

AUTOMATED DAFZ GATE PASS

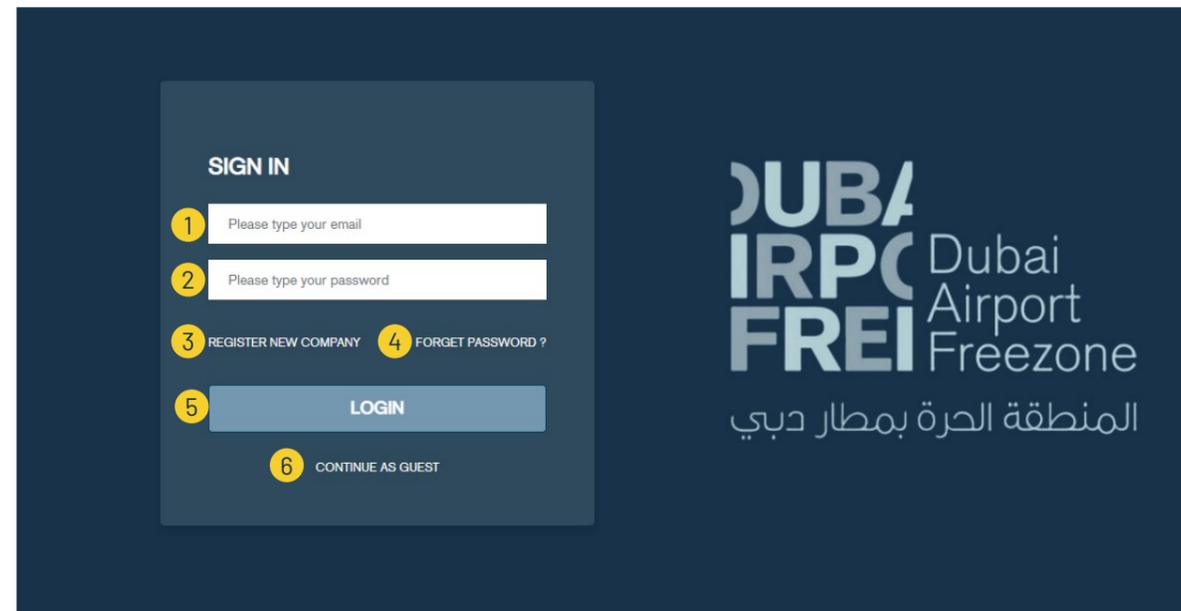


USER MANUAL



LOGIN SCREEN

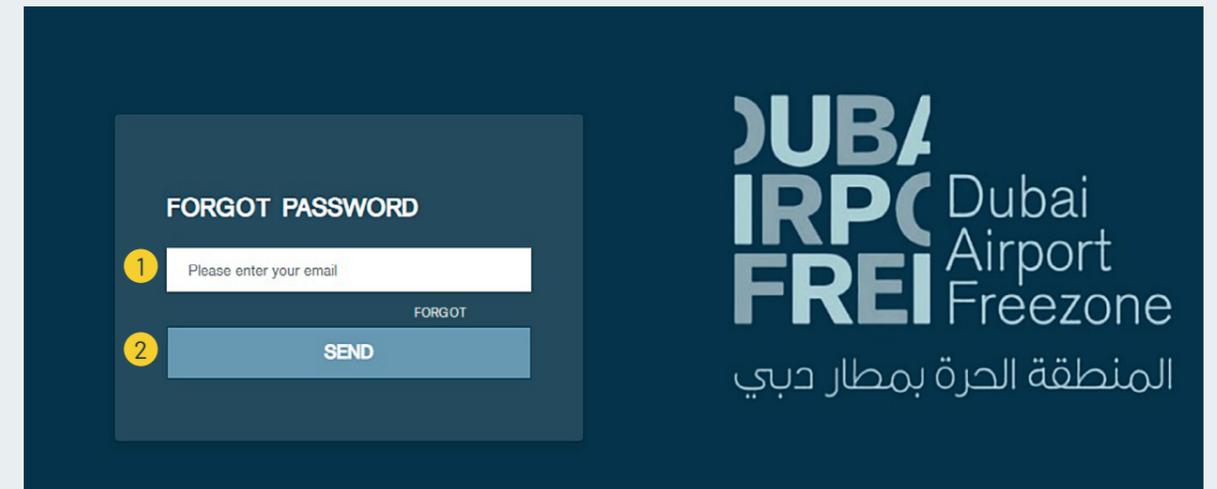
LOGIN SCREEN



DAFZA customer can navigate to the URL:
<https://apps.dafz.ae/dafzaway/login>
To see login screen

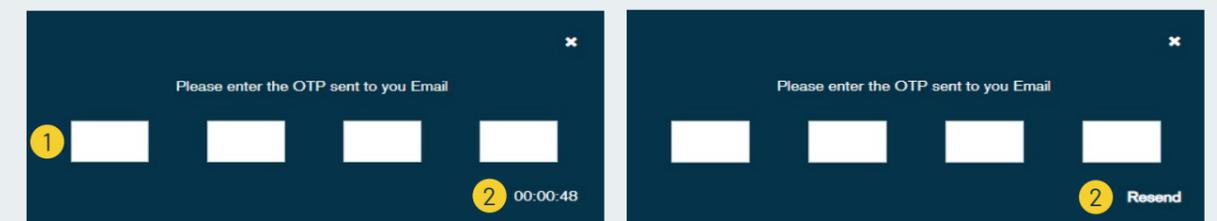
- 1 User to enter his/her email.
- 2 User to enter his/her password.
- 3 In case its new company user click "REGISTER NEW COMPANY" link to navigate to register screen
- 4 In case user forgot the password he/ she can click "FORGOT PASSWORD" link to reset his/ her forgot password
- 5 User to click "LOGIN" after entering his/her email and password
- 6 User to continue as guest

FORGOT PASSWORD SCREEN (1/3)



- 1 User to enter his/ her registered email.
- 2 User to click "SEND" to receive One Time Password on his/ her email.

FORGOT PASSWORD SCREEN (2/3)



- 1 User to enter One Time Password received to his/ her email which is consisting of 4 digits
- 2 OTP will be valid for 2 minutes after that user can click "Resend" to resend OTP again

REQUEST FOR A DAFZA WAY ACCOUNT

FORGOT PASSWORD SCREEN (3/3)

The screenshot displays the 'FORGOT PASSWORD SCREEN (3/3)' for DUBA IRPC FREEI Dubai Airport Freezone. The screen features a dark blue background with the logo 'DUBA IRPC FREEI Dubai Airport Freezone' and the Arabic text 'المنطقة الحرة بمطار دبي'. The main content area is a light blue box containing the following elements:

- NEW PASSWORD ?**: A heading for the password reset section.
- 1**: A text input field with the placeholder text 'Please enter your new password.'.
- 2**: A text input field with the placeholder text 'Please confirm your password.'.
- 3**: A blue 'SUBMIT' button.
- 4**: A password complexity rules box listing the following requirements:
 - At least 8 characters
 - At least one capital letter
 - At least one small letter
 - At least one special character
 - At least one number

- 1 User to enter his/ her new password
- 2 User to confirm his/ her new password
- 3 User to click "SUBMIT" button to submit his/her new password
- 4 Password complexity rules

Note: Upon successful verification, each requested user will receive DAFZA WAY Login credentials in his/her email address as provided"

REQUEST FOR A DAFZA WAY ACCOUNT

- 1 Name of your company as it appears in trade license
- 2 Licensing Authority
- 3 License number
- 4 Type of company as relevant
- 5 Location (only for DAFZA companies)
- 6 Company premise code (only for DAFZA companies)
- 7 Business code as provided by Dubai Customs
- 8 Trade license copy

- 9 Full name as it appears on ID document
- 10 Official email address
- 11 Mobile phone number
- 12 Copy of ID document (Emirates ID/ Passport)
- 13 Add more users



CUSTOMER DASHBOARD

CUSTOMER DASHBOARD

The screenshot shows the DAFZA WAY Customer Dashboard. The user is logged in as 'Vaheed - Agent'. The dashboard has three tabs: 'CUSTOMS DECLARATION' (highlighted with a yellow circle 1), 'GATE PASS REQUEST' (highlighted with a yellow circle 2), and 'REQUEST GATE PASS' (highlighted with a yellow circle 3). The 'CUSTOMS DECLARATION' tab is active, showing a search bar for 'DECLARATION NO.' and 'DATE RANGE'. Below the search bar is a table with the following data:

DECLARATION NO.	DECLARATION DATE	CONSIGNOR	CONSIGNEE	AVAILABLE QTY
3050001435721	25 May 2021		dubai based 22	332
2060001545121	25 May 2021	M&M's special holding private company associated with 1900 Waverly Co United arab emirates L.L.C		23
4020001548021	25 May 2021	dubai based 22		3523
2060001545021	25 May 2021	M&M's special holding private company associated with 1900 Waverly Co United		23

DAFZA customer after login will be redirected to his/ her dashboard

- 1 CUSTOMS DECLARATION tab will display all customs declarations related to the company of the logged-in user
- 2 GATE PASS REQUEST tab to display all gate passes created for company of logged-in user
- 3 Request for a new gate pass: (Available Gate Pass types which the user can select:)
 - Customs declaration goods - Entry
 - Customs declaration goods - Exit
 - Local goods - Entry
 - Local goods - Exit
 - ADHOC goods - Entry
 - ADHOC goods - Exit

CUSTOMS DECLARATION TAB

The screenshot shows the DAFZA WAY Customer Dashboard. The user is logged in as 'Vaheed - Agent'. The dashboard has three tabs: 'CUSTOMS DECLARATION' (highlighted with a yellow circle 1), 'GATE PASS REQUEST' (highlighted with a yellow circle 2), and 'REQUEST GATE PASS' (highlighted with a yellow circle 3). The 'CUSTOMS DECLARATION' tab is active, showing a search bar for 'DECLARATION NO.' and 'DATE RANGE'. Below the search bar is a table with the following data:

DECLARATION NO.	DECLARATION DATE	CONSIGNOR	CONSIGNEE	AVAILABLE QTY
3050001435721	25 May 2021		dubai based 22	332
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Annotations 4 and 5 point to the 'Create Gate Pass' and 'Show Created Gate Pass' buttons respectively.

- 1 Search by declaration number.
- 2 Search declarations by date range. Default values are last 30 days.
- 3 Table of available customs declarartions
- 4 User to click "+" icon to create new customs declaration gate pass using selected declaration
- 5 View all Gate Passes created for this declaration

GATE PASS REQUEST TAB

The screenshot shows the 'GATE PASS REQUEST' tab in the DAFZA WAY system. It includes search filters for Gate Pass No. (1), Gate Pass Type (2), Gate Pass Date Range (3), Gate Pass Status (4), and Vehicle No. (5). Below the filters is a table of gate passes (6) with columns for Gate Pass No., Gate Pass Type, Vehicle No., Gatepass Date, Validity Date, and Status. The table lists several entries with statuses like 'Generated', 'Expired', and 'Completed'. To the right of the table are action buttons: View (7), Cancel, and Amend.

GATE PASS NO.	GATE PASS TYPE	VEHICLE NO.	GATEPASS DATE	VALIDITY DATE	STATUS	ACTIONS
210000128	Adhoc Goods Entry	Dubai-1223	25 May 2021	26 May 2021 08:57	Generated	View, Cancel, Amend
210000104	Adhoc Goods Exit	Sharjah-777	20 May 2021	21 May 2021 01:54	Expired	View, Cancel, Amend
210000103	Adhoc Goods Exit	Abu Dhabi-666	20 May 2021	21 May 2021 01:49	Expired	View, Cancel, Amend
210000102	Adhoc Goods Entry	Abu Dhabi-666	20 May 2021	21 May 2021 01:42	Completed	View, Cancel, Amend
210000101	Adhoc Goods Entry	Abu Dhabi-6666	20 May 2021	21 May 2021 01:32	Expired	View, Cancel, Amend
210000086	Adhoc Goods Exit	Ajman-343434	16 May 2021	17 May 2021 06:42	Expired	View, Cancel, Amend
210000085	Adhoc Goods Entry	Dubai-w4545	16 May 2021	17 May 2021 06:38	Expired	View, Cancel, Amend

- 1 Search by gate pass number
- 2 Search gate passes by gate pass type
- 3 Search gate passes by date range. Default values are last 30 days
- 4 Search gate passes by status
- 5 Search gate passes by vehicle number
- 6 Table of created gate passes for company of logged in user
- 7 Actions which user can perform for gate passes based on status of gate pass

Available actions for user which he/ she can perform against the gate pass:

- View (for all states)
- Edit (for draft gate passes)
- Delete (for draft gate passes)
- Cancel (for generated gate passes)
- Amendment (for generated gate passes)



CUSTOMS DECLARATION GOODS – ENTRY / EXIT REQUEST

VEHICLE PLATE SOURCE * 1 Dubai

VEHICLE PLATE NO. * 2 E2332

DRIVER MOBILE NO. * 3 0555555555

DECLARATION NO * 4 Select an item

6 PACKAGE TYPE	7 DECLARATION QTY	8 AVAILABLE QTY	9 GATE PASS QTY
5 BALES	10	10	

10 DESCRIPTION
<input type="checkbox"/> Test

11 ADD ITEMS

* Mandatory fields

User to fill in the form

- | | |
|---|---|
| <p>1 Select vehicle plate source:</p> <ul style="list-style-type: none"> • Abu Dhabi • Dubai • Sharjah • Ajman • Umm Al Quwain • Fujairah • Ras Al Khaima • Others <p>2 Vehicle plate number</p> <p>3 Driver mobile number</p> <p>4 Select declaration number</p> | <p>5 Package details table</p> <p>6 Package type</p> <p>7 Declaration quantity</p> <p>8 Available quantity</p> <p>9 Gate pass quantity</p> <p>10 Specify description of goods as per declaration</p> <p>11 Add selected items to gatepass (Items from other gate passes can be added before continuing)</p> |
|---|---|

CUSTOMS DECLARATION GATE PASS

CUSTOMS DECLARATION GOODS – CONTAINERS – ENTRY / EXIT REQUEST

1 <input type="checkbox"/>	2 CONTAINER NUMBER
<input type="checkbox"/>	1234
<input type="checkbox"/>	2345
<input type="checkbox"/>	1234
<input type="checkbox"/>	2345

- 1 Select Container (as per Customs Declaration)
- 2 Container number

CUSTOMS DECLARATION GOODS – VEHICLES – ENTRY / EXIT REQUEST

1 <input type="checkbox"/>	2 CHASSIS NUMBER	3 BRAND	4 MODEL	5 COLOR
<input type="checkbox"/>	f438e	213	string	RED
<input type="checkbox"/>	e73933t	213	string	WHITE

- 1 Select Vehicle (as per Customs Declaration)
- 2 Vehicle chassis number
- 3 Vehicle brand
- 4 Vehicle model
- 5 Vehicle color

More Declaration can be added in to a single gate pass request

CUSTOMS DECLARATION GOODS – ENTRY / EXIT REQUEST

CUSTOMS DECLARATION GOODS - ENTRY

VEHICLE PLATE SOURCE *

VEHICLE PLATE NO. *

DRIVER MOBILE NO. *

DECLARATION NO *

PACKAGE TYPE	DECLARATION QTY	AVAILABLE QTY	GATE PASS QTY
BALES	10	10	<input type="text"/>

DESCRIPTION

<input type="checkbox"/> Test

ITEMS ON GATE PASS :

1 DECLARATION NO	PACKAGE TYPE	DECLARATION QTY	AVAILABLE QTY	GATE PASS QTY	
2030002673221	BOATS	100	100	12	<input type="checkbox"/> <input type="checkbox"/>

DECLARATION NO	DESCRIPTION	
2030002673221	Chopped or compressed tobacco whether or not containing tobacco substitutes in any proportion for	<input type="checkbox"/> <input type="checkbox"/>

- 1 Table of goods added to current gate pass which will include:
 - Declaration number
 - Package type
 - Declaration quantity
 - Available quantity
 - Gate pass quantity
 - Actions (edit, delete)

In case there is vehicle or container added to gate pass they will be displayed into "ITEMS ON GATE PASS" section.

CUSTOMS DECLARATION GOODS – ENTRY / EXIT REQUEST

CUSTOMS DECLARATION GOODS - ENTRY

GATE PASS NUMBER 210000130	GATE PASS TYPE CUSTOMS DECLARATION GOODS - ENTRY
REQUESTED BY vaheed.agent@example.com	VEHICLE NUMBER Dubai-E2332
COMPANY B2B Logistics LLC	GATE PASS VALIDITY 24 hours from the time of issue

DECLARATION NO	PACKAGE TYPE	DECLARATION QTY	AVAILABLE QTY	GATE PASS QTY
2030002673221	BALES	10	10	9
2030002673221	BOATS	100	100	12

DECLARATION NO	CONTAINER NUMBER
2010005419721	container5

DECLARATION NO	DESCRIPTION
2030002673221	Chopped or compressed tobacco whether or not containing tobacco substitutes in any proportion for
2010005419721	Beans of the species Vigna mungo Hepper or Vigna radiata Wilczek, for food, shelled, wheth

FEES AND CHARGES :

SERVICE	GATE PASS FEE	NUMBER OF DECLARATION	TOTAL FEES
CUSTOMS DECLARATION - GOODS ENTRY	20	3	60
VAT (5%)			3
TOTAL			63 AED

I, hereby, declare that all the information provided and stated by me at the point of submitting this gate pass request ("Gate Pass Request") is true and correct and I shall bear the full responsibility for declaring any incorrect information, or notifying DAFZA of any change to the information, and I shall bear all the consequences arising thereof. I represent that I have the authority and legal capacity to sign this declaration on my behalf, or on behalf of the legal entities that I represent.

By submitting the Gate Pass Request, I agree that I will access and use the Gate Pass only for the purposes for which the Gate Pass has been granted to me, in accordance with the Terms & Conditions set out below, and other lawful purposes in compliance with all applicable laws in the United Arab Emirates ("UAE"), including laws relating to Tax and Customs regulation. I confirm that I have carefully read and fully understood these [Terms & Conditions](#) ("Terms & Conditions") and hereby accept them on my behalf or on behalf of the entities I represent.

BACK
PAY

- 1 Gate pass summary:
 - Gate pass number
 - Requested by
 - Company
 - Gate pass type
 - Vehicle number
 - Gate pass validity
- 2 Goods details
- 3 Container Details (if available) and/or Vehicle Details (if available)
- 4 Description of goods on Gate Pass
- 5 Payment details
- 6 Agree to Terms and Conditions
- 7 User click "BACK" to return to details form
- 8 User click "PAY" to redirect to payment gateway

CUSTOMS DECLARATION GOODS – ENTRY / EXIT REQUEST

Merchant name:

Enter your card details

MasterCard: You have chosen MasterCard as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number:

Expiry Date: / month/year

Purchase Amount: **AED 21.00**

[Cancel](#) pay

MasterCard SecureCode

I hereby authorise the debit to my MasterCard Account in favour of test st

User to enter the card details

CUSTOMS DECLARATION GOODS – ENTRY / EXIT REQUEST

DAFZA WAY
Dubai Airport Freezone

Dashboard Reports Vaheed - Agent

CUSTOMS DECLARATION
GATE PASS REQUEST
REQUEST GATE PASS

DECLARATION NO.

DATE RANGE

DECLARATION NO.	DECLARATION DATE	CONSIGNOR	CONSIGNEE	AVAILABLE QTY
3050001435721	25/04/2021			332
2060001545121	25/04/2021			23
4020001548021	25/04/2021			3523
2060001545021	25/04/2021			23
4010001823021	25/04/2021			332
2060001544821	25 May 2021	with 1900 Waverly Co United arab emirates L.L.C	M&M's special holding private company associated	23

✓

PAYMENT COMPLETED SUCCESSFULLY

Gate pass number 210000131 has been generated and sent to your email

OK

User is informed about PAYMENT COMPLETED SUCCESSFULLY & PDF format of the Gate Pass is emailed to the users registered email address.

LOCAL GOODS GATE PASS

* Mandatory fields

- 1 Select source of goods:
 - Abu Dhabi
 - Dubai
 - Sharjah
 - Ajman
 - Umm Al Quwain
 - Fujairah
 - Ras Al Khaima
- 2 Select purpose of entry
- 3 Select vehicle plate source:
 - Abu Dhabi
 - Dubai
 - Sharjah
 - Ajman
 - Umm Al Quwain
 - Fujairah
 - Ras Al Khaima
 - Others

User to fill in the form

- 4 Vehicle plate number
- 5 Driver mobile number
- 6 Option to load data from previous gate pass
- 7 Previous gate pass number to load data.
- 8 Goods description
- 9 Table of goods details
- 10 Select HS code
- 11 Select package type
- 12 Model or brand
- 13 Invoice number
- 14 Quantity
- 15 Value
- 16 Delete good

LOCAL GOODS – ENTRY REQUEST

GOODS DETAILS :

121-123-1234 PACKAGE TYPE * Honda 3453

Vehicle Information 1 60000

17 Enter chassis number * 18 Enter model * 19 Enter brand * 20 Enter color *

21 ADD GOODS 23 SAVE AND CONTINUE

DOCUMENTS UPLOAD :

Invoice # 3453 Select file 22

In Case user select HS code from vehicle category

- 17 Vehicle chassis number
- 18 Vehicle model
- 19 Vehicle brand
- 20 Vehicle color
- 21 Add more goods
- 22 Upload invoice
- 23 Save and continue to payment

LOCAL GOODS – ENTRY REQUEST

GATE PASS NUMBER 210000132 GATE PASS TYPE Local Goods Entry

1 REQUESTED BY vibin.dafz@example.com VEHICLE NUMBER Dubai - R38478

COMPANY ABBOTT LABORATORI GATE PASS VALIDITY 24 hours from the time of issue

GOODS DETAILS :

INVOICE	HS CODE	HS GOODS DESC.	MODEL	PACKAGE TYPE	GATE PASS QTY	GOODS VALUE
2 122	71012200	Cultured pearls, wor ...	ACME Brands	BAGS	12	1200
122	72189100	Semi-finished produc ...		CASES	45	450

UPLOAD DETAILS :

3 Invoice # 122 blank.pdf

FEES AND CHARGES :

SERVICE	GATE PASS FEE	NUMBER OF GATE PASS	TOTAL FEES
Local Goods Entry	20	1	20
4 VAT (5%)			1
TOTAL			21 AED

5 I, hereby, declare that all the information provided and stated by me at the point of submitting this gate pass request ("Gate Pass Request") is true and correct and I shall bear the full responsibility for declaring any incorrect information, or notifying DAFZA of any change to the information, and I shall bear all the consequences arising thereof. I represent that I have the authority and legal capacity to sign this declaration on my behalf, or on behalf of the legal entities that I represent.
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6 BACK 7 PAY

* Mandatory fields

- 1 Gate pass summary:
 - Gate pass number
 - Requested by
 - Company
 - Gate pass type
 - Vehicle number
 - Gate pass validity
- 2 Goods details
- 3 Uploaded documents
- 4 Payment details
- 5 Agree to Terms and Conditions
- 6 User click "BACK" to return to details form
- 7 User click "PAY" to redirect to payment gateway

LOCAL GOODS – ENTRY REQUEST

User to enter the card details

LOCAL GOODS – EXIT REQUEST

INVOICE	HS CODE	PACKAGE TYPE	MODEL	AVAILABLE QTY	OUT QTY*	VALUE*
976676	86021000 (Diesel-electric loco ...)	PARCELS	diesel	3		
1122	72024100 (Ferro-chromium conta ...)	CARTONS	Test	100		
565	39042100 (Non-plasticised poly ...)	BOXES	plastic	500		

* Mandatory fields

- | | | | |
|---|--|----|--------------------|
| 1 | Select vehicle plate source:
• Abu Dhabi
• Dubai
• Sharjah
• Ajman
• Umm Al Quwain
• Fujairah
• Ras Al Khaima
• Others | 8 | Table of goods |
| 2 | Vehicle plate number | 9 | Invoice number |
| 3 | Driver mobile number | 10 | HS code |
| 4 | Select gate pass In number | 11 | Package type |
| 5 | Purpose of entry | 12 | Model |
| 6 | Source of goods | 13 | Available quantity |
| 7 | Goods description | 14 | Gate pass quantity |
| | | 15 | Value of goods |
| | | 16 | Add selected items |

Goods may be added from more Local Goods In Gate Passes

User is informed about PAYMENT COMPLETED SUCCESSFULLY & PDF format of the Gate Pass is emailed to the users registered email address.

LOCAL GOODS – EXIT REQUEST

LOCAL GOODS – EXIT REQUEST

GATE PASS NUMBER 210000133	GATE PASS TYPE Local Goods Exit
REQUESTED BY vibin.dafz@example.com	VEHICLE NUMBER Dubai - V2345
COMPANY ABBOTT LABORATORI	GATE PASS VALIDITY 24 hours from the time of issue

GOODS DETAILS :

GATE PASS IN NO.	INVOICE	HS CODE	PACKAGE TYPE	MODEL	OUT QTY	GOODS VALUE
210000029	976676	86021000	PARCELS	diesel	1	12
210000029	1122	72024100	CARTONS	Test	12	45

UPLOAD DETAILS :

Invoice # 976676	passport.jpg
Invoice # 1122	trade license.jpg

FEES AND CHARGES :

SERVICE	GATE PASS FEE	NUMBER OF GATE PASS	TOTAL FEES
Local Goods Exit	20	1	20
VAT (5%)			1
TOTAL			21 AED

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6 BACK
7 PAY

* Mandatory fields

- | | |
|--|--|
| <p>1 Gate pass summary:</p> <ul style="list-style-type: none"> • Gate pass number • Requested by • Company • Gate pass type • Vehicle number • Gate pass validity | <p>2 Goods details</p> <p>3 Uploaded documents</p> <p>4 Payment details</p> <p>5 Agree to Terms and Conditions</p> <p>6 User click "BACK" to return to details form</p> <p>7 User click "PAY" to redirect to payment gateway</p> |
|--|--|

mashreq **المشرق**

Merchant name:

Enter your card details

MasterCard: You have chosen MasterCard as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number ::

Expiry Date :: / month/year

Purchase Amount :: **AED 21.00**

Cancel

MasterCard SecureCode

I hereby authorise the debit to my MasterCard Account in favour of test st

User to enter the card details

DAFZA WAY Dashboard Reports Vaheed - Agent

CUSTOMS DECLARATION GATE PASS REQUEST REQUEST GATE PASS

DECLARATION NO.

DATE RANGE

DECLARATION NO.	DECLARATION DATE	CONSIGNOR	CONSIGNEE	AVAILABLE QTY
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4010001823021	25/04/2021			332
2060001544821	25 May 2021	with 1900 Waverly Co United arab emirates L.L.C		23

PAYMENT COMPLETED SUCCESSFULLY

Gate pass number 210000131 has been generated and sent to your email

User is informed about PAYMENT COMPLETED SUCCESSFULLY & PDF format of the Gate Pass is emailed to the users registered email address.



ADHOC GATE PASS

ADHOC GOODS – ENTRY / EXIT REQUEST

VEHICLE PLATE SOURCE * VEHICLE PLATE NO. * DRIVER MOBILE NO. *

1 Select Plate Source 2 Enter Plate Number 3 05XXXXXXXXX

REFERENCE NO. PURPOSE OF ENTRY *

4 Please Enter Reference Number 5 Select Purpose

REMARKS

ADD ITEMS

UPLOAD DOCUMENTS :

Choose files or drop here

* Mandatory fields

User to fill in the form

- 1 Select vehicle plate source:
 - Abu Dhabi
 - Dubai
 - Sharjah
 - Ajman
 - Umm Al Quwain
 - Fujairah
 - Ras Al Khaima
 - Others
- 2 Vehicle plate number
- 3 Driver mobile number
- 4 Customer internal reference number

ADHOC GOODS – ENTRY / EXIT REQUEST

VEHICLE PLATE SOURCE * VEHICLE PLATE NO. * DRIVER MOBILE NO. *

Select Plate Source Enter Plate Number 05XXXXXXXXX

REFERENCE NO. PURPOSE OF ENTRY *

Please Enter Reference Number 5 Select Purpose

REMARKS

GOODS DESCRIPTION * PACKAGE TYPE * GATE PASS QTY * WEIGHT (KG) 12

7 9 Select Package Type 10 11

13 ADD ITEMS 14 SAVE AND CONTINUE

UPLOAD DOCUMENTS :

15 Choose files or drop here

* Mandatory fields

- 5 Purpose of entry
- 6 Remarks
- 7 Table of goods
- 8 Goods description
- 9 Package type
- 10 Gate pass quantity
- 11 Weight in KG
- 12 Delete good
- 13 Add more goods
- 14 Save goods and continue to summary screen
- 15 Upload supporting documents

ADHOC GOODS – ENTRY / EXIT REQUEST

GATE PASS NUMBER 210000128	GATE PASS TYPE ADHOC GOODS - ENTRY
REQUESTED BY vaheed.agent@example.com	VEHICLE NUMBER Dubai-1223
COMPANY B2B Logistics LLC	GATE PASS VALIDITY 24 hours from the time of issue

GOODS DESCRIPTION	PACKAGE TYPE	GATE PASS QTY	WEIGHT (KG)
Goods 1 Description	CASES	12	2
Goods 2 Description	BOXES	5	13

FEES AND CHARGES :

SERVICE	GATE PASS FEE	NUMBER OF GATE PASS	TOTAL FEES
ADHOC GOODS - ENTRY	20	1	20
VAT (5%)			1
TOTAL			21 AED

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5 BACK
6 PAY

- 1** Gate pass summary:
 - Gate pass number
 - Requested by
 - Company
 - Gate pass type
 - Vehicle number
 - Gate pass validity
- 2** Goods details
- 3** Payment details
- 4** Agree to Terms and Conditions
- 5** User click "BACK" to return to details form
- 6** User click "PAY" to redirect to payment gateway

ADHOC GOODS – ENTRY / EXIT REQUEST

mashreq **المشرق**

Merchant name: _____

Enter your card details

MasterCard: You have chosen MasterCard as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number ::

Expiry Date :: / month/year

Purchase Amount :: **AED 21.00**

[Cancel](#) **pay**

MasterCard SecureCode

I hereby authorise the debit to my MasterCard Account in favour of test st

User to enter the card details

DUBAI IRP FREE Dubai Airport Freezone
DAFZA WAY
Dashboard Reports
Vaheed - Agent

CUSTOMS DECLARATION
GATE PASS REQUEST
REQUEST GATE PASS

DECLARATION NO.

DATE RANGE

DECLARATION NO.	DECLARATION DATE	CONSIGNOR	CONSIGNEE	AVAILABLE QTY
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4020001548021	25/04/2021			3523
2060001545021	25/04/2021			23
4010001823021	25/04/2021			332
2060001544821	25/04/2021			23
2110001494021	24 May 2021	M&M's special holding private company associated with 1900 Waverly Co. United		100

✓

PAYMENT COMPLETED SUCCESSFULLY

Gate pass number 210000128 has been generated and sent to your email

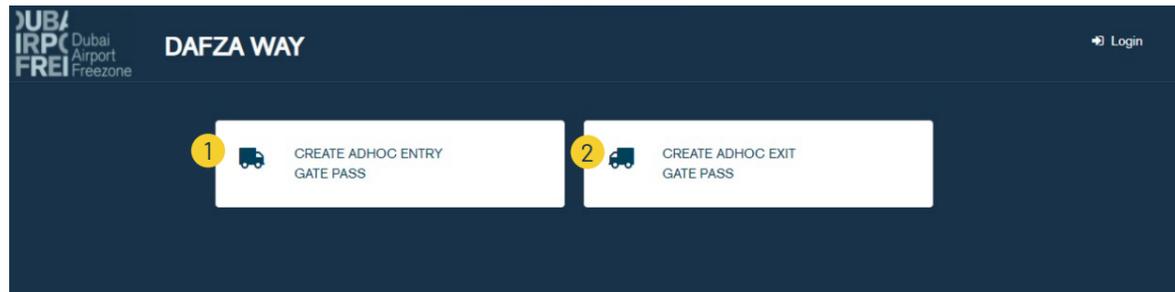
OK

User is informed about PAYMENT COMPLETED SUCCESSFULLY & PDF format of the Gate Pass is emailed to the users registered email address.



ANONYMOUS USER

ANONYMOUS USER HOMEPAGE



When user click "CONTINUE AS GUEST" from login screen

- 1 User click to create ADHOC Goods - Entry gate pass
- 2 User click to create ADHOC Goods - Exit gate pass

ANONYMOUS USER – ADHOC GOODS – ENTRY / EXIT REQUEST

User to fill in the form

- 1 Requestor name
- 2 ID Document Type:
 - Emirates ID
 - Passport
- 3 ID document number
- 4 Upload ID document copy

ANONYMOUS USER – ADHOC GOODS – ENTRY / EXIT REQUEST

* Mandatory fields

- 5 Select vehicle plate source:
 - Abu Dhabi
 - Dubai
 - Sharjah
 - Ajman
 - Umm Al Quwain
 - Fujairah
 - Ras Al Khaima
 - Others
- 6 Vehicle plate number
- 7 Requestor email
- 8 Driver mobile number
- 9 Customer internal reference number
- 10 Purpose of entry
- 11 Remarks
- 12 Table of goods
- 13 Goods description
- 14 Package type
- 15 Gate pass quantity
- 16 Weight in KG
- 17 Delete good
- 18 Add more goods
- 19 Save goods and continue to summary page
- 20 Upload supporting documents

ANONYMOUS USER – ADHOC GOODS – ENTRY / EXIT GATE PASS

GATE PASS NUMBER 210000129	GATE PASS TYPE ADHOC GOODS - ENTRY
REQUESTED BY Company Name	VEHICLE NUMBER Dubai-T63567
EMAIL requestor@company.com	GATE PASS VALIDITY 24 hours from the time of issue

GOODS DESCRIPTION	PACKAGE TYPE	GATE PASS QTY	WEIGHT (KG)
Item 1 Description	BAGS	5	0
Item 2 Description	BOXES	12	25

DOCUMENTS UPLOADS :

blank.pdf

FEES AND CHARGES :

SERVICE	GATE PASS FEE	NUMBER OF GATE PASS	TOTAL FEES
ADHOC GOODS - ENTRY	20	1	20
VAT (5%)			1
TOTAL			21 AED

Confirm that I have carefully read and fully understood these [Terms & Conditions](#) ("Terms & Conditions") and hereby accept them on my behalf or on behalf of the entities I represent

BACK
PAY

- 1 Gate Pass Summary:
 - Gate Pass Number
 - Requested by
 - Email
 - Gate Pass Type
 - Vehicle Number
 - Gate Pass Validity
- 2 Goods details
- 3 Document uploads
- 4 Payment details
- 5 Agree to Terms and Conditions
- 6 User click "BACK" to return to details form
- 7 User click "PAY" to redirect to payment gateway

ANONYMOUS USER – ADHOC GOODS – ENTRY / EXIT REQUEST

المشرق

Merchant name:

Enter your card details

MasterCard: You have chosen MasterCard as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number ::

Expiry Date :: / month/year

Purchase Amount :: **AED 21.00**

[Cancel](#) pay

MasterCard
SecureCode.

I hereby authorise the debit to my MasterCard Account in favour of test st

User to enter the card details

JUBA
IRPC
FREI

Dubai
Airport
Freezone

DAFZA WAY

Login

CREATE ADHOC ENTRY
GATE PASS

CREATE ADHOC EXIT
GATE PASS

✓

PAYMENT COMPLETED
SUCCESSFULLY

Gate pass number 210000129 has been generated and sent
to your email

OK

User is informed about PAYMENT COMPLETED SUCCESSFULLY & PDF format of the Gate Pass is emailed to the users registered email address.

PAYMENT

Payment methods:

We support payment by multiple methods including Credit Card and DAFZA E-Wallet. If you have a DAFZA E-Wallet, you can pay conveniently using this method. This Payment Method will be available only to customers who have an active E-Wallet with DAFZA. To set up your e-wallet account, contact Customer Relationship team

PAYMENT METHODS

GATE PASS NUMBER	210000133	GATE PASS TYPE	Local Goods Exit
REQUESTED BY	vibin.dafz@example.com	VEHICLE NUMBER	Dubai - V2345
COMPANY	ABBOTT LABORATORI	GATE PASS VALIDITY	24 hours from the time of issue

GOODS DETAILS :

GATE PASS IN NO.	INVOICE	HS CODE	PACKAGE TYPE	MODEL	OUT QTY	GOODS VALUE
210000029	976676	86021000	PARCELS	diesel	1	12
210000029	1122	72024100	CARTONS	Test	12	45

UPLOAD DETAILS :

Invoice # 976676	passport.jpg
Invoice # 1122	trade license.jpg

FEES AND CHARGES :

SERVICE	GATE PASS FEE	NUMBER OF GATE PASS	TOTAL FEES
Local Goods Exit	20	1	20
VAT (5%)			1
TOTAL			21 AED

1 Pay by Card
 2 Pay by Wallet
 Available balance of AED 147.53

I, hereby, declare that all the information provided and stated by me at the point of submitting this gate pass request ("Gate Pass Request") is true and correct and I shall bear the full responsibility for declaring any incorrect information, or notifying DAFZA of any change to the information, and I shall bear all the consequences arising thereof. I represent that I have the authority and legal capacity to sign this declaration on my behalf, or on behalf of the legal entities that I represent.
 By submitting the Gate Pass Request, I agree that I will access and use the Gate Pass only for the purposes for which the Gate Pass has been granted to me, in accordance with the Terms & Conditions set out below, and other lawful purposes in compliance with all applicable laws in the United Arab Emirates ("UAE"), including laws relating to Tax and Customs regulation. I confirm that I have carefully read and fully understood these [Terms & Conditions](#) ("**Terms & Conditions**") and hereby accept them on my behalf or on behalf of the entities I represent.

- 1 You will be redirected to a secure payment gateway to complete payment
- 2 The required fees will be automatically deducted from your e-wallet balance

Note: 'Pay by wallet' option will be available only if you have set up your DAFZA e-wallet account.

DAFZA WAY Dashboard Reports

Vibin - DAFZA

1 Top up Log out

CUSTOMS DECLARATION GATE PASS REQUEST REQUEST GATE PASS

DECLARATION NO.
Enter Customs Declara

DATE RANGE
25/04/2021 25/05/2021

DECLARATION NO.	DECLARATION DATE	CONSIGNOR	CONSIGNEE	AVAILABLE QTY
1010199501188	05 May 2021		M&M's special holding company in united arab emirates L.L.C	349
3030100143221	10 May 2021	FZRNA		29
3030100143721	10 May 2021	FZRNA		29
1010100909221	10 May 2021		M&M's special holding company in united arab emirates L.L.C	300
1010100909421	10 May 2021		M&M's special holding company in united arab emirates L.L.C	63
1010100909521	10 May 2021		M&M's special holding company in united arab emirates L.L.C	79
1010100909621	16 May 2021		M&M's special holding company in united arab emirates L.L.C	29
1010100908855	05 May 2021		M&M's special holding company in united arab emirates L.L.C	29

1 to 8 of 8 items

1 Top up E-Wallet account

Note: 'Pay by wallet' option will be available only if you have set up your DAFZA e-wallet account.

WALLET TOP UP

AMOUNT COMPANY NAME AVAILABLE BALANCE

1 Enter Amount 2 ABBOTT LABORATORIES S.A.(3 147.53

PAY

- 1 Enter the amount you want to add to your e-wallet account
- 2 Review company name (read-only)
- 3 Current balance on your e-wallet account (read-only)

Wallet Top Up should made through Credit / Debit Card

mashreq  المشرق

Merchant name:

Enter your card details

 **MasterCard:** You have chosen MasterCard as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number ::

Expiry Date :: / month/year

Purchase Amount :: **AED 21.00**

[Cancel](#)



I hereby authorise the debit to my MasterCard Account in favour of test st

User to enter the card details

DUBAI IRPC FREI Dubai Airport Freezone **DAFZA WAY** [Dashboard](#) [Reports](#) Vibin - DAFZA

CUSTOMS DECLARATION **GATE PASS REQUEST** **REQUEST GATE PASS**

DECLARATION NO.

DATE RANGE

DECLARATION NO.	DECLARATION DATE	CONSIGNOR	CONSIGNEE	AVAILABLE QTY
1010199501188	05			349
3030100143221	10			29
3030100143721	10			29
1010100909221	10			300
1010100909421	10			63
1010100909521	10			79
1010100909621	16			29
1010100908855	05			29

1 to 8 of 8 items



PAYMENT COMPLETED SUCCESSFULLY

Top up of your wallet completed successfully. Your current balance is 347.53 AED.



NEW AUTOMATED DAFZA GATE PASS

FREQUENTLY ASKED QUESTIONS (FAQS)

01 What is DAFZA Gate Pass?

DAFZA Gate Pass is an electronic document issued by the Dubai Airport Freezone Authority as per the request of a natural or legal person to allow entry or exit of the goods through its gates.

02 How do I register and access DAFZA Gate Pass?

On DAFZA website under Gate Pass option there is a link available to request for New Registration. You must provide the required information and document attachments. Upon verification you will receive a confirmation email with account creation details. You may also add users for the company to use the Gate Pass System.

A natural person can use the "Guest User" to access the DAFZA Gate Pass System.

03 What are the different Types of Gate Passes?

There are 6 types of gate passes as listed below.

a. Gate Pass for Customs Declaration – Goods Entry

This Gate Pass is used for the entry of goods which are cleared by Dubai Customs against a valid Customs Declaration. This type of gate pass will be mainly required when a DAFZA based free zone company is bringing the goods from different ports of UAE or a different free zone of Dubai or UAE mainland in to their DAFZA premises.

b. Gate Pass for Customs Declaration – Goods Exit

This Gate Pass is used for the exit of goods which is cleared by Dubai Customs against a valid Customs Declaration. This type of gate pass will be mainly required when a DAFZA based free zone company or a cargo handler is taking the goods out of the free zone to the mainland / other free zones or to export the goods through any of the ports of UAE as declared in the Customs Declaration.

c. Gate Pass for Local Goods – Entry

This Gate Pass is used by a Dubai Airport Freezone company for the entry of local goods into their premises for a specific purpose (e.g. storage, repair & return, office use etc.). There is a permitted period of stay in the free zone according to the purpose selected in the gate pass.

Goods entered into the Free zone under this gate pass cannot return to the local market under an Local Goods – Exit Gate Pass, if the return is delayed by more than the permitted period of stay in the free zone.

d. Gate Pass for Local Goods – Exit

This Gate Pass is used by a Dubai Airport Freezone company for the exit of local goods which came into the Free zone for a specific purpose. This gate pass will be always created against a Local Goods – Entry Gate Pass.

A single Local Goods – Exit Gate Pass can contain goods from one or many local goods – Entry Gate Passes. Goods under any Local Goods – Entry Gate Pass which has overstayed the allowed period of stay in the free zone will not be allowed to be taken out under a Local Goods – Exit Gate Pass. Such goods should follow Customs Notice 17/2020 or any related customs procedures for the removal from Freezone.

e. Gate Pass for Ad-Hoc Goods – Entry

This gate pass is used for the entry of goods in to DAFZA for a mainland company located inside DAFZA premises such as Cargo Handlers, Dnata and Courier companies located inside Dnata Courier & Mail center etc. Such goods can be for their usage or consumption.

This gate pass can also be used by Individuals or local companies for bringing goods in to Dnata for completion of export formalities prior to the processing of Customs Declaration or for the entry of goods originated from Other Emirates airports in to the Dnata premises as Inter-Port transfer or for any other valid reasons which is justifiable.

Ad-Hoc Good Entry Gate pass can also be used by DAFZ Office Building companies instead of current DAFZA security clearance gate passes for movement of their office use items and samples.

This gate pass is not recommended for usage by Dubai Airport Free zone companies located in the Warehouse / LIU / Plot areas unless special approval is available from Dubai Customs.

f. Gate Pass for Ad-Hoc Goods – Exit

This gate pass is used for the exit of goods through DAFZA gates by a mainland company located inside DAFZA premises such as Cargo Handlers, Dnata, Courier companies located inside Dnata Courier & Mail center etc. for;

- Removal of company belongings,
- Return of goods entered under AD-Hoc Entry gate pass for export through Dnata due to cancellation of export,
- For exit of Inter-Port transfers from DNATA premises to Other Emirates Airports under Customs stamped manifest and sealed vehicles,
- For exit of Low value Courier goods being released by Customs from Dnata Courier & Mail Center under Customs stamped manifest and sealed vehicles Or
- For any other valid reasons which is justifiable and acceptable to Dubai Customs.

Ad-Hoc Good Exit Gate pass can also be used by DAFZ Office Building companies instead of current DAFZA security clearance gate passes for movement of their office use items and samples.

This gate pass is not recommended for usage by Dubai Airport Free zone companies located in the Warehouse / LIU / Plot areas unless special approval is available from Dubai Customs.

04 Is there a cost for the Gate Passes?

A gate pass fee will be applicable for each Gate Pass as below
Gate Pass for Customs Declaration – Goods Entry = AED 20/-
Gate Pass for Customs Declaration – Goods Exit = AED 20/-

Gate Pass for Local Goods – Entry = AED 10/-
Gate Pass for Local Goods – Exit = AED 10/-
Gate Pass for Ad-Hoc Goods – Entry = AED 10/-
Gate Pass for Ad-Hoc Goods – Exit = AED 10/-

05 Who Can Make the Gate Pass Request?

Gate Pass for Customs Declaration goods entry or exit can be requested by any party who is part of the Customs declaration, such as Importer, Exporter, Customs Broker, or the Cargo Handling Agent. However, it is recommended that this request may be made by Dubai Airport Free zone company or a Cargo Handler located inside DAFZA based on the Customs Declaration type. A company that is not part of a Customs Declaration cannot make a Gate Pass for Customs Declaration goods entry or exit.

Gate Pass for Local Goods Entry or Exit can be requested by only a Dubai Airport Free Zone companies with LIU, Warehouse or Plot facilities inside DAFZ premises. However DAFZA companies located in Office Buildings can request for Adhoc Entry or Exit Gate Pass for movement their office use items and samples.

Gate Pass for Ad-hoc Goods Entry or Exit can also be requested by mainland companies located inside Dubai Airport Free zone, individuals and mainland companies exporting goods through Dnata's Dubai Airport Free zone facility and Courier companies moving Customs cleared Low value cargo from Dnata Courier & Mail center to mainland under Customs approved manifest and sealing or by the authorized trucking companies who transport Inter-Port transfer of goods between DNATA premises and Other Emirates Airports.

06 What is the validity/expiry period for a gate pass?

A generated Gate Pass will have 24 hours validity from the time of issuance. No goods can be entered or exited through DAFZA Gates if the Gate Pass validity is expired.

07 What will happen to my goods inventory in DAFZA records if the gate pass expired without using it for the entry or exit of the goods?

The expired gate pass goods quantity will not be reflected in the DAFZA Gate Pass System goods inventory. A new gate pass should be requested to move the goods again.

08 What is a draft Gate Pass?

A draft Gate Pass is a facility where customer can create the request but not submitted to DAFZA. This is useful when customer has partial information and need more time to complete and submit. All draft gate passes will be automatically removed from the system if not submitted within 30 days.

09 What are the different statuses of a Gate Pass?

- a. **Draft:** User started to create the e-Gate Pass
- b. **Generated:** User submitted the e-Gate Pass request and the payment is completed successfully. e-Gate Pass is issued to the requester email address
- c. **Completed:** e-Gate Pass is utilized for Entry / Exit
- d. **Cancelled:** e-Gate Pass cancelled by user or due to declaration cancellation by Customs
- e. **Expired:** e-Gate Pass validity expired. It cannot be used for Entry / Exit

10 How can I make the payment of Gate Pass fee?

Gate Pass fee can be paid using any of the following mechanism:
a. **DAFZA e-Wallet**

- b. Gate Pass System Wallet
- c. Credit / Debit Card

11 Can I request multiple Gate Passes against a single Customs Declaration?

Yes, goods under a single Customs Declaration can be taken out in one or many gate passes on same day or different days.

12 Can I move goods under multiple Customs Declaration in a single Gate Pass?

Yes, a single gate pass can contain goods from multiple Customs Declaration. However, the Gate Pass fee will be applicable per Customs Declaration.

13 Can I request a single Gate Pass for moving goods under Customs Declaration, local goods and Ad-Hoc goods?

No, separate gate passes should be requested for different types of movements. However, same vehicle can be used to transport goods under different gate passes in a single journey.

14 Can I use single vehicle to transport goods under different Gate Passes?

Yes, the same vehicle can be used to transport the goods under multiple gate passes in a single journey. However, in such scenario the driver should ensure all gate passes are appropriately presented to the Gate Security for approval.

15 Do I need to request DAFZA Gate Pass for entry / exit of goods against a DNATA Freight Gate Appointment?

No, a separate DAFZA Gate Pass is not required for entry or exit of goods against a DNATA Freight Gate Appointment for collection or delivery; However, the driver should show DNATA Freight Gate booking confirmation QR Code at the DAFZA Gate Security. DNATA Gate Pass information will be electronically integrated to DAFZA Gate Pass system for the security to verify.

16 How long does it take to process a request?

The gate pass will be immediately issued after submission of the request and payment of any applicable fee.

17 Do I need to carry the printed Gate Pass for Entry / Exit at the Gate?

No, the Gate Pass is electronically sent to the driver mobile number and company email. Same can be shown at the Gate. However, the paper hard-copy of the Gate Pass will also be accepted at the gate.

18 Is Gate Pass fee refundable?

No, the Gate pass fee is not refundable under any circumstances.

19 How long a Gate Pass can be in 'Draft' status?

A Gate Pass can be kept in 'draft status' for up to 30 days. Draft gate passes more than 30 days old will be automatically removed from the system.

20 Can I delete my 'Draft' Gate Pass?

Yes, draft Gate Passes can be deleted by the same user or any user of the same company who created the Gate Pass.

21 Why are some of my Customs Declarations not displayed in the dropdown list for Gate Pass?

Only Customs Declarations with an available quantity will be displayed in the dropdown list for Gate Pass.

No display of a Customs Declaration in the dropdown list can be assumed as, either complete quantity of the same Declaration is already moved under previous Gate Pass(s) or there is no valid Customs Declaration available in Gate Pass system

You may use search option to find your Customs Declaration to know whether complete quantity is moved.

Customs declaration will also not be displayed if the logged in user's company is not part of the declaration under the role of Importer, Exporter, Broker or Shipping /Airline Agent.

22 Can I use single Local Goods Gate Pass for multiple purposes of entry?

No. Since each purpose of entry has different validity of stay, multiple purpose of entry in a single Local Goods Gate Pass is not allowed.

23 What is the Local Goods Gate Pass purpose of entry validity?

The purpose of entry validity on Local Goods Gate Pass allows the duration of the stay of the goods inside Free zone company premises. These goods can be returned to local market under a Local Goods Gate Pass Exit within the validity time.

Goods entered under Local Goods Entry Gate Pass cannot be taken out under Local Goods Exit Gate Pass if the purpose validity is expired.

24 How do I take out Local Goods entered the Free zone under Local Goods Gate Pass Entry after the expiry of the purpose validity?

Such goods should be taken out under appropriate Customs Declaration. Refer Customs Notice 17/2020 or you may also contact Dubai Customs for advice.

25 As a Free zone company can I use ad-hoc Gate Pass for moving goods in or out?

Adhoc Gate Passes can be used by DAFZ Office building companies for the movement of their office use items or samples instead of DAFZ Security clearance gate pass.

However, DAFZ LIU, Warehouse or Plot companies are advised not to use Adhoc gate passes unless they have specially approved process from Dubai Customs to move goods.

Free zone companies will be liable for any Customs compliance issues arising due to the usage of ad-hoc gate pass.

26 Can I use One Local Goods Exit gate pass to take out goods from multiple Local Goods Entry Gate Passes?

Yes, you may create single Gate Pass for Local Goods Exit to take out goods entered under multiple Gate Pass for Local Goods Entry. However, goods entered under Local Goods Entry Gate Pass cannot be taken out under Local Goods Exit Gate Pass if the purpose validity is expired.

27 Can I use Local Goods Exit gate pass to take out goods not entered the Free zone on a Local Goods Entry Gate Pass?

No. For such goods Customs Notice 17/2020 procedure should be followed.

- 28 Is amendment of Gate Pass is allowed?**
Yes. Gate pass information can be amended unless it is already used for entry or exit.
- 29 Can I cancel the Gate Pass?**
Yes, a gate pass can be cancelled unless it is already used for entry or exit.
- 30 My Gate Pass does not have any Customs Inspection requirement, but Security Guard is asking me to go for Customs Inspection. What should I do?**
You need to follow the instructions of the Security Guard and present the goods for Customs Inspection within 15 minutes.
- 31 Is there any fee for the DAFZA Gate Pass System registration?**
No. There is no registration fee for the DAFZA Gate Pass System.
- 32 What type of information is requested on a Gate Pass application?**
Mainly the details of the goods which are entering or exiting the DAFZA gates will be required.
- 33 What is my responsibility as a Gate Pass User?**
A Gate Pass User should ensure that the information provided is true and correct and the request for the gate pass is made for legitimate use.
- 34 I am not able to upload supporting document/s?**
There can be restrictions on file types and file size which can be uploaded. Please verify according to the error message you have received.
- 35 Do I still require a Customs Gate pass or Any Other Gate Passes to move goods in and out of the Free Zone Gates?**
As DAFZA-WAY Gate pass system is introduced to streamline the gate pass management, no other entities gate passes will be allowed for the entry or exit of the goods through DAFZA gates except DNATA gate pass.

However, in the transition period, Customs gate passes will be allowed for Declarations processed prior to DAFZA-WAY implementation date of 4th July, 2021 and for exit of any local goods already inside Free zone company premises under Customs manual local goods gate pass.
- 36 Are DAFZA Gate Passes Mandatory for the movement of goods?**
Yes. No goods will be allowed to enter or exit without a valid DAFZA Gate Pass unless for the exceptions mentioned in this FAQ document.
- 37 Are there alternatives to DAFZA Gate Passes for the movement of goods?**
No other alternatives will be accepted unless for the exceptions mentioned in this FAQ document.
- 38 Are there consequences for not complying to DAFZA Gate Pass procedures and requirements?**
Entry or exit of goods without a valid DAFZA gate pass can be considered as smuggling and it can attract any legal or penal actions.

This is not applicable for goods entering or leaving against a DNATA Gate Pass.
- 39 Is VAT applicable on the gate pass fee?**
No. VAT is not applicable on dafzaway gate pass fee.
- 40 I still have questions I need answered?**
For further clarification, kindly refer to the customer portal or contact our call center at 600 532 392.
- 41 How do I access DAFZA-WAY? Should I install any special software?**
DAFZA-WAY can be accessed at <https://apps.dafz.ae/dafzaway> using any modern web browsers like Chrome, Edge, Safari and Firefox. Please note that the application is not supported on older versions of Internet Explorer.
- 42 Do I need to register separately for DAFZA gate Pass system if I have office space and warehouse under one license?**
Please provide all premise details if you have multiple premises under one license during the registration request.
- 43 Can a user request access for multiple companies?**
Yes. If the user is an authorized person to act on behalf of those companies.

