

# دبي للسياحة Tourism

Department of Tourism and Commerce Marketing

e-Permit User Manual

e-Permit link: <https://epermits.dtcm.gov.ae>

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# دبي للسياحة Tourism

Department of Tourism and Commerce Marketing

e-Permit Registration Process

e-Permit link: <https://epermits.dtcm.gov.ae>

# Create an Account on e-Permit Venue Account

[^ Back to Top](#)

1. Enter the following URL to access the system  
<https://epermits.dtc.gov.ae>

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Google Search I'm Feeling Lucky


Google offered in: العربية فارسی हिन्दी اردو

# Welcome to e-Permit Portal

Department of Tourism and Commerce Marketing

User Name or E-mail

.....

I'm not a robot  reCAPTCHA  
Privacy - Terms

Login »

[I've forgotten my password](#)

2. Enter e-Permit Portal.  
Kindly find e-Permit User Guide and FAQ documents to get information before you start using the system.



Registration User Guide



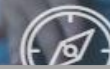
e-Permit Process



Business and  
Private Activities



FAQ Document



3. Rashid Chatbot is a live chat tool to assist you with instant answers for your questions with multi languages (Arabic and English available up to now).



Feedback | Contact Us

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# Welcome to e-Permit Portal

Department of Tourism and Commerce Marketing

User Name or E-mail


.....

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Privacy - Terms

Login »

[I've forgotten my password](#)

4. Select language A/E to start chatting with Rashid.



مرحباً، أنا راشيد!  
Hello, I'm Rashid!

أنا هنا لمساعدتك في العيش في دبي  
I'm here to help you with living in Dubai.


Let's Chat!


دعنا نتحدث!

  
Registration User Guide

  
e-Permit Process

  
Business and Private Activities

  
FAQ Document

  
Safari Permit



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# Welcome to e-Permit Portal

Department of Tourism and Commerce Marketing

User Name or E-mail

.....

I'm not a robot  reCAPTCHA  
Privacy - Terms

Login »

[I've forgotten my password](#)

5. Enter your question and you will get the answer from Rashid.


rashid راشد

Hello, my name is Rashid. I'm here to help answer your questions about living in Dubai.

Would it be possible for you to give me your email address before we begin our conversation? You can choose either [Yes](#) or [No](#).

How can i register on epermit


All types of events, except for internal and personal ones, require a permit; you can get it from [Click Here](#)


Type here  Send

  
Registration User Guide

  
e-Permit Process

  
Business and Private Activities

  
FAQ Document

  
Safari Permit P



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# Welcome to e-Permit Portal

Department of Tourism and Commerce

1. To create an account, click on **Register for an Account** button.

User Name or E-mail

.....

I'm not a robot  reCAPTCHA  
Privacy - Terms

Login »

[I've forgotten my password](#)



Registration User Guide



e-Permit Process



Business and  
Private Activities



FAQ Document



Safari Permit Process



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## Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

[Use, Security & Privacy Policy](#)  
[Click here](#)

2. Read and accept the General Disclaimer.  
Then Click on **Continue Application** button.

I have read and accepted the above terms.

Continue Application »

Step 1 : Registration > Page 1

License should be in DUBAI

\*indicates a required field.

## Registration information

\*Registration Type:

--Select--  
--Select--  
Organizer  
Venue

3. Select the Registration Type as **Venue** and fill the required fields.  
**Venue** : it is a place where the event can be held. The following type should register as venue on e-Permit Platform, Auditorium, Beach, Hotel, Hotel Apartment, Conference and Exhibition Center, Leisure Club, Sport Club, Social Club, Shopping Mall, Restaurant, Retail Shop, School, Theater, Tourism Company as well.

## Contact Information

To add, Click the Add New button

Add New

Continue Application »

1 Registration

2 Cont Info

Important note: License should be in Dubai and it's a note not an error.

Location

5 Review

6 Pay Fees

7 Record Issuance

Step 1 : Registration > Page 1

License should be in DUBAI

## Registration information

\*Registration Type:

Venue

Venue Type: \*

--Select--

Venue Name in English: \*

Website: invalid format(ie:http://www.dtcm.ae)

http://

License Source: \*

--Select--

License Valid Until: \*

4. fill the required fields.

- **Venue Name A/E:** Name should be exactly as per in trade license
- **Venue Address :** the address should enter as per the trade licens and to be input in Arabic.
- **Website:** kindly enter company website as following format <http://www.dtcm.ae> ( optional )
- **License source:** in case license source not listed , kindly select others as trade license and enter license source name
- **License Number :** License Number should be exactly as in trade license.

Venue Name in Arabic: \*

Venue Address: \*

PO Box: \*

License Number: \*

## Sub Venue information

Please add at least 1 sub venue

Showing 0-0 of 0

12	Sub-Venue Name (Arabic)	Sub-Venue Name (English)	Capacity	Width (Feet)	Length (Feet)	Type	Location (Arabic)	Shopping Mall	Club Continent	Club Theme
----	-------------------------	--------------------------	----------	--------------	---------------	------	-------------------	---------------	----------------	------------

No records found

## Sub Venue information

Please add at least 1 sub venue

5. For Venue account , click on **Add Sub-Venue** button in order to add sub-venue details.

Showing 0-0 of 0

Sub-Venue Name (Arabic)	Sub-Venue Name (English)	Capacity	Width (Feet)	Length (Feet)	Type	Location (Arabic)	Shopping Mall	Club Continent	Club Theme
-------------------------	--------------------------	----------	--------------	---------------	------	-------------------	---------------	----------------	------------

No records found.

Add SubVenue

Edit SubVenue

Delete SubVenue

## Contact Information

To add, Click the Add New button

Add New

## Event Coordinator

To add, Click the Add New button

Add New

Showing 0-0 of 0

Full Name	Contact Type	E-mail	Action
-----------	--------------	--------	--------

No records found.

## Verify Recaptcha

I'm not a robot



## Sub Venue information

Please add at least 1 sub venue

[^ Back to Top](#)

Showing 0-0 of 0

Sub-Venue Name (Arabic)	Sub-Venue Name (English)	Capacity	Width (Feet)	Length (Feet)	Type	Location (Arabic)	Shopping Mall	Club Continent	Club Theme
-------------------------	--------------------------	----------	--------------	---------------	------	-------------------	---------------	----------------	------------

No records found.

Add SubVenue

Edit SubVenue

Delete SubVenue

### SUB-VENUE INFORMATION

Please add at least 1 sub venue

\*Sub-Venue Name (Arabic):

\*Width (Feet):

\*Location (Arabic):

\*Sub-Venue Name (English):

\*Length (Feet):

Shopping Mall:

\*

\*Type:

Submit

[Cancel](#)

6. Fill the required fields then click on **submit** button.

Note: you can add unlimited sub venue.

Incase venue register a Night Club, select Club Continent and Club Theme (African, Arabic, Asian, European, Iranian).

## Contact Information

To add, Click the Add New button

Add New

## Event Coordinator

To add, Click the Add New button

Add New

Showing 0-0 of 0

Full Name	Contact Type	E-mail	Action
-----------	--------------	--------	--------

No records found.

## Verify Recaptcha

I'm not a robot



reCAPTCHA

## Sub Venue information

Please add at least 1 sub venue

Showing 0-0 of 0

Sub-Venue Name (Arabic)	Sub-Venue Name (English)	Capacity	Width (Feet)	Length (Feet)	Type	Location (Arabic)	Shopping Mall	Club Continent	Club Theme
No records found.									

Add SubVenue

Edit S

8. Enter contact information/ system user by click on **Add New** button.  
Contact information: authorize person who will use e-Permit system and apply for activity/event permits

## Contact Information

To add, Click the Add New button

Add New

## Event Coordinator

To add, Click the Add New button

Add New

Showing 0-0 of 0

Full Name	Contact Type	E-mail	Action
No records found.			

## Verify Recaptcha



I'm not a robot

[^ Back to top](#)



PTCHA

### Contact Information

9. Enter contact / system user details. Then click on **Continue** button.

*User Name: Dubaicompany	*E-mail: company@gmail.com
*Full Name (Arabic): جاسم محمد جاسم	*Full Name jasim Mohamed jasim
*Nationality United Arab Emirates	*Emirates ID: 123456765434567
*Mobile Phone: (+ 971 ) 978979789	Fax: (+ 971 )

Continue

Clear

[Discard Changes](#)

1 Registration

6 Record Issuance

Step 1 : Registration > Page 1  
License should be in DU

### Registration info

\*Registration Type:

Organizer

Company Name: \*

شركة بناء العالمية للتقنيات

Company Address: \*

بنا - القوي

\* indicates a required field.



## Sub Venue information

Please add at least 1 sub venue

Showing 0-0 of 0

Sub-Venue Name (Arabic)	Sub-Venue Name (English)	Capacity	Width (Feet)	Length (Feet)	Type	Location (Arabic)	Shopping Mall	Club Continent	Club Theme
No records found.									

Add SubVenue

Edit SubVenue

Delete SubVenue

## Contact Information

To add, Click the Add New button

Add New

12. Click on **Add New** button to enter Event Coordinator details.  
**Event Coordinator:** the person who coordinate events from venue side/

## Event Coordinator

To add, Click the Add New button

Add New

Showing 0-0 of 0

Full Name	Contact Type	E-mail	Action
No records found.			

## Verify Recaptcha

I'm not a robot



# Registration

## Contact Information

13. Enter event coordinator details. Then click on **Continue** button.

\*Full Name (Arabic)

\*Passport Number:

Emirates ID:

\*Mobile Phone:

(+ 971 )

\*Full Name(English)

\*Nationality

--Select--

\*E-mail:

Continue

Clear

[Discard Changes](#)

## Registration information

\*Registration Type:

Venue

Venue Type: \*

--Select--

Venue Name in English: \*

Website: invalid format(ie:http://www.dtcn.ae)

http://

License Source: \*

--Select--

License Valid Until: \*

18

PO Box: \*

License Number: \*

\*indicates a required field.

Add SubVenue Edit SubVenue Delete SubVenue

## Contact Information

To add, Click the Add New button

✓ Contact added successfully.

1323@312.22

[Edit](#) [Remove](#)

## Event Coordinator

To add, Click the Add New button

Add New

✓ Contact added successfully.

Showing 1-1 of 1

Full Name	Contact Type	E-mail	Action
1231	Event Coordinator	123@bcv.ff	<a href="#">Edit</a> <a href="#">Delete</a>

14. Click on I 'm not a robot button.

## Verify Recaptcha

I'm not a robot



reCAPTCHA  
Privacy - Terms

14. After contact details added successfully, click on **Continue Application** button.

Continue Application »

## Investor

To add, Click the Add New button

Add New

Showing 0-0 of 0

Full Name	Contact Type
No records found.	

### Contact Information

\* UAE Citizen/Resident:  
 Yes  No

\* Full Name(English)

\* Full Name (Arabic)

\* Nationality

--Select--

\* Mobile Phone:

(+ )

Continue

Clear

[Discard Changes](#)

## Manager

To add, Click the Add New button

Add New

Showing 0-0 of 0

Full Name	Contact Type	E-mail	Action
No records found.			

## Number of contracts

\* Number of Contracts:

1

contact page will appear when you add **Night Club** as sub venue

15. Enter **Investor** details by click on **Add New** button:

- Need to fill the information of the Emirati owner mentioned on the trade license.
- In case No Emirati owner then the owner with the highest percentage of the ownership should be entered in this field.
- If the Owner is H.H it is required to mention the name only and the details of the general manager or any high management person on behalf of H.H.

16. Enter Manager details by click on **Add New** button

- Manager : add the details of the general manager of the venue.

16. Enter Number of contracts .

16. Click on **Continue Application** button.

Continue Application »

## Upload Documents

The maximum file size allowed is 16 MB.  
.html;.htm;.aspx;.exe;.xhtml;.dll; are disallowed file types to

[No objection certificate for Registration template](#)



The attachment(s) has/have been successfully uploaded.  
It may take a few minutes before changes are reflected.

### \* Required Documents:

1. Copy of Department of Economic Development License

13164.jpg

Add



2. Copy of Emirates ID for jasim Mohamed jasim

13164.jpg

Add



3. No objection certificate for Registration

13164.jpg

Add



### 15. Click on **Add** button to Upload Required Documents:

- Copy of venue trade license
- No Objection Certificate for registration (Template available online)
- Emirates ID for contact\system user
- Event coordinator passport copy
- Copy of contract ( for Night Club only):
  - If all outlets (Sub-venues) of the hotel is rented for a third party all contracts should be uploaded as one PDF file.
  - If all outlets (Sub-venues) of the hotel is managed by the hotel management itself an official letter signed and stamped from the hotel confirming that all sub-venues registered are managed by the hotel management.
  - If some sub-venue rented and some managed by the hotel management then contracts of the rented one and an official letter from the hotel for the one managed by the hotel should attached together as one PDF file.

### 16. Click on **Continue Application** button.

[Continue Application »](#)



Step 3 : Location > Address

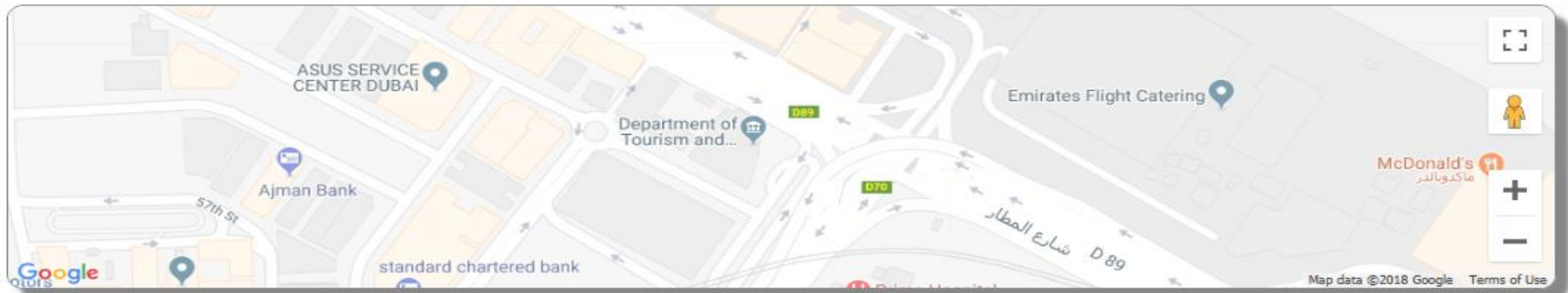
17. Click on **Locate Me** button to define location.

\*indicates a required field.

### Address

Please use the locate me button that utilizes your device's location services. You can click on the map to show exact coordinates.  
**NOTE:** You must click "Allow" from your web browser to use this function.

Locate Me



X Coordinator:

55.345014

Y Coordinator:

25.251250

18. Click on **Continue Application** button.

[Continue Application >](#)

✓ [Registration](#)

✓ [Upload License](#)

✓ [Location](#)

4 Review

5 Pay Fees

6 Record Issuance

#### Step 4 : Review

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

## Record Type

### Registration information

REGISTRATION

Registration Type: Organizer

19. Review registration information and incase you need to amend details , click on **Edit** button.  
20. Click on **Continue Application** Button after reviewed the application.

Continue Application »

Edit

ORGANIZER

Company Name: شركة دبي العالمية للفعاليات

Website: <http://www.dubai.ae>

License Source: Department of Economic Development

License Valid Until: 10/11/2020

Company Address: دبي - القرهود

PO Box: 101010

License Number: 1000000

Company Profile: شركة تنظيم فعاليات بمختلف أنواعها - تعهدات الحفلات وتنظيم المعارض والمؤتمرات

Edit

### Contact Information

Mobile Phone: (+971)978979789

E-mail: 23@421.55

Emirates ID: 123456765434567

User Name: Dubaicompany

Full Name (Arabic): جاسم محمد جاسم

Edit

21. Kindly rate your experience and write your feedback / suggestion.



مؤشر السعادة  
HAPPINESS METER  
instant

How was your experience?

A SMART DUBAI INITIATIVE

The form is a white rectangular box with a blue border. At the top center is the 'Happiness Meter Instant' logo, which includes a smiley face icon and the text 'مؤشر السعادة', 'HAPPINESS METER', and 'instant'. Below the logo are three large blue circular icons representing different levels of satisfaction: a sad face (downward curve), a neutral face (horizontal line), and a happy face (upward curve). Below these icons is the question 'How was your experience?' in a bold, dark blue font. At the bottom of the form, it says 'A SMART DUBAI INITIATIVE'. There is a close button (an 'X' in a circle) in the top right corner of the form.



# Registration

22. Submit the application and note the **Registration Number/ Record ID**.

**Registration Number** : is an account number where you can note for reference and follow up with DTCM about the status of record or any other inquires.

An email will be sent to the contact' email after the approval and at first login to DTCM portal, system will ask you to reset password.

Additionally, to start use the system and apply a permit, we need pay annul subscription fees AED 320 which will be inserted automatically under fees section.



Your registration application has been successfully submitted.

Thank you for using our online services.  
**Your Record Number is ORGDED1000000.**

# Amend/Update Registration Account on e-Permit

[^ Back to Top](#)

# Welcome to your Dashboard

1. To update registration account, click on **Add/Take Action** button.

 Fees	 Missing Info <span>1</span>	 Issued <span>29</span>	 In Progress <span>6</span>	 Saved <span>28</span>	 History <span>68</span>	 Add/Take Action
---	--	---	---	--	---	--



There is no data for this section right now.

# Welcome to your Dashboard

5 10 15 8 18 75

Fees Missing Info Issued In Progress Add/Take Action

2. Click on **Update Registration** Button

Record ID: 19SFA-00000070  
Event Name: Safari Permit

Balance Due: **1,020.00 AED**

+  
Update Address

+  
Update Registration

+  
Register new user for private activity

+  
Add Entertainment Activity

+  
Add Counter Permit

Record ID: 18SFA-000000380  
Event Name: Safari Permit

Balance Due: **1,020.00 AED**

+  
Add Safari Permit

+  
Add Electronic Certificate

+  
Add Entertainment Tent

Record ID: 18ECERT-000000003  
Event Name:

Balance Due: **1,520.00 AED**



Pay Fees



Bank Transfer or Fees Waiver



Print Voucher



Cancel

Record ID: 18ASAF-000000094  
Event Name: Safari F

Balance Due: **220.00 AED**



\*Registration Type:

Venue

3. Update fields ( company name A/E, License Valid date,.. ), if required.

Venue Type:

Tourism Company

Venue Name in English: \*

Tourism Venue

Website:

http://www324.com

License Source:

Department of Economic Development

License Valid Until:

1/2/2020

Venue Name in Arabic: \*

منشأة سياحية

Venue Address: \*

22222

PO Box: \*

234234

License Number:

234234324244235

## Sub Venue

### SUB-VENUE INFORMATION

4. Click on **Add Sub-Venue** button in order to add sub-venue details or **Edit Selected** button, to edit venue details.

Showing 1-3 of 3

<input type="checkbox"/> Sub-Venue Name (Arabic)	Sub-Venue Name (English)	Capacity	Width (Feet)	Length (Feet)	Type	Location (Arabic)	Shopping Mall	Club Continent	Club Theme
<input type="checkbox"/> مقر فرعى ١	Sub venue 1	1000	102	102	Night Club	داخل الفندق	undefined	African	Ethiopian
<input type="checkbox"/> مقر فرعى ٢	sub venue 2	234234	2343242	234234	Hall	234234			
<input type="checkbox"/> مقر فرعى ٣	sub venue 3	234	234	234	Hall	234			

[Add Sub-Venue](#)

[^ Back to top](#)

## Contact

### CONTACT

In case you've added any sub-venue, you are

5. In case you have added any sub venue. kindly add at least one contact details by click on **Add a Contact** button.

Showing 0-0 of 0

Name	Phone/Mobile Number
------	---------------------

No records found.

Add a contact

Edit Selected

Delete Selected

## Event Coordinator

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Add New

6. Event coordinator details can be modified or you can add new Event coordinator by click on **Add New** Button. Then click on **Continue** button.

Showing 1-4 of 4

Full Name	Contact Type	E-mail	Action
Mohamed	Event Coordinator	234@234.com	<a href="#">Edit</a> <a href="#">Delete</a>
Kasper Dickson	Event Coordinator	pifidysy@gmail.com	<a href="#">Edit</a> <a href="#">Delete</a>
234	Event Coordinator	234234@234.com	<a href="#">Edit</a> <a href="#">Delete</a>
234	Event Coordinator	234@234.com	<a href="#">Edit</a> <a href="#">Delete</a>

Save and resume later

30

[^ Back to top](#)

Continue Application >

\* indicates a required field.

Step 3 : Upload License > Upload License

## Upload License

### Photo upload Requirements:

- **File type:** JPG, JPEG, GIF
- **File size:** Greater than 500kb and less than 1 MB
- **Quality:** Colored Photo with clear solid color background
- **Dimensions:**
  - Minimum 300 pixels wide x 400 pixels high
  - Maximum 1500 pixels wide x 2000 pixels high
- **Your photos must not be more than 6 months old**

### Passport upload Requirements

- **File type:** JPG, JPEG, GIF, PDF
- **File size:** Greater than 500kb and less than 1 MB
- **Quality:** High quality, clear contents
- **Mandatory data to be shown:**
  - Full Name
  - Passport #
  - Issue and Expiry Dates
  - Issuing Country
  - First three pages
  - Residency Visa page (in case of UAE residents)

[No objection certificate for Registration template](#)

### \* Required Documents:

1. Contract Between Investor and Venue 1

Add



2. Copy of Department of Economic Development License

Add



3. Copy of Emirates ID for 222

Add



7. Click on **Add** button and attach required documents. Then click on **Continue Application** button.

Save and resume later

31

Continue Application »



Step 3 : Location > Address

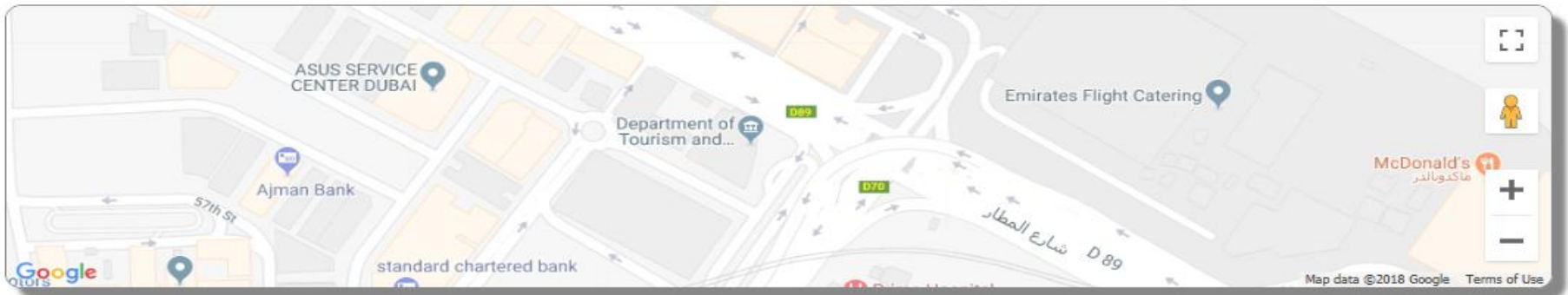
8. Click on **Locate Me** button to define location.

\*indicates a required field.

### Address

Please use the locate me button that utilizes your device's location services. You can click on the map to show exact coordinates.  
**NOTE:** You must click "Allow" from your web browser to use this function.

 Locate Me



X Coordinator:

55.345014

Y Coordinator:

25.251250

9. Click on **Continue Application** button.

[Continue Application >](#)





# Amend Registration

10. Submit the application and note the **Record ID**.

**Record ID:** is an application number where you can note for reference and follow up with DTCM about the status of record or any other inquires.



Your application has been successfully submitted.

Thank you for using our online services.

Your Record Number is 19RECORD-00000-00225.

[Print/View Summary](#)

# Appendix: No Objection Certificate for Registration

## COMPANY LETTERHEAD

[Today's Date]

To: Department of Tourism and Commerce Marketing

Dear Sir,

This is to confirm that [Company Name] do not have any objections for:

Full Name: [full Name]

Emirates ID: [Emirates ID number]

Email: [Email Address]

To register our company on e-Permit Platform, apply for permits and deal with DTCM as authorized user for [Company Name]

Sincerely Yours,

[Signature]

[Name of Authorized]

[Company Seal]

[Position of Authorizer]

1. Kindly follow the template for No Objection Certificate for Registration

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# End of Registration Process

For further clarification please contact us on:

Tel: (+971) 6005-55559

Email: [epermit@dubaitourism.ae](mailto:epermit@dubaitourism.ae)

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# Create an Account on e-Permit Organizer Account

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1. Enter the following URL to access the system  
<https://epermits.dtc.gov.ae>



Google Search I'm Feeling Lucky


Google offered in: اردو हिन्दी فارسی العربية

# Welcome to e-Permit Portal

Department of Tourism and Commerce Marketing

User Name or E-mail

.....

I'm not a robot  reCAPTCHA  
Privacy - Terms

Login »

[I've forgotten my password](#)

2. Enter e-Permit Portal.  
Kindly find e-Permit User Guide and FAQ documents to get information before you start using the system.



Registration User Guide



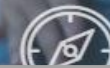
e-Permit Process



Business and  
Private Activities



FAQ Document



3. Rashid Chatbot is a live chat tool to assist you with instant answers for your questions with multi languages (Arabic and English available up to now).



Feedback | Contact Us

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# Welcome to e-Permit Portal

Department of Tourism and Commerce Marketing

User Name or E-mail


.....

I'm not a robot  reCAPTCHA  
Privacy - Terms

Login »

[I've forgotten my password](#)

4. Select language A/E to start chatting with Rashid.



مرحباً، أنا راشيد!  
Hello, I'm Rashid!

أنا هنا لمساعدتك في العيش في دبي  
I'm here to help you with living in Dubai.


Let's Chat!


دعنا نتحدث!

  
Registration User Guide

  
e-Permit Process

  
Business and  
Private Activities

  
FAQ Document

  
Safari Permit



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# Welcome to e-Permit Portal

Department of Tourism and Commerce Marketing

User Name or E-mail

.....

I'm not a robot  reCAPTCHA  
Privacy - Terms

Login »

[I've forgotten my password](#)

5. Enter your question and you will get the answer from Rashid.


rashid راشد


Hello, my name is Rashid. I'm here to help answer your questions about living in Dubai.

Would it be possible for you to give me your email address before we begin our conversation? You can choose either [Yes](#) or [No](#).

How can i register on epermit


All types of events, except for internal and personal ones, require a permit; you can get it from [Click Here](#)


Type here  Send

  
Registration User Guide

  
e-Permit Process

  
Business and Private Activities

  
FAQ Document

  
Safari Permit P



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# Welcome to e-Permit

Department of Tourism and Commerce Marketing

1. To create an account, click on **Register for an Account** button.

User Name or E-mail

.....

I'm not a robot

reCAPTCHA  
Privacy - Terms

Login »

[I've forgotten my password](#)



Registration User Guide



e-Permit Process



Business and  
Private Activities



FAQ Document



Safari Permit Process



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## Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

[Use, Security & Privacy Policy](#)  
[Click here](#)

5. Read and accept the General Disclaimer.  
Then Click on **Continue Application** button.

I have read and accepted the above terms.

Continue Application »

1 Registration 2 Upload License 3 Location 4 Review 5 Pay Fees 6 Record Issuance

Step 1 : Registration > Page 1

License should be in DUBAI

\*indicates a required field.

## Registration information

\*Registration Type:

--Select--  
--Select--  
Organizer  
Venue

6. Select the Registration Type as **Organizer** and fill the required fields.  
Event organizer: it's a company based on Dubai that are allowed to conduct different type of event like Entertainment, Sport, Business Islamic and Religious,...

## Contact Information

To add, Click the Add New button

Add New

Continue Application »

1 Registration

2 Contact Information

Important note: License should be in Dubai and it's a note to an error.

5

7. fill the required fields.

- **Company Name A/E:** Name should be exactly as in trade license
- **Event Profile:** Enter bio of the company at least 60 characters
- **Website:** kindly enter company website (optional)
- **License source:** in case license source not listed , kindly select others as trade license and enter license source name

Step 1 : Registration > Page 1

License should be in DUBAI

## Registration information

\*Registration Type:

Organizer

Company Name in Arabic: \*

Company Address: \*

PO Box: \*

License Number: \*

Company Profile: \*

Company Name in English: \*

Website:

http://

License Source: \*

--Select--

License Valid Until: \*

## Contact Information

To add, Click the Add New button

Add New

8. Enter contact information/ system user by click on **Add New** button.  
Contact information: Authorize person who will use e-Permit system and apply for activity/event permits

### Contact Information

9. Enter contact / system user Details. Then click on **Continue** button.

*User Name: Dubaicompany	*E-mail: company@gmail.com
*Full Name (Arabic): جاسم محمد جاسم	*Full Name jasim Mohamed jasim
*Nationality United Arab Emirates	*Emirates ID: 123456765434567
*Mobile Phone: (+ 971 ) 978979789	Fax: (+ 971 )

**Continue** **Clear** [Discard Changes](#)

1 Registration

6 Record Issuance

Step 1 : Registration > Page 1  
License should be in DU

Registration information

\*Registration Type:  
Organizer

Company Name: \*

Company Address: \*

\* indicates a required field.

License Valid Until: \*

10/11/2020



Company Profile: \*

شركة تنظيم فعاليات بمختلف أنواعها - تجهيزات الحفلات وتنظيم المعارض والمؤتمرات

## Contact Information

To add, Click the Add New button

✔ Contact added successfully.

23@421.55

[Edit](#) [Remove](#)

14. After contact details added successfully, click on **Continue Application** button.

[Continue Application »](#)

## Upload Documents

The maximum file size allowed is 16 MB.  
.html;.htm;.aspx;.exe;.xhtml;.dll; are disallowed file types to upload.

[No objection certificate for Registration template](#) ←



The attachment(s) has/have been successfully uploaded.  
It may take a few minutes before changes are reflected.

### \* Required Documents:

1. Copy of Department of Economic Development License

13164.jpg

Add



2. Copy of Emirates ID for jasim Mohamed jasim

13164.jpg

Add



3. No objection certificate for Registration

13164.jpg

Add



15. Click on **Add** button to Upload Required Documents:

- Copy of Company Trade License
- No Objection Certificate for registration (Template available online)
- Emirates ID for contact\system user

16. Click on **Continue Application** button.

Continue Application »



Registration Upload License Location 4 Review 5 Pay Fees 6 Record Issuance

#### Step 4 : Review

Please review all information below. Click the "Edit" buttons to make changes to sections.

### Record Type

### Registration information

REGISTRATION

Registration Type: Organizer

ORGANIZER

Company Name: شركة دبي العالمية للفعاليات

Website: <http://www.dubai.ae>

License Source: Department of Economic Development

License Valid Until: 10/11/2020

Company Address: دبي - القرهود

PO Box: 101010

License Number: 1000000

Company Profile: شركة تنظيم فعاليات بمختلف أنواعها - تعهدات الحفلات وتنظيم المعارض والمؤتمرات

19. Review registration information and incase you need to amend details , click on **Edit** button.  
20. Click on **Continue Application** Button after reviewed the application.

Continue Application »

Edit

Edit

### Contact Information

Mobile Phone:(+971)978979789

E-mail:23@421.55

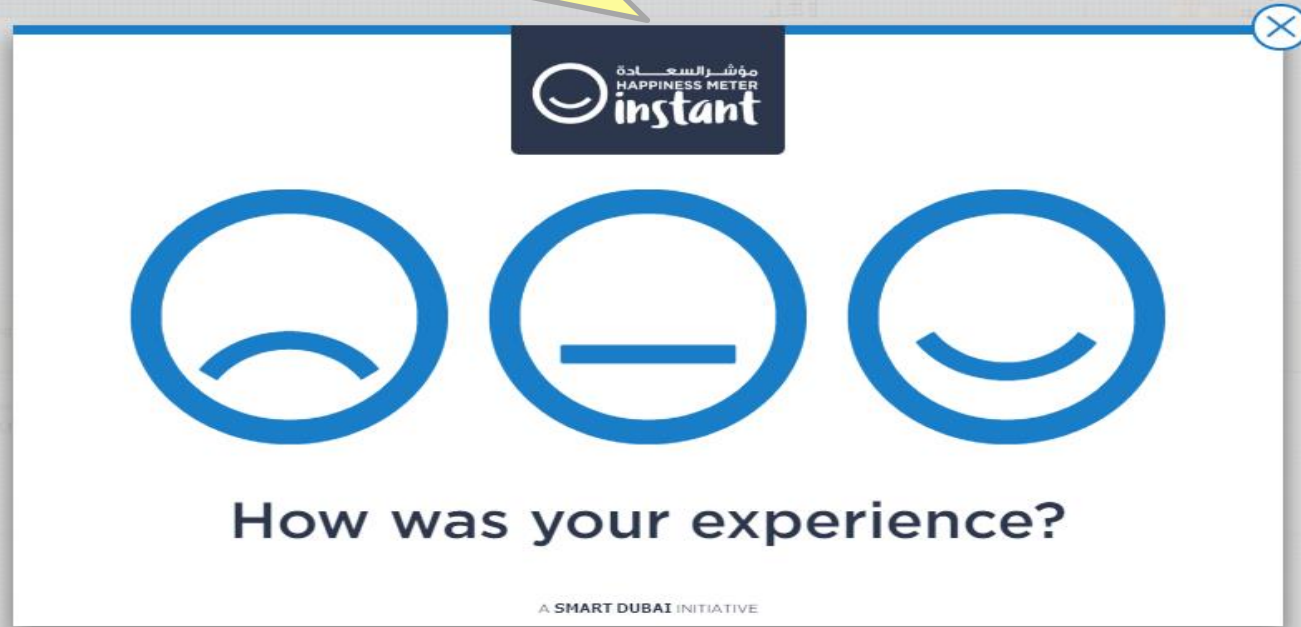
Emirates ID:123456765434567

User Name: Dubaicompany

Full Name (Arabic): جاسم محمد جاسم

Edit

21. Kindly rate your experience and write your feedback / suggestion.



The image shows a survey interface for 'Happiness Meter Instant'. At the top, there is a dark blue header with the logo 'HAPPINESS METER instant' in white. Below the header are three large blue circular icons representing different levels of satisfaction: a sad face (downward curve), a neutral face (horizontal line), and a happy face (upward curve). Below the icons, the text 'How was your experience?' is displayed in a bold, dark blue font. At the bottom of the survey area, it says 'A SMART DUBAI INITIATIVE'. A small 'X' icon in a circle is located in the top right corner of the survey box.

# Registration

22. Submit the application and note the **Registration Number/ Record ID**.

**Registration Number** : is an account number where you can note for reference and follow up with DTCM about the status of record or any other inquires.

An email will be sent to the contact' email after the approval and at first login to DTCM portal, system will ask you to reset password.

Additionally, to start use the system and apply a permit, we need pay annul subscription fees AED 320 which will be inserted automatically under fees section.

**Note:**

Kindly note that it is mandatory to have "Parties & Entertainments Services" under company trade license to conduct entertainment event. For business event: it is mandatory to have Conference Management and Exhibitions Organizing. For Free Zone Company, it is Mandatory to have Event Management activity under company trade license to conduct deferent type of events at free zone area.



Your registration application has been successfully.


Thank you for using our online services.  
Your Record Number is **ORGDED1000000**.

# Amend/Update Registration Account on e-Permit

[^ Back to Top](#)

# Welcome to your Dashboard

1. To update registration account, click on **Add/Take Action** button.

 Fees	 Missing Info <span>1</span>	 Issued <span>29</span>	 In Progress <span>6</span>	 Saved <span>28</span>	 History <span>68</span>	 Add/Take Action
---	--	---	---	--	---	--



There is no data for this section right now.

# Welcome to your Dashboard

The dashboard features a row of navigation icons: 'Fees' (green), 'Missing Info' (white with red notification badge '1'), 'Add/Take Action' (white with red notification badge '29'), 'Update Registration' (white with red notification badge '6'), and 'Add New Event' (white with red notification badge '28'). A large yellow callout box points to the 'Update Registration' button with the text '2. Click on Update Registration Button'. Below these icons is a large grey area with the text 'There is no data' and a large exclamation mark icon. A red box highlights the 'Update Registration' button in this area.





Registration Amendment



Contact Information

3

Upload License

4

Location

5

Review

6

Pay Fees

7

Record Issuance

Step 3 : Upload License > Upload License

\* indicates a required field.

## Upload License

### Photo upload Requirements:

- **File type:** JPG, JPEG, GIF
- **File size:** Greater than 500kb and less than 1 MB
- **Quality:** Colored Photo with clear solid color background
- **Dimensions:**
  - Minimum 300 pixels wide x 400 pixels high
  - Maximum 1500 pixels wide x 2000 pixels high
- **Your photos must not be more than 6 months old**

### Passport upload Requirements

- **File type:** JPG, JPEG, GIF, PDF
- **File size:** Greater than 500kb and less than 1 MB
- **Quality:** High quality, clear contents
- **Mandatory data to be shown:**
  - Full Name
  - Passport #
  - Issue and Expiry Dates
  - Issuing Country
  - First three pages
  - Residency Visa page (in case of UAE residents)

[No objection certificate for Registration template](#)

### \* Required Documents:

1. Copy of Department of Tourism and Commerce Marketing License

Add



4. Click on **Add** button and attach company trade license. Then, click on **Continue Application** button. (If required )

Save and resume later

Continue Application »





# Amend Registration

6. Submit the application and note the **Record ID**.

**Record ID:** is application number where you can note for reference and follow up with DTCM about the status of record or any other inquires.



Your application has been successfully submitted.

Thank you for using our online services.

Your Record Number is 19RECORD-00000-00225.

[Print/View Summary](#)

# Appendix: No Objection Certificate for Registration

## COMPANY LETTERHEAD

[Today's Date]

To: Department of Tourism and Commerce Marketing

Dear Sir,

This is to confirm that [Company Name] do not have any objections for:

Full Name: [full Name]

Emirates ID: [Emirates ID number]

Email: [Email Address]

To register our company on e-Permit Platform, apply for permits and deal with DTCM as authorized user for [Company Name]

Sincerely Yours,

[Signature]

[Name of Authorized]

[Company Seal]

[Position of Authorizer]

1. Kindly follow the template for No Objection Certificate for Registration

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# End of Registration Process

For further clarification please contact us on:

Tel: (+971) 6005-55559

Email: [epermit@dubaitourism.ae](mailto:epermit@dubaitourism.ae)

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# دبي للسياحة Tourism

Department of Tourism and Commerce Marketing

e-Permit Dashbard

e-Permit link: <https://epermits.dtcm.gov.ae>

# e-Permit Dashboard

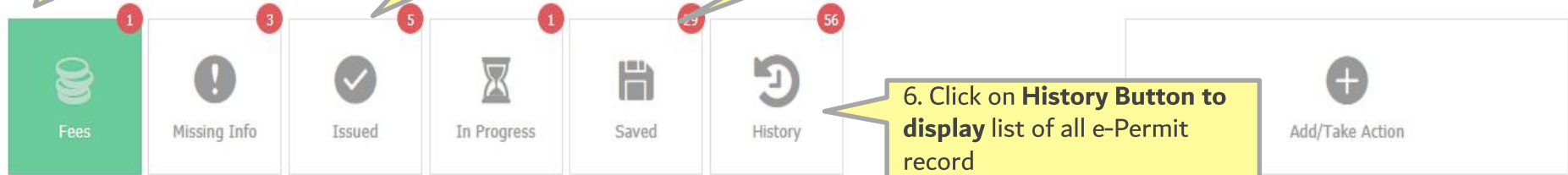
[^ Back to Top](#)

# Welcome to your Dashboard

1. Click on **Fees** button to display list of application pending for payment.

3. Click on **Issued** button to display list of issued permits.

5. Click on **Saved** button to display list of saved applications



2. Click on **Missing Info** button to display list of application that have required the correction.

4. Click on **In Progress** button to display list of pending applications.

6. Click on **History Button** to display list of all e-Permit record



**Note:** at First Login, system will ask you to change password and add new password.  
To start use the system and apply a permit , you need pay Annual subscription fees AED 320.

# دبي للسياحة Tourism

Department of Tourism and Commerce Marketing

Event Permit Process

e-Permit link: <https://epermits.dtcm.gov.ae>



# Apply For Event Permit

[^ Back to Top](#)


# Welcome to e-Permit Portal

Department of Tourism and Commerce Marketing

User Name or E-mail

Password

I'm not a robot

 reCAPTCHA  
Privacy - Terms

Login >

[I've forgotten my password](#)

1. Enter your username and password and click on **Login**.



Registration User Guide



e-Permit Process



Business and Private Activities



FAQ Document



Safari Permit Process



# Welcome to your Dashboard

2. To start apply for event permit, click on **Add / Take Action** button.

- 1 Fees
- 3 Missing Info
- 5 Issued
- 1 In Progress
- 29 Saved
- 56 History

Add/Take Action

Record ID: 17MTE-000142446

Balance Due: **29,520.00 AED**

Event Name: 234

- Pay Fees
- Bank Transfer or Fees Waiver
- Print Voucher
- Cancel

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# Welcome to your Dashboard

1 3 5 1 29 56

Fees Missing Info Issued 1 Add/Take Action

2. Click on **Add New Event** button.

Record ID: 17MTE-000142446  
Event Name: 234

Balance Due: **29,520.00 AED**

+ Update Registration

+ Add New Event

**ADD NEW EVENT**



**Name of main service**

Request to issue an event permit (entertainment, culture, sport, charity and religious, business)

**Description of main service**

Issuing an event permit (entertainment, culture, sport, charity and religious, business)

**Name of general service**

Regulating Hospitality, Tourism and Events Services

**Fees**

**Continue**

Cancel

3. Read service/event permit information. Then click on **Continue** button.

# Issue New Multiple Times Permit



Step 1 : Main Information > Main Information

4. Enter event main Information and fill the required fields.

- **Event Name:** Pre-approval is required to use Festival, Fest, Dubai, DXB, Expo in event Name.
- **Event Profile:** you must enter in Arabic at least 60 characters and do not use google translate.
- **Ticketed / Registration:** If the event has registration, invitation or badges is considered as ticketed.
- **Fund Raising:** incase event contain fund raising Islamic and Charity Affairs Department Authority will review your application for approval.
- **Event contains celerity or VIP:** Please mention the names in event profile.

## Event Main Information

<p>Organizer Name: <input type="text" value="333333"/></p> <p>*Event Profile: <span>?</span> <input type="text"/></p> <p>*Ticketed/Registration?: <span>?</span> <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Does your event contain fund raising?: <input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>*Event Name: <input type="text"/></p> <p>*Maximum number of attendees: <input type="text"/></p> <p>Does the event contain celebrity or VIP?: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Beneficial organization name: <input type="text"/></p>
--	---

## Select Activities

### DETAILS

5. Click in **Add Activity** button to select event type and classification.

Showing 0-0 of 0

Event Type	Category	Activity
------------	----------	----------

No records found.

Add Activity

Delete Selected

## Add Venue

### EVENT INFO

For entertainment events with start time earlier than 19:30, Please get a pre-Approval by sending event detailed program to Permit@dubaitourism.ae

Showing 0-0 of 0

Venue Type	Hotel Classification	Registered Venue	Sub Venue	Event Start Date	Event Start Time	Event End Date	Event End Time
------------	----------------------	------------------	-----------	------------------	------------------	----------------	----------------

No records found.

Add New



Edit Selected

Delete Selected

## Participants Bulk Upload

Is a feature where you can upload participant's information using a spreadsheet and multi-select documents. Download [Speakers Excel Sheet](#) and/or [Participants Excel Sheet](#) then fill in the required information, finally, rename the documents as Excel Sheet suggested. Bulk Upload guide [[Click HERE](#)]

Participants Bulk Upload:

6. Select type of event, category and activities. Then click on **Finish** button.

## Select Activities

DETAILS

Showing 0-0 of 0

Event Type

No records found.

Add Activity

Delete Selected

## Add venue

EVENT INFO

For entertainment events with start time earlier

Showing 0-0 of 0

Venue Type

Hotel Classification

registra

No records found.

Add New

Edit Selected

Delete Selected

### Select Event Type

(Select all that apply)

For assistance or to apply for

Event Type

- Entertainment ?
- Culture ?
- Business ?
- Islamic ?
- Sports ?

Next >

Cancel

### Select Category

(Select all that apply)

Entertainment

Category

- Award Ceremony ?
- Dance ?
- DJ Events ?
- Fashion Show ?
- Karaoke show ?
- Amusement ?
- Music ?
- Outdoor cinema and film ?

<< Back

Next >>

Cancel

### Select Activity

(Select all that apply)

Entertainment > Music

Activity

- Classical ?
- Country ?
- Hard Rock / Metal ?
- Jazz & Blues ?
- Opera ?
- Rap / Hip Hop ?
- RnB / Urban ?
- Rock / Pop ?
- World Music ?
- Arabic Classical ?

<< Back

Finish >>

Cancel



## Select Activities

### DETAILS

Showing 0-0 of 0

Event Type	Category	Activity
------------	----------	----------

No records found.

Add Activity Delete Selected

## Add venue

### EVENT INFO

For entertainment events, you must obtain a permit by sending event detailed program to Permit@dubaitourism.ae

Showing 0-0 of 0

Venue Type	Hotel Classification	Registered Venue	Sub Venue	Event Start Date	Event Start Time	Event End Date	Event End Time
------------	----------------------	------------------	-----------	------------------	------------------	----------------	----------------

No records found.

Add new Edit Selected Delete Selected

7. Click on **Add New** button.

Showing 1-1 of 1

Event Type      Category

Entertainment      DJ Events

[Add Activity](#)   [Delete Selected](#)

### Add Venue

*EVENT INFO*

For entertainment events with start time earlier than 19:30, Permit@dubaitourism.ae

Showing 0-0 of 0

Venue Type	Hotel Class
No records found.	

[Add New](#)   [Edit Selected](#)

*EVENT INFO*

For entertainment events with start time earlier than 19:30, Permit@dubaitourism.ae

* Venue Type: Conference and Exhibi	Hotel Classification: --Select--	* Registered Venue: مركز دبي التجاري العالمي
* Sub Venue: قاعة زعيبل 1	* Event Start Date: 06/10/2018	* Event Start Time: 19:30
* Event End Date: 06/10/2018	* Event End Time: 03:00	

[Submit](#)   [Cancel](#)

8. Select venue details and enter date and time. Then click on **Submit** button.

- System will display only the registered Venue Name and Sub Venue.
- If you are not be able to find venue that means the venue not yet register.
- Event organizer not allowed to conduct an event in Night Club, Pub, Bar, Meeting Room and Restaurant.
- Event time: For entertainment events with start time earlier than 19:30, please enter in event profile the reason for start earlier.

### Participants Bulk Upload

Is a feature where you can upload participant's information using a spreadsheet and multi-select documents. Download [Speakers Excel Sheet](#) and/or [Participants Excel Sheet](#) then fill in the required information, finally, rename the documents as Excel Sheet suggested. Bulk Upload guide [\[Click HERE\]](#)

Participants Bulk Upload:

## Add venue

### EVENT INFO

For entertainment events with start time earlier than 19:30, Please get a pre-Approval by sending event detailed program to Permit@dubaitourism.ae

Showing 0-0 of 0

Venue Type	Hotel Classification	Registered Venue	Sub Venue	Event Start Date	Event Start Time	Event End Date	Event End Time
No records found.							

Add New

Edit Selected

Delete Selected

## Participants Bulk Upload

Is a feature where you can upload participant's information from Excel Sheet. Tutorial video [here]

Participants Bulk Upload:

**9. Bulk Upload** is an optional feature where you can upload participant's information using a spreadsheet and multi-select documents.  
Click on **Bulk Upload** check box to start use it.  
- Find Bulk Upload guide

... from [here](#) and filling in participants information, then rename the documents as mentioned in

Save and resume later

Continue Application »

## Add venue

### EVENT INFO

For entertainment events with start time earlier than 19:30, Please get a pre-Approval by sending event detailed program to Permit@dubaitourism.ae

Showing 0-0 of 0

Venue Type	Hotel Classification	Registered Venue	Sub Venue	Event Start Date	Event Start Time	Event End Date	Event End Time
------------	----------------------	------------------	-----------	------------------	------------------	----------------	----------------

No records found.

Add New

Edit Selected

Delete Selected

## Participants Bulk Upload

Is a feature where you can upload participant's information using a spreadsheet and multi-select documents by downloading Participant spreadsheet from [here](#) and filling in participants information, then rename the documents as mentioned in Excel Sheet. Tutorial video [\[here\]](#)

Participants Bulk Upload:

10. To save application and resume later please click on **Save and Resume** button.

11. Click on **Continue Application** button.

Save and resume later

Continue Application »

# Issue New Multiple Times Permit

- 1 Main Information
- 2 Contacts**
- 3 Additional Information
- 4 Documents
- 5 Review
- 6 Participant Bulk Upload
- 7 Pay Fees
- 8 Record Issuance

Step 2 : Contacts > Cont

12. Click on **Add New** to inter Event Owner details

\* indicates a required field.

## Event Manager

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Add New

✔ Contact removed successfully.

Showing 0-0 of 0

Full Name	Contact Type	E-mail	Action
-----------	--------------	--------	--------

No records found.

## Participants' Information

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Add New

Look Up

Showing 0-0 of 0

Full Name	Contact Type	E-mail	Action
-----------	--------------	--------	--------

No records found.

# Issue New Multiple Times Permit

- 1 Main Information
- 2 Contacts**
- 3 Additional Information
- 4 Documents
- 5 Review
- 6 Participant Bulk Upload
- 7 Pay Fees
- 8 Record Issuance

Step 2 : Contacts > Cont

13. Click on **Add New** to inter Event Owner details

\* indicates a required field.

## Event Manager

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Add New

✔ Contact removed successfully.

Showing 0-0 of 0

Full Name	Contact Type	E-mail	Action
-----------	--------------	--------	--------

No records found.

## Participants' Information

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Add New

Look Up

Showing 0-0 of 0

Full Name	Contact Type	E-mail	Action
-----------	--------------	--------	--------

No records found.

# Issue New Multiple

14. Enter Event owner details then click on **Continue** button.

### Contact Information

* Full Name (Arabic) خالد محمد أحمد	* Full Name in English khalid Mohamed Ahmed
* Nationality United Arab Emirates	Emirates ID: 
* Passport Number: 2222323	* Mobile Phone: (+ 971 ) 978979789
* E-mail: jasim@123.123	

**Continue** **Clear** [Discard Changes](#)

1 Main Information 2 Contacts

Step 2 : Contacts > Contacts

### Event Manager

To add new contacts, click the Select from Account or Add New button.

**Add New**

✔ Contact removed successfully.

Showing 0-0 of 0

Full Name	Contact Type	E-mail
No records found.		

7 Pay Fees 8 Record Issuance

\* indicates a required field.

### Participants' Information

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

**Add New** **Look Up**

Showing 0-0 of 0

Full Name	Contact Type	E-mail	Action
No records found.			

# Issue New Multiple Times Permit

- 1 Main Information
- 2 Contacts**
- 3 Additional Information
- 4 Documents
- 5 Review
- 6 Participant Bulk Upload
- 7 Pay Fees
- 8 Record Issuance

Step 2 : Contacts > Contacts

\* indicates a required field.

## Event Manager

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Add New

✔ Contact removed successfully.

Showing 0-0 of 0

Full Name	Contact Type	E-mail
-----------	--------------	--------

No records found.

15. Click on **Add New** button to add participants details or **Look Up** button to search on exist participants .  
- Business Speakers/lecturers are not allowed to be added on applications for events will happen after 6 months. when the permit is issued without speakers, you can add Business Speakers/lectures within 6 months prior to event start date

## Participants' Information

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Add New

Look Up

Showing 0-0 of 0

Full Name	Contact Type	E-mail	Action
-----------	--------------	--------	--------

No records found.



16. For Entertainment event: enter all new performer/participant details, then Click on **Continue** button.

### Contact Information

\* Full Name in Arabic:

Nickname: \*

Birth Date: \*

Passport Number: \*

Emirates ID:

Issue Date: \*

Profession in Passport: \*

E-mail: \*

\* Full Name in English

Gender: \*  
 Female  Male

\* Nationality  
--Select--

Expiry Date: \*

Participant Profession: \*  
--Select--

Mobile Phone: \*  
(+  )

**Continue** **Clear** [Discard Changes](#)

Step 2 : Contacts > Contacts

### Event Manager

To add new contacts, click the Select from Account

**Add New**

✔ Contact removed successfully.

Showing 0-0 of 0

Full Name	Contact Type	E-mail
No records found.		

### Participants' Information

To add new contacts, click the Select from Account

**Add New** **Look Up**

Showing 0-0 of 0

Full Name	Contact Type	E-mail	Action
No records found.			

Pay Fees **8** Record Issuance

\* indicates a required field.

17. Enter all speakers' details, then Click on **Continue** button.
- Full name in Arabic and English: should be entered as per passport.
  - VIP Speaker: enter name only.
  - Profile: optional and enter in A/E at least 60 characters.
  - UAE Citizen/Resident Speaker: Emirates ID required to be attached.
  - International Speaker: does not require any documents to attach.

### Contact Information

\* Participant Type:

Business Lecturer

Is Vip?:\*

Yes  No

\* Full Name in Arabic: (As per passport) ?

\* Full Name in English (As per passport)

Birth Date: \*

\* Nationality

--Select--

Passport Number: \*

UAE Citizen / UAE Resident

Profile:

Continue

Clear

[Discard Changes](#)

## Event Manager

To add new contacts, click the Select from Account or Add New button.

Add New

✔ Contact removed successfully.

Showing 0-0 of 0

Full Name	Contact Type	E-mail
-----------	--------------	--------

No records found.

## Participants' Information

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Add New

Look Up

Showing 0-0 of 0

Full Name	Contact Type	E-mail	Action
-----------	--------------	--------	--------

No records found.

# Issue New Multiple Times Permit

Showing 1-1 of 1

Full Name	Contact Type	E-mail	Action
<a href="#">khalid Mohamed Ahmed</a>	<a href="#">Event Owner</a>	jasim@123.123	<a href="#">Edit</a> <a href="#">Delete</a>

## Participants' Information

Kindly add new/lookup participants involved in your events

Business Speakers/lecturers are not allowed to be added on applications for events will happen after 6 months. when the permit is issued without speakers, you can add Business Speakers/lectures within 6 months prior to event start date.

Add New

Look Up

✓ Contact added successfully.

Showing 1-1 of 1

Full Name	Contact Type
<a href="#">111</a>	<a href="#">Participant</a>

18. After the contact information added successfully, click on **Continue Application** button.

Save and resume later

Continue Application »

# Issue New Multiple Times Permit

## AUDIENCE

\* Audience Type:

Local

19. Select **Audience Type** and **Industry**, then click on **Continue Application** button. ( for **Business event only**)  
**Fees Exemption** request for the event is organized by or for the benefit of a non-profit organization or is part of an academic or professional continuous development program.

## INDUSTRY

- Art/Design:
- Energy/Oil & Gas/Natural Resources:
- Information Technology:
- Medical:
- Science:
- Real Estates:
- Other Industry:

- Education:
- Financials:
- Materials:
- Safety/Security:
- Telecommunication Services:
- Automotive:

## Ticketing Fees Exemption

Request 10% ticketing exemption:

**A confirmation letter from organizer of the elements of the event that provide a professional or academic development including (event name, Event Date)**

Save and resume later

Continue Application »

# Issue New Multiple Times Permit

## Ticketing Fees Exemption

Request 10% ticketing exemption:

**A confirmation letter from organizer of the elements of the event that provide a professional or academic development including (event name, Event Date)**

20. Ticketing Fees exemption requirement (Business event):

1. Enter event brief
2. Confirmed the Disclaimer
3. Attach e-Ticketing Fees Exemption Request Letter

## Main Information

The Event Brief must describe the elements of the event that provide professional or academic development, such as program, agenda and/or learning outcomes (Minimum 60 Characters)

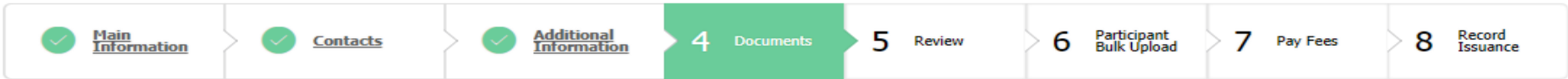
\* Event Brief:

## Disclaimer

\* I hereby confirm that this event is organized by or for the benefit of a non-profit organization or is part of an academic or professional continuous development program:

Save and resume later

Continue Application »



Step 4 : Documents > Documents

\*indicates a required field.

### Condition Document

**Photo upload Requirements:**

- **File type:** JPG, JPEG, GIF
- **File size:** Greater than 500kb and less than 1 MB
- **Quality:** Colored Photo with clear solid color background
- **Dimensions:**
  - Minimum 300 pixels wide x 400 pixels high
  - Maximum 1500 pixels wide x 2000 pixels high
- **Your photos must not be more than 6 months old**

**Passport upload Requirements**

- **File type:** JPG, JPEG, GIF, PDF
- **File size:** Greater than 500kb and less than 1 MB
- **Quality:** High quality, clear contents
- **Mandatory data to be shown:**
  - Full Name
  - Passport #
  - Issue and Expiry Dates
  - Issuing Country
  - First three pages
  - Residency Visa page (in case of UAE residents)

**\* Required Documents:**

1. Company List

Add



2. Event Owner Passport Copy For khalid Mohamed Ahmed

Add



3. Non Objection Certificate from Venue for Event For مركز دبي التجاري العالمي

Add



4. Passport Copy For 111

Add



5. Photo Copy For 111

Add



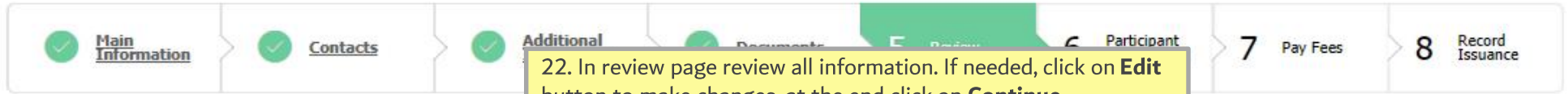
21. Attach the required documents (if required) by clicking on **Add** button. Then Click on **Continue Application** button.  
- Kindly note that music box and karaoke not require to add performer and upload documents  
For Fees exemption required a confirmation letter from organizer of the elements of the event that provide a professional or academic development including (event name, Event Date)

Save and resume later

86

[Continue Application >](#)

# Issue New Multiple Times Permit



22. In review page review all information. If needed, click on **Edit** button to make changes, at the end click on **Continue Application** button.

Step 5 : Review

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

## Record Type

Issue New Permit

### Event Main Information

EVENT MAIN INFORMATION

Organizer Name: 3333333

Event Name: Dubai event

Event Profile:   
فعالية ترفيهية عالية  
فعالية ترفيهية عالية  
فعالية ترفيهية عالية  
فعالية ترفيهية عالية  
فعالية ترفيهية عالية  
فعالية ترفيهية عالية  
فعالية ترفيهية عالية  
فعالية ترفيهية عالية  
فعالية ترفيهية عالية  
فعالية ترفيهية عالية

Maximum number of attendees: 500

Ticketed/Registration?: No

Does the event contain celebrity or VIP?: No

Does your event contain fund raising?: No

Beneficial organization name:

Edit

# Issue New Multiple Times Permit

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

## Application Fees

Fees	Qty.	Amount
<b>Issue New Multiple Times Permit</b>		<b>AED7,920.00</b>
e-Permit fee	1	AED200.00
Innovation Dirham	1	AED10.00
Knowledge Dirham	1	AED10.00
Management Fees	1	AED500.00
Ticketed Event Fees Per Day - Other Venues	9	AED7,200.00

## TOTAL FEES

Note: This does not include additional inspection fees which may be assessed later.

**AED7,920.00**

23. The system will display list of application fees and total amount. Click on **Pay online** to access payment gateway or click on **Pay Later** to get your Event Number and pay later (Online and Bank Transfer).

Pay Online

Pay Later



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24. Kindly rate your experience and write your feedback / suggestion.



The image shows a feedback form titled "HAPPINESS METER instant" with the Arabic text "مؤشر السعادة" above it. The form features three large blue circular icons representing different levels of satisfaction: a sad face (downward curve), a neutral face (horizontal line), and a happy face (upward curve). Below the icons, the text "How was your experience?" is displayed. At the bottom of the form, it says "A SMART DUBAI INITIATIVE". There is a close button (X) in the top right corner of the form area.

26. Then click on **home**.

# Issue New Multiple Times Permit

## Record Issuance

25. The system will display record Number. Click on **Print/view Summary** button to print payment voucher.









Your application has been successfully submitted.

Thank you for using our online services.

Your Record Number is 18MTE-000000289.

Print/View Summary

# Welcome to your



 Fees <span>1</span>	 Missing Info <span>3</span>	 Issued <span>5</span>	 In Progress <span>1</span>	 Saved <span>32</span>	 History <span>59</span>
---	---	---	--	---	--

27. The application will be processed after the payment is done. The timeline of permit application processing is 24 hours. Unpaid application will be cancelled automatically from system prior to event 24 hours. Additionally, unpaid amendment application will be cancelled automatically from system before 24 hours prior to event date. After permit has been issued, click on **Issued** button to print the permit.

Add/Take Action



Organizer: 333333  
Record ID: [18MTE-000005903](#)

Event Name: test  
Application Date: 2/10/2018  
Record Type: Issue New Multiple Times Permit

 Print Permit	 Print Receipt
--	---



Organizer: 333333  
Record ID: [17MTE-000142446](#)

Event Name: 234  
Application Date: 10/11/2017  
Record Type: Issue New Multiple Times Permit

 Print Permit	 Print Receipt
--	---



Organizer: 333333  
Record ID: [17MTE-000048850](#)

Event Name: 123  
Application Date: 4/8/2017  
Record Type: Issue New Multiple Times Permit

 Print Permit	 Print Receipt
--	---

Organizer: 333333  
Record ID: [16MTE-000503951](#)

Event Name: 333  
Application Date: 12/12/2016  
Record Type: Issue New Multiple Times Permit

 Print Permit	 Print Receipt
--	---

# EVENT PERMIT FEES

## Event permit and ticketing fee per the type of event

### Entertainment Events

	Ticketed/registration events	Non-ticketed/Non-registration events
<b>e-Permit fee</b>	AED 200	AED 200
<b>Event permit fee</b>	All venues: AED 800 per day	Hotels: AED 800 Other venues: AED500
<b>Performer fee</b>	Not applicable	Hotels: AED 750 each performer Other venues: AED 350 each performer
<b>Ticketing fee</b>	Paid ticketed/registration event: 10% of total ticket/registration income  Free ticketed/registration event: AED 1 per ticket/registration	Not applicable
<b>DTCM Management fee</b>	AED 500	AED 500

**Optional  
Amendment to application fee: AED 800**

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# EVENT PERMIT FEES

Business Events		
	Ticketed/registration events	Non-ticketed/Non-registration events
<b>e-Permit fee</b>	AED 200	AED 200
<b>DED Management Fee</b>	AED 50	AED 50
<b>Event permit fee per the type of business event</b>	Exhibition/product launch	AED 1000
	Conference/forum/ /seminar/summit	AED 1000
	Exhibition/product launch Plus Conference/forum/ /seminar/summit	AED 1500
<b>Ticketing fee</b>	Paid ticketed/registration event: 10% of total ticket/registration income  Free ticketed/registration event: AED 1 per ticket/registration	Not applicable
Sports and Charity Events		
	Ticketed/registration events	Non-ticketed/Non-registration events
<b>e-Permit fee</b>	AED 200	AED 200
<b>Ticketing fee</b>	Paid ticketed/registration event: 10% of total ticket/registration income Free ticketed/registration event: AED 1 per ticket/registration	Not applicable

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# End of Event Permit Process

For further clarification please contact us on:

Tel: (+971) 6005-55559

Email: [epermit@dubaitourism.ae](mailto:epermit@dubaitourism.ae)

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# دبي للسياحة Tourism

Department of Tourism and Commerce Marketing

Activity Permit Process

e-Permit link: <https://epermits.dtcm.gov.ae>


# Apply For Activity Permit Venue Account

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# Welcome to e-Permit Portal

Department of Tourism and Commerce Marketing

I'm not a robot   
[Privacy - Terms](#)

[Login >>](#)  
[I've forgotten my password](#)

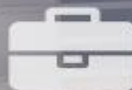
1. Enter your username and password and click on **Login**.



Registration User Guide



e-Permit Process



Business and Private Activities



FAQ Document



Safari Permit Process






[Feedback](#) | [Contact Us](#)



# Welcome to your Dashboard

2. To start apply for entertainment activity permit, click on **Add / Take Action** button.

 Fees <span>11</span>	 Missing Info <span>4</span>	 Issued <span>6</span>	 In Progress <span>11</span>	 Saved <span>11</span>	 History <span>56</span>	 Add/Take Action
---	--	--	--	--	---	--

Record ID: 19TNT-000041611  
Event Name: 2345

Balance Due: **15,020.00 AED**

 Pay Fees	 Bank Transfer or Fees Waiver	 Print Voucher	 Cancel
---	---	--	---

Record ID: 18ASAF-000322263  
Event Name: Safari Permit

Balance Due: **220.00 AED**

 Pay Fees	 Bank Transfer or Fees Waiver	 Print Voucher	 Cancel
---	---	--	---

Record ID: 16ACT-000451834  
Event Name: 234

Balance Due: **1,570.00 AED**

 Pay Fees	 Bank Transfer or Fees Waiver	 Print Voucher	 Cancel
---	---	--	---

Record ID: 18RENEW-000075584  
Event Name: 234

Balance Due: **1,070.00 AED**

 Pay Fees	 Bank Transfer or Fees Waiver	 Print Voucher	 Cancel
---	---	--	---

# Welcome to your Dashboard

11 4 6

Fees Missing Info Issued In Progress Saved History Add/Take Action

3. To start apply for entertainment activity permit, click on **Add Entertainment Activity** button.

Record ID: 19TNT-000041611 Balance Due: **15,020.00 AED**  
Event Name: 2345

Record ID: 18ASAF-000322263 Balance Due: **220.00 AED**  
Event Name: Safari Permit

Record ID: 16ACT-000451834 Balance Due: **1,570.00 AED**  
Event Name: 234

Record ID: 18RENEW-000075584 Balance Due: **1,070.00 AED**  
Event Name: 234

Update Registration Register new user for private activity **Add Entertainment Activity** Add Counter Permit Add Safari Permit

Add Electronic Certificate Add Entertainment Tent

Pay Fees Bank Transfer or Fees Waiver Print Voucher Cancel

Pay Fees Bank Transfer or Fees Waiver Print Voucher Cancel

ADD ENTERTAINMENT ACTIVITY

**Name of main service**

Request to issue a permit for re-occurring entertainment activity

**Description of main service**

Issuing a permit for re-occurring entertainment activity for event venues

**Name of general service**

Regulating Hospitality, Tourism and Events Services

**Fees**

Ticketed/registration events Non-ticketed/Non-registration events

**Continue**

[Cancel](#)

4. Read service/event permit information. Then click on **Continue** button.

Record ID: 19TNT-000041611  
Event Name: 2345

Record ID: 18ASAF-000322263  
Event Name: Safari Permit

Record ID: 16ACT-000451834  
Event Name: 234

Record ID: 18RENEW-000075584  
Event Name: 234

Balance Due: **220.00 AED**

Balance Due: **1,570.00 AED**

Balance Due: **1,070.00 AED**

Update Registration

Register new user for private activity

Add Entertainment Activity

Add Counter Permit

Add Safari Permit

Add Electronic Certificate

Add Entertainment Tent



Pay Fees



Bank Transfer or Fees Waiver



Print Voucher



Cancel



Pay Fees



Bank Transfer or Fees Waiver



Print Voucher



Cancel

# Issue New Activity Permit

5. Enter event main Information and fill the required fields.

- **Event Name:** Pre-approval is required to use Festival, Fest, Dubai, DXB, Expo in event Name.

- **Event Profile:** you must enter in Arabic at least 60 characters. and do not use google translate.

- **Event contains celerity or VIP:** Please mention the names in event profile.

1 Activity Information

2 Performers Information

3 Attachments

**Step 1 :** Activity Information > Activity Main Information

\* indicates a required field.

## Activity Main Information

Name::

234234234

License No:

234234324244235

\* Activity Profile:

Does the event contains celebrity or VIP?:

Yes  No

License Source:

DED

\* Activity Name:

\* Max. No. of attendees:

Does the event contains celebrity or VIP?: **Please mention the names in activity profile**

Yes  No

## Activities

### ACTIVITYDETAILS

Showing 0-0 of 0

Event Type

Activity

No records found.

Add Activity

Delete Selected

6. Click in **Add Activity** button to select event type and classification.

## LOCATION AND DATE

\* Sub Venue:

--Select--

\* Event Start Date:

\* Event End Date:

\* Period:

1 Month

\* Event Start Time:

19:30

\* Event End Time:

03:00

## Participants Bulk Upload

Is a feature where you can upload participant's information using a spreadsheet and multi-select documents. Download [Speakers Excel Sheet](#) and/or [Participants Excel Sheet](#) then fill in the required information, finally, rename the documents as Excel Sheet suggested. Bulk Upload guide [\[Click HERE\]](#)

Participants Bulk Upload:

Yes  No

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## Activities

ACTIVITYDETAILS

Showing 0-0 of 0

Event Type	Category	Activity
No records found.		

[Add Activity](#) [Delete Selected](#)

7. Select type of event, category and activities. Then click on **Finish** button.

## LOCATION AND DATE

\* Sub Venue:

\* Event Start Date:

\* Event End Date:

**Select Event Type**  
(Select all that apply)  
For assistance or to

Event Type

Entertainment

[Next >>](#)

**Select Category**  
(Select all that apply)  
Entertainment

Category

- Dance
- DJ Events
- Fashion Show
- Theatre
- Amusement
- Award Ceremony
- Karaoke Show
- Music

[« Back](#) [Next >>](#) [Cancel](#)

**Select Activity**  
(Select all that apply)  
Entertainment > DJ Events

Activity

DJ Events

[« Back](#) [Finish >>](#) [Cancel](#)

## Participants Bulk Upload

Is a feature where you can upload participant's information using a spreadsheet and multi-select documents. Download as Excel Sheet suggested. Bulk Upload guide [\[Click HERE\]](#)

Participants Bulk Upload:

### ACTIVITYDETAILS

Showing 1-1 of 1

<input type="checkbox"/> Event Type	Category	Activity	Actions
<input type="checkbox"/> Entertainment	DJ Events	DJ Events	<a href="#">Actions</a> ▼

Add Activity

Delete Selected

8. Select sub venue, activity date and time.

### LOCATION AND DATE

\*Sub Venue:

\*Event Start Date:

\*Event End Date:

\*Period:

\*Event Start Time:

\*Event End Time:

### Participants Bulk Upload

Is a feature where you can upload participant's information using a spreadsheet as Excel Sheet suggested. Bulk Upload guide [\[Click HERE\]](#)

9. Bulk Upload is an optional feature where you can upload participant's information using a spreadsheet and multi-select documents.  
10. Click on **Bulk Upload** check box to start use it.  
- Find Bulk Upload guide

Participants Bulk Upload:

Save and resume later

Continue Application »



# Issue New Activity Permit

- 1 [Activity Information](#)
- 2 **Performers Information**
- 3 Attachments
- 4 Review
- 5 Participant Bulk Upload
- 6 Pay Fees
- 7 Record Issuance

11. Click on **Add New** button to add participants details or **Look Up** button to search on exist participants.

Step 2 : Performers Information > Performers Information

\* indicates a required field.

## Performers List

To add new contacts, click the [Select from Account](#) or [Add New](#) button. To edit a contact, click the [Edit](#) link.

Add New

Look Up

Showing 0-0 of 0

Full Name	Contact Type	E-mail	Action
No records found.			

Save and resume later

Continue Application »

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12. For entertainment event: enter all performer/participant details, then Click on **Continue** button.

### Contact Information

\*Participant Type:

Performer

\*Full Name in Arabic:

Nickname: \*

Birth Date: \*

Passport Number: \*

Emirates ID:

Issue Date: \*

Profession in Passport: \*

E-mail: \*

\*Full Name in English

Gender: \*

Female  Male

\*Nationality

--Select--

Expiry Date: \*

Participant Profession: \*

--Select--

Mobile Phone: \*

(+  )

7 Record Issuance

\*indicates a required field.

Activity Information

Step 2 : Performers Information

### Performers List

To add new contacts, click the Select button

Add New

Look Up

Showing 0-0 of 0

Full Name Contact Type

No records found.

Save and resume later

Continue

Clear

Discard Changes

Continue Application >>

# Issue New Activity Permit



Step 2 : Performers Information > Performers Information

\* indicates a required field.

## Performers List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Add New

Look Up

✔ Contact added successfully.

Showing 1-1 of 1

Full Name	Contact Type	E-mail	Action
22222	Participant	2342@124.65	<a href="#">Edit</a> <a href="#">Delete</a>

13. After the contact information is added successfully, click on **Continue Application** button.

Save and resume later

Continue Application »



Activity Information



Performers Information

3

Attachments

4

Review

5

Participant Bulk Upload

6

Pay Fees

7

Record Issuance

Step 3 : Attachments > Attachments

\* indicates a required field.

## Condition Document

### Photo upload Requirements:

- **File type:** JPG, JPEG, GIF
- **File size:** Greater than 500kb and less than 1 MB
- **Quality:** Colored Photo with clear solid color background
- **Dimensions:**
  - Minimum 300 pixels wide x 400 pixels high
  - Maximum 1500 pixels wide x 2000 pixels high
- **Your photos must not be more than 6 months old**

### Passport upload Requirements

- **File type:** JPG, JPEG, GIF, PDF
- **File size:** Greater than 500kb and less than 1 MB
- **Quality:** High quality, clear contents
- **Mandatory data to be shown:**
  - Full Name
  - Passport #
  - Issue and Expiry Dates
  - Issuing Country
  - First three pages
  - Residency Visa page (in case of UAE residents)

14. Attach the required documents (if required) by clicking on **Add** button. Then Click on **Continue Application** button.

- Music box and karaoke not require to add performer and upload documents.
- Passport copy and photo copy require for new performer only

### \* Required Documents:

1. Passport Copy For 22222

Add



2. Photo Copy For 22222

Add



Save and resume later

Continue Application >>

# Issue New Activity Permit

✓ Activity Information

✓ Performers Information

✓ Attachments

15. In review page review all information. If needed, click on **Edit** button to make changes, at the end click on **Continue Application** button.

7 Record Issuance

## Step 4 : Review

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

## Record Type

Issue New Activity Permit

## Activity Main Information

### EVENT MAIN INFORMATION

Name:: 234234234

License No: 234234324244235

Activity Profile:

.....

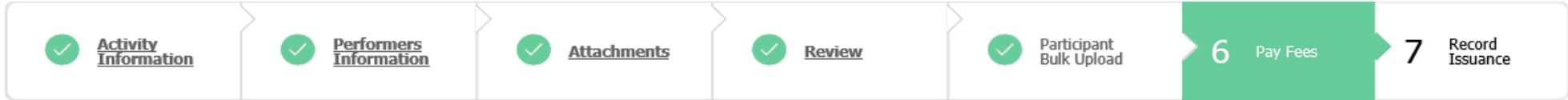
Does the event contains celebrity or VIP?: Yes

License Source: DED

Activity Name: 11111

Max. No. of attendees: 111

Edit



**Step 6 : Pay Fees**

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

**Application Fees**

Fees	Qty.	Amount
<b>Issue New Activity Permit</b>		<b>AED1,570.00</b>
e-Permit fee	1	AED200.00
Event Performers Fees - Other Venues	1	AED350.00
Event Permit Fees- Other Venues	1	AED500.00
Innovation Dirham	1	AED10.00
Knowledge Dirham	1	AED10.00
Management Fees	1	AED500.00

**TOTAL FEES**

Note: This does not include additional inspection fees which may be assessed later.

**AED1,570.00**

Pay Online

Pay Cash

16. The system will display list of application fees and total amount. Click on **Pay Online** to access payment gateway or click on **Pay Later** to get your Event Number and pay later (Online and Bank Transfer).

17. Kindly rate your experience and write your feedback / suggestion.



The image shows a survey interface for the 'Happiness Meter Instant' initiative. At the top, there is a dark blue header with the logo 'HAPPINESS METER instant' and the Arabic text 'مؤشر السعادة'. Below the header, three large blue circular icons are displayed, representing different levels of satisfaction: a sad face (downward curve), a neutral face (horizontal line), and a happy face (upward curve). Below the icons, the text 'How was your experience?' is centered. At the bottom, it says 'A SMART DUBAI INITIATIVE'. A close button (an 'X' in a circle) is located in the top right corner of the survey box.

19. Then click on **home**.

# Issue New Activity Permit

18. The system will display record Number. Click on **Print/View Summary** button to print payment voucher.



Your application has been successfully submitted.

Thank you for using our online services.  
Your Record Number is **19ACT-000080941**.

Print/View Summary



# Welcome to your Dashboard

20. The application will be processed after the payment is done. The timeline of permit application processing is 24 hours. Unpaid application will be cancelled automatically from system prior to event 24 hours. Additionally, unpaid amendment application will be cancelled automatically from system before 24 hours prior to event date. After permit has been issued, click on **Issued** button to print the permit..

- Fees (12)
- Missing Info (4)
- Issued (6)**
- In Progress
- Saved (11)
- History
- Action

Organizer: 234234234      Event Name: 234  
Record ID: 18ACT-000135885      Application Date: 12/29/2018

Buttons: Renew, Amend, Print Receipt, **Print Permit**

Organizer: 234234234      Event Name: 234  
Record ID: 16ACT-000451834      Application Date: 5/22/2018

Buttons: Print Receipt, Print Permit

Kindly note that activity can be amended before event start date. Additionally, it can be renewed up to 3 month.

Organizer:      Event Name:  
Record ID: 18ECERT-000000136      Application Date: 3/28/2018

Buttons: Print Receipt, Amend

Organizer:      Event Name:  
Record ID: 16ECERT-000000001      Application Date: 12/26/2016

Buttons: Renew

# ACTIVITY PERMIT FEES

Fees Name	Fees
e-Permit Fees	AED 200
Knowledge dirham	AED 10
Innovation dirham	AED 10
Management Fees	AED 500
Entertainment Permit Fees	Hotels: AED 800 Other venues: AED500
Performer Fees	Hotels: AED 750 each performer Other venues: AED 350 each performer
Amendment Fees ( if applicable )	AED 800

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# End of Activity Permit Process

For further clarification please contact us on:

Tel: (+971) 6005-55559

Email: [epermit@dubaitourism.ae](mailto:epermit@dubaitourism.ae)

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# دبي للسياحة Tourism

Department of Tourism and Commerce Marketing

Desert Camp Permit Process

e-Permit link: <https://epermits.dtcm.gov.ae>

# INTRODUCTION

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## 1. What is Desert Camp Permit?

Desert Camp permit is the license that allow tourism company to operate a desert land as a camp and attraction destination.

## 2. Who should apply for Desert Camp Permit?

**Desert Camp** Permit service is applicable for Tourism companies only.

## 3. What is required to apply for Desert Camp permit?

To apply for Desert Camp permit you have to have the following:

- 1- a valid Safari permit with 10 Safari vehicles owned and registered under the company name or 5 Safari vehicles and a Bus with 45 seats owned and registered under the company name.
- 2- Minimum 5 Tour guides under the company.
- 3- Approval from Dubai Civil Defense.
- 4- Approval from Dubai Municipality.

## 4. What documents are required?

- 1- **NOC from Dubai Civil Defense**
- 2- **Tenancy contract from Dubai Municipality**
- 3- **Permit from Dubai Municipality**
- 4- **For each Tour Guide:**
  - 1- Tour guide ID copy.
  - 2- Tour guide residency Visa copy.

# INTRODUCTION

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## 5. can I apply for a Desert Camp permit with freelancers drivers or tour guides?

No, Tour guides and Safari drivers should be under the company's visa.

## 6. What is the validity of Desert Camp permit?

Desert Camp permit is valid for 1 year or until the expiry of the trade license.

## 7. How can I renew my Desert Camp permit?

if your permit is expired you have to apply for a new permit.

## 8. How much are Desert Camp permit costs? Desert Camp permit fees are calculated based on the Camp Area as below:

Camp Area Size in square feet [sqrf]		Fee
Less than	[10,000] sqrf	5,000 AED
Between	[10,001 – 20,000] sqrf	10,000 AED
Between	[20,001 – 30,000] sqrf	15,000 AED
Between	[30,001 – 40,000] sqrf	20,000 AED
More than	[40,000] sqrf	25,000 AED

# Apply for Desert Camp Permit

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# Welcome to e-Permit Portal

Department of Tourism and Commerce Marketing

User Name or E-mail

Password

I'm not a robot

reCAPTCHA  
Privacy - Terms

Login »

[I've forgotten my password](#)

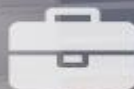
1. Type **username** and **password** then click on the captcha checkbox then click on **Login** button.



Registration User Guide



e-Permit Process



Business and Private Activities



FAQ Document



Safari Permit Process





# New Safari Permit

1. Click on **issued** Button to open issued permits

5 9 12 6 14 71

Fees Missing Info **Issued** In Progress Saved History

Add/Take Action

Record ID: 19SFA-00000070

Balance Due: 1,020.00 AED

Event Name: Safari Permit

Pay Fees Bank Transfer or Fees Waiver Print Voucher Cancel

Record ID: 18SFA-000000380

Balance Due: 1,020.00 AED

Event Name: Safari Permit

Pay Fees Bank Transfer or Fees Waiver Print Voucher Cancel

121

Record ID: 18ECERT-000000003

Balance Due: 1,520.00 AED

Pay Fees Bank Transfer or Fees Waiver Print Voucher Cancel

# New Safari Permit

If you have a valid Safari permit, you will find Add Camp Permit button available.

1. To apply for Camp permit, Click on **Add Camp Permit**

**Note:** if your Safari permit is invalid or expired, you will not be able to apply for Camp Permit.

5

9

Fees

Missing Info

Add/Take Action

Organizer: 234234234  
Record ID: 18SFA-00000063

Event Name: Safari Permit  
Application Date: 2/1/2018

Add Camp Permit

Print Receipt

Print Permit

Organizer: 234234234  
Record ID: 17ACT-000095510

Event Name: dubaiparks  
Application Date: 6/1/2017

Renew

Print Receipt

Print Permit

Organizer: 234234234  
Record ID: 17ACT-000020178

Event Name: 324  
Application Date: 3/11/2017

Print Receipt

Print Permit

# New Camp Permit

1 Camp Information    2 Tourist Guide Information    3

Step 1 : Camp Information > Camp Information

### Camp Information

* Location of the Camp:	<input type="text" value="Al Aweer"/>	* Area Unit:	<input type="text" value="Sqft"/>
* Camp Area:	<input type="text" value="5000"/>	Start Date:	<input type="text" value="10/08/2019"/>
End Date:	<input type="text" value="01/02/2020"/>	* Organizer Name:	<input type="text" value="منشأة سياحية"/>
* Organizer Type:	<input type="text" value="DED"/>	* Organizer License ID:	<input type="text" value="234234324244235"/>

1. Fill in the required information:  
A. **Location of the Camp.** (Ex. Al Aweer 1)  
B. Select the **Area Unit** as per Dubai Municipality permit (square feet or Square meter)  
C. **Camp Area** (exactly as per Municipality permit)  
D. Select permit **Start date**.  
E. **End date** will be automatically selected as per the trade license expiry date.

- Review the application then Click **Continue Application.**

Continue Application »



# New Camp Permit

- Camp Information
- 2 Tourist Guide Information**

## Tourist Guide Details

### TOURIST GUIDE

Showing 1-5 of 5

<input type="checkbox"/> Full Name Arabic	Full name English	Nationality	Passport Number	License Number	License Expiry Date	Actions
<input type="checkbox"/> محمد احمد	Mohamed Ahmed	Pakistan	PL432423	1234	10/08/2020	Actions
<input type="checkbox"/> جاسم يعقوب	Jasim yakoub	India	P234234	234234	10/08/2020	Actions
<input type="checkbox"/> محمد ارهم	Mohamed Arham	Nepal	P4322345	432234	10/08/2020	Actions
<input type="checkbox"/> سيف انس	Saif Anas	Jordan	345543	543345	10/08/2020	Actions
<input type="checkbox"/> رياض طه	Riad Taha	Morocco	P678867	23422	10/08/2020	Actions

Add a Row Edit Selected Delete Selected

1. Start Adding tour guide's information:  
A. Full name in Arabic and English  
B. Nationality  
C. Passport Number  
D. License number (Tour guide license)  
E. License expiry date (Tour guide license expiry date)

- Review the application then Click **Continue Application.**





# New Camp Permit

Progress bar with 8 steps: 1. Camp Information, 2. Tourist Guide Information, 3. Vehicle Details (highlighted), 4. Driver Details, 5. Documents, 6. Review, 7. Pay Fees, 8. Record Issuance.

## Vehicle Details

### VEHICLE INFORMATION

Showing 1-5 of 5

<input type="checkbox"/>	Chassis No	Plate No	Owner Name	Trade Mark Name	Model Year	Place of Issue	License Issue Date	License Expiry Date	Vehicle Type	Actions
<input type="checkbox"/>	12345	K3456	تور فور توريذم ش.د.م.م	لانذ كروزز	2017	Dubai	02/01/2017	01/01/2020	Car	<a href="#">Actions</a>
<input type="checkbox"/>	122345	L2345	تور فور توريذم ش.د.م.م	لانذ كروزز	2017	Dubai	01/01/2017	01/01/2020	Car	<a href="#">Actions</a>
<input type="checkbox"/>	123345	P3214	تور فور توريذم ش.د.م.م	لانذ كروزز	2018	Dubai	04/04/2018	03/04/2020	Car	<a href="#">Actions</a>
<input type="checkbox"/>	123445	M3445	تور فور توريذم ش.د.م.م	لانذ كروزز	2016	Dubai	09/08/2016	09/08/2019	Car	<a href="#">Actions</a>
<input type="checkbox"/>	123455	O98762	تور فور توريذم ش.د.م.م	لانذ كروزز	2019	Dubai	05/03/2019	04/03/2020	Car	<a href="#">Actions</a>

Add a Row Edit Selected Delete Selected

1. Valid Safari Vehicles information will be pull out of the safari permit.  
2. If you have a bus, you can add the bus details by clicking on **Add a Row**

- Review the application then Click **Continue Application.**



# New Camp Permit



## Driver Details

### DRIVER INFORMATION

Showing 1-5 of 5

<input type="checkbox"/>	Full Name (Arabic)	Full Name (English)	Nationality	RTA Permit Number	RTA Permit Issue Date	RTA Permit Expiry Date	First Aid	Actions
<input type="checkbox"/>	عبدالله علي محمد خليفة	Abdullah Ali Mohammad Khalifa	United Arab Emirates	56788	01/01/2019	01/01/2025	Yes	Actions
<input type="checkbox"/>	علي عبدالله محمد	Ali Abdullah Mohammad	Pakistan	98764	02/03/2019	02/03/2020	Yes	Actions
<input type="checkbox"/>	خليفة عبدالله علي محمد	Khalifa Abdullah Ali Mohammad	United Arab Emirates	67654	01/03/2019	20/03/2020	No	Actions
<input type="checkbox"/>	محمد عبدالله علي	Mohammad Abdullah Ali	India	768946	01/02/2019	20/03/2020	No	Actions
<input type="checkbox"/>	علي محمد عبدالله خليفة	Ali Mohammad Abdullah Khalifa	United Arab Emirates	2039487	01/01/2019	11/05/2020	No	Actions

Add a Row Edit Selected Delete Selected

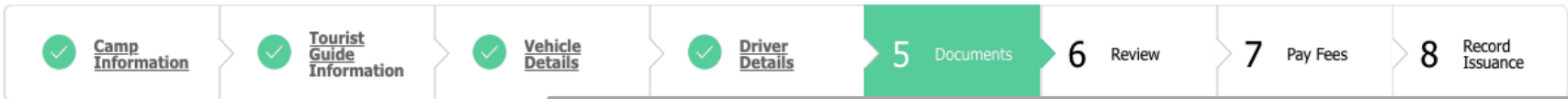
1. Safari drivers information will be pull out of the safari permit.

- Review the application then Click Continue Application.





# New Camp Permit



## Condition Document

### Photo upload Requirements:

- **File type:** JPG, JPEG, GIF
- **File size:** Greater than 500kb and less than 1 MB
- **Quality:** Colored Photo with clear solid color background
- **Dimensions:**
  - Minimum 300 pixels wide x 400 pixels high
  - Maximum 1500 pixels wide x 2000 pixels high
- **Your photos must not be more than 6 months old**

### Passport upload Requirements

- **File type:** JPG, JPEG, GIF, PDF
- **File size:** Greater than 500kb and less than 1 MB
- **Quality:** High quality, clear contents
- **Mandatory data to be shown:**
  - Full Name
  - Passport #
  - Issue and Expiry Dates
  - Issuing Country
  - First three pages
  - Residency Visa page (in case of UAE residents)

### \* Required Documents:

1. Camp Tenancy Contract
2. Camp's latest Bill of Satellite Phone

Input field with 'Add' button and 'X' icon

Input field with 'Add' button and 'X' icon

- Required documents are:

- Camp Tenancy Contract from Dubai Municipality
- Camp's latest Satellite bill
- Bus RTA registration copy (in case you added a bus)

- For each Tour guide

- Tour Guide License copy
- Tour Guide residency visa

- Click **Add** to start uploading the required documents

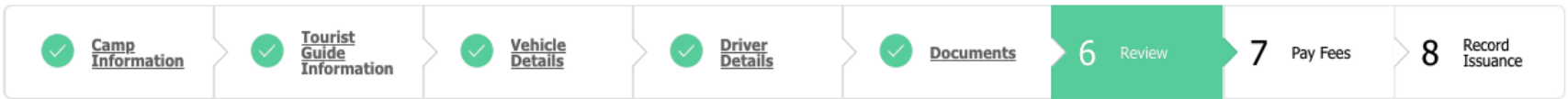
- Click **Continue Application** after you complete upload

Continue Application »





# New Camp Permit



Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

## Record Type

New Camp Permit

## Camp Information

### CAMP INFORMATION

**Location of the Camp:** Al Aweer  
**Camp%20Area:** 24  
**End Date:** 01/02/2020  
**Organizer Type:** DED

**Area Unit:** Sqft  
**Start Date:** 10/08/2019  
**Organizer Name:** منشأة سياحية  
**Organizer License ID:** 234234324244235

Edit

- Review the application then Click **Continue Application.**

Save and resume later

Continue Application »





20. Kindly rate your experience and write your feedback / suggestion.



The image shows a survey interface for the 'Happiness Meter instant' survey. At the top, there is a dark blue header with the logo 'HAPPINESS METER instant' and Arabic text 'مؤشر السعادة'. Below the header, there are three large blue circular icons representing different levels of satisfaction: a sad face (downward curve), a neutral face (horizontal line), and a happy face (upward curve). Below the icons, the text 'How was your experience?' is displayed. At the bottom, it says 'A SMART DUBAI INITIATIVE'. There is a close button (X) in the top right corner of the survey box.



# New Camp Permit







## Record Issuance

Your application has been successfully submitted.

Thank you for using our online services.  
**Your Record Number is 19CMP-000000240.**  
[Print/View Summary](#)

- Please note the permit number for your reference.

# New Camp Permit

 Fees	 Missing Info	 Issued	 In Progress	 Saved	 History
---	---	---	--	--	--

- You will note that you application is in progress for approval by DTCM.

Organizer: منشأة سياحية  
Record ID: [19CMP-000000240](#)  
Event Name: Camp Permit

Application Date: 7/22/2019  
Status: Pending

# New Camp Permit

5 10 15 9 19 75

Fees Missing Info Issued In Progress Saved History

+ Add/Take Action

Organizer: منشأة سياحية  
Record ID: 19CMP-000000240  
Event Name: Camp Permit

Application Date: 7/22/2019  
Status: Ready for NOC

NOC

- To print NOC approval from DTCM click on the application number [19CMP-000000240](#)

- After DTCM approves the NOC for your request, you will find NOC logo appears to continue your application after you get permit from Dubai Municipality and Dubai Civil Defense.



# New Camp Permit

Record 19CMP-00000240:

[Add to collection](#)

## New Camp Permit

Record Status: Ready for NOC

### Record Details

#### Licensed Professional:

منشأة سياحية  
234234324244235  
22222  
Dubai, DED VENDED234235

- Click on **Permit** to download the initial approval for Camp permit.

#### More Details

Permit Print/View Summary

#### Fees

#### Processing Status

#### Related Records

#### Valuation Calculator

# New Camp Permit

تاريخ الانتهاء: 21/10/2019

رقم التصريح : 19CMP-000000240

التاريخ : 22/07/2019

السيد / مدير ادارة التخطيط و المساحة المحترم  
بلدية دبي  
دبي - الامارات العربية المتحدة

تحية طيبة و بعد،،

## الموضوع: عدم ممانعة من اضافة مخيم في المنطقة المخصصة للمخيمات








بداية تهديكم دائرة السياحة و التسويق التجاري أطيب التحيات و التمنيات لكم بدوام التقدم و الازدهار، بالاشارة الى الموضوع اعلاه، نحيطكم علما بأن ( منشأة سياحية ) تقدم بطلب قطعة أرض مساحتها ( 5000 ) قدم مربع في منطقة Al Aweer لبناء مخيم سياحي بري، نود افانتم بعدم الممانعة من حصول المنشأة على قطعة الأرض حسب الاجراءات و النظم المتبعة لديكم

شاكرين لكم حسن تعاونكم،،  
و تفضلوا بقبول فائق الاحترام و التقدير ،،



- Print the **NOC** for your convenient use

# New Camp Permit

 Fees <span>5</span>	 Missing Info <span>10</span>	 Issued <span>15</span>	 In Progress <span>9</span>	 Saved <span>19</span>	 History <span>75</span>	 Add/Take Action
--	---	---	---	--	--	--

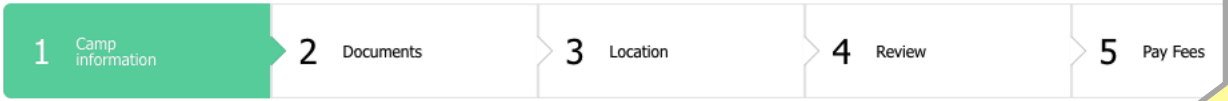
Organizer: منشأة سياحية  
Record ID: [19CMP-000000240](#)  
Event Name: Camp Permit

Application Date: 7/22/2019  
Status: Ready for NOC

**NOC**

- After you get the permit from Dubai Municipality and Dubai Civil Defense, you are ready to continue the Camp permit request.
- To Continue the application click on **NOC button**

# New Camp Permit



- Fill in required information:

- DM permit start date
- DM permit end date
- DCD NOC start date
- DCD NOC end date
- Update the Camp Area as per DM permit.

### Camp information

* Dubai Municipality Start Date: <input type="text"/>	* Dubai Municipality Expiry Date: <input type="text"/>
* Directorate of Civil Defence Start Date: <input type="text"/>	* Directorate of Civil Defence Expiry Date: <input type="text"/>
Camp Permit ID: 19CMP-000000240	Area Unit: --Select--
Camp Area: <input type="text"/>	

- Click **Continue Application** after you complete upload



# New Camp Permit



**\* Required Documents:**

1. Camp Directorate of Civil Defence Approval Document	<input type="text"/>	<input type="button" value="Add"/>	<input type="checkbox"/>
2. Camp Dubai Municipality Approval Document	<input type="text"/>	<input type="button" value="Add"/>	<input type="checkbox"/>

- Attached requested documents:  
- DCD approval  
- DM approval

- Click **Continue Application** after you complete upload

# New Camp Permit



## Address

Please use the locate me button that utilizes your current location. You can click on the map to show exact coordinates.  
**NOTE:** You must click "Allow" from your web browser to use this function.

Locate Me

- Click on locate me to put a pin on the map for camp location

X Coordinator:

Y Coordinator:

- Click **Continue Application** after you complete upload

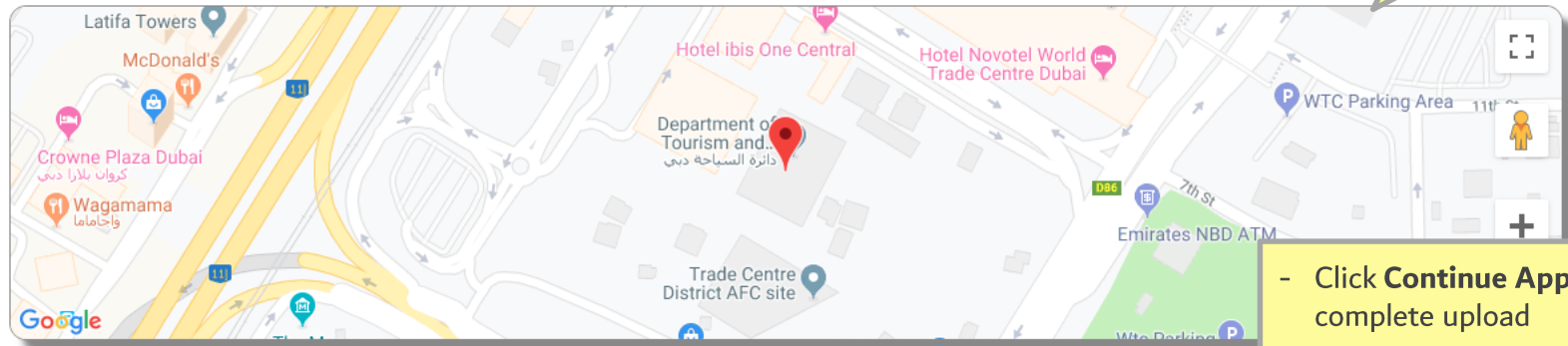
# New Camp Permit

Progress bar with 6 steps: 1. Camp information, 2. Documents, 3. Location (highlighted), 4. Review, 5. Pay Fees, 6. Record Issuance.

## Address

Please use the locate me button that utilizes your current location. You can click on the map to show exact coordinates.  
**NOTE:** You must click "Allow" from your web browser to use this function.

Locate Me



- Start scrolling the map until you find the exact location for the camp, then double click on it to pin point the location.

- Click **Continue Application** after you complete upload

X Coordinator: 55.285797  
Y Coordinator: 25.220604

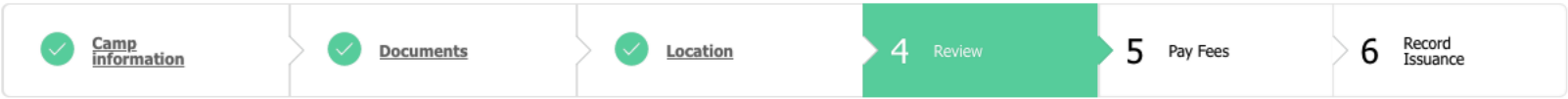
139 Save and resume later

Continue Application »





# New Camp Permit



Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

## Record Type

### Camp Additional Information

### Camp information

#### ADDITIONAL INFORMATION

Dubai Municipality Start Date: 30/06/2019  
Directorate of Civil Defence Start Date: 30/06/2019  
Camp Permit ID: 19CMP-000000240  
Camp Area: 5000  
Camp Area Updated:

Dubai Municipality Expiry Date: 10/08/2019  
Directorate of Civil Defence Expiry Date: 10/08/2019  
Area Unit: Sqft  
Area Unit Updated:

Edit

### Additional Document

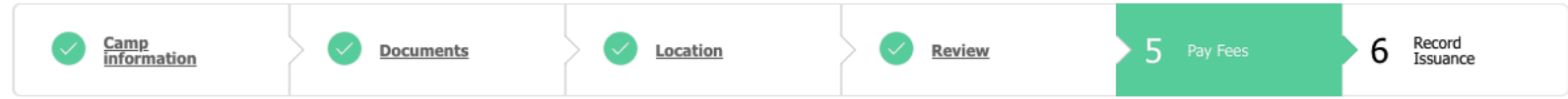
- Click **Continue Application** after you complete upload

140 Save and resume later

Continue Application »



# New Camp Permit



Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

### Application Fees

Fees	Qty.	Amount
Innovation Dirham	1	AED10.00
Knowledge Dirham	1	AED10.00
Camp Permit Fee	5000	AED5,000.00

### TOTAL FEES

Note: This does not include additional inspection fees which may be assessed later.

**AED5,020.00**

**Pay Online** Pay Later

- Click **Pay Online** to pay using credit card and submit the application for final approval.

20. Kindly rate your experience and write your feedback / suggestion.



The image shows a survey interface for the 'Happiness Meter Instant' initiative. At the top, there is a dark blue header with the logo 'HAPPINESS METER instant' in white. Below the header, three large blue circular icons are displayed, representing different levels of satisfaction: a sad face (downward curve), a neutral face (horizontal line), and a happy face (upward curve). Below these icons, the text 'How was your experience?' is written in a bold, dark blue font. At the bottom of the survey area, it says 'A SMART DUBAI INITIATIVE'. A small 'X' icon in a circle is located in the top right corner of the survey box, indicating a close button.



# New Camp Permit

## Record Issuance

Your application has been successfully submitted.

Thank you for using our online services.  
**Your Record Number is 19CMP-000000240.**  
[Print/View Summary](#)

- Please note the permit number for your reference.

# End of Desert Camp Permit Process

For further clarification please contact us on:

Tel: (+971) 6005-55559

Email: [epermit@dubaitourism.ae](mailto:epermit@dubaitourism.ae)

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# دبي للسياحة Tourism

Department of Tourism and Commerce Marketing

Safari Permit Process

e-Permit link: <https://epermits.dtcm.gov.ae>

# INTRODUCTION

## 1. What is Safari Permit?

Safari Permit is a permit issued by DTCM to allow Tourism companies to make Safari trips in the desert.

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## 2. Who should apply for Safari Permit?

Safari pPermit service is applicable for Tourism companies only.

## 3. What is required to apply for Safari permit? To apply for safari permit you have to have the following:

- 1- Minimum 5 drivers with company visa
- 2- Minimum 2 Drivers holding First Aid Certificate
- 3- Minimum 5 Vehicles owned by the company and with GPS device.
- 4- Comprehensive insurance

## 4. What documents are required?

- 1- Comperehensive insurance document

### 2- For each driver:

- 1- Advanced driving license
- 2- First Aid Certificate
- 3- RTA Permit

### 3- For each Vehicle:

- 1- Vehicles Registration
- 2- Vehicles RTA inspection
- 3- GPS document

# INTRODUCTION

## 5. What types of Vehicles I can use for Safari trips?

all types of 4X4 vehicles with valid registration license and that the year model does not pass 7 years old

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## 6. can I hire freelancers with their vehicles and include them in my permit?

Yes, at any time you can add freelancers drivers and vehicles

## 7. How much are Safari permit costs?

Safari permit fee is 200 AED per vehicle.

## 8. What is the validity of Safari permit?

Safari permit is valid for 1 year or until the expiry of the trade license.

## 9. My Vehicle registration will expire within 4 months after the permit is issued, is it still valid?

Safari permit will be expired for that specific vehicle, and you have to amend the permit and update the new registration.

## 10. my Safari permit will expire next month and I cannot amend to add/update more vehicles, what should I do?

permits that will expire within one month are not open for updates, you have to apply for a new safari permit.

## 11. How can I renew my Safari permit?

if your permit is expired you have to apply for a new permit.

# Apply for Safari Permit

[^ Back to Top](#)

# Welcome to e-Permit Portal

Department of Tourism and Commerce Marketing

User Name or E-mail

Password

I'm not a robot

reCAPTCHA  
Privacy - Terms

Login »

[I've forgotten my password](#)

1. Type **username** and **password** then click on the captcha checkbox then click on **Login** button.



Registration User Guide



e-Permit Process



Business and Private Activities



FAQ Document



Safari Permit Process



# New Safari Permit

1. Click on Add/Take Action Button

- Fees (5)
- Missing Info (9)
- Issued (12)
- In Progress (6)
- Saved (14)
- History (71)

Add/Take Action

Record ID: 19SFA-00000070  
Event Name: Safari Permit

Balance Due: 1,020.00 AED

Pay Fees Bank Transfer or Fees Waiver Print Voucher Cancel

Record ID: 18SFA-000000380  
Event Name: Safari Permit

Balance Due: 1,020.00 AED








Pay Fees Bank Transfer or Fees Waiver Print Voucher Cancel

150  
Record ID: 18ECERT-000000003

Balance Due: 1,520.00 AED



# New Safari Permit

 Fees <span>5</span>	 Missing Info <span>9</span>	 Issued <span>12</span>	 In Progress <span>6</span>	 Saved <span>14</span>	 History <span>71</span>	 Add/Take Action
---	--	---	---	--	--	--

Record ID: 19SFA-00000070  
Event Name: Safari Permit









Balance Due: 1,020.00 AED

Record ID: 18SFA-000000380  
Event Name: Safari Permit

Balance Due: 1,020.00 AED

Record ID: 18ECERT-000000003

Balance Due: 1,520.00 AED

 Update Address	 Update Registration	 Register new user for private activity	 Add Entertainment Activity	 Add Counter Permit
 Add Safari Permit	 Add Electronic Certificate	 Add Entertainment Tent		

1. Click on **Add Safari Permit** button to apply for Safari permit.



# New Safari Permit

- 1 Permit Details
- 2 Vehicle Details
- 3 Driver Details
- 4 Documents
- 5 Review
- 6 Pay Fees
- 7 Record Issuance

Step 1 : Permit Details > Permit Details

## Safari Permit

* Start Date:	<input type="text" value="06/04/2019"/>	* End Date:	<input type="text" value="01/02/2020"/>
* Co-ordinator Name:	<input type="text" value="سعيد عبدالله"/>	* Contact Number:	<input type="text" value="501234567"/>
* Organizer Name:	<input type="text" value="234234234"/>	* Organizer Type:	<input type="text" value="DED"/>
* Organizer License ID:	<input type="text" value="234234324244235"/>		

1. Fill in the required information:  
A. Start Date  
B. Coordinator Name (Should be in Arabic Language)  
C. Contact Mobile Number

2. Click **Continue Application** Button

\* indicates a required field.

Save and resume later

Continue Application »



# New Safari Permit



Permit  
Details

2 Vehicle Details

3 Driver Details

4 Documents

5 Review

6 Pay Fees

7 Record  
Issuance

Step 2 : Vehicle Details > Vehicle Details

## Chassis Lookup

Chassis Lookup:

Lookup

### 2. Vehicle Details:

On this step you need to add vehicle details for permitting, you can use the **lookup** option to search for approved safari vehicles

\* Make sure to type the Vehicle's Chassis number then click on **Lookup** Button

## Vehicle Details

### VEHICLE INFORMATION

Showing 0-0 of 0

Chassis No	Plate No	Owner Name	Trade Mark Name	Model Year	Place of Issue	License Issue Date	License Expiry Date	Vehicle Type
------------	----------	------------	-----------------	------------	----------------	--------------------	---------------------	--------------

No records found.

Add a Row

Edit Selected

Delete Selected

# New Safari Permit

- You can also add new vehicles information by clicking on **Add Row** and then start filling in all the required fields below:
  - Chassis Number & plate Number
  - Owner name
  - Trade Mark Name
  - Model year ( minimum 7 years old)
  - Place of issue
  - License issue date & expiry date
  - Vehicle Type
- Click **Submit** button to continue

Step 2 : Vehicle Details > Vehicle Details

**Chassis Lookup**

Chassis Lookup:

**Vehicle Details**

VEHICLE INFORMATION

\*Chassis No:  \*Plate No:  \*Owner Name:

\*Trade Mark Name:  \*Model Year:  \*Place of Issue:

\*License Issue Date:  \*License Expiry Date:  \*Vehicle Type:

**Submit** Cancel

Showing 0-0 of 0

Chassis No	Plate No	Owner Name	Trade Mark Name	Model Year	Place of Issue	License Issue Date	License Expiry Date	Vehicle Type
No records found.								

Add a Row Edit Selected Delete Selected

# New Safari Permit



Permit Details

2 Vehicle Details

3 Driver Details

4 Documents

5 Review

6 Pay Fees

7 Record Issuance

## Chassis Lookup

Chassis Lookup:

Lookup

## Vehicle Details

### VEHICLE INFORMATION

Showing 1-5 of 5

<input type="checkbox"/>	Chassis No	Plate No	Owner Name	Trade Mark Name	Model Year	Place of Issue	License Issue Date	License Expiry Date	Vehicle Type	Actions
<input type="checkbox"/>	12345	K3456	تور فور توريذم ش.د.م.م	لاند كروزز	2017	Dubai	02/01/2017	01/01/2020	Car	Actions
<input type="checkbox"/>	122345	L2345	تور فور توريذم ش.د.م.م	لاند كروزز	2017	Dubai	01/01/2017	01/01/2020	Car	Actions
<input type="checkbox"/>	123345	P3214	تور فور توريذم ش.د.م.م	لاند كروزز	2018	Dubai	04/04/2018	03/04/2020	Car	Actions
<input type="checkbox"/>	123445	M3445	تور فور توريذم ش.د.م.م	لاند كروزز	2016	Dubai	09/08/2016	09/08/2019	Car	Actions
<input type="checkbox"/>	123455	O98762	تور فور توريذم ش.د.م.م	لاند كروزز	2019	Dubai	05/03/2019	04/03/2020	Car	Actions

Add a Row

Edit Selected

Delete Selected

# New Safari Permit



Permit  
Details



Vehicle  
Details

3 Driver Details

4 Documents

5 Review

6 Pay Fees

7 Record  
Issuance

Step 3 : Driver Details > Driver Details

## Driving License Number Lookup

Driving License Number:

Lookup

### 2. Drivers Details:

On this step you need to add driver's details for permitting, you can use the **lookup** option to search for approved safari Drivers

\* Make sure to type the Driver's License number then click on **Lookup** Button

## Driver Details

### DRIVER INFORMATION

Showing 0-0 of 0

Full Name (Arabic)	Full Name (English)	Nationality	RTA Permit Number	RTA Permit Issue Date	RTA Permit Expiry Date	First Aid
No records found.						

Add a Row



Edit Selected

Delete Selected

# New Safari Permit



Permit Details



Vehicle Details

3 Driver Details

4 Documents

5 Review

6 Pay Fees

7 Record Issuance

Step 3 : Driver Details > Driver Details

\* indicates a required field.

## Driving License Number Lookup

Driving License Number:

Lookup

## Driver Details

### DRIVER INFORMATION

Showing 0-0 of 0

Full Name (Arabic)	Full Name (English)	Issue Date	First Aid
No records found.			

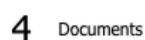
Add a Row

Edit Selected

Delete Selected

- You can also add new vehicles information by clicking on **Add Row** and then start filling in all the required fields

# New Safari Permit



- required fields are:
  - Full Name in Arabic and English Language
  - Nationality
  - RTA Permit Number
  - RTA Permit issue Date & expiry Date
  - If the driver holds First Aid Certificate

- Click **Submit** button to continue

Step 3 : Driver Details > Driver Details

## Driving License Number

Driving License Number:

### DRIVER INFORMATION

\* Full Name (Arabic):

\* Full Name (English):

\* Nationality:

\* RTA Permit Number:

\* RTA Permit Issue Date:

\* RTA Permit Expiry Date:

\* First Aid:

Yes  No

Submit

Cancel

Showing 0-0 of 0

Full Name (Arabic)	Full Name (English)	Nationality	RTA Permit Number	RTA Permit Issue Date	RTA Permit Expiry Date	First Aid
--------------------	---------------------	-------------	-------------------	-----------------------	------------------------	-----------

No records found.

Add a Row

Edit Selected

Delete Selected

# New Safari Permit



Permit Details



Vehicle Details

3 Driver Details

4 Documents

5 Review

6 Pay Fees

7 Record Issuance

## Driving License Number Lookup

Driving License Number:

Lookup

## Driver Details

### DRIVER INFORMATION

Showing 1-5 of 5

<input type="checkbox"/> Full Name (Arabic)	Full Name (English)	Nationality	RTA Permit Number	RTA Permit Issue Date	RTA Permit Expiry Date	First Aid	Actions
<input type="checkbox"/> عبدالله علي محمد خليفة	Abdullah Ali Mohammad Khalifa	United Arab Emirates	56788	01/01/2019	01/01/2025	Yes	<a href="#">Actions</a>
<input type="checkbox"/> علي عبدالله محمد	Ali Abdullah Mohammad	Pakistan	98764	02/03/2019	02/03/2020	Yes	<a href="#">Actions</a>
<input type="checkbox"/> خليفة عبدالله علي محمد	Khalifa Abdullah Ali Mohammad	United Arab Emirates	67654	0	0	0	
<input type="checkbox"/> محمد عبدالله علي	Mohammad Abdullah Ali	India	768946	0	0	0	
<input type="checkbox"/> علي محمد عبدالله خليفة	Ali Mohammad Abdullah Khalifa	United Arab Emirates	2039487	0	0	0	

Add a Row

Edit Selected

Delete Selected

- After adding all driver's details, click on **Continue Application** to proceed to the next page.



# New Safari Permit



Permit  
Details



Vehicle  
Details



Driver  
Details

4 Documents

5 Review

6 Pay Fees

7 Record  
Issuance

## \* Required Documents:

1. First Aid Certificate for Abdullah Ali Mohammad Khalifa
2. First Aid Certificate for Ali Abdullah Mohammad
3. GPS device Document
4. RTA Advanced driver license for Abdullah Ali Mohammad Khalifa
5. RTA Advanced driver license for Ali Abdullah Mohammad
6. RTA Advanced driver license for Ali Mohammad Abdullah Khalifa
7. RTA Advanced driver license for Khalifa Abdullah Ali Mohammad
8. RTA Advanced driver license for Mohammad Abdullah Ali
9. RTA Vehicle Registration for Plate No. K3456
10. RTA Vehicle Registration for Plate No. L2345
11. RTA Vehicle Registration for Plate No. M3445
12. RTA Vehicle Registration for Plate No. O98762

Add



- The system will request to upload the documents required which are:

- Comprehensive insurance document
- For each vehicle:
  - RTA Vehicle Registration
  - Vehicle inspection document
  - GPS document

- For each driver:
  - RTA Advanced Driving License
  - RTA Permit
  - First Aid Certificate (only for those who has it)

Add



- Click **Continue Application** after you complete upload

Continue Application »

160 Save and resume later





# New Safari Permit



Permit Details



Vehicle Details



Driver Details



Documents

5 Review

6 Pay Fees

7 Record Issuance

## Record Type

New Safari Permit

## Safari Permit

### PERMIT DETAILS

Start Date: 06/04/2019

Co-ordinator Name: سعيد عبدالله

Organizer Name: 234234234

Organizer License ID: 234234324244235

End Date: 01/02/2020

Contact Number: 501234567

Organizer Type: DED

Edit

## Chassis Lookup

### CHASSIS LOOKUP

Chassis Lookup:

Edit

## Vehicle Details

### VEHICLE INFORMATION

Chassis No	Plate No	Owner Name	Trade Mark Name	Model Year			Vehicle Type
12345	K3456	تور فور توريذم بش.د.م.م	لانند كروزز	2017	Dubai	02/01/2017	Car
122345	L2345	تور فور توريذم بش.د.م.م	لانند كروزز	2017	Dubai	01/01/2017	Car
123345	P3214	تور فور توريذم بش.د.م.م	لانند كروزز	2018	Dubai	04/04/2018	Car

Edit

- Review the application then Click Continue Application.

Continue Application »

# New Safari Permit



Permit  
Details



Vehicle  
Details



Driver  
Details



Documents

5

Review

6

Pay Fees

7

Record  
Issuance

## Step 6 : Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

### Application Fees

Fees	Qty.	Amount
Innovation Dirham	1	AED10.00
Knowledge Dirham	1	AED10.00
Safari Vehicle fees	5	AED1,000.00

### TOTAL FEES

Note: This does not include additional inspection fees which may be assessed later.


**AED1,020.00**

Pay Online

Pay Cash

- You have the option to pay the permit fees via online payment by clicking on **Pay Online** to pay using credit card, or by pay later for other methods like bank transfer by clicking on **Pay Later**.

20. Kindly rate your experience and write your feedback / suggestion.



The image shows a survey interface for 'Happiness Meter Instant'. At the top, there is a dark blue header with a white smiley face icon and the text 'مؤشر السعادة HAPPINESS METER instant'. Below the header, there are three large blue circular icons representing different levels of satisfaction: a sad face (downward curve), a neutral face (horizontal line), and a happy face (upward curve). Below these icons, the text 'How was your experience?' is displayed in a bold, dark blue font. At the bottom of the survey area, it says 'A SMART DUBAI INITIATIVE'. A small 'X' icon in a circle is located in the top right corner of the survey box.



# New Safari Permit

## Record Issuance



Your application has been successfully submitted.

- Submit the application and note the **Safari Reference number/ Record ID.**

Thank you for using our online services.  
**Your Record Number is 19SFA-000000070.**

[Print/View Summary](#)

# End of SafariPermit Process

For further clarification please contact us on:

Tel: (+971) 6005-55559

Email: [epermit@dubaitourism.ae](mailto:epermit@dubaitourism.ae)

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# دبي للسياحة Tourism

Department of Tourism and Commerce Marketing

Counter Permit Process

e-Permit link: <https://epermits.dtcm.gov.ae>

# Apply For Tourism Counter Permit

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# Welcome to e-Permit Portal

Department of Tourism and Commerce Marketing

User Name or E-mail

Password

I'm not a robot

reCAPTCHA  
Privacy - Terms

Login »

[I've forgotten my password](#)

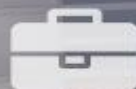
1. Type **username** and **password** then click on the captcha checkbox then click on **Login** button.



Registration User Guide



e-Permit Process



Business and Private Activities



FAQ Document



Safari Permit Process







# Welcome to your Dashboard

1. To start apply for event permit, click on **Add / Take Action** button.

- 1** Fees
- 3** Missing Info
- 5** Issued
- 1** In Progress
- 29** Saved
- 56** History

**Add/Take Action**

Record ID: 17MTE-000142446  
Event Name: 234

Balance Due: **29,520.00 AED**

- Pay Fees
- Bank Transfer or Fees Waiver
- Print Voucher
- Cancel



# Welcome to your Dashboard

1 3 5 1 29 56

Fees Missing Info Issued In Progress Saved Add Counter Permit Add/Take Action

2. Click on **Add Counter Permit** button.

Record ID: 17MTE-000142446  
Event Name: 234

Balance Due: **29,520.00 AED**

+ Update Registration + Register new user for private activity + Add Entertainment Activity + **Add Counter Permit** + Add Safari Permit

+ Add Electronic Certificate + Add Entertainment Tent

*ADD COUNTER PERMIT*



**Name of main service**

Request to issue a tourism permit (Overland safari companies, desert camps, tourism tents and offices/kiosks)

**Description of main service**

Issuing a tourism permit (Overland safari companies, desert camps, tourism tents and offices/kiosks)

**Name of general service**

Regulating Hospitality, Tourism and Events Services

**Fees**

**Continue**

Cancel

3. Read service/event permit information. Then click on **Continue** button.

Record ID: 17MTE-000142446

# Counter Permit

1 Permit Information

2 Documents

3 Review

4 Pay Fees

5 Record Issuance

**Step 1** : Permit Information > Counter Permit Information

4. Enter counter details and fill the required fields:  
- Venue Name , Start/End date,  
Then click on **Continue Application** button.

## Permit Details

Organizer License ID:

234234324244235

Organizer Type:

DED

\*Start Date:



Organizer Name:

234234234

\*Venue Name:

\*End Date:

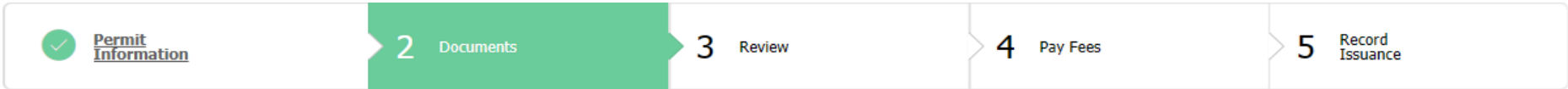


17 Save and resume later

Continue Application »



# Counter Permit



Step 2 : Documents > Documents

\* indicates a required field.

## Required Documents

### Photo upload Requirements:

- **File type:** JPG, JPEG, GIF
- **File size:** Greater than 500kb and less than 1 MB
- **Quality:** Colored Photo with clear solid color background
- **Dimensions:**
  - Minimum 300 pixels wide x 400 pixels high
  - Maximum 1500 pixels wide x 2000 pixels high
- **Your photos must not be more than 6 months old**

### Passport upload Requirements

- **File type:** JPG, JPEG, GIF, PDF
- **File size:** Greater than 500kb and less than 1 MB
- **Quality:** High quality, clear contents
- **Mandatory data to be shown:**
  - Full Name
  - Passport #
  - Issue and Expiry Dates
  - Issuing Country
  - First three pages
  - Residency Visa page (in case of UAE residents)

### \* Required Documents:

1. Counter Location Photo 1
2. Counter Location Photo 2
3. Counter Tenancy Contract

Add ✕  
Add ✕  
Add ✕

5. Attach the by clicking on **Add** button. Then click on **Continue Application** button.  
**Required Document**

- A copy of the tenancy contract
- 2 clear photos of counter location

# Counter Permit

✓ Permit Information

✓ Documents

3 Review

4 Pay Fees

5 Record Issuance

Step 3 : Review

Save and resume later

6. In review page review all information. If needed, click on **Edit** button to make changes, at the end click on **Continue Application** button.

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

## Record Type

Counter Permit

## Permit Details

### COUNTER INFORMATION

Organizer License ID: 234234324244235

Organizer Type: DED

Start Date: 10/08/2019

Organizer Name: 234234234

Venue Name: 123

End Date: 09/08/2020

Edit

## Required Documents

Edit

The maximum file size allowed is **16 MB**.  
.html;.htm;.aspx;.exe;.xhtml;.dll; are disallowed file types to upload.

View People Attachments View Record Attachments

Name	Type	Size	Latest Update	Action
Required Document10776169.jpg	Required Document	46.87 KB	24/07/2019	Actions ▾
Required Document10776170.jpg	Required Document	46.87 KB	24/07/2019	Actions ▾
Required Document10776171.jpg	Required Document	46.87 KB	24/07/2019	Actions ▾

17 Save and resume later

Continue Application »

# Counter Permit

✓ [Permit Information](#)

✓ [Documents](#)

✓ [Review](#)

4 [Pay Fees](#)

5 [Record Issuance](#)

## Step 4 : Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

### Application Fees

Fees	Qty.	Amount
Innovation Dirham	1	AED10.00
Knowledge Dirham	1	AED10.00
Tourism Counter Permit Fee	1	AED1,500.00

### TOTAL FEES

Note: This does not include additional inspection fees which may be assessed later.

**AED1,520.00**


Pay Online

Pay Later

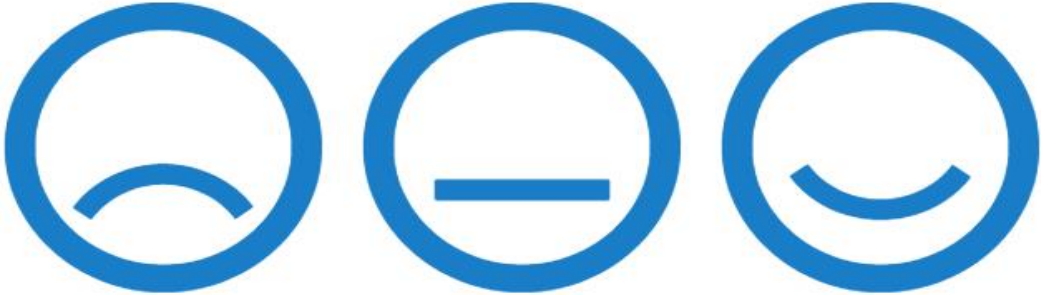
7. The system will display list of application fees and total amount. Click on **Pay online** to access payment gateway or click on **Pay Later** to get your Event Number and pay later (Online and Bank Transfer).

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8. Kindly rate your experience and write your feedback / suggestion.



مؤشر السعادة  
HAPPINESS METER  
instant



How was your experience?

A SMART DUBAI INITIATIVE



Home

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Register for an Account

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EN

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10. Then click on **home** .

# Counter Permit



Your application has been successfully submitted.

9. The system will display record Number. Click on **Print/view Summary** button to print payment voucher.

Thank you for using our online services.

Your Record Number is 19TSC-000220703.

Print/View Summary







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# Welcome to your




11. The application will be processed after the payment is done. The timeline of permit application processing is 24 hours. Unpaid application will be cancelled automatically from system prior to event 24 hours. Additionally, unpaid amendment application will be cancelled automatically from system before 24 hours prior to event date. After permit has been issued, click on **Issued** button to print the permit.

 Fees <span>11</span>	 Missing Info <span>3</span>	 Issued <span>6</span>	 In Progress <span>14</span>	 Saved <span>14</span>	 History <span>61</span>
---	--	--	--	--	--

Add/Take Action



Organizer: 234234234  
Record ID: [18ACT-000135885](#)

Event Name: 234  
Application Date: 4/18/2019

 Renew	 Print Receipt	 Print Permit
--	--	---



Organizer: 234234234  
Record ID: [16ACT-000451834](#)

Event Name: 234  
Application Date: 5/22/2018

 Print Receipt	 Print Permit
--	---


Organizer:  
Record ID: [18ECERT-000000136](#)

Event Name:  
Application Date: 3/28/2018

 Print Receipt	 Amend
--	--

Organizer:  
Record ID: [16ECERT-000000001](#)

Event Name:  
Application Date: 12/26/2016

 Renew
--

# Required Documents and Fees

## ➤ Documents required for Entertainment Tourism Counter Permit

- A copy of the tenancy contract
- 2 clear photos of counter location

## ➤ Tourism Counter Permit Fees Permit

Fees	Amount
Knowledge Dirham	AED 10
Innovation Dirham	AED 10
Tourism Counter Permit Fees	AED 1,500

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# End of Counter Permit Process

For further clarification please contact us on:

Tel: (+971) 6005-55559

Email: [epermit@dubaitourism.ae](mailto:epermit@dubaitourism.ae)

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# دبي للسياحة Tourism

Department of Tourism and Commerce Marketing

Entertainment Tent Permit Process


e-Permit link: <https://epermits.dtcm.gov.ae>

# Welcome to e-Permit Portal

Department of Tourism and Commerce Marketing

User Name or E-mail

.....

I'm not a robot  reCAPTCHA  
Privacy - Terms

1. Enter your username and password and click on **Login**.

Login »

[I've forgotten my password](#)



Registration User Guide



e-Permit Process



Business and Private Activities



FAQ Document



Safari Permit Process



Feedback | Contact Us

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# Apply For Entertainment Tent

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# Welcome to your Dashboard

1. To start apply for event permit, click on **Add / Take Action** button.

- 1** Fees
- 3** Missing Info
- 5** Issued
- 1** In Progress
- 29** Saved
- 56** History

**+**  
Add/Take Action

Record ID: 17MTE-000142446  
Event Name: 234

Balance Due: **29,520.00 AED**

- Pay Fees
- Bank Transfer or Fees Waiver
- Print Voucher
- Cancel










# Welcome to your Dashboard

 Fees <span>1</span>	 Missing Info <span>3</span>	 Issued <span>5</span>	 In Progress <span>1</span>	 Saved <span>29</span>	 History <span>56</span>	 Add/Take Action
--	--	--	---	--	---	--

Record ID: 17MTE-000142446  
Event Name: 234

Balance Due: **29,520.00 AED**

2. Click on **Entertainment Tent** button.

 Update Registration	 Register new user for private activity	 Add Entertainment Activity	 Add Counter Permit	 Add Safari Permit
 Add Electronic Certificate	 Add Entertainment Tent			

**ADD ENTERTAINMENT TENT**

**Name of main service**

Request to issue a tourism permit (Overland safari companies, desert camps, tourism tents and offices/kiosks)

**Description of main service**

Issuing a tourism permit (Overland safari companies, desert camps, tourism tents and offices/kiosks)

**Name of general service**

Regulating Hospitality, Tourism and Events Services

**Fees**

**Continue**

Cancel

3. Read service/event permit information. Then click on **Continue** button.

Record ID: 17MTE-000142446

# Entertainment

4. Enter tent information and fill the required fields:

- Tent name, Start/end date, tent area, Capacity and Area Unit.

Enter other approval information:

- Dubai Municipality approval start /end date

- Dubai Civil Defense approval start /end date

Then click on **Continue Application** button.

1 Permit Information

2 Documents

3 Review

Step 1 : Permit Information > Permit Information

\* indicates a required field.

## Tent Information

Organizer License ID:

Organizer Type:

\* Tent Name:

\* End Date:

\* Area Unit:

Organizer Name:

\* Location:

\* Start Date:

\* Tent Area:

\* Capacity:

## Other Approval Information

\* Dubai Municipality Start Date:

\* Dubai Civil Defence Start Date:

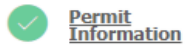
\* Dubai Municipality End Date:

\* Dubai Civil Defence End Date:

18 Save and resume later

Continue Application »

# Entertainment Tent



Permit Information

2 Documents

3 Review

4 Pay Fees

5 Record Issuance

Step 2 : Documents > Documents

\* indicates a required field.

## Condition Document

### Photo upload Requirements:

- **File type:** JPG, JPEG, GIF
- **File size:** Greater than 500kb and less than 1 MB
- **Quality:** Colored Photo with clear solid color background
- **Dimensions:**
  - Minimum 300 pixels wide x 400 pixels high
  - Maximum 1500 pixels wide x 2000 pixels high
- **Your photos must not be more than 6 months old**

### Passport upload Requirements

- **File type:** JPG, JPEG, GIF, PDF
- **File size:** Greater than 500kb and less than 1 MB
- **Quality:** High quality, clear contents
- **Mandatory data to be shown:**
  - Full Name
  - Passport #
  - Issue and Expiry Dates
  - Issuing Country
  - First three pages
  - Residency Visa page (in case of UAE residents)

### \* Required Documents:

1. Dubai Civil Defence NOC
2. Dubai Municipality NOC

Add

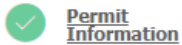
Add



5. Attach the required by clicking on **Add** button. Then click on **Continue Application** button.

- A valid Dubai Municipality approval
- A valid Dubai Civil Defense approval

# Entertainment Tent



Permit Information



Documents

6. In review page review all information. If needed, click on **Edit** button to make changes, at the end click on **Continue Application** button.

5 Record Issuance

Step 3 : Review

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

## Record Type

Entertainment Tent

## Tent Information

### TENT PARAMETERS

Organizer License ID: 234234324244235

Organizer Type: DED

Tent Name: 222

End Date: 10/08/2020

Area Unit: Sqft

Organizer Name: Tourism company

Location: داخل الفندق

Start Date: 11/07/2019

Tent Area: 22

Capacity: 50

Edit

## Other Approval Information

ENTERTAINMENT TENT INFORMATION

Dubai Municipality Start Date: 30/06/2019

Dubai Municipality End Date: 10/08/2020

Edit

# Entertainment Tent

✓ [Permit Information](#)

✓ [Documents](#)

✓ [Review](#)

4 [Pay Fees](#)

5 [Record Issuance](#)

## Step 4 : Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

### Application Fees

Fees	Qty.	Amount
Entertainment Tent Permit Fee	70000	AED70,000.00
Innovation Dirham	1	AED10.00
Knowledge Dirham	1	AED10.00

### TOTAL FEES

Note: This does not include additional inspection fees which may be assessed later.

**AED70,020.00**

Pay Online

Pay Cash

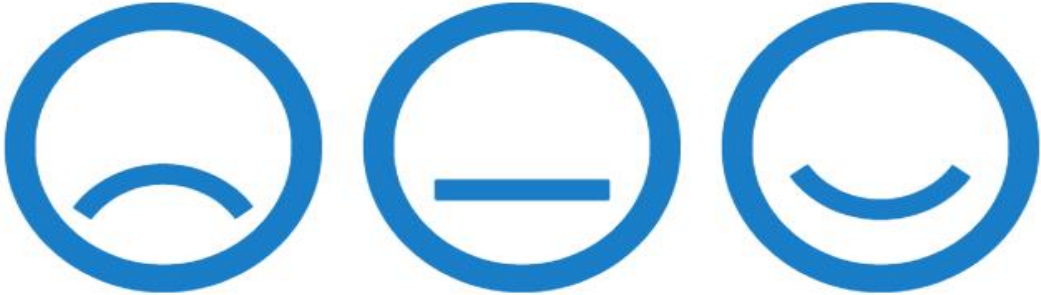
7. The system will display list of application fees and total amount. Click on **Pay online** to access payment gateway or click on **Pay Later** to get your Event Number and pay later (Online and Bank Transfer).

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8. Kindly rate your experience and write your feedback / suggestion.



مؤشر السعادة  
HAPPINESS METER  
instant



How was your experience?

A SMART DUBAI INITIATIVE

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EN

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10. Then click on **home** .

# Entertainment Tent



Your application has been successfully submitted.

9. The system will display record Number. Click on **Print/view Summary** button to print payment voucher.

Thank you for using our online services.

Your Record Number is 19TNT-000219869.

Print/View Summary

[Feedback](#) | [Contact Us](#)

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# Welcome to your

11. The application will be processed after the payment is done. The timeline of permit application processing is 24 hours. Unpaid application will be cancelled automatically from system prior to event 24 hours. Additionally, unpaid amendment application will be cancelled automatically from system before 24 hours prior to event date. After permit has been issued, click on **Issued** button to print the permit.

11	3	6	14	61
Fees	Missing Info	Issued	In Progress	Saved

Add/Take Action

Organizer: 234234234  
Record ID: [18ACT-000135885](#)

Event Name: 234  
Application Date: 4/18/2019

Renew	Print Receipt	Print Permit
-------	---------------	--------------

Organizer: 234234234  
Record ID: [16ACT-000451834](#)

Event Name: 234  
Application Date: 5/22/2018

Print Receipt	Print Permit
---------------	--------------

Organizer:  
Record ID: [18ECERT-000000136](#)

Event Name:  
Application Date: 3/28/2018

Print Receipt	Amend
---------------	-------

Organizer:  
Record ID: [16ECERT-000000001](#)

Event Name:  
Application Date: 12/26/2016

Renew
-------

# Required Documents and Fees

## ➤ Documents required for Entertainment Tent Permit

- A valid Dubai Municipality approval
- A valid Dubai Civil Defense approval

## ➤ Entertainment Tent Permit

Size	Monthly fee
Smaller than [500 sqrf]	5000 AED
Between [501 sqrf – 1,000 sqrf]	10,000 AED
Larger than [1,000 sqrf]	15,000 AED

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# End of Entertainment Permit Process

For further clarification please contact us on:

Tel: (+971) 6005-55559

Email: [epermit@dubaitourism.ae](mailto:epermit@dubaitourism.ae)

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# دبي للسياحة Tourism

Department of Tourism and Commerce Marketing

Private and Business Activities Process

e-Permit link: <https://epermits.dtcm.gov.ae>

# Apply for Private Activities - Login via Venue Account

[^ Back to Top](#)

# Welcome to e-Permit Portal

Department of Tourism and Commerce Marketing

User Name or E-mail

Password

I'm not a robot



Login »

[I've forgotten my password](#)

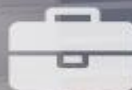
1. Enter your username and password and click on **Login**.



Registration User  
Guide



e-Permit Process



Business and  
Private Activities



FAQ Document



Safari Permit Process



# Register Hall Manger

[^ Back to Top](#)

# Welcome to your Dashboard

1. Click on **Add/Take Action** button.

Fees <span>12</span>	Missing Info <span>4</span>	Issued <span>6</span>	In Progress	Saved	History	Add/Take Action
----------------------	-----------------------------	-----------------------	-------------	-------	---------	-----------------

Record ID: 19ACT-000080941 Event Name: 11111	Balance Due: <b>1,570.00 AED</b>	Pay Fees	Bank Transfer or Fees Waiver	Print Voucher	Cancel
---	----------------------------------	----------	------------------------------	---------------	--------

Record ID: 19TNT-000041611 Event Name: 2345	Balance Due: <b>15,020.00 AED</b>	Pay Fees	Bank Transfer or Fees Waiver	Print Voucher	Cancel
--	-----------------------------------	----------	------------------------------	---------------	--------

Record ID: 18ASAF-000322263 Event Name: Safari Permit	Balance Due: <b>220.00 AED</b>	Pay Fees	Bank Transfer or Fees Waiver	Print Voucher	Cancel
--	--------------------------------	----------	------------------------------	---------------	--------

Record ID: 16ACT-000451834 Event Name: 234	Balance Due: <b>1,570.00 AED</b>	Pay Fees	Bank Transfer or Fees Waiver	Print Voucher	Cancel
---	----------------------------------	----------	------------------------------	---------------	--------



# Welcome to your Dashboard

Dashboard navigation icons: Fees (12), Missing Info (4), Iss (6), 12, 56, Add/Take Action (+)

2. Click on Register new user for private activity button.

Record ID: 19ACT-000080941 Balance Due: 1,570.00 AED  
Event Name: 11111

Record ID: 19TNT-000041611 Balance Due: 15,020.00 AED  
Event Name: 2345

Record ID: 18ASAF-000322263 Balance Due: 220.00 AED  
Event Name: Safari Permit

Record ID: 16ACT-000451834 Balance Due: 1,570.00 AED  
Event Name: 234

Activity management buttons: Update Registration, Register new user for private activity (highlighted), Add Entertainment Activity, Add Counter Permit, Add Safari Permit, Add Electronic Certificate, Add Entertainment Tent, Pay Fees, Bank Transfer or Fees Waiver, Print Voucher, Cancel

# Add Delegate

1 Step 1

2 Review

3 Pay Fees

4 Record Issuance

Step 1 : Step 1 > Page 1

\* indicates a required field.

## Hall Manager

3. Click on **Add New** button.

To add new contacts, click [Add New](#), click the Edit link.

Add New

## Document

### Photo upload Requirements:

- **File type:** JPG, JPEG, GIF
- **File size:** Greater than 500kb and less than 1 MB
- **Quality:** Colored Photo with clear solid color background
- **Dimensions:**
  - Minimum 300 pixels wide x 400 pixels high
  - Maximum 1500 pixels wide x 2000 pixels high
- **Your photos must not be more than 6 months old**

### Passport upload Requirements

- 202
- **File type:** JPG, JPEG, GIF, PDF
  - **File size:** Greater than 500kb and less than 1 MB

1 Step 1

2 Review

3 Pay Fees

4 Record Issuance

[^ Back to Top](#)

Step 1 : Step 1 > Page 1

\* indicates a required field.

### Hall Manager

To add new contacts, click the Select fi

Add New

### Document

#### Photo upload Requirements:

- **File type:** JPG, JPEG, GIF
- **File size:** Greater than 500
- **Quality:** Colored Photo with
- **Dimensions:**
  - Minimum 300 pixels
  - Maximum 1500 pixels
- **Your photos must not be**

#### Passport upload Requirements:

- **File type:** JPG, JPEG, GIF, PDF
- **File size:** Greater than 500kb and less than 1 MB
- **Quality:** High quality, clear contents
- **Mandatory data to be shown:**
  - Full Name
  - Passport #
  - Issue and Expiry Dates
  - Issuing Country
  - First three pages
  - Residency Visa page (in case of UAE residents)

#### \* Required Documents:

#### Contact Information

4. Enter Hall Manager details. Then click on **Continue** button.

\*Full Name in English

\*Full Name (Arabic)

\*E-mail:

\*Mobile Phone:

\*Passport Number:

Emirates ID:

Continue

Clear

[Discard Changes](#)

# Add Delegate

## Document

### Photo upload Requirements:

- **File type:** JPG, JPEG, GIF
- **File size:** Greater than 500kb and less than 1 MB
- **Quality:** Colored Photo with clear solid color background
- **Dimensions:**
  - Minimum 300 pixels wide x 400 pixels high
  - Maximum 1500 pixels wide x 2000 pixels high
- **Your photos must not be more than 6 months old**

### Passport upload Requirements

- **File type:** JPG, JPEG, GIF, PDF
- **File size:** Greater than 500kb and less than 1 MB
- **Quality:** High quality, clear contents
- **Mandatory data to be shown:**
  - Full Name
  - Passport #
  - Issue and Expiry Dates
  - Issuing Country
  - First three pages
  - Residency Visa page (in case of UAE residents)

### \* Required Documents:

1. No Objection Certificate:

2. Passport Copy:

5. Attach require documents by click on **Add** button. Then click on **Continue** button.

Required documents:

- NOC for Registration
- Hall manager passport copy

Add



Add



Save and resume later

Continue Application »

# Add Delegate



Step 1

2

Review

3

Pay Fees

4

Record Issuance

## Step 2 : Review

6. In review page review all information. If needed, click on **Edit** button to make changes, at the end click on **Continue Application** button.

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

## Record Type

Add Delegate

## Hall Manager

Edit

تبيست test

Mobile Phone:(+971)000000000

E-mail:test@test.ae

Passport Number:123

## Document

Edit

The maximum file size allowed is **16 MB**.

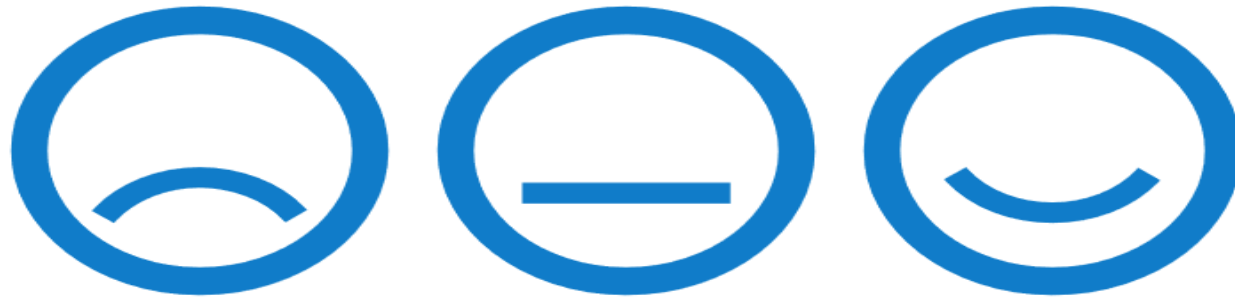
.html;.htm;.aspx;.exe;.xhtml;.dll; are disallowed file types to upload.

View People Attachments View Record Attachments

Name Type Size Latest Update Action

## Add Delegate

7. Kindly rate your experience and write your feedback / suggestion.



How was your experience?

A SMART DUBAI INITIATIVE

9. Then click on **home** .

## Add Delegate

8. The system will display record Number and. notification is sent with username and password. Then login to portal by using Hall manager account



Your application has been successfully submitted

Thank you for using our online services.

Your Record Number is 19RECORD-00000-90657.

Print/View Summary

# Apply for Private Activity ( Hall Manager Account)

[^ Back to Top](#)



# Private Activities

- In nature are internal, personal and/or community activities that are held at the venue premises and the attendees are family, friends, and/internal company staff.
- Private activity doesn't require permit. Required Document: Event owner passport copy \ Emirates ID
- Types of private activities:

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Type	النوع	Activity	النشاط
Party	حفل	Wedding/Engagement	حفل زفاف
		Wedding Anniversary	ذكرى زفاف
		New Born	مولود جديد
		Graduation(personal)	حفل تخرج (شخصي)
		Family	حفل عائلي
		Birthday party	عيد ميلاد
		Corporate staff	موظفي شركة
		Corporate client	عملاء شركة
Gathering	تجمع	Religious Gathering	تجمع ديني
		Community	مجتمعي
		Talent Competition	منافسة المواهب
Celebration	احتفال	National Day	عيد وطني
Private Business	أعمال خاصة	Graduation	تخرج
		Incentive	رحلات تحفيزية
		Meeting	اجتماع
		Symposium	ملتقى
		Training	تدريب
		Workshop	ورشة عمل

# Welcome to e-Permit Portal

Department of Tourism and Commerce Marketing

User Name or E-mail

.....

I'm not a robot  reCAPTCHA  
Privacy - Terms

1. Enter your username and password and click on **Login**. (Hall Manager Account)

Login »

[I've forgotten my password](#)



Registration User Guide



e-Permit Process



Business and  
Private Activities



FAQ Document



Safari Permit Process



Feedback | Contact Us

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# Welcome to your Dashboard

1. Click on Add /Take action Button. Then click on Add Private activity button.

- Fees** (3)
- Missing Info** (3)
- Issued** (7)
- In Progress**
- Saved** (3)
- History** (4)

**Add/Take Action**

Record ID: 17MTE-000181056  
Event Name: 243234

Balance Due: **1,270.00 AED**

- Add Business Activity**
- Add Private Activity**
- Add Electronic Certificate**

Record ID: 17ECERT-000000196  
Event Name:

Balance Due: **6,020.00 AED**

- Pay Fees**
- Bank Transfer or Fees Waiver**
- Print Voucher**
- Cancel**

Record ID: 17ECERT-000000019  
Event Name:

Balance Due: **3,020.00 AED**

- Pay Fees**
- Bank Transfer or Fees Waiver**
- Print Voucher**
- Cancel**

ADD PRIVATE ACTIVITY



**Name of main service**

Request to notify DTCM about special events

**Description of main service**

Notifying DTCM about special events such as graduations, weddings, etc. by event venues

**Name of general service**

Regulating Hospitality, Tourism and Events Services

**Fees**

Continue

Cancel

3. Read service/event permit information. Then click on **Continue** button.

Record ID: 17MTE-000181056

Event Name: 243234

Record ID: 17ECERT-000000196

Event Name:

Balance Due: **6,020.00 AED**

Record ID: 17ECERT-000000019

Event Name:

Balance Due: **3,020.00 AED**



Pay Fees



Bank Transfer or  
Fees Waiver



Print Voucher



Cancel



Pay Fees



Bank Transfer or  
Fees Waiver



Print Voucher



Cancel

# Personal Event Information

1 Main Information

2 Contacts

3 Additional Information

4 Documents

5 Review

6 Pay Fees

7 Record

4. Enter event main Information and fill the required fields.  
- **Event Profile:** you must enter in Arabic at least 60 characters and do not use google translate.  
- **Event contains celerity or VIP:** Please mention the names in event profile.

\* indicates a required field.

*Step 1 : Main Information > Main Information*

## Event Main Information

Establishment Name:

1 فندق جديد

Organizer License ID:

POIU1

\*Event Profile:



\*Client Company Name:

License Source:

DTCM

\*Event Name:

\*Maximum number of attendees:

Does the event contain celebrity or VIP?:

Yes  No

# Personal Event Information

## Venue Information

For entertainment events with start time earlier than 19:30, Please get a pre-Approval by sending event c

Venue Type:

Hotel

Hotel Classification:

7 stars

Registered Venue:

فندق جديد 1

Registered Venue:

فندق جديد 1

## Activities

### DETAILS

Showing 1-1 of 1

<input type="checkbox"/> Event Type	Category	Activity	Actions
<input type="checkbox"/> Party	Corporate Staff	Corporate Staff	

5. Click in **Add Activity** button to select event type and classification.

Add Activity Delete Selected

\*Client\Company Name:

111111

Does the event contain celebrity or VIP?: Please mention the names in event profile

Yes  No

[^ Back to Top](#)

## Venue Information

For entertainment events with start time earlier than 19:30, Please get a pre-Approval by sending event c

Venue Type:

Hotel

Registered Venue:

فندق جديد 1

Hotel Classification:

7 stars

6. Select type of event, category and activities. Then click on **Finish** button.

## Activities

[DETAILS](#)

Showing 0-0 of 0

Event Type

No records found.

[Add Activity](#)

[Delete Selected](#)

## Date And Time

[EVENT INFO](#)

For entertainment events with start time earlier than 19:30, Please get a pre-Approval by sending event c

Showing 0-0 of 0

215	Sub Venue	Event Start Date	Event Start Time	Event End Date	Event End Time	External Location
-----	-----------	------------------	------------------	----------------	----------------	-------------------

No records found.

### Select Event Type

(Select all that apply)

For assistance or to apply for Event Type not listed below please contact us.

#### Event Type

- Party
- Gathering
- Celebration
- Business ?

Next >

[Cancel](#)

### Select Category

(Select all that apply)

Party

#### Category

- Wedding/Engagement
- Wedding Anniversary
- New Born
- Graduation(personal)
- Family
- Corporate Staff
- Corporate Client
- Birth Day Party
- XMas Party
- Company Annual Party

<< Back

Next >>

[Cancel](#)

<< Back

Finish >>

[Cancel](#)

### Select Activity

(Select all that apply)

Party > Corporate Staff

#### Activity

- Corporate Staff

<< Back

Finish >>

[Cancel](#)

# Personal Event Information

Add Activity

Delete Selected

## Date And Time

### EVENT INFO

For entertainment Approval by sending event c

Showing 0-0 of 0

7. Click on **Add New** button.

Sub Ven	Event Start Date	Event Start Time	Event End Date	Event End Time	External Location
---------	------------------	------------------	----------------	----------------	-------------------

No records found.

Add Event

Edit Selected

Delete Selected

Save and resume later

Continue Application »



Registered Venue:

فندق جديد 1

Registered Venue:

فندق جديد 1

[^ Back to Top](#)

## Activities

### DETAILS

Showing 1-1 of 1

Event Type

Party

Add Activity

Delete Selected

Actions

## Date And Time

### EVENT INFO

For entertainment events with start time earlier than 19:30, Please get a pre-Approval by sending event c

Submit

Cancel

Showing 0-0 of 0

Sub Venue	Event Start Date	Event Start Time	Event End Date	Event End Time	External Location
-----------	------------------	------------------	----------------	----------------	-------------------

No records found.

Add Event

Edit Selected

Delete Selected

8. Select sub venue details and enter date and time. Then click on **Submit** button.

Save and resume later

Continue Application »

# Personal Event Information

## Date And Time

### EVENT INFO

For entertainment events with start time earlier than 19:30, Please get a pre-Approval by sending event c

Showing 1-1 of 1

<input type="checkbox"/> Sub Venue	Event Start Date	Event Start Time	Event End Date	Event End Time	External Location	Actions
<input type="checkbox"/> 1 قاعة	30/03/2019	20:00	30/03/2019	23:00		

Add Event Edit Selected

10. To save application and resume later please click on **Save and Resume** button.

11. Click on **Continue Application** button.

Save and resume later

Continue Application »

# Personal Event Information



**Main Information**

**2** Contacts

**3** Additional Information

**4** Documents

**5** Review

**6** Pay Fees

**7** Record Issuance

**Step 2 :** [Contacts](#) > [Contacts](#)

\* indicates a required field.

## Event Owner

12. Click on **Add New** to enter Event Owner details

To add new contacts, click the Select from Account button. To edit a contact, click the Edit button.

Add New

Showing 0-0 of 0

Full Name	Contact Type	E-mail	Action
-----------	--------------	--------	--------

No records found.

Save and resume later

219

Continue Application »

### Contact Information

\*Full Name (Arabic)

\*Nationality  
--Select--

\*Passport Number:

\*E-mail:

14. Enter Event owner details then click on **Continue** button.

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\*Full Name in English

Emirates ID:

\*Mobile Phone:  
(+ )

[Discard Changes](#)

**Main Information**

Step 2 : Contacts > Contacts

### Event Owner

To add new contacts, click the Select button

Showing 0-0 of 0

Full Name	Contact Type
No records found.	

7 Record Issuance

\*indicates a required field.



# Personal Event Information

- ✓ **Main Information**
- 2 Contacts**
- 3 Additional Information
- 4 Documents
- 5 Review
- 6 Pay Fees
- 7 Record Issuance

Step 2 : Contacts > Contacts

\* indicates a required field.

## Event Owner

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link

Add New

✓ Contact added successfully.

Showing 1-1 of 1

Full Name	Contact Type	E-mail	Action
<u>2222</u>	<u>Event Owner</u>	22@123.65	<a href="#">Edit</a> <a href="#">Delete</a>

18. After the contact information added successfully, click on **Continue Application** button.

Save and resume later

Continue Application »

# Personal Event Information

## Photo upload Requirements:

- **File type:** JPG, JPEG, GIF
- **File size:** Greater than 500kb and less than 1 MB
- **Quality:** Colored Photo with clear solid color background
- **Dimensions:**
  - Minimum 300 pixels wide x 400 pixels high
  - Maximum 1500 pixels wide x 2000 pixels high
- **Your photos must not be more than 6 months old**

## Passport upload Requirements

- **File type:** JPG, JPEG, GIF, PDF
- **File size:** Greater than 500kb and less than 1 MB
- **Quality:** High quality, clear contents
- **Mandatory data to be shown:**
  - Full Name
  - Passport #
  - Issue and Expiry Dates
  - Issuing Country
  - First three pages
  - Residency Visa page (in case of UAE residents)

## \* Required Documents:

1. Event Owner Passport/Emirates ID Copy For 2222

Add



20. Attach the required documents by clicking on **Add** button. Then Click on **Continue Application** button.

Required documents:  
Event Owner


Save and resume later

Continue Application »

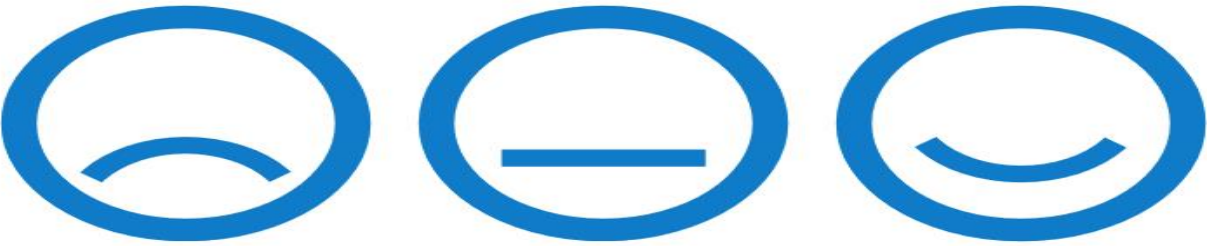


# Personal Event Information

7. Kindly rate your experience and write your feedback / suggestion.



مؤشر السعادة  
HAPPINESS METER  
instant



**How was your experience?**

A SMART DUBAI INITIATIVE



Home

Announcements

Logged in as:123

Account Management

My Dashboard

Search

Logout

^ Back to Top

25. Then click on **home**.

## Personal Event Information



Your application has been successfully submitted.

24. The system will display record Number.

Thank you for using our online services.

Your Record Number is **19PEVENT-00000001**.

Print/View Summary

# Welcome to your Dashboard

- Fees
- Missing Info
- Issued** <sup>1</sup>
- In Progress
- Saved
- History <sup>4</sup>

24. The notification has been sent to successfully and you have option to amend the private activity by click on **Amend** button.

Organizer: 1 فندق جديد  
Record ID: 19PEVENT-000000001

Event Name: 1111  
Application Date: 3/30/2019

- Amend**
- Cancel

# End of Private Activity Process

For further clarification please contact us on:

Tel: (+971) 6005-55559

Email: [epermit@dubaitourism.ae](mailto:epermit@dubaitourism.ae)

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# دبي للسياحة Tourism

Department of Tourism and Commerce Marketing

Shopping Mall and Retail Outlet User Manual

e-Permit link: <https://epermits.dtcm.gov.ae>

1. Enter the following URL to access the system  
<https://epermits.dtc.gov.ae>

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Google Search I'm Feeling Lucky

Google offered in: العربية فارسی हिन्दी اردو


# Welcome to e-Permit Portal

Department of Tourism and Commerce Marketing

User Name or E-mail

Password

I'm not a robot

  
reCAPTCHA  
Privacy - Terms

Login >

[I've forgotten my password](#)

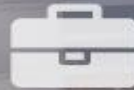
2. Enter e-Permit Portal.  
Kindly find e-Permit User Guide and FAQ documents to get information before you start using the system.



Registration User Guide



e-Permit Process



Business and Private Activities


FAQ Doc

3. Rashid Chatbot is a live chat tool to assist you with instant answers for your questions with multi languages (Arabic and English available up to now).



# Welcome to e-Permit Portal

Department of Tourism and Commerce Marketing

I'm not a robot   
[reCAPTCHA Privacy - Terms](#)

[Login >](#)  
[I've forgotten my password](#)

4. Enter your username and password and click on **Login**.



Registration User Guide



e-Permit Process



Business and Private Activities



FAQ Document



Safari Permit Process



# e-Permit Dashboard Shopping Mall and Retail Outlet

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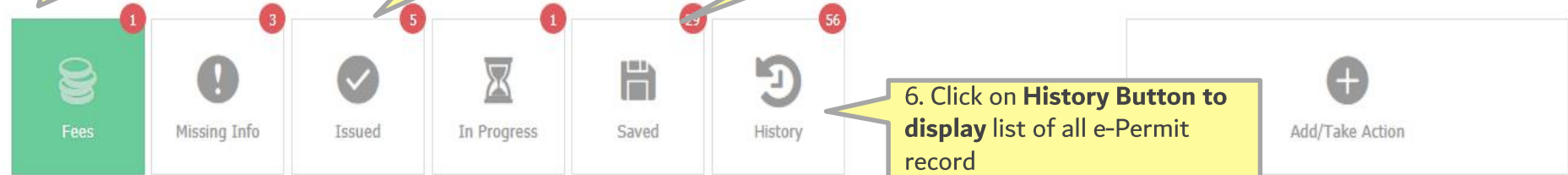


# Welcome to your Dashboard

1. Click on **Fees** button to display list of application pending for payment.

3. Click on **Issued** button to display list of issued permits.

5. Click on **Saved** button to display list of saved applications



2. Click on **Missing Info** button to display list of application that have required the correction.

4. Click on **In Progress** button to display list of pending applications.

6. Click on **History Button** to display list of all e-Permit record



**Note:** at First Login, system will ask you to change password and add new password.  
To start use the system and apply a permit , you need pay Annual subscription fees AED 320.

# Apply for Entertainment Activity Permit

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# Welcome to your Dashboard

1. To start apply for activity permit, click on **Add / Take Action** button.

- 1** Fees
- 3** Missing Info
- 5** Issued
- 1** In Progress
- 29** Saved
- 56** History

**+**  
Add/Take Action

Record ID: 17MTE-000142446  
Event Name: 234

Balance Due: **29,520.00 AED**

- Pay Fees
- Bank Transfer or Fees Waiver
- Print Voucher
- Cancel

# Welcome to your Dashboard

2. To start apply for entertainment activity permit, click on **Add Entertainment Activity** button.

- Fees
- Missing Info
- Issued <sup>1</sup>
- In Progress
- Saved
- History
- Add/Take Action

- Update Registration
- Add Entertainment Activity**
- Add Entertainment Tent

ADD ENTERTAINMENT ACTIVITY

**Name of main service**

Request to issue a permit for re-occurring entertainment activity

**Description of main service**

Issuing a permit for re-occurring entertainment activity for event venues

**Name of general service**

Regulating Hospitality, Tourism and Events Services

**Fees**

Ticketed/registration events Non-ticketed/Non-registration events

**Continue**

Cancel

4. Read service/event permit information. Then click on **Continue** button.

Record ID: 19TNT-000041611  
Event Name: 2345

Record ID: 18ASAF-000322263  
Event Name: Safari Permit

Record ID: 16ACT-000451834  
Event Name: 234

Record ID: 18RENEW-000075584  
Event Name: 234

Balance Due: **220.00 AED**

Balance Due: **1,570.00 AED**

Balance Due: **1,070.00 AED**

Update Registration Register new user for private activity Add Entertainment Activity Add Counter Permit Add Safari Permit Add Electronic Certificate Add Entertainment Tent

Pay Fees Bank Transfer or Fees Waiver Print Voucher Cancel

Pay Fees Bank Transfer or Fees Waiver Print Voucher Cancel

# Issue New Activity Permit

1 Activity Information

2 Performers Information

3 Attachments

5. Enter event main Information and fill the required fields.
- **Event Name:** Pre-approval is required to use Festival, Fest, Dubai, DXB, Expo in event Name.
  - **Event Profile:** you must enter in Arabic at least 60 characters and do not use google translate.
  - **Event contains celerity or VIP:** Please mention the names in event profile.

Step 1 : Activity Information > Activity Main Information

\* indicates a required field.

## Activity Main Information

Name::

234234234

License No:

234234324244235

\* Activity Profile:

Does the event contains celebrity or VIP?:

Yes  No

License Source:

DED

\* Activity Name:

\* Max. No. of attendees:

# Issue New Activity Permit

## Activities

### ACTIVITYDETAILS

Showing 0-0 of 0

Event Type

Activity

No records found.

Add Activity

Delete Selected

6. Click in **Add Activity** button to select event type and classification.

## LOCATION AND DATE

\* Sub Venue:

--Select--

\* Event Start Date:



\* Event End Date:



\* Period:

1 Month

\* Event Start Time:

19:30

\* Event End Time:

03:00

## Participants Bulk Upload

Is a feature where you can upload participant's information using a spreadsheet and multi-select documents. Download [Speakers Excel Sheet](#) and/or [Participants Excel Sheet](#) then fill in the required information, finally, rename the documents as Excel Sheet suggested. Bulk Upload guide [\[Click HERE\]](#)

Participants Bulk Upload:

239





# Issue New Activity Permit

Entertainment

DJ Events

DJ Events

Actions

Add Activity

Delete Selected

## LOCATION AND DATE

8. Select sub venue, activity date and time.

\*Sub Venue:

--Select--

\*Event Start Date:

\*Event End Date:

\*Period:

1 Month

\*Event Start Time:

19:30

\*Event End Time:

03:00

## Participants Bulk Upload

Is a feature where you can upload participant's information using a spreadsheet as Excel Sheet suggested. Bulk Upload guide [\[Click HERE\]](#)

9. Bulk Upload is an optional feature where you can upload participant's information using a spreadsheet and multi-select documents.  
10. Click on **Bulk Upload** check box to start use it.  
- Find Bulk Upload guide

Excel Sheet then fill in the required information, finally, rename the documents

Participants Bulk Upload:

Save and resume later

Continue Application »

# Issue New Activity Permit

- 1 Activity Information
- 2 Performers Information
- 3 Attachments
- 4 Review
- 5 Participant Bulk Upload
- 6 Pay Fees
- 7 Record Issuance

10. Click on **Add New** button to add participants details or **Look Up** button to search on exist participants.

Step 2 : Performers Information > Performers Information

\* indicates a required field.

## Performers List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Add New

Look Up

Showing 0-0 of 0

Full Name	Contact Type	E-mail	Action
No records found.			

Save and resume later

Continue Application »

[^ Back to Top](#)

12. For entertainment event: enter all performer/participant details incase you add new performer, then Click on **Continue** button.

### Contact Information

\*Participant Type:

Performer

\*Full Name in Arabic:

Nickname: \*

Birth Date: \*

Passport Number: \*

Emirates ID:

Issue Date: \*

Profession in Passport: \*

E-mail: \*

\*Full Name in English

Gender: \*

Female  Male

\*Nationality

--Select--

Expiry Date: \*

Participant Profession: \*

--Select--

Mobile Phone: \*

(+  )

**Continue**

Clear

[Discard Changes](#)

7 Record Issuance

\*indicates a required field.

**Continue Application »**

Activity Information

Step 2 : Performers Information

### Performers List

To add new contacts, click the Select fr

Add New

Look Up

Showing 0-0 of 0

Full Name Contact Type

No records found.

Save and resume later



# Issue New Activity Permit

- 1 Activity Information
- 2 Performers Information
- 3 Attachments
- 4 Review
- 5 Participant Bulk Upload
- 6 Pay Fees
- 7 Record Issuance

Step 2 : Performers Information > Performers Information

\* indicates a required field.

## Performers List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Add New

Look Up

✓ Contact added successfully.

Showing 1-1 of 1

Full Name	Contact Type	E-mail	Action
22222	Participant	2342@124.65	<a href="#">Edit</a> <a href="#">Delete</a>

13. After the contact information is added successfully, click on **Continue Application** button.

Save and resume later

Continue Application »

# Issue New Activity Permit

- Activity Information
- Performers Information
- 3 Attachments**
- 4 Review
- 5 Participant Bulk Upload
- 6 Pay Fees
- 7 Record Issuance

Step 3 : Attachments > Attachments

\* indicates a required field.

## Condition Document

### Photo upload Requirements:

- **File type:** JPG, JPEG, GIF
- **File size:** Greater than 500kb and less than 1 MB
- **Quality:** Colored Photo with clear solid color background
- **Dimensions:**
  - Minimum 300 pixels wide x 400 pixels high
  - Maximum 1500 pixels wide x 2000 pixels high
- **Your photos must not be more than 6 months old**

### Passport upload Requirements

- **File type:** JPG, JPEG, GIF, PDF
- **File size:** Greater than 500kb and less than 1 MB
- **Quality:** High quality, clear contents
- **Mandatory data to be shown:**
  - Full Name
  - Passport #
  - Issue and Expiry Dates
  - Issuing Country
  - First three pages
  - Residency Visa page (in case of UAE residents)

### \* Required Documents:

1. Passport Copy For 22222

Add



2. Photo Copy For 22222

Add



14. Attach the required documents (if required) by clicking on **Add** button. Then Click on **Continue Application** button.

Required documents:

- Passport copy and photo copy require for new performer.
- NOC from shopping mall for retail shop.

245 Save and resume later

Continue Application >>

# Issue New Activity Permit



Activity Information



Performers Information



Attachments

15. In review page review all information. If needed, click on **Edit** button to make changes, at the end click on **Continue Application** button.

7

Record Issuance

## Step 4 : Review

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

## Record Type

Issue New Activity Permit

## Activity Main Information

### EVENT MAIN INFORMATION

Name:: 234234234

License No: 234234324244235

Activity Profile:

.....

Does the event contains celebrity or VIP?: Yes

License Source: DED

Activity Name: 11111

Max. No. of attendees: 111

Edit

# Issue New Activity Permit



Activity Information



Performers Information



Attachments



Review



Participant Bulk Upload

6

Pay Fees

7

Record Issuance

## Step 6 : Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

### Application Fees

Fees	Qty.	Amount
<b>Issue New Activity Permit</b>		<b>AED1,570.00</b>
e-Permit fee	1	AED200.00
Event Performers Fees - Other Venues	1	AED350.00
Event Permit Fees- Other Venues	1	AED500.00
Innovation Dirham	1	AED10.00
Knowledge Dirham	1	AED10.00
Management Fees	1	AED500.00

### TOTAL FEES

Note: This does not include additional inspection fees which may be assessed later.

**AED1,570.00**

Pay Online

Pay Cash

16. The system will display list of application fees and total amount. Click on **Pay Online** to access payment gateway or click on **Pay later** to get your Event Number and pay later (Online and Bank Transfer).

# REQUIRED DOCUMENTS

- Find below table for more clarification about required documents:

No.	E-Permits Services	Required Documents
1	Registering in the e-Permits	<ol style="list-style-type: none"><li>1) Trade License</li><li>2) Event coordinator passport copy (venue account)</li><li>3) NOC for registration</li><li>4) Emirates ID for contact\system user</li></ol>
<b>Required Documents for each Event type:</b>		
2	Shopping Mall /Retail Shop Activity Permit	<ol style="list-style-type: none"><li>1) Passport and photo copy for each performer (if new Performer)</li><li>2) No objection certificate from Mall ( Retail Shop )</li></ol>

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# FEES

NO	Description	Arabic Description	Fees per permit	Per day	Per performer
1	Innovation Dirham	درهم الابتكار	AED 10	-	-
2	Knowledge Dirham	درهم المعرفة	AED 10	-	-
3	e-Permit Fees	رسوم التصريح	AED 200	-	-
4	Security permission	التصاريح الأمنية	AED 250	-	-
5	Performers / Musicians	عروض مهرجين / موسيقيين	AED 500	-	AED 350
6	Concert	حفل غنائي	-	AED 500 per day	-
7	Fashion Show	عروض أزياء	AED 3000	-	AED 350
8	Official Function with Entertainment	افتتاح رسمي مع عروض ترفيهية	AED 2500	-	AED 250
9	Fun Fair	مدينة ترفيهية	-	AED 2500	-
10	Activities ( Face Painting , Art & Craft, ...)	أنشطة متنوعة ( الرسم على الوجهه، فنون وحرف يدوية )	AED 500	-	-
11	Temporary Kids Play Area	منطقة لعب مؤقتة	AED 1000	-	-

# Thank You

For further clarification please contact us on:

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# دبي للسياحة Tourism

Department of Tourism and Commerce Marketing

e-Permit Payment Process

e-Permit link: <https://epermits.dtcm.gov.ae>

# Payment Methods

## Online Payment Process


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# Welcome to e-Permit Portal

Department of Tourism and Commerce Marketing

User Name or E-mail

.....

I'm not a robot  reCAPTCHA  
Privacy - Terms

1. Enter your username and password and click on **Login**.

Login »

[I've forgotten my password](#)



Registration User Guide



e-Permit Process



Business and  
Private Activities



FAQ Document



Safari Permit Process



Feedback | Contact Us

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# Welcome to your Dashboard

- Fees** (1)
- Missing Info** (1)
- Issued** (29)
- In Progress** (6)
- Pay Fees** (28)
- Cancel** (66)
- Add/Take Action**

1. In order to pay fees online, find record ID under fees section and click on **Pay Fees** Button.

Record ID: 19MTE-000000173  
Event Name: 222222222222222222

Balance Due: **1,270.00 AED**

- Pay Fees** (highlighted with a red box)
- Bank Transfer or Fees Waiver**
- Print Voucher**
- Cancel**



Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
<b>Issue New Multiple Times Permit</b>		<b>AED1,270.00</b>
DED Exhibition Fees	1	AED1,000.00
DED Management Fees	1	AED50.00
e-Permit fee	1	AED200.00
Innovation Dirham	1	AED10.00
Knowledge Dirham	1	AED10.00

**TOTAL FEES**  
Note: This does not include taxes and other charges assessed later.  
**AED1,270.00**

2. Click on **Pay Online** Button.

Pay Online Pay Later

# DubaiPay

MIDDLE EAST  
LEADING GATEWAY

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## Transaction Information

Service Provider : Department of Tourism and Commerce Marketing  
Service : Payment of the ePermits fees  
SP Transaction No : 13848397  
Amount : 1020.00 AED

## Payment Method

-  Credit Card
-  EdirhamG2
-  Direct Debit
-  OneClick Pay
-  Noqodi

3. System will direct you to Dubai Pay and then select Payment Method.

4. You can add another contact number to do the payment. Then, accept the warning message. Then click on **Pay** button.

## Contact Information

Email Address : mohamed.khalil@test.ae  
Mobile Number : 99423432424  
[\(Add Another Contact\)](#)

لقد قرأت التحذير وفهمت عواقبه  
I have read the **warning** and understood the consequences

Total Amount: 1020.00 AED

Cancel

Pay



# DubaiPay

MIDDLE EAST  
LEADING GATEWAY

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## Transaction Information

Service Provider : Department of Tourism and Commerce Marketing  
Service : Payment of the ePermits fees  
ePay Transaction No : 990000228599173  
Amount : 1020.00 AED

4. Inter card details, then click on **Pay** button.

## Card Details

Card Type :  VISA  MasterCard  AMERICAN EXPRESS  JCB

Credit Card Number :

Expiry Date : Month  Year

CVV Number \* :   

CVV number (Security Code) is the last three digits of the number found on the back of your credit card near the signature strip.



## Donation

Donate for charity 



Total Amount : 1020.00 AED

Cancel **Pay**

# DubaiPay

MIDDLE EAST  
LEADING GATEWAY

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4. Click on Proceed button to complete the verification process and complete the payment.

## Verification Process

Dear Customer,

As an added security measure, the following verification step is necessary to complete the payment:

Once you click 'Proceed', ePay will verify your credit card ownership by charging a random amount.

Note: This charged amount will be reversed / refunded automatically.

عزيزي المتعامل.

كإجراء أمني إضافي، نعدّ الخطوة الآتية للتحقق من البيانات ضرورية لإتمام الدفع:

حالما تنقر على "متابعة" سننولي بوابة الدفع الإلكتروني التحقق من ملكية بطاقة الائتمان خاصتك باقتطاع مبلغ عشوائي.

ملاحظة: هذا المبلغ المقتطع سيعاد إلى حسابك تلقائياً.

Cancel

Proceed

For Inquiries Call AskDubai 6005 6 0000 على الرقم "اسأل دبي" على الرقم

# DubaiPay

MIDDLE EAST  
LEADING GATEWAY

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## Verification Process

Dear Customer,

You will shortly receive an SMS from the Credit Card Issuing bank.

Enter the amount as per the SMS and click "Verify".

In case, you did not receive an SMS, you need to contact your credit card issuing bank & enquire about your recent transaction amount.

If your bank does not respond adequately, please call Ask Dubai

عزيزي المتعامل،

سوف تتسلم قريباً رسالة نصية قصيرة من البنك المصدّر لبطاقة الائتمان خاصتك.

أدخل المبلغ وفقاً للرسالة النصية القصيرة وانقر على "تحقق".

في حال لم تتسلم رسالة نصية قصيرة، يتعين عليك الاتصال بالبنك المصدّر لبطاقة الائتمان خاصتك والاستفسار عن المبلغ الذي تُرتب على آخر معاملة من

إذ  
إل دبي

4. Enter the amount as per SMS, then click on **Verify** button.

Amount :

Cancel

Verify

للاستعلام اتصل بخدمة "أسأل دبي" على الرقم 6005 6 0000 Call AskDubai For Inquiries

Home

Announcements

Logged in as: **Mindaugas Bartninkas**

Account Management

My Dashboard



Search

Logout

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6. Then click on **home** .

5. The system will direct you to e-Permit system and display record Number.

## Record Issuance



Your application has been successfully submitted.

Thank you for using our online services.

**Your Record Number is 18MTE-000000289.**

[Print/View Summary](#)



# Welcome to you

7. The application will be processed after the payment is done. The timeline of permit application processing is 24 hours. **Unpaid application** will be cancelled automatically from system prior to event 24 hours. Additionally, unpaid amendment application will be cancelled automatically from system before 24 hours prior to event date. After permit has been issued, click on **Issued** button to print the permit.

Fees <span>1</span>	Missing Info <span>3</span>	Issued <span>5</span>	In Progress <span>1</span>	Saved <span>32</span>	History <span>59</span>
---------------------	-----------------------------	-----------------------	----------------------------	-----------------------	-------------------------

[Add/Take Action](#)

Organizer: 333333  
Record ID: [18MTE-000005903](#)  
Event Name: test  
Application Date: 2/10/2018  
Record Type: Issue New Multiple Times Permit

Print Permit	Print Receipt
--------------	---------------

Organizer: 333333  
Record ID: [17MTE-000142446](#)  
Event Name: 234  
Application Date: 10/11/2017  
Record Type: Issue New Multiple Times Permit

Print Permit	Print Receipt
--------------	---------------

Organizer: 333333  
Record ID: [17MTE-000048850](#)  
Event Name: 123  
Application Date: 4/8/2017  
Record Type: Issue New Multiple Times Permit

Print Permit	Print Receipt
--------------	---------------

Organizer: 333333  
Record ID: [16MTE-000503951](#)  
Event Name: 333  
Application Date: 12/12/2016  
Record Type: Issue New Multiple Times Permit

Print Permit	Print Receipt
--------------	---------------

# Payment Methods

## Confirm Bank Transfer process

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# DTCM ACCOUNT DETAILS

Below table display DTCM Bank account details:

Account Title	Government of Dubai – Department of Tourism and Commerce Marketing – Revenue Account
Bank	Dubai Islamic Bank – AL SHOLA BRANCH, DEIRA, DUBA, UAE
Account Number	001520005097601
SWIFT CODE	DUIBAEAD
IBAN NO	AE43 0240 0015 2000 5097 601

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# Welcome to your Dashboard

Fees <span>1</span>	Missing Info <span>1</span>	Issued <span>29</span>	In Progress <span>6</span>	Add/Take Action <span>28</span> <span>66</span>
---------------------	-----------------------------	------------------------	----------------------------	---

1. After Fees Paid by Bank Transfer/Deposit to DTCM Bank account. You need to notify DTCM through the system. Kindly find record ID under fees section and click on **Bank Transfer or fees Waiver** Button.

Record ID: 19MTE-000000173  
Event Name: 222222222222222222

Balance Due: **1,270.00 AED**

Pay Fees	<b>Bank Transfer or Fees Waiver</b>	Print Voucher	Cancel
----------	-------------------------------------	---------------	--------



# ePermit Payment Confirmation



Step 1 : Payment Confirmation > Payment Confirmation

\* indicates a required field.

## Payment Confirmation Information

\* Record Id:

\* Payment Type:

\* Payment Amount:

Payment Reference Number:

2. Enter Payment confirmation details and attached payment reference document by click on **Add** button.

## Upload Reference Document

The maximum file size allowed is **16 MB**.  
.html;.htm;.aspx;.exe;.xhtml;.dll; are disallowed file types to upload.

### \* Required Documents:

1. Copy of Reference Document

3. Then click on **Continue Application** button.

**Add**



Save and resume later

**Continue Application >>**



Step 2 : Review

Save and resume later

5. Review payment confirmation details and then **Continue Application** button.

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

### Record Type

ePermit Payment Confirmation

### Payment Confirmation Information

PAYMENT CONFIRMATION

Edit

**Record Id:** 19CAP-00000-0005H  
**Payment Type:** Bank Transfer  
**Payment Amount:** 1270.00  
**Payment Reference Number:** 123456

### Upload Reference Document

Edit

The maximum file size allowed is **16 MB**.  
.html;.htm;.aspx;.exe;.xhtml;.dll; are disallowed file types to upload.

View People Attachments View Record Attachments

Name	Type	Size	Latest Update	Action
<a href="#">Payment Receipt1391628.pdf</a>	Payment Receipt	4.96 MB	07/05/2019	<a href="#">Actions</a> ▼

Save and resume later  
266

Continue Application »

# ePermit Payment Confirmation

6. Note the Payment Confirmation Number. Kindly note that the transaction will be valid after payment confirmation approved from DTCM and it will take 24 hours.

Your application has been successfully submitted.

Thank you for using our online services.  
**Your Record Number is 19CAP-00000-0005J.**

[Print/View Summary](#)

# End of Payment Process

For further clarification please contact us on:

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Email: [epermit@dubaitourism.ae](mailto:epermit@dubaitourism.ae)

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