



# COMMERCIAL PERMIT

## Policy and Procedure

Department: Registry of Companies

Document Identifier: PP/RL/003/01



## Commercial Permit- Policy and Procedure

### INTRODUCTION

The Commercial Permit is issued in accordance with the provisions of the Commercial Services Licensing Regulation No 9 of 2013.

### 1. PURPOSE

1.1	This permit is issued in lieu of the Commercial License, for the purpose of carrying out certain activities for a specific period.
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### 2. APPLICABLE TO

2.1	All existing facilities in DHCC who have a valid commercial license issued by DHCA.
2.2	All existing facilities in Emirate of Dubai who have a valid trade license by Dubai Economy or any other relevant authority within Dubai.

### 3. POLICY

3.1	Applicant must have a valid license issued by relevant authorities as stipulated in <i>Section 2.2</i> prior to the submission of the request.
3.2	Issuance of the Commercial Permit will coincide with the validity of the Lease Contract or Commercial License whichever falls earlier.
3.3	The Commercial Permit application should be in-line with the permitted activities specified in the Trade License of the applicant. In the event of non-conformity, a No Objection Letter from the landlord of the premises is required to process the application.
3.4	Certain external approvals shall be obtained by the applicant prior to submitting the application. Details of such approvals are listed in in Appendix 3 of Rule No 1 of 2018 (as amended).
3.5	The applicant must obtain a DHCC access card for the employees who will be deployed under the approved Commercial Permit within DHCC prior to commencement of the operation.

### 4. PROCEDURE/STEPS: (as applicable)

4.1	The following service points are eligible for Commercial Permit application <ul style="list-style-type: none"> <li>4.1.1 Commercial Exhibitions – One Facility</li> <li>4.1.2 Commercial Exhibitions – Multiple Facility</li> <li>4.1.3 Commercial Exhibitions/promotions/ conferences (without admission fees)</li> <li>4.1.4 Commercial Exhibitions/promotions/ conferences (with admission fees)</li> <li>4.1.5 Commercial Exhibitions/ promotions/ conferences (next to existing gallery)</li> </ul>
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	<p>4.1.6 Kiosk/ Booth (Events and Conferences)</p> <p>4.1.7 Food Truck</p> <p>4.1.8 Commercial Tent</p> <p>4.1.9 Ramadan Tent</p> <p>4.1.10 Business Counter (ie Rent a Car, Travel Agency, Driving Centre, etc)</p> <p>4.1.11 Self Service Machines (per device)</p> <p>4.1.12 Vending Machine (per Machine)</p> <p>4.1.13 Additional Working Hours</p>
4.2	The requirements for each service point is available in <i>section 7</i> .
4.3	Requests for Commercial Permits are issued via email inquiries to <a href="mailto:ROC@dhcr.gov.ae">ROC@dhcr.gov.ae</a> except for Ramadan permits, which can be applied for online via MASAAR.
4.4	The Registry of Companies Department will review the request and submitted requirements as stated in <i>section 7</i> and will inform the applicant of approval via email or via MASAAR for Ramadan permits only.
4.5	If information is missing or additional information is required prior to the issuance of an approval, this too will be communicated via email to the applicant from the Registry of Companies Department, or via MASAAR notification for Ramadan Permits only.
4.6	Upon receipt of approval via email or MASAAR notification, the applicant is then issued an invoice via email which is to be paid by either cash or cheque to the cashier window at the DHCR offices or by direct wire transfer. Ramadan Permits can be paid for online as well as either by cash, cheque or wire transfer.
4.7	Once confirmation of payment is received the Commercial Permit is generated and made available for applicant collection at the DHCR reception counter.

### 5. COMMUNICATION: (check all that apply)

<input checked="" type="checkbox"/>	Announcement
<input checked="" type="checkbox"/>	Awareness
<input type="checkbox"/>	Training
<input type="checkbox"/>	Other specify

### 6. DEFINITIONS

6.1	AWQAF – General Authority of Islamic Affairs and Endowment
6.2	Booth/Kiosk – machines used to display and sell a product or offer a service in commercial centers
6.3	Commercial Tent – A tent set-up or marked for commercial purposes (eg. Gallery, Ramadan Tent, Exhibitions, Conferences)



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6.4	DHCR – Dubai Healthcare City Authority – Regulatory
6.5	DM – Dubai Municipality
6.6	Food Truck- a large vehicle equipped to cook and sell food
6.7	RTA – Road and Transport Authority
6.8	Self-Service Machines - Self-service devices (eg. ATM for banks, utility payment machines, photocopier, insurance certification)
6.9	Stalls/Counters - Counter to display the product or services offered
6.10	Vending Machine - Automated machine that dispenses items after money is inserted into the machine

### 7. Service Requirements

SERVICE		REQUIREMENTS
7.1	<b>Commercial Exhibitions</b>	•
7.2	<b>Kiosk/Booth (Events and Conferences)</b>	<ul style="list-style-type: none"> <li>• Permit Application Form</li> <li>• Commercial License Copy</li> <li>• Lease Contract Copy</li> <li>• NOC from Landlord</li> <li>• Location Map for Installation</li> </ul>
7.3	<b>Food Truck</b>	<ul style="list-style-type: none"> <li>• Permit issued by Food Safety Department, Dubai Municipality</li> <li>• Trade License Copy</li> <li>• Vehicle Truck Registration Copy</li> <li>• Parking Permit Issued by RTA (if applicable) and/or Landlord</li> </ul>
7.4	<b>Commercial Tent / Ramadan Tent</b>	<ul style="list-style-type: none"> <li>• Permit Application Form</li> <li>• NOC from owner or Landlord</li> <li>• Trade License Copy</li> <li>• Approval from Civil Defense</li> <li>• Detailed outline of the planned event</li> <li>• Approval from Dubai Municipality Planning Department (Public Squares), RTA, Dubai Police and Civil Defense</li> </ul> <p>Note: Ramadan Tent for charity purpose may be issued at free of cost subject to the approval of DCHA management and AWQAF</p>
7.5	<b>Business Counter (ie Rent-A-Car, Travel Agency, Driving Centre, ect)</b>	<ul style="list-style-type: none"> <li>• Permit Application Form</li> <li>• Commercial License Copy</li> <li>• Lease Contract Copy</li> <li>• NOC from Landlord</li> </ul>



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		<ul style="list-style-type: none"> <li>Location Map for Installation</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>The Counter as representative only</li> <li>Calling customers is not allowed</li> <li>If the counter activity is for real estate activity, NOC/Permit is required from RERA</li> </ul>
7.6	<b>Self-Service Machines</b>	<ul style="list-style-type: none"> <li>Permit Application Form</li> <li>Trade License Copy</li> <li>Detailed Letter from the bank with the number and location of devices</li> <li>NOC from Central Bank</li> </ul>
7.7	<b>Vending Machine</b>	<ul style="list-style-type: none"> <li>Permit Application Form</li> <li>Commercial License Copy</li> <li>Lease Contract Copy</li> <li>NOC from Landlord</li> <li>Location Map for Installation</li> </ul>
7.8	<b>Additional Working Hours (per Rule No 1)</b>	<ul style="list-style-type: none"> <li>Permit Application Form</li> <li>Trade License Copy</li> <li>If exceed 2 hours need NOC from the owner of the shop</li> <li>If exceed 3 hours need NOC from the owner of the shop and developer approval</li> <li>Need community approval (for 24 hours)</li> </ul> <p>Note: As per Government of Dubai, retail/commercial shops should be closed by 12:00 midnight</p>
7.9	<p><b>Ramadan Permit</b></p> <p>Take-away and Delivery</p> <p>Dine-in within the Premises</p> <p>Take-away, delivery and dine-in</p>	<ul style="list-style-type: none"> <li>Permit Application Form</li> <li>Trade License Copy</li> </ul>

## 8. REFERENCES

8.1	DHCR Price List
8.2	DHCR Price List – Additional Commercial Permits
8.3	DHCR Rules and Regulations
8.4	DHCR Rule No 1 of 2018



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### REVISION HISTORY

S No	Summary	Amend Type*	Page	Issue No	Issue Date
1	Templated and Reviewed	Modify	All	1	23/7/2018
2					
3					
4					
5					

\*Amend Type – New/Add / Modify / Cancel