clicking on "Print Request" button, following screen is displayed



Note:

- ❖ Application will send a confirmation email to the email address provided in the business profile. This confirmation email contains the same message showing in the screen shot above.

5 How to use Track Registration

This service is used to track a Registration Request.

5.1 Track a Request

1. Refer to the section 3 on how to access “Track Registration”.
2. Provide the “Request Id” and “Validation Code/License Number” sent to you via confirmation email
3. Click on “Go” button

Track Registration Request:

Track Registration Request

*Request Id:

*Validation Code/License number:

4. The following screen is displayed

Track Registration Request:

Track Request

1 - 1 of 1

Request Number	Request Type	Request Status	Requested By	Request Date
1-147033307	New Registration Request	Submitted	Guest User	26/10/2010

Notes

No Records

Note	Note Type	Created By	Created Date
------	-----------	------------	--------------

5. Depending on the status of the request the following buttons are enabled/disabled
 - a. “Withdraw” button is enabled when the status of the request is “Suspended” it is to withdraw registration request.
 - b. “Continue” button is enabled when the status of the request is either “Suspended” or “Draft” and it allows the user to do further modifications for the registration request
 - c. “Make Payment” button is enabled when the status of the request is “Approved” and it is useful to make the payment for registration request
 - d. “View Payment Detail” button is enabled always and is useful to view all the payment transactions for that registration request

Track Request

1 - 1 of 1

Request Number	Request Type	Request Status	Requested By	Request Date
1-147033307	New Registration Request	Approved	Guest User	26/10/2010

Notes

1 - 1 of 1

Note	Note Type	Created By	Created Date
sdfsdfsdfsdf	Approval Notes	ECR_R	26/10/2010

5.2 View Payment Detail

This section describes the steps to view the payment transactions made against a registration request.

1. After 5th step of 5.1, click on “View Payment Detail” button to view the payment transactions against the registration request

Track Registration Request

Back

1 - 1 of 1

Request Id	Request Type	Request Status	Requested By	Request Date
1-147033307	New Registration Request	Approved	Guest User	26/10/2010

Payments List

1 - 1 of 1

Payment #	Transaction ID	Transaction Type	Transaction Date	Transaction Charge Type	Transaction Amount	Payment Description	Recheck
1-147474914		New Registration Request			100	Under Process	Recheck

5.3 Recheck

This section describes the steps to “Recheck” button to get the updated status of the payment transaction

1. After 5th step of 5.1, click on “Recheck” button to get the updated payment transaction status

Payment Recheck

You are authorizing us now to direct your request for recheck of your payment to Dubai e-Government payment site.

Payment Id: 1-2FSWDE

Amount: 100

OK Cancel

2. Click on ”Cancel” button to go back to the Request’s header details

Track Request

Withdraw Continue Make Payment View Payment Detail

1 - 1 of 1

Request Number	Request Type	Request Status	Requested By	Request Date
1-147033307	New Registration Request	Approved	Guest User	26/10/2010

Notes

Query

1 - 1 of 1

Note	Note Type	Created By	Created Date
sdfdsfdfsdf	Approval Notes	ECR_R	26/10/2010

3. Click on “OK” button to continue with rechecking the status. The following screen is displayed in a popup window



جمارك دبي DUBAI CUSTOMS ePayment Acknowledgement

Transaction No.	1106810	Transaction Date	2010-10-26 00:00:00.0
DEG Transaction No.	000000802973-D	DEG Transaction Date	2010-10-26 10:48:36.0
Initiated By	CRMSYSTEM	Initiated Date	2010-10-26 00:00:00.0
Payment Method	Not Selected	ePayment Status	Failure
Message	SP Terminated		

5.4 Make Payment

This section describes the steps to do the payment for the registration request.

1. After 5th step of 5.1, click on “Make Payment” button. The following screen is displayed

Payment Confirmation

You are authorizing us now to direct your payment request to Dubai e-Government payment site.

Payment Id: 1-2FYDCW

Amount: 100

2. Click on “Cancel” button to go back to the header details of the registration request

Track Request

Request Number	Request Type	Request Status	Requested By	Request Date
1-147033307	New Registration Request	Approved	Guest User	26/10/2010

Notes

Note	Note Type	Created By	Created Date
sdfsdfsdfsdf	Approval Notes	ECR_R	26/10/2010

3. Click “OK” button to continue with the payment, e-payment application is opened in a popup window. This displays the amount to be paid

Make Payment - Microsoft Internet Explorer provided by Information Technology Center

Home > Reports

جمارك دبي DUBAI CUSTOMS ePayment Confirm

By clicking the confirm button, you are authorizing us to redirect your request for payment of AED 100.00 through Dubai E-Government payment site and your request will be cleared only on successful completion of the payment

Confirm Cancel

4. Click on "Confirm" button to continue with the payment

Make Payment - Microsoft Internet Explorer provided by Information Technology Center

middle east reading gateway دفع إلكتروني

Service Provider : Dubai Customs
Service : Miscellaneous Settlement
Amount : Dhs 100.0
Payment Method

☒ Credit Card
☐ Edirham
☐ Direct Debit

Email Id*
Mobile No* + - - [e.g 00971-050-3547543]
Country Code Area Code Number

Warning... Please read the following before proceeding with the payment process.

Valued Customer, in order to ensure your full legal rights and security while paying online for your services please avoid paying for your services through a third person/party or by using a credit card in the name of someone other than yourself.

In case of dispute by the original card owner

The person/party or company benefiting from such payment for the service will be legally liable to imprisonment and fined as per to clauses 10 & 11 of UAE Federal Law No. (2) Of 2006 on "The Combat of Information Technology Crimes"

إءة ما يلي قبل المتابعة في عملية الدفع.
كد من حصولك على خدمات "حكومة دبي" قانوني وأمن، تجنب الدفع من خلال شخص بطاقة إئتمان تخص شخص آخر، " فقد تكون

احب البطاقة الأصلي
الشركة أو المؤسسة المنتفعة من الخدمة
ليقاً للمادتين 10 و 11 قانون اتحادي رقم (2)
أن "مكافحة جرائم تقنية المعلومات" .. بالحبس
حكومة دبي الإلكترونية استرداد جميع

I have read the above warning and understood the consequences ☐ لقد قرأت التحذير أعلاه وفهمت عواقبه

Pay Cancel

For Inquiries
Call AskDubai 7000 40000

لاستعلام اتصل
بخدمة "اسأل دبي" الرقم 700040000

5. Provide email id, Mobile number and click on warning checkbox as displayed in above screenshot to proceed further with payment for request
6. Select the type of payment and fill in all the applicable fields
7. Click on “Payment” button to complete the transaction

6 How to use Renew Business Code

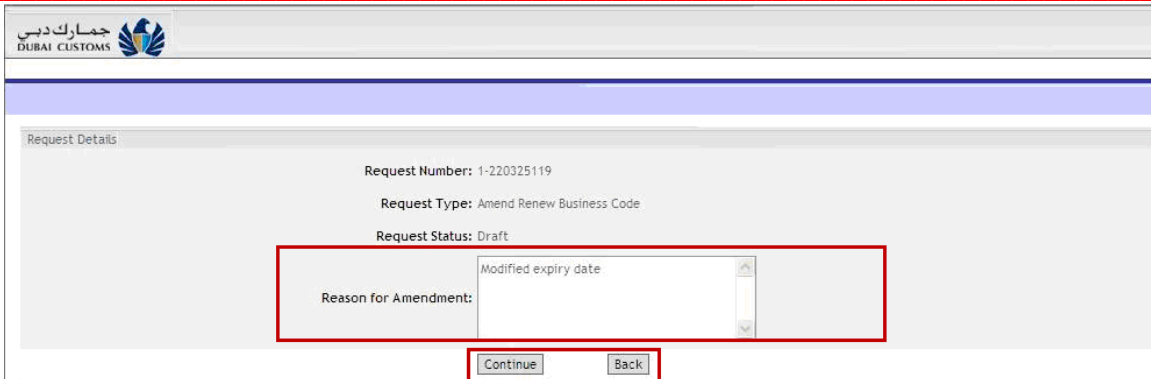
This service is to renew the registration of a client. This option allows the user to change the License Expiry Date and the License Renewal Date. It also gives the option to upload documents to support the changes.

6.1 Renew Business Code

1. Refer to the section 3 on how to access “Renew Business Code” service
2. After clicking on the “Renew Business Code” link, following screen is displayed

3. Provide the “Business Code”
4. Click on
 - a. “OK” button to proceed
 - b. “Cancel” button to cancel the request
5. After clicking on “OK” button , following screen is displayed

6. Change the “License Expiry Date” and the “License Renewal Date”
7. Click on
 - a. “Save” button to save a draft of the request
 - b. “Submit” button to send the request for approval
 - c. “Cancel” button to cancel the request
8. After clicking on “Submit” button, Please fill “Reason for Amendment” in the next screen



Request Details

Request Number: 1-220325119

Request Type: Amend Renew Business Code

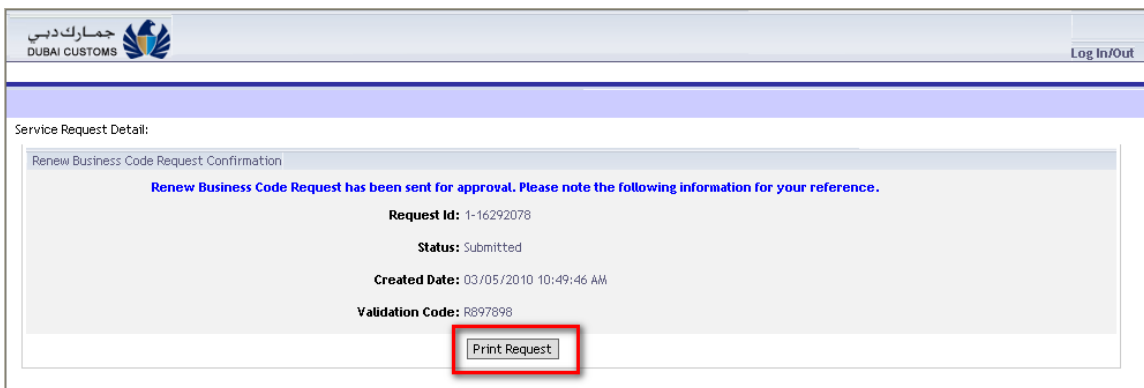
Request Status: Draft

Reason for Amendment: Modified expiry date

Continue Back

9. Click on
 - a. “Continue” button to submit the request
 - b. “Back” button to navigate to the previous screen

10. After clicking on “Continue” button, following screen is displayed



Service Request Detail:

Renew Business Code Request Confirmation

Renew Business Code Request has been sent for approval. Please note the following information for your reference.

Request Id: 1-16292078

Status: Submitted

Created Date: 03/05/2010 10:49:46 AM

Validation Code: R897898

Print Request

11. Please refer to the step 22 of section 4.9 to know more detail on “Print Request” button

6.2 Attachments

1. Please refer to the section 4.5.1.3 to know more details on uploading the attachment