

PCFC GATE PASS USER MANUAL



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

PCFC SECURITY

User Manual

Welcome to newly launched
automation of gate pass website

www.pfcsecurity.ae

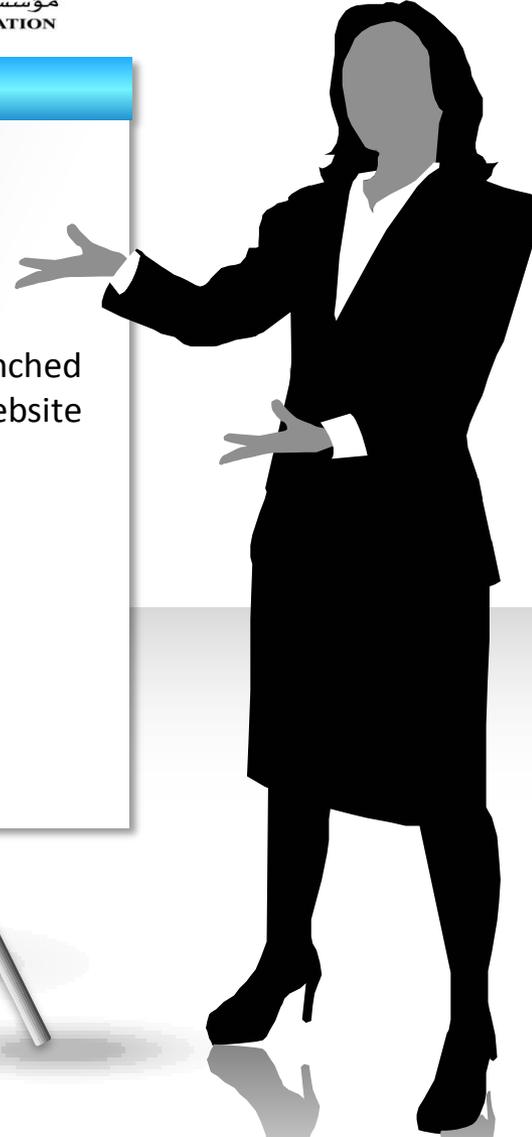
Owned by PCFC Security

Jebel Ali free Zone,

Dubai- 18668

United Arab Emirates.

Tel: 04-8839966





Free Pass.

- Daily for Business Meeting.
- Daily for Training.
- Weekly for Training.

Tools Pass

- One day and Three Months.
- One Day 5 Dirhams .
- Three Months 30 Dirhams.

Temporary Pass

- One Day/ One Week/ One Month/
Two Months/ Three Months & Six
Months.
- From 6 Dirhams to 250 Dirhams

Permenant Pass

- One Year pass is available.
- 150 Dirhams.

Preview of E-Gate Pass website

Log in - PCFC Security - Dubai ...

www.pfcsecurity.ae/PCFCSecurityApp/Account/Login.aspx

Register | Login



Login to PCFC Security

Email Id

Password

Remember me next time.

[Log In](#)

[Register Here](#) | [Forgot Password?](#)

Terms and Conditions | Privacy Policy | Help

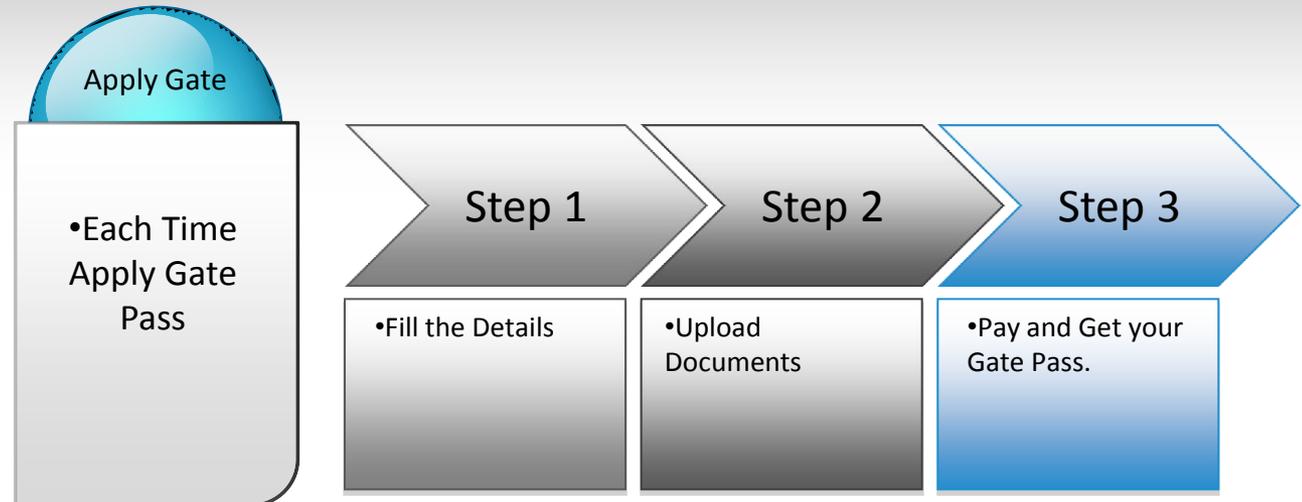
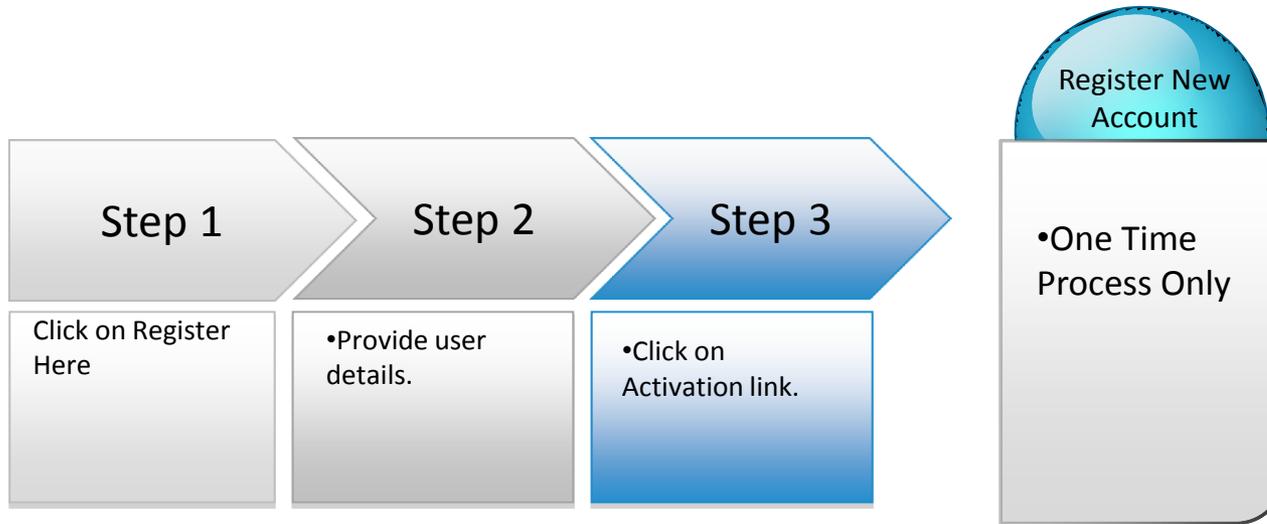
This site is best viewed with Internet Explorer 9.0 and above

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User Manual

Steps to Apply gate Pass.



User Manual

Create New Account

To register in our web site you must have an email ID. You will receive your Gate passes in it.

Register New Account

•To Register or Create a new account first click on Register Here

CFCSecurityApp/Account/Login.aspx

Register | Login

PORT & FREE ZONE SECURITY
PORTS, CUSTOMS & FREE ZONE CORPORATION

Login to PCFC Security

Email Id

Password

Remember me next time.

Log In

[Register Here](#) | [Forgot Password?](#)

yApp/Account/Register.aspx | Privacy Policy | Help

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Next Step

Register New User

Email Id *	<input type="text" value="Someone@xyz.com"/>	(Example - abc@xyz.com)
Password *	<input type="password" value="*****"/>	Confirm Password * <input type="password" value="*****"/>
Password must be 8 to 10 characters and must contain a capital and small alphabet with numerals and special characters.		
First Name *	<input type="text" value="Ibrahim"/>	Last Name * <input type="text" value="Al Hammadi"/>
Mobile Number *	<input type="text" value="0568000000"/>	Phone Number <input type="text" value="048839966"/>

Register

[Instructions](#)

Login Id must be your valid Email Id
Password must be 8 to 10 characters long and must contain a capital and small letter with numerals and special characters.

Register New Account

- * Mark fields are mandatory
- **Email ID:** Any existing email Id can be used for register a new account.
- **Password:** Password must be 8 to 10 charecters long and must contain a capital and small letter with numerals and special charecters. Example: **Dubai@549 (Don't use this password)**

Activation Process:

Once you click on Register automatically one email with activation link will be sent to your provided email address.

- Some email vendor is not accepting system generate email account thus its going to Spam/ Junk folder on your email.
- Open the email and click on Activation link to activate your account.

Successful Activation:

- Once you have successfully activated your account you can login to PCFC website to apply your Gate Pass.

If failed to activate:

- If you didn't received the activation link or after clicking on the activation link its showing your link has been expired or invalid activation link kindly contact with PCFC Security customer service by sending email to Ja.Security@Dubaiworld.ae



User Manual

Home Page

Once you login below page will show.



Home Apply Gate Pass About Hello Kawchar Habib | Log off



--Select-- Search

Visitor No	Name of Visitor	Pass Type	Duration	Date of Visit	Status
000000208	Kawchar Habib	Temporary	Weekly	14 Apr 2014	New
000001010	Kcuhi ho	Training	Weekly	07 May 2014	New
000000469	Tinoy Parekattil	Business Meeting	Daily	20 Apr 2014	Approved
000000039	Kawchar Habib	Business Meeting	Daily	16 Mar 2014	New
000000682	Nuga Olubukola	Business Meeting	Daily	27 Apr 2014	New
000000327	Mustafa Jawad Abbas	Business Meeting	Daily	15 Apr 2014	Approved
000000072	Kawchar Habib	Temporary	Half Yearly	06 Apr 2014	New
000000052	Ethel	Temporary	Monthly	17 Apr 2014	New
000000050	Ethel	Business Meeting	Daily	03 Apr 2014	Approved
000000046	Kawchar Habib	Business Meeting	Daily	01 Apr 2014	Approved

Visitor No:

Its shows the Gate pass number. If need any assistances from Customer Service provide this number for quick response.

Name of Visitor: Name of the Gate pass owner.

Pass Type: Its shows pass type.

Duration: It shows duration of Pass.

Date of Visit: It Shows from which date you want to visit.

Status:

New: If its shows New (That means your application process not done, If you paid immediately send complain to Ja.Security@Dubaiworld.ae).

Pending: If it's shows Pending, means its in the queue for the approval.

Approved: If it shows Approved, means your pass is approved and if you didn't received your pass contact with PCFC security :04-8839966/ Send email.



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Apply gate Pass



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1 Application for gate pass 2 Upload Documents 3 Payments 4 Summary

Amount to be paid for the selected Pass (In AED): 240.00
Payment Gateway service charges (if applicable) will be included later during payment.

Visitor's Information

Date Of Visit *	15-Nov-2014	1	Entry Gate	Gate - 7	
Type of Pass *	Temporary	2	Duration of Pass *	Six Months Pass	3
Visitor's Full Name *	M Kawchar Habib	4	Father's Name *	Kapil Uddin	5
Mobile Number *	056630000	6	Phone Number	043-339966	7
Nationality *	Bangladesh	8	Email Id	Kxxxxx@gmail.com	9
Visa Holder	<input type="checkbox"/>		<small>Notification email will be sent to the address.</small>		

Employer/Sponsor Information

Company Name *	PCPC Security	10	Designation *	Administrator	12
Address	Jafza All Free Zone, Dubai, UAE	11	Host Company *	DP World	13
			Host Person	Ibrahim Ali Hammadi	14
			Other Email Id	Ja.Security@Dulalworld.ae	15
			<small>GatePass email will be sent to this address.</small>		

Security Pass Information

Reason of Visit *	Business Visit	16	Vehicle Number	990-855 Divo	17
-------------------	----------------	----	----------------	--------------	----

Reset Save & Continue

Apply Gate Pass

Visitor Information:

1. Date of Visit:

Which date or from which date you want to visit select from here.

2. Type of Pass:

Training: Only training institute based Free Zone Company can apply.

Business Meeting: Only for Managerial level or Overseas Visitor or Interview purpose can apply for Business meeting.

Temporary: Any one can apply Temporary pass from One day to One Year* (Terms and Condition applies).

* If not showing date of visit kindly upgrade your web browser from current version to updated version.)

** Free Zone Company should not apply Gate pass for their sister concern company. Pass will not approve. They should approach to JAFZA Administration department for further Gate Pass.

*** Manpower Supply Company should not apply for Gate Pass without JAFZA NOC.



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Apply gate Pass



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Visitor's Information

Date Of Visit *	15-Nov-2014	1	Entry Gate	Gate - 7	
Type of Pass *	Temporary	2	Duration of Pass *	Six Months Pass	3
Visitor's Full Name *	M Kawchar Habib	4	Father's Name *	Kapil Udin	5
Mobile Number *	056620000	6	Phone Number	043-339965	7
Nationality *	Bangladesh	8	Email id	Kooooo@gmail.com	9
Visa Holder	<input type="checkbox"/>		<small>Notification email will be sent to this address.</small>		

Employer/Sponsor Information

Company Name *	PCFC Security	10	Designation *	Administrator	12
Address	Jebel Ali Free Zone, Dubai, UAE	11	Host Company *	DP World	13
			Host Person	Ibrahim Al Hammadi	14
			Other Email id	Jz Security@Dubaeworld.ae	15
			<small>GatePass email will be sent to this address.</small>		

Security Pass Information

Reason of Visit *	Business Visit	16	Vehicle Number	990-555 Dvo	17
-------------------	----------------	----	----------------	-------------	----

Reset

Save & Continue

Apply Gate Pass

Visitor Information:

3. Duration Of Pass:

Business Meeting Passes are available only or one day.

Training Passes are available for One day and One week (**For one week Free Zone Company request Letter is mandatory**)

Temporary Passes are available with One day/One Week/One Month/Two Months/Three Months & Six months.

Permanent Passes are available with One Year validity.

4. Visitors Full Name: Gate Pass will be for whom that persons full name should be here.

5. Father Name: Visitors Father name or Family name must be provided.

6. Mobile Number: Mobile number of visitors.

7. Phone Number: Visitors office number (Not mandatory)

8. Nationality: Visitors Nationality have to select from here. (If your Nationality is not available kindly contact with PCFC Security Customer Service.

9. Email ID: To get a notification email put your or visitors email ID.

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Amount to be paid for the selected Pass (in AED): 240.00
Payment Gateway service charges (if applicable) will be included later during payment.

Visitor's Information

Date Of Visit *	15-Nov-2014	1	Entry Gate	Gate - 7	
Type of Pass *	Temporary	2	Duration of Pass *	Six Months Pass	3
Visitor's Full Name *	M Kawchar Habib	4	Father's Name *	Kapil Udin	5
Mobile Number *	056630000	6	Phone Number	043-339965	7
Nationality *	Bangladesh	8	Email id	Kooooo@gmail.com	9
Visa Holder	<input type="checkbox"/>		<small>Notification email will be sent to this address.</small>		

Employer/Sponsor Information

Company Name *	PCFC Security	10	Designation *	Administrator	12
Address	Jebel Ali Free Zone, Dubai, UAE	11	Host Company *	DP World	13
			Host Person	Ibrahim Al Hammadi	14
			Other Email id	Ja.Security@Dubaeworld.ae	15
			<small>GatePass email will be sent to this address.</small>		

Security Pass Information

Reason of Visit *	Business Visit	16	Vehicle Number	990-555 Dvo	17
-------------------	----------------	----	----------------	-------------	----

Reset

Save & Continue

Apply Gate Pass

Employer/Sponsor Information:

10. Company Name:

Visitors company name will be provided here.

11. Address:

Visitors Company address will be provided here.

12. Designation:

Visitors Designation will be provided here.

13. Host Company:

Free Zone Company should be provided here (In which company visitor want to visit or work.)

14. Host person:

Person name from Free Zone Company will be provided here.

15. Other Email ID:

Provide your email ID here to receive Gate Pass Soft copy in your email.

Security Pass information:

16. Reason Of Visit:

Select from the list or use Other if not specified.

17. Vehicle Number:

Provide your Vehicle number here.

Upload Documents

Upload Documents for One Day:

Photo: Should be JPG Format and Photo size 2X2.

Visa : Resident visa page or Tourist Visa page or Employment Visa page upload with JPG format with below 500 KB.

Emirates ID/ Passport: Emirates id both page should be scan on one page and upload. Passport with Visa page should scan in one page and upload.

After that click on **Upload & Continue.**



[Home](#) | [Apply Gate Pass](#) | [About](#)

Hello Kawchar Habib | [Log off](#)

1 Application for gate pass

2 Upload Documents

3 Payments

4 Summary

Please upload all mandatory & any one of the optional documents

Document Type	Document Number	Expires On	Upload	Uploaded FileName
Photo			<input type="button" value="Browse..."/> No file selected.	
Visa	<input type="text" value="4855664832"/>	<input type="text" value="11-Mar-2016"/>	<input type="button" value="Browse..."/> No file selected.	
Emirates Id <input type="button" value="v"/>	<input type="text" value="186-5458-5212"/>	<input type="text" value="09-Mar-2017"/>	<input type="button" value="Browse..."/> No file selected.	wassim pp.jpg

[Instructions](#)

Maximum file size for each document is 500KB.
 Uploading same file multiple times is not allowed and files must be in png, jpg or bmp format only.
 File names should be kept short and cannot include brackets, quotations or any special characters.

Upload Documents

rity.ae/PCFCSecurityApp/UI/Application.aspx?ID=355ba2ae-93f2-4138-ab2e-cbf71504db59

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1 Application for gate pass 2 Upload Documents 3 Payments 4 Summary

Please upload all mandatory & any one of the optional documents

Document Type	Document Number	Expires On	Upload	Uploaded FileName
Photo			<input type="button" value="Browse..."/> No file selected.	emirats id.jpg
Request Letter From JAFZA Company		<input type="text" value=""/>	<input type="button" value="Browse..."/> No file selected.	
Passport	1	19-May-2016	<input type="button" value="Browse..."/> No file selected.	photo (3).jpg

[Instructions](#)

Maximum file size for each document is 500KB.
Uploading same file multiple times is not allowed and files must be in png, jpg or bmp format only.
File names should be kept short and cannot include brackets, quotations or any special characters.

Upload Documents for One Week:

Photo: Should be JPG Format and Photo size 2X2.

Visa: Resident visa page or Tourist Visa page or Employment Visa page upload with JPG format with below 500 KB.

Emirates ID/ Passport: Emirates id both page should be scan on one page and upload. Passport with Visa page should scan in one page and upload.

Request Letter from Free Zone Company: Should upload a request letter from Free Zone company in original letter head if person is visiting to the FZ Company.

* For Truck drivers should upload Bill of Entry or E- Token or LPO in same field.

After that click on **Upload & Continue**.

Upload Documents

city.ae/PCFCSecurityApp/UI/Application.aspx?ID=23c43482-26b9-4281-8080-b2d609203aa6

Google



Home Apply Gate Pass About

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1 Application for gate pass 2 Upload Documents 3 Payments 4 Summary

Please upload all mandatory & any one of the optional documents

Document Type	Document Number	Expires On	Upload	Uploaded FileName
Photo			<input type="button" value="Browse..."/> No file selected.	
Visa	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/> No file selected.	
Trade License Copy	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/> No file selected.	
Work Contract Agreement Copy	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/> No file selected.	
Other Document	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/> No file selected.	
Select	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/> No file selected.	

Previous

Reset

Upload & Continue

Upload Documents for One Months or Six Months or One Year:

Photo: Should be JPG Format and Photo size 2X2.

Visa: Resident visa page or Tourist Visa page or Employment Visa page upload with JPG format with below 500 KB.

Emirates ID/ Passport: Emirates id both page should be scan on one page and upload. Passport with Visa page should scan in one page and upload.

Work Contract Agreement Copy: Should upload work agreement between visitors company and Free Zone Company or LPO.

* For Truck drivers should upload Bill of Entry or E- Token or LPO in same field.

After that click on **Upload & Continue**.

Payment Process:

Once you have successfully uploaded the documents and in next step if it's temporary pass payment option will come.

To pay the Gate pass Charges kindly use any kind of Visa, MasterCard, E-Dirham (with Visa logo), Prepaid Card (Visa/ MasterCard).

Successfully Paid:

- Once you have successfully paid your Gate pass request will show pending and wait till its approved by PCFC Security Staffs.
- If its showing New and you have paid immediately contact with PCFC Security Customer service for further assistances.
- For Business Meeting/training if it showing new try to apply again.

If you don't have Visa/Master Card:

- If you don't have Visa/Master Card you can visit your nearest Money Exchanges or Bank's and ask for Prepaid card for online Purchase.



E-Gate Pass Soft Copy

- From One Day to One Week you will receive soft copy of gate pass in your email.
- Its an automated Generated Gate pass and sending automatically thus some user are not receiving Gate pass on their inbox, in that case kindly check Spam/Junk box.

E-Gate pass Hard Copy

- From One Month to One Year you will receive an email notification from PCFC Security after getting approval.
- Once you receive the email notification visit our security office at Gate 7.
- In future we will send Gate pass Hard Copy through Courier Service to your Office (From one month to One Year).

- 
- Please note that to collect the Gate pass visit our office after one day of receiving notification email
 - If not received the Gate Pass Kindly contact with PCFC Security Customer Service (Ja.Security@Dubaiworld.ae/ 04-8839966)



Q. What is the Tariff for the Gate Pass?

Ans:

- A. One day Pass is 6 Dirhams,
- B. One Week Pass is 35 Dirhams,
- C. One Month Pass is 45 Dirhams,
- D. Two Months Pass is 90 Dirhams,
- E. Three Months Pass is 130 Dirhams,
- F. Six Months Pass is 250 Dirhams,
- G. One Year Pass is 150 Dirhams.



Q. Can I get refund if my Gate pass is rejected?

A. We are not responsible for any refund if your application is rejected for any reason.(Read Terms and condition)

Q.Do I need any invitation from FZ Company?

A. Yes if you want to visit any FZ company you have to collect a invitation letter from the company via email. And must have to attached into the website.

Q. What is the Work Contract Agreement?

A. This is a agreement between your company and Free Zone Host Company.



Q. Can I apply pass for my sister Concern company?

A. If you are from Free Zone Company and want to apply Gate pass for your another company which is other Emirates based, You can not apply to us. Contact with JAFZA Customer Service.

Q. Can I keep some funds to PCFC Account for apply gate pass?

A. Currently we don't have this service, in future we will be connected with Dubai Trade and you can use it for all purpose.

Q. Is there any timing to collect Hard Copy of Gate pass?

A. Yes! You have to visit us from Sunday to Thursday and from 0800 Hrs to 1500 hrs

Q. What I will do if my company name is not listed in Host Company?

A. Send an email to JA.Security@Dubaiworld.ae with below details:

1. Full Name of the company
2. Trade License Copy
3. Responsible Email Id
4. Telephone No.
5. Fax No.



Emergency Contact

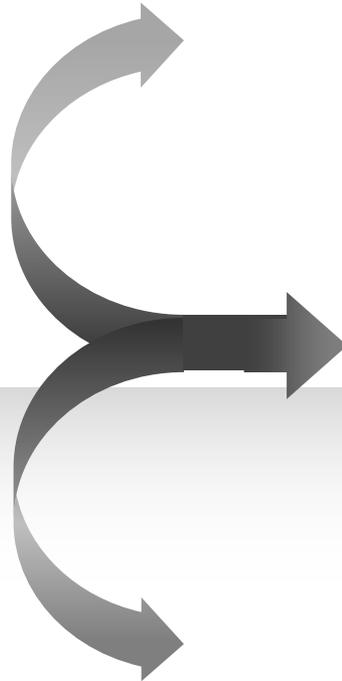
04- 8833111
For Fire/ Ambulance

Emergency Security

Security Control Room
04-8832200
Port Security Control Room
04-8874000

JAFZA Customer Service

Toll Free:
04-80052392



PCFC Security

Customer Service Email:
JA.Security@Dubaiworld.ae

Telephone: 04-8839966

Office Location:

Gate 7 Security Pass Office

P.O Box. 18668

Jebel Ali

Dubai, UAE



Sample Of Gate Pass.

•One Day or One Week Pass



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

**ENTRY PASS FOR TRAINING
JEBEL ALI PORT & FREE ZONE**

VISITOR NO : 0000001660

VISITOR NAME : IKUO UENO

COMPANY NAME : ISUZU MOTORS MIDDLE EAST
DAFZA BRANCH

WORKING FOR : ISUZU MOTORS MIDDLE EAST

DURATION : **ONE WEEK**

ISSUED BY : HUSSAIN ALI

VALID FROM : 25 MAY 2014

EXPIRY DATE : **31 MAY 2014**



SECURITY DEPARTMENT
EMERGENCY TELEPHONE NUMBER SECURITY : 04-8832200 FIRE : 04-883311

•One/Six Months Pass



S. No. ONLINE-GP700016396/14

Valid From 16 NOV 2014
to 15 MAY 2015

(SIX MONTHS)

Name of Company ENVIRONMENTAL SYSTEMS

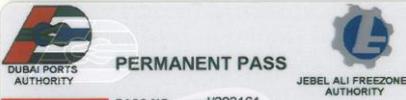
Name of Holder MADHUSUDHANAN

Working for ENVIRONMENTAL SYSTEMS

Working Area CUMMINS

EMERGENCY TEL. NO SECURITY : 8832200
FIRE : 8833111

•One Year Pass



DUBAI PORTS AUTHORITY

PERMANENT PASS

JEBEL ALI FREEZONE AUTHORITY

PASS NO. : J/302161

NAME : JASPAL SINGH

DESIGNATION : TRUCK DRIVER

COMPANY : N P S GULF LOGISTICS LLC.

EXPIRY DATE : **25/10/2015**

AUTHORISER : *[Signature]*

Emergency No. 8816222 (Jebel Ali), 3456678 (Port Rashid)



Thanks for Visiting PCFC Security website
and user manual.

We are always ready to here you. If you
have any susgesation or query kindly send
us email on Ja.Security@Dubaiworld.ae

