

بلدية دبي
DUBAI MUNICIPALITY



Dubai Engineering

Qualification System

Corporate Services



Version 4.5

By

<  > I-SOFT

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1. Overview

Through this guide, you will learn about the services provided by the Dubai Engineering Qualification System for consulting offices, contracting companies, suppliers and manufacturers of building materials. All this is can be checked through the Dashboard that includes all corporate details, including trade license, practice permit, Ejari contracts, Data of engineers, laborers, as well as projects. Additionally, you can view the automated compliance checklist for the corporate, and its compatibility with Dubai Municipality requirements, and many other procedures.

1.1 About Dubai Engineering Qualification System - Corporate Services

Within the framework of the responsibilities of the consultants and contractors qualification section towards corporates and workers in the construction sector, the client's journey - the corporate owner - used to include registration at the Dubai Municipality among the consulting offices, engineering contractors, or building materials suppliers and manufacturers. This step was performed to issue the trade license and be able to practice the activity.

To implement the digital transformation strategy and the paperless government services initiative, the Dubai Engineering Qualification System was created using the automatic link with multiple government associations. Among these associations are the Department of Economic Development, Ministry of Human Resources and Emiratization, General Directorate of Residency and Foreigners Affairs, Society of Engineers, Ejari, Dewa, and others. This automatic linking would upgrade the level of engineering practice permit services, and guarantee the highest levels of quality, ease and speed of delivery of those services.

In this guide, we will explain the services the system provides in your journey as a client through the following phases:

- Create the Trade License
- The Validity of the Trade License
- Cancellation of the Trade License

2. Create the Trade License Phase

To create a new trade license for a corporate in the building and construction sector, the owner / license owners are required to submit the request to the DED. Following that, the Dubai Engineering Qualification System automatically sends an email to the owner / manager / partner with the new request, and a link to complete the procedure as soon as the owner / license owners' transaction data reaches the DEQ system via automatic linking. (If the manager / partner does not have an account, the system requires him/her to create an account). After creating the account, the corporate data are displayed in the smart Dashboard based on the data received from the automatic linking with multiple government associations (e.g., DED, Ministry of Human Resources and Emiratisation, GDRFA, SOE, Ejari, Dewa, etc.) based on the corporate activities.

2.1 Create an Engineering Practice Permit

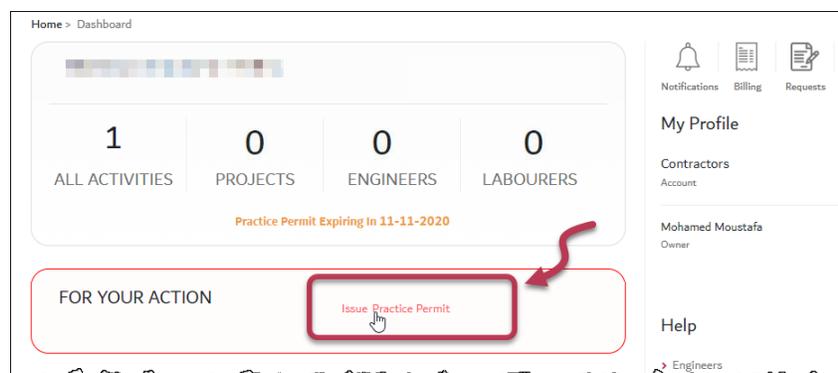
To create a new practice permit, perform the following steps:

1. When receiving the DEQ system message in your email, click the link [Click here](#). The link takes you to the Dubai Engineering Qualification System, and requires you to sign in to your account, or create a new account if you do not already have one.



To sign in to your account, go to Procedure [Signing in to Your Corporate Account](#) page 10 . Then you can proceed to the next step.

2. The system displays the corporate's dashboard. In the **For Your Action** section, the procedure for Issue Practice Permit appears. Click the link.



- The first step of the procedure displays the corporate details and data, trade license and related activities etc. You can view these details, and then click the **Next** button to continue.

Register New Contracting Company



Registration Information

These are the details we have received with your DED pre-approval.

Company Details

Company ID: 379	Company Type
Company Name	Email
Phone	PO Box
Address	

Trade License

Trade License No:	Trade Name:		
Issue Date: 28-04-2009	Expiry Date: 27-04-2022		
Activities: <table style="width: 100%; font-size: small; margin-top: 5px;"> <tr> <td style="width: 50%;">Ports & Marine Construction Contracting</td> <td style="width: 50%;">452013 Bridges & Dams Contracting</td> </tr> </table>		Ports & Marine Construction Contracting	452013 Bridges & Dams Contracting
Ports & Marine Construction Contracting	452013 Bridges & Dams Contracting		

Owner Information

Owner Name	Email:
Phone No	Date of Birth : 08-09-1982
Nationality : Pakistan	

Manager Information

Manager Name	Email:
Phone No	Date of Birth : 24-11-1995
Nationality : United Arab Emirates	

Back
Next

- In the next step, the results of the corporate's compliance checklist displays (based on linking with other associations like Ejari, Ministry of Labor, etc.) and the system automatically evaluates if the service requirements are met, as well as the terms of the corporate's activities. All these requirements must be fulfilled in order for the company to obtain this permit.

Register New Contracting Company



Information Verification

Please read through all the agreements, policies and disclosures and confirm you agree to all of them.

Terms and Conditions Payment

Filter by : All Activities (1) Uncompleted (1) Completed (0) Search by Activity Name

Electrical Fitting Contracting

✓
Accreditation
 For more activity regulation [Click Here](#)

0/1 Engineers
Uncompleted

Certify Information Accuracy

Please read through the following documents and let us know you accept the Servi

I certify the following I have read and agreed to [register practice permit Co](#)

Company Health Checklist (7/7) ▼

✓

Validate Residency of Accredited Engineers

Status : Done

✓

Validate EJARI Labor Area

Status : Done

✓

Validate Partners Other trade license

Status : Done

✓

Validate EJARI Office Contract

Status : Done

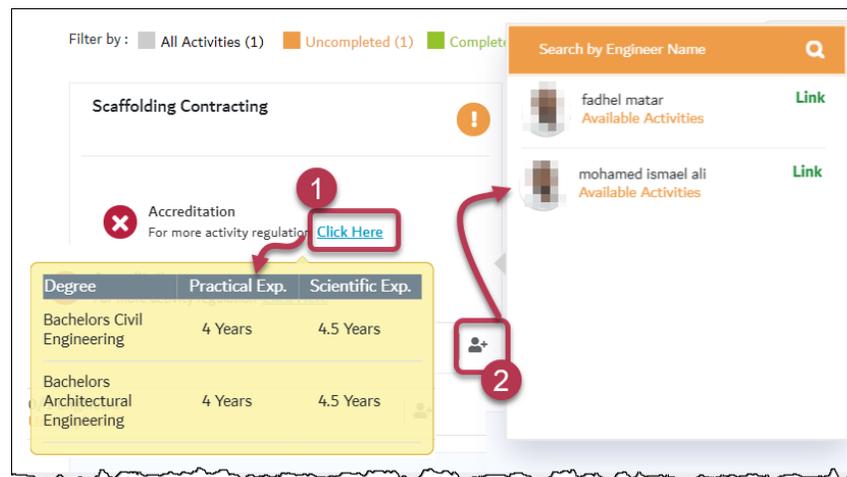
[Request Exception](#)



If the activity terms are not met, an error message appears at the top of the page, the condition of the condition is pending to the right of the page, and you will not be able to complete the transaction until all conditions are met. See the next picture.



5. In the **Activities** section, the new activity name displays. The system requires the customer to link the required engineers to the activity, as the system automatically shows the engineers who can be linked to this activity. You can click the [Click here](#) link to view the regulations for the activity. To link engineers to the activity, click the  icon.



You cannot link one engineer to more than two activities.

10. Select the **Cash Payment/Voucher** radio button. The system creates the voucher number that you can use to pay. Print the voucher and use it to pay at (Al Ansari Exchange, etc.).

Print Date: Tuesday, 02 July 2019

إذن الدفع / Voucher

Invoice No. 61391 رقم الفاتورة

Service Type Apply To Register The Practice Permit نوع الخدمة

Service Issuing Practice Permit Fees(Contractor) الخدمة

Record ID 61391 رقم السجل

Expiry Date تاريخ انتهاء الصلاحية

إيراد / ERAD

رسم البند / Fee Item	سعر الوحدة / Unit Price
Issuing Practice Permit Fees(Contractor)	1750 AED
Print Practice Permit Fee	500 AED
TOTAL	2250 AED

Notes: kindly note that the value of this invoice might be subject to additional Knowledge and Innovation Dirham fees.
ملاحظات: عزيزي العميل، يرجى ملاحظة أن قيمة هذه الفاتورة قد تكون خاضعة لرسوم إضافية خاصة بدرهم المعرفة ودرهم الابتكار.

DUBAI ENGINEERING QUALIFICATIONS

11. After paying the bill, go to the **Billing** section in the Dashboard, and the invoice status changes to **Paid**.

Billing

Request Type: Select Request Type

Invoice No: Enter Invoice No

ERAD Ref No: Enter Reference No

Invoice Date: DD-MM-YYYY

Invoice Status: Select Status

Filter

Invoice No	ERAD Ref No	Request Type	Invoiced On	Status	Amount
61934		Register Practice Permit	2019-08-20	Paid	2250 AED
61927		Transaction Exception Request	2019-08-20	Paid	1250 AED

My Profile

Contractors Account

Representative

Switch Company

Help

- Engineers
- Corporates
- Other

2.2 Signing in to Your Corporate Account

In order for you to sign in to your corporate account, you must receive a notification from Dubai Municipality to be able to access the account.

2.2.1 Sign in using UAE PASS

If you have an account registered with (UAE PASS), you can use it to enter the Dubai Engineering Qualification System. This happens in the following cases:

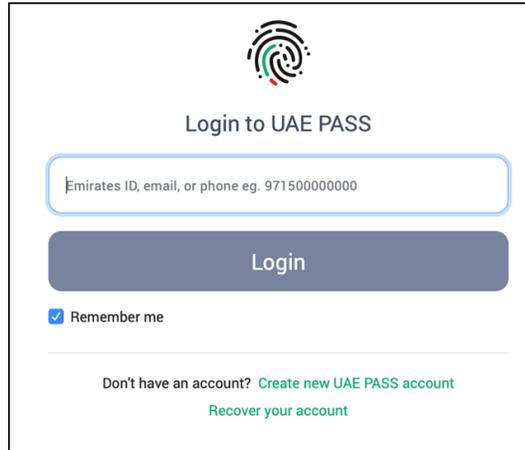
1. **You do not have an account** in the Dubai Engineering Qualification System, and there are no similar data between you and any of the system users. In this case, the system will fill in all your data via the link with UAE PASS system, and create an account for you in the Dubai Engineering Qualification System.
2. **You already have an account** in the Dubai Engineering Qualification system, but you tried to sign in using the UAE PASS, one of these two situations will happen:
 - If the UAE PASS data matches your data in the DEQ system, the system signs you into the Home page.
 - If some of the UAE PASS data are similar to the data of an existing DEQ system user, the system opens the "Create an Account" pages to modify these identical data, and then signs you into the Home page.

To sign in with your UAE PASS, perform the following steps:

1. After opening the system Home page, in the Sign in section, select the UAE PASS radio button.



2. Enter the **Email** used with the UAE PASS and the **Password** in the relevant fields, and click the **Sign In** button

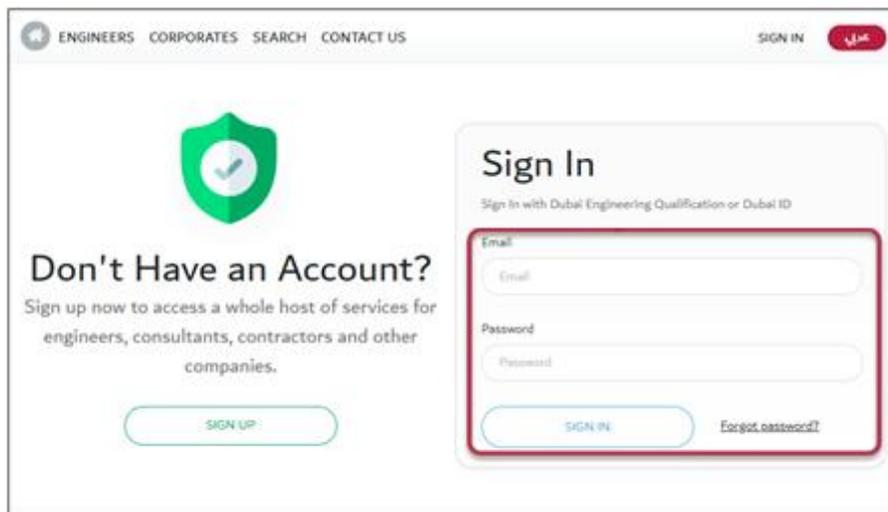


3. The system displays the Home page of your corporate profile.

2.2.2 Sign in to Dubai Engineering Qualification System

To sign in to your account, perform the following steps:

1. After opening the main page, go to the **Sign In** section, and select the **DEQ** radio button.
2. Enter your **Email** and **Password** in the relevant fields.



3. Click the **Sign In** button.

4. The system displays the Home page of your corporate profile.

Dashboard COMPANY PROFILE PROJECTS AUDITS VIOLATIONS ENGINEERS LABOURERS SIGN OUT عربي

Home > Dashboard

Corporate Test: ACTIVE

2 ACTIVITIES	3 PROJECTS	9 ENGINEERS	14 LABOURERS
-----------------	---------------	----------------	-----------------

Practice Permit Expiring In 03-12-2020

FOR YOUR ACTION Modify Practice Permit
1 Pending Action /s

Recommended Actions Request exception for new project

Company Compliance Checklist LAST CHECKED: 05-12-2019

30%	50%	20%
Regulations Met	Regulations Not Met	Pending

11 Total Compliance 3 Regulations Met 5 Regulations Not Met 2 Pending

- Validate MOL Sync
- Validate Linked Engineers SOE
- Validate EJARI Office Contract
- Validate EJARI Office Area
- Validate Number of Accredited Engineers
- Validate Residency of Accredited Engineers
- Validate EJARI Labor Camp Contract
- Validate EJARI Labor Area
- Validate number of Labors
- Validate Partners Other trade licenses
- Labour Quota

Company Profile
Contractors
Account
Representative
Switch Company

Help
Engineers
Corporates
Search
Contact Us
FAQs

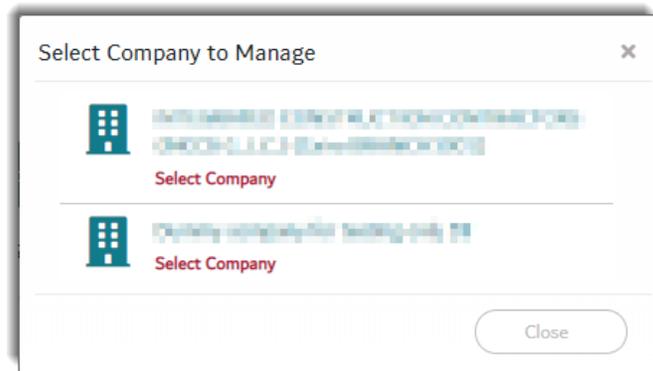
3. Trade License Validity Phase

In this chapter, you will learn about the services and procedures that can be performed during the validity of the trade license / practice permit, which includes the following:

- First: Corporate Dashboard Sections:
 - Notifications
 - Audits
 - Violations
 - Engineers
 - Labourers
 - Projects
 - Requests
 - Billing
 - Manage Users / Representatives
 - Company Profile
- Second: Procedures
 - Modify the practice permit
 - Renewing the practice permit
 - Upgrade the practice permit
 - Cancelling the practice permit

3.1 Corporate Dashboard Sections

After signing in to the corporate account, the system displays your corporate dashboard, unless you are a member / owner of more than one corporate. In this case, after logging in, the system provides you with the option of selecting which corporate to view its dashboard.

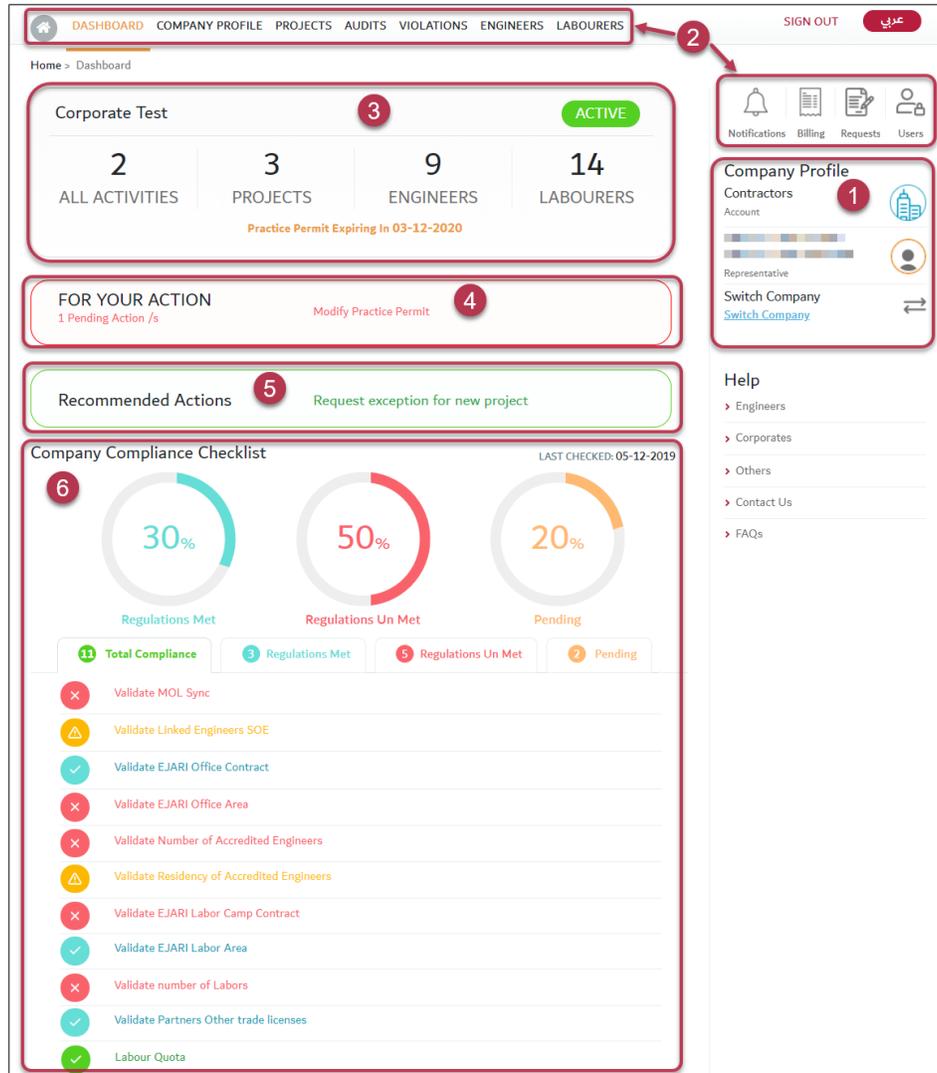


The corporate dashboard displays several sections that reflect data from automatic linking with multiple government associations such as (DED, Ministry of Human Resources and Emiratisation, GDFRA, SOE, Ejari, Dewa, etc.). These sections are explained in detail below.

The corporate dashboard is divided into the following:

1. In the right section of the screen, there is the company name and your registered sign-in name. When you click on your name, the system opens your personal dashboard.
2. At the top of the screen, you can switch between options and view related pages as follows:
 - 2.1 **Dashboard**
 - 2.2 **Company Profile:** It displays the corporate and managers' details, trade license, practice permit and many other procedures that you can perform.
 - 2.3 **Projects:** To view the details of the corporates' various projects.
 - 2.4 **Audits:** Displays the audits performed or scheduled to be performed on the corporate.
 - 2.5 **Violations:** Shows all the violations issued against the corporate.
 - 2.6 **Engineers:** Shows all registered engineers with the corporate.
 - 2.7 **Individuals:** That do not have accounts on the system except that their details are displayed via linkage with the Ministry of Labor.
 - 2.8 **Notifications:** Displays all notifications the company received.
 - 2.9 **Billing:** All invoices for requests submitted by the corporate.
 - 2.10 **Requests:** That were applied for by the corporate.
 - 2.11 **Users:** Displays the individuals who can access the corporate profile.
3. In the Top middle section of the screen: Some basic information about the corporate displays, such as the number of projects, activities, the number of engineers, and labourers.
4. **For Your Action:** It displays the actions you need to take quickly to avoid experiencing any problem, for example: approaching the expiration date of the trade license.
5. **Recommended Actions:** Displays the non-urgent actions that you may need to take later.

6. **Company Compliance Checklist:** It displays the percentage and status of the company's compliance checklist, such as the trade license status, Ejari validity status, engineers' residency validity, laborers' percentage, etc.

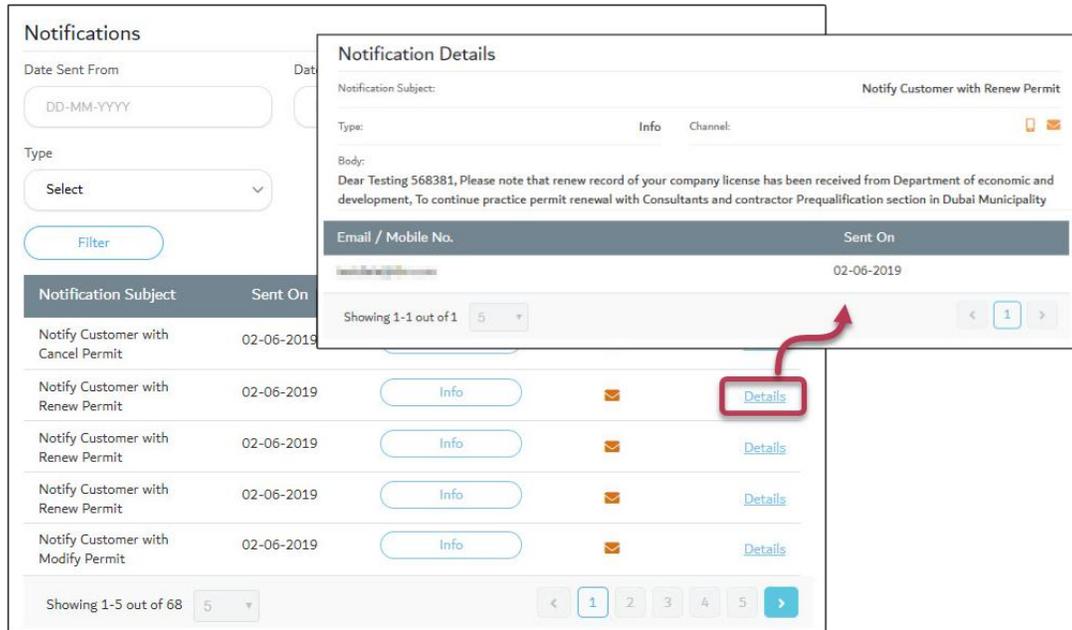


The screenshot shows a dashboard with the following components:

- Navigation:** DASHBOARD, COMPANY PROFILE, PROJECTS, AUDITS, VIOLATIONS, ENGINEERS, LABOURERS (highlighted with callout 2), SIGN OUT, عربي.
- Corporate Test:** ACTIVE status. Metrics: 2 ALL ACTIVITIES, 3 PROJECTS, 9 ENGINEERS, 14 LABOURERS. Callout 3 points to the 'ACTIVE' status.
- FOR YOUR ACTION:** 1 Pending Action /s. Callout 4 points to 'Modify Practice Permit'.
- Recommended Actions:** 5 Request exception for new project. Callout 5 points to this section.
- Company Compliance Checklist:** LAST CHECKED: 05-12-2019. Callout 6 points to the overall checklist area.
 - Regulations Met: 30%
 - Regulations Un Met: 50%
 - Pending: 20%
 - Summary: 11 Total Compliance, 3 Regulations Met, 5 Regulations Un Met, 2 Pending.
 - Checklist Items:
 - Validate MOL Sync (Failed)
 - Validate Linked Engineers SOE (Warning)
 - Validate EJARI Office Contract (Success)
 - Validate EJARI Office Area (Failed)
 - Validate Number of Accredited Engineers (Failed)
 - Validate Residency of Accredited Engineers (Warning)
 - Validate EJARI Labor Camp Contract (Failed)
 - Validate EJARI Labor Area (Success)
 - Validate number of Labors (Failed)
 - Validate Partners Other trade licenses (Success)
 - Labour Quota (Success)
- Company Profile:** Contractors (1), Account, Representative, Switch Company, Switch Company. Callout 1 points to the 'Contractors' count.
- Help:** Engineers, Corporates, Others, Contact Us, FAQs.

3.1.1 Notifications

This section displays all notifications that the corporate has received since the account creation. You can search for a notification by subject, date, or type. To view the notification details, you can click the **Details** button to the right of the record.



The screenshot shows a web interface for notifications. On the left, there is a 'Notifications' section with search filters for 'Date Sent From' (DD-MM-YYYY), 'Date', 'Type' (a dropdown menu), and a 'Filter' button. Below the filters is a table of notifications. The table has columns for 'Notification Subject' and 'Sent On'. The first row is highlighted. To the right of the table, there is a 'Notification Details' modal window. This modal shows the 'Notification Subject' as 'Notify Customer with Renew Permit', the 'Type' as 'Info', and the 'Channel' as 'Email'. The body of the notification reads: 'Dear Testing 568381, Please note that renew record of your company license has been received from Department of economic and development, To continue practice permit renewal with Consultants and contractor Prequalification section in Dubai Municipality'. Below the body, there is a table with columns 'Email / Mobile No.' and 'Sent On', showing one entry with the date '02-06-2019'. At the bottom of the modal, there is a pagination control showing 'Showing 1-1 out of 1'. In the main table, the 'Details' button for the first notification is highlighted with a red box and a red arrow pointing to the modal.

Notification Subject	Sent On	Info	Details
Notify Customer with Cancel Permit	02-06-2019		
Notify Customer with Renew Permit	02-06-2019	Info	Details
Notify Customer with Renew Permit	02-06-2019	Info	Details
Notify Customer with Renew Permit	02-06-2019	Info	Details
Notify Customer with Modify Permit	02-06-2019	Info	Details

3.1.2 Audits

Through the Dubai Engineering Qualification System, each corporate's checklist is automatically measured. If the checklist is not fulfilled, the audit officer will conduct an audit visit. In this case, an audit visit appears to the corporate on a specific date, and you can see the details of the visit (Audit conductor/ reason for the visit). After the audit visit is over, you can find out the comment of the auditor in this section.

In addition, if the company type is "building material supplier" and you create a new practice permit, the supporting papers must be submitted in order to issue a valid permit. In addition, since these papers cannot be authenticated by the system, a temporary practice permit is issued, and an audit visit is performed to confirm the authenticity of these papers. After verifying these papers, the practice permit is activated.

This section displays the audits performed or scheduled to be performed on the corporate.

Audit Visit

Audit Visit From

Audit Visit To

Audit Visit Status

[Filter](#)

Audit ID	Audit Visit Date	Audit Visit Status	
2181	11-11-2019	Scheduled	Details
2161	11-11-2019	Completed	Details
2061	10-11-2019	Completed	Details
1644	10-10-2019	Completed	Details
1643	10-10-2019	Completed	Details

Showing 1-5 out of 37

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You can search for the audit by date or status, and you can view the audit data by clicking the **Details** button. The details screen displays all data related to the audit, its status, the auditor and its result, if the visit is completed.

Audit Details

Audit ID	2161	Audit Date	11-11-2019
Audit Requested By	sys_admin	Audit Type	Adhoc
Audit Inspection Status	Visited	Audited By	System Administrator
Audit Comments	Submit Audit Visit		

3.1.3 Violations

When selecting the Violations section, a screen opens showing all the violations assigned to the corporate.

Violations

Violation No

Violation Date From

Violation Date To

Project No

Violation Status

Project	Plot ID	Issued On	Status	
68050124	74014	2019-12-09	Pending committee meeting	Details
85708124	37632	2019-12-09	Pending Corporate Action	Details
83491124	56721	2019-12-09	Pending Corporate Action	Details
27693124	98388	2019-12-09	Pending Corporate Action	Details
49506124	61966	2019-12-09	Pending Corporate Action	Details

Showing 1-5 out of 434

You can click the **Details** button to view the violation data. You can also search for a specific violation by number, date, project, or status.

3.1.4 Engineers

This section displays all the engineers registered at the corporate via the data coming from Society of Engineers, the GDRFA, and Ministry of Human Resources and Emiratization. It also displays charts that shows a summary of the residency expiry, engineers' statuses (their links to corporate activities).

Engineers

Residency Expiry Summary

Less than 3 Months	10
From 3 to 6 Months	14
Over 6 Months	17

Engineers Status Summary

Linked	4
Not Linked	39

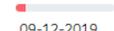
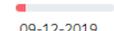
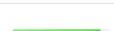
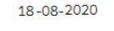
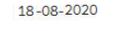
Engineer Name:

Residency Expiry Date From:

Residency Expiry Date To:

Engineer Activity Status:

[Filter](#)

Engineer Name	Passport Number	Residency Expiry Date	Linked Activity	Status	Details
ABUBAKER MOHAMED BABIKER		09-12-2019 		Not Linked	Details
AHMED SELIM OMAR ELSHALTONY		18-08-2020 		Not Linked	Details
AHMED MOHAMED FARAHAT FAHIM		13-08-2020 		Not Linked	Details
AHMED MAHMOUD		10-01-2020 		Not Linked	Details
ARNEL SORIANO RANAY		31-08-2020 		Not Linked	Details

Showing 1-5 out of 43

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[Associate Citizen Engineers](#)

Moreover, you can also search for a specific engineer using one of the available search criteria (*name, residence expiration date, activity status*), and you can view each engineer's data by clicking the **details** button to the right of the record.

Engineer Profile

Personal Details
ID Documents
Education
Experience



Engineer ID: 438

First Name: Mohamed

Last Name: Moustafa

Email: [Redacted]

Mobile No.: [Redacted]

Gender: Male

Date of Birth: 14-07-2000

Nationality: Egypt

Engineer Accreditations

- > Architectural Design Consultancy
Accredited on 27-06-2019



Apply for New Accreditation

3.1.5 Labourers

This section displays individuals who do not have accounts in the system, yet, their data are displayed via integration with the Ministry of Human Resources and Emiratization. These data display here so that owners / managers can know and view it. This section includes labourers only.

Labourers

Name

Occupation

Select Occupation
 ▼

Status

Select Status
 ▼

Filter

LABOURER NAME	LABOURER CARD NO	OCCUPATION	PASSPORT NO	NATIONALITY	STATUS
ABBASMANTHIR I KANAVAPEER KANAVAPEER	70079573	A/C & FRIG INSTALLATION TECHN		India	Active
ABID ASHRAF MUHAMMAD ASHRAF KHAN	62530861	A/C & FRIG INSTALLATION TECHN		Pakistan	Active
ABID GHAFUOR ABDUL GHAFUOR	66190494	A/C & FRIG INSTALLATION TECHN		Pakistan	Active
ALI RAZA AKHTAR ALI	66384064	WIRING ELECTRICIAN GENERAL		Pakistan	Active

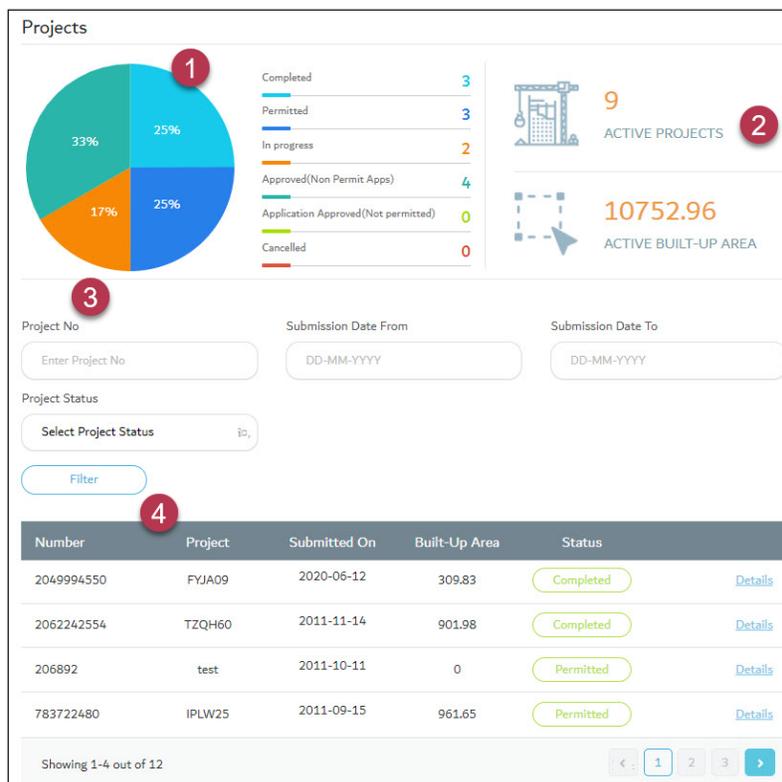
Showing 1-4 out of 75

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>

You can search for a specific labourer using the search criteria available at the top of the list.

3.1.6 Projects

This section displays the corporate projects based on data received from the Building Permits Department in Dubai Municipality. The Projects screen consists of 4 sections to display the details of the projects:



1. Diagram to show the percentage and status of the projects.
2. A section for the number and area of active projects.
3. A section to search for a specific project by its number, date, or status.
4. Data for each project and a button to display the complete details of the project.

When you click the **Details** button, the following data display:

Project Details			
Project ID	[REDACTED]	Project Description	IPLW25
Parcel ID	[REDACTED]	Project Type	Others
Consultant	Bird Roofers	Owner Name	Kareem Webster
Highest Building In Parcel	G +1M +9	Building Type	Investment Villa
Community Name	Rogers Hardware Store	Building Count	2
Project Status	Permitted	Project Closing Date	15-09-2011
Total Area	961.65		

3.1.7 Requests

This section displays all requests submitted by the corporate with details and status. You can view request details, search for a request, or make a transaction (e.g.: pay for an exam, schedule an exam, etc.).

My Requests					
Request Number	Submitted on	Request Type			
<input type="text" value="Enter Request No"/>	<input type="text" value="DD-MM-YYYY"/>	<input type="text" value="Select Request Type"/>			
Status	<input type="text" value="Select Request Status"/>				
<input type="button" value="Filter"/>					
Request No	Request Type	Submitted On	Status	Amount	
7198	Renew Practice Permit	12-12-2019	Renew Permit Completed	750 AED	Details
6753	Register Practice Permit	14-11-2019	Register Permit Completed	750 AED	Details
5449	Transaction Exception Request	15-09-2019	Pending Approval	500 AED	Details
4958	Project Exception Request	03-09-2019	Pending Approval	500 AED	Details
6453	Accredit Technical Staff Airports Engineering Services	14-10-2019	Pay & Schedule	400 AED	Details Payment & Schedule
Showing 1-5 out of 38 <input type="text" value="5"/>					
<input type="button" value="←"/> <input type="button" value="1"/> <input type="button" value="2"/> <input type="button" value="3"/> <input type="button" value="4"/> <input type="button" value="5"/> <input type="button" value="→"/>					

If you click the **Details** button next to any request, the request details display as follows:

Request Details - Accredite Technical Staff			
Request No	4915	Request Type	Accredite Technical Staff
Submitted on	02-09-2019	Accreditation Type	Exterior Building Cladding Contracting
Engineer Name	XXXXXXXXXX XXXXX XXXXX XXXXX	Status	Completed
Payment	Paid	Amount	400 AED
Fees Description	400 Fee Accredite Engineer		

If you select to **Pay and schedule** for example, the following screen appears:

Payment



Payment
Select preferred payment method to complete transaction

Documents ✔ Select Exam ✔ Payment ✔ Select Exam Date ✔

 **Show Available Exam Slots**
This Calendar is only to check the current availability of exam times, and may not be available upon payment. Hurry up and pay to book this time! [Show Available Exam Slots](#)

Applicable Fees

Item	Amount
Fee Accredite Engineer	AED 400
Total	AED 400

Payment Method
Select payment methods cash/online payment to book and schedule the exam.

Online Payment 🔒 100% SECURE Payment gateway
We are processing your transaction. You will be redirected to a secure third-party payment gateway.

Cash Payment/Voucher
In case of Cash Payment, please use the voucher number and go to one of the Dubai Municipality payment outlets, or any branch of [Ansari Exchange](#)

Voucher No.: XXXXXXXXXX XXXXX XXXXX XXXXX
[Print Voucher](#)

Back
Online Payment

3.1.8 Billing

This section shows all invoices for the corporate transactions on the DEQ system. Through this screen, you can pay an invoice, print it, or view its details as follows:

Billing

Request Type

Invoice No

ERAD Ref No

Invoice Date

Invoice Status

[Filter](#)

Invoice No	ERAD Ref No	Request Type	Invoiced On	Status	Amount	
62729		Project Exception Request	2019-12-04	Not Paid	750 AED	Pay Details
62998		Renew Practice Permit	05-01-2020	Paid	50000 AED	Details
62951		Corporate Violation Follow up	17-12-2019	Paid	50000 AED	Details
62940		Corporate Violation Follow up	17-12-2019	Paid	50000 AED	Details
62928		Corporate Violation Follow up	16-12-2019	Paid	50000 AED	Details

Showing 1-5 out of 172 < 1 2 3 4 5 >

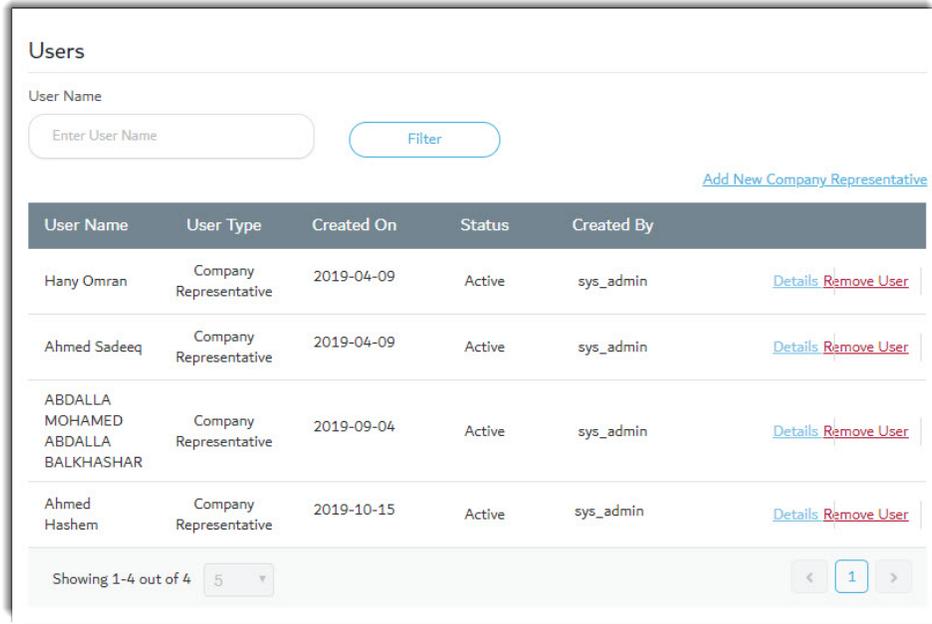
If you click the **Details** button for an invoice, you can view the request details as follows:

Request Details - Renew Practice Permit

Request No	6453	Request Type	Renew Practice Permit
Submitted on	2019-10-14	Status	Renew permit completed
Payment	Paid	Amount	750 AED
Fees Description	500 Print Practice Permit Fee 250 Renewal Fees (Contractor)		

3.1.9 Users

This section displays users who can access the corporate profile such as the owners, representatives, or managers. Through this screen, you can view user details, search for a user, or delete a user.



The screenshot shows a 'Users' management screen. At the top, there is a search bar labeled 'User Name' with a 'Filter' button. Below the search bar is a table with the following columns: User Name, User Type, Created On, Status, and Created By. The table contains four rows of user data. At the bottom of the table, there is a pagination control showing 'Showing 1-4 out of 4' and a page number '1'.

User Name	User Type	Created On	Status	Created By
Hany Omran	Company Representative	2019-04-09	Active	sys_admin
Ahmed Sadeeq	Company Representative	2019-04-09	Active	sys_admin
ABDALLA MOHAMED ABDALLA BALKHASHAR	Company Representative	2019-09-04	Active	sys_admin
Ahmed Hashem	Company Representative	2019-10-15	Active	sys_admin

When you click the **Details** button, the system displays the **User Details** screen, which consists of two sections: **Personal Information** and **ID Documents**.

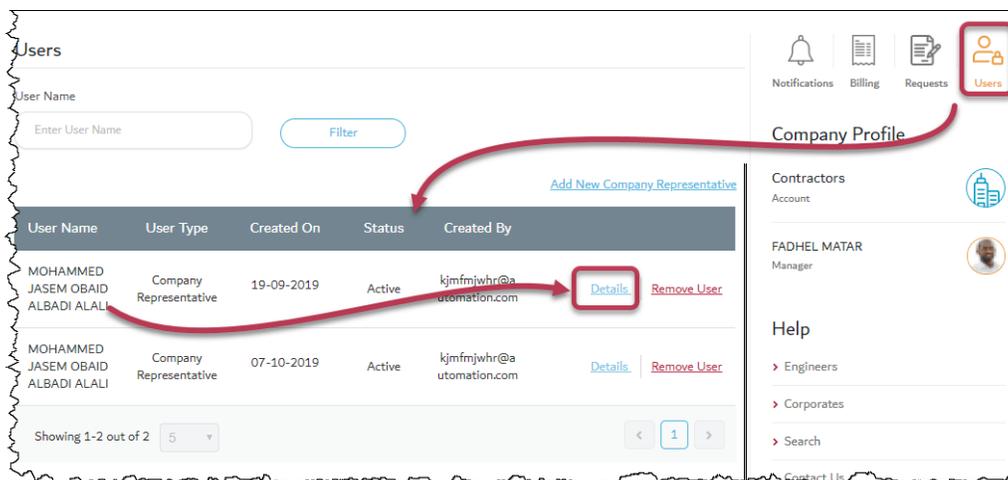


The screenshot shows the 'User Profile' details screen. It is divided into two main sections: 'Personal Details' and 'ID Documents'. The 'Personal Details' section includes fields for Engineer ID (495), Register No., First Name (Ahmed), Last Name (Sadeeq), Email, Mobile No., Gender (Male), Date of Birth (20-04-1988), and Nationality (India). The 'ID Documents' section includes fields for Society of Engineers Membership, Emirates ID No., Passport No., and Residence File No. A red circle with the number '1' is placed over the 'Personal Details' section, and a red circle with the number '2' is placed over the 'ID Documents' section.

3.1.9.1 View Corporate Representative Details

To view the details of your corporate representative, perform the following steps:

1. From the Dashboard, click the **Users** section at the top right side of the page, then select the user whose data you want to view.
2. Click (**Details**) to the right of the user record to view the details.

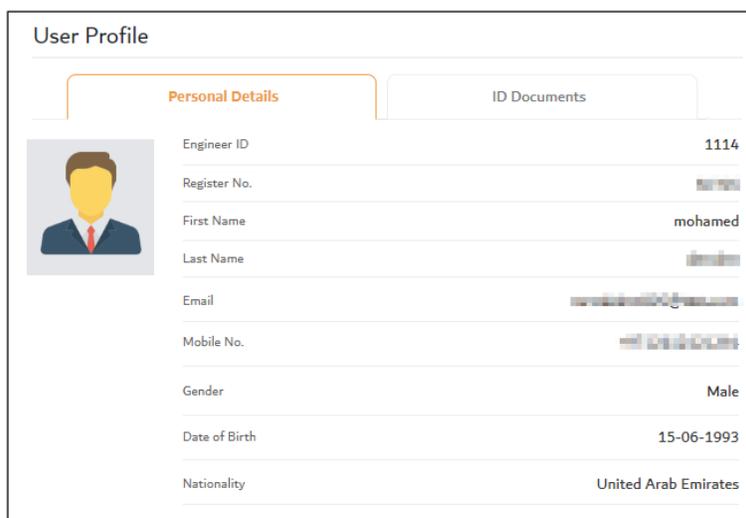


The screenshot shows a 'Users' management page. At the top right, there are navigation icons for Notifications, Billing, Requests, and Users. Below these is a 'Company Profile' section with a 'Contractors Account' for FADHEL MATAR, Manager. A 'Help' section is also visible. The main area contains a table of users:

User Name	User Type	Created On	Status	Created By	Actions
MOHAMMED JASEM OBAID ALBADI ALALI	Company Representative	19-09-2019	Active	kjmfjwjr@automation.com	Details Remove User
MOHAMMED JASEM OBAID ALBADI ALALI	Company Representative	07-10-2019	Active	kjmfjwjr@automation.com	Details Remove User

At the bottom of the table, it says 'Showing 1-2 out of 2' with a dropdown menu set to '5' and pagination controls.

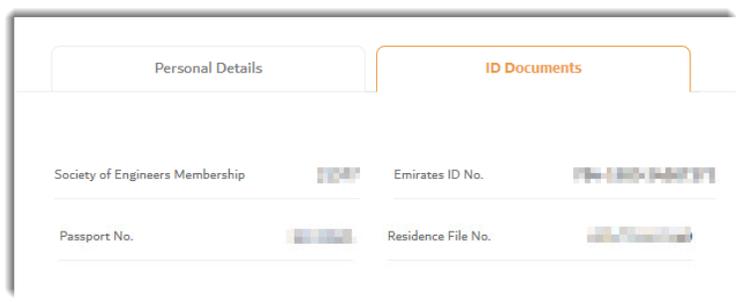
3. The **User Profile** page displays, with 2 tabs, **Personal Details**, and **ID Documents**.



The 'User Profile' page has two tabs: 'Personal Details' (active) and 'ID Documents'. The 'Personal Details' tab shows the following information:

Engineer ID	1114
Register No.	[Redacted]
First Name	mohamed
Last Name	[Redacted]
Email	[Redacted]
Mobile No.	[Redacted]
Gender	Male
Date of Birth	15-06-1993
Nationality	United Arab Emirates

4. In the **ID Documents** tab, the Society of Engineers membership, EID, and Residency details display.



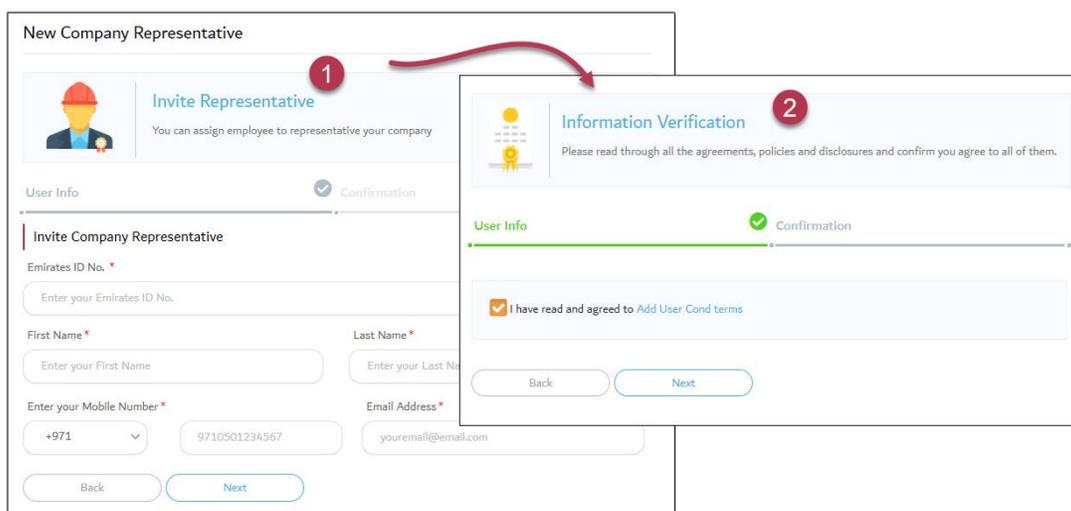
The 'ID Documents' tab shows the following information:

Society of Engineers Membership	[Redacted]	Emirates ID No.	[Redacted]
Passport No.	[Redacted]	Residence File No.	[Redacted]

3.1.9.2 Adding a new Corporate Representative

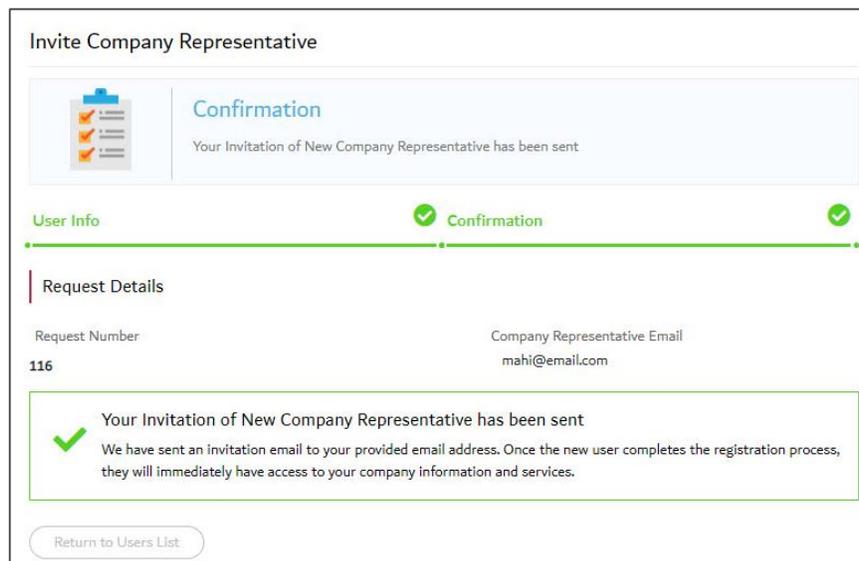
You can apply to add a new representative through the following procedure.

1. From the Dashboard, click on the **Users** section on the top right side of the page,
2. Click the **Add New Company Representative** link at the top of the user list. The first step displays "Invite Company Representative". Fill in the required details.
3. After filling the required data in the first step, click the **Next** button to go to the second step.



The screenshot shows a two-step process for adding a new company representative. Step 1, 'Invite Representative', includes a progress bar with 'User Info' and 'Confirmation' stages. The form fields are: Emirates ID No. (with a placeholder 'Enter your Emirates ID No.'), First Name (with a placeholder 'Enter your First Name'), Last Name (with a placeholder 'Enter your Last Name'), Mobile Number (with a dropdown for '+971' and a placeholder '9710501234567'), and Email Address (with a placeholder 'youremail@email.com'). Step 2, 'Information Verification', includes a progress bar with 'User Info' and 'Confirmation' stages. It features a checkbox labeled 'I have read and agreed to Add User Cond terms' which is checked, and 'Back' and 'Next' buttons.

4. Select the checkbox I have read and agreed to the terms and conditions of Add User, then click the Next button.
5. The request is successfully completed and the system sends an invitation email to the new company representative.

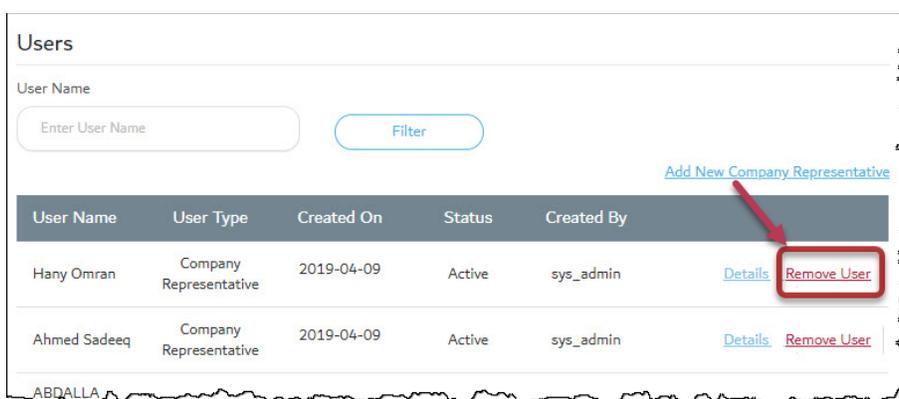


The screenshot shows the 'Invite Company Representative' confirmation page. It features a progress bar with 'User Info' and 'Confirmation' stages, both marked with green checkmarks. The main heading is 'Confirmation' with the message 'Your Invitation of New Company Representative has been sent'. Below this, the 'Request Details' section shows 'Request Number: 116' and 'Company Representative Email: mahi@email.com'. A green checkmark icon is followed by the text: 'Your Invitation of New Company Representative has been sent. We have sent an invitation email to your provided email address. Once the new user completes the registration process, they will immediately have access to your company information and services.' A 'Return to Users List' button is located at the bottom.

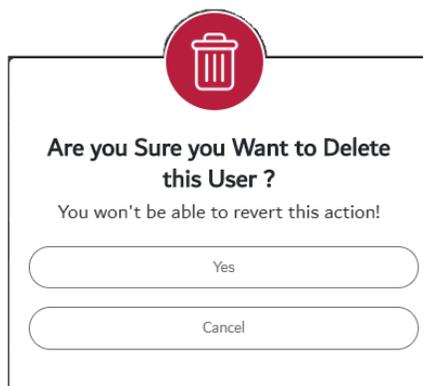
3.1.9.3 Removing Existing Corporate Representative

To remove an existing representative, perform the following steps:

1. From the Dashboard, click the **Users** section at the top right side of the page, then select the user that you want to delete.
2. Click the **Remove User** button to the right of the user record.



3. A popup message displays to confirm user removal. Click the **Yes** button.



4. The record is deleted successfully.



3.1.10 Company Profile

Through the **Company Profile** section, you can view the company details, the managers' information, trade license details, and practice permit. You can also do many other procedures, as you will see below.

The Company Profile consists of four tabs:

- Company details, which contains basic corporate data.

Company Profile

Company Details
Owners & Managers
Trade License
Practice Permit



Company ID	106
Company Type	Engineering Contracting
Company Name	[REDACTED]
Email	[REDACTED]
Phone	[REDACTED]
Mobile	[REDACTED]
PO Box	[REDACTED]
Address	[REDACTED]

Renew Practice Permit
Upgrade Practice Permit
Cancel Practice Permit

- Owners & Managers:** It displays the names and basic data of the corporate owner(s) and manager(s).

Company Details
Owners & Managers
Trade License
Practice Permit

Owner Information

Owner Name	[REDACTED]	Email:	[REDACTED]
Phone No:	[REDACTED]	Date of Birth:	1981-06-12
Nationality:	Pakistan		

Owner Information

Owner Name	[REDACTED]	Email:	[REDACTED]
Phone No:	[REDACTED]	Date of Birth:	1977-05-27
Nationality:	United Arab Emirates		

Manager Information

Manager Name	[REDACTED]	Email:	[REDACTED]
Phone No:	[REDACTED]	Date of Birth:	1981-06-12
Nationality:	Pakistan		

Upgrade Practice Permit
Cancel Practice Permit

- Trade License: Displays the corporate's trade license collected via DED.

- Practice Permit: This section displays data for the practice permit issued by Dubai Municipality in addition to the activities permitted for the corporate.

3.2 Practice Permit Procedures

Through this section, you will learn how to perform practice permit procedures according to the corporate activities:

- NOC Modification Request
- Renew Practice Permit
- Upgrade Practice Permit
- Cancel Practice Permit

3.2.1 NOC Modification Request

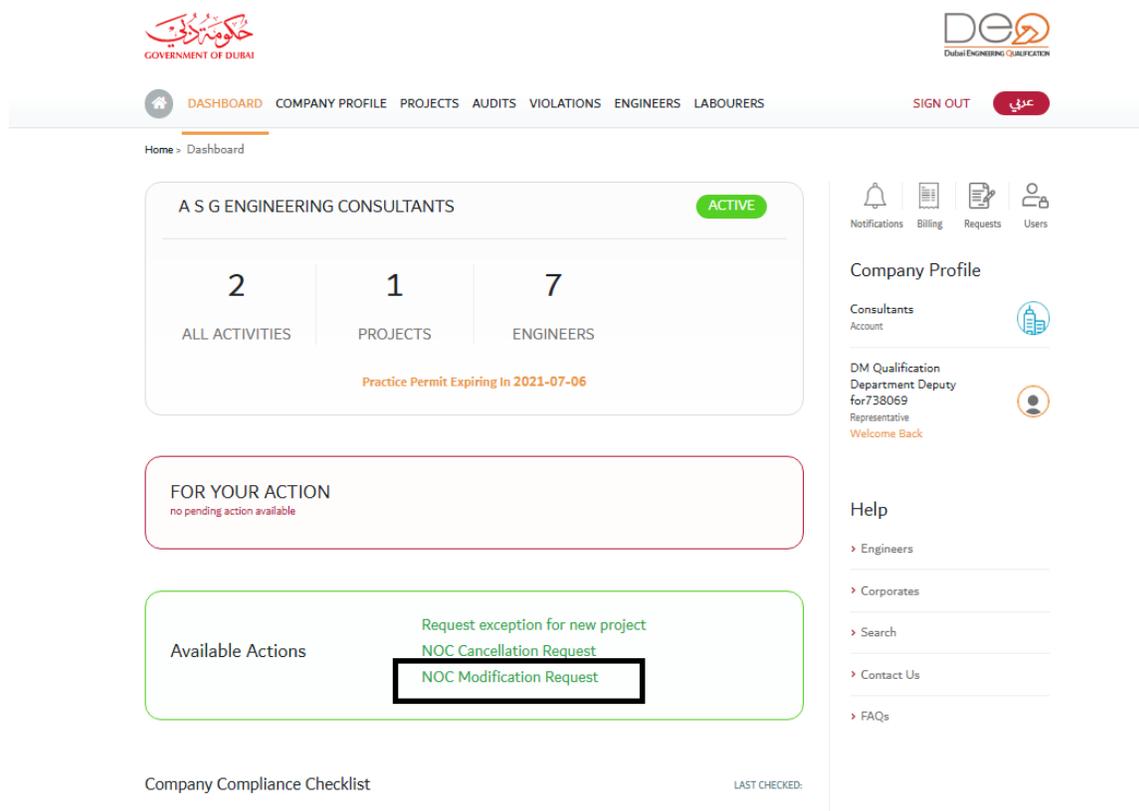
When you modify the trade license, this requires submitting a request to change the license in the Department of Economic Development. The modification includes or covers the following:

- Modify partners or managers
- Add new activity

After approving the request by the DED, an email from the Dubai Engineering Qualification System is sent to the owner / manager / partner with the Modify request, and a link to complete the changes to the practice permit to match those in the trade license.

To apply for NOC Modification Request, perform the following steps:

1. In the Dashboard-Corporate, in the **Available Actions** section, the procedure for **Modify Practice Permit** displays. Click the link.



2. The first step of the procedure Information is displayed. Input Registration number in DED.

3. Select the **Activity** you want to add from the Activity list. Then, press Add Activity. If you want to remove an activity, select the activity from the table below the list and press **Remove** beside the activity file.
4. Press Next.

The screenshot shows the 'NOC Modification Request' page. At the top, there are logos for the Government of Dubai and DEQ. A navigation bar includes 'DASHBOARD', 'COMPANY PROFILE', 'PROJECTS', 'AUDITS', 'VIOLATIONS', 'ENGINEERS', and 'LABOURERS'. A 'SIGN OUT' button is also present. The main content area is titled 'NOC Modification Request' and contains a form with a 'Transaction no in DED' field, a 'Select Activity' dropdown, and an 'Add' button. Below the form is a table with two rows of activities, each with a 'Remove' button. The table has columns for 'Activity Code', 'Activity Desc AR', 'Activity Desc En', 'Status', and 'Action'. The first row shows '742170' for 'استشارات هندسة التصميم المعماري' (Architectural Design Consultancy) and the second row shows '742103' for 'خدمات هندسة إشارات الأبنية' (Construction Engineering Services). A pagination bar at the bottom indicates 'Showing 1-2 out of 2'.

NOC Modification Request

Please provide details for your NOC Modification

NOC Modification Details Members Details Confirmation

Transaction no in DED
Transaction no in DED

Select Activity
Select Activity

Add

Activity Code	Activity Desc AR	Activity Desc En	Status	Action
742170	استشارات هندسة التصميم المعماري	Architectural Design Consultancy	Active	Remove
742103	خدمات هندسة إشارات الأبنية	Construction Engineering Services	Active	Remove

Showing 1-2 out of 2

Notifications Billing Requests Users

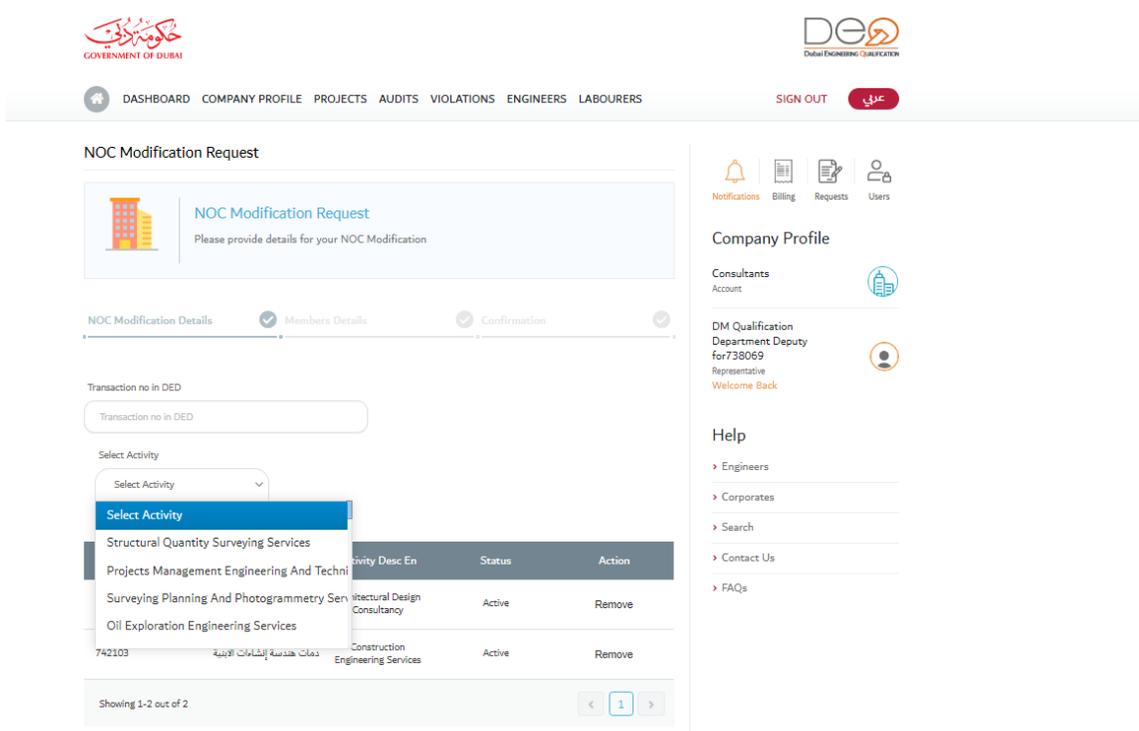
Company Profile

Consultants Account

DM Qualification Department Deputy for 738069 Representative Welcome Back

Help

- Engineers
- Corporates
- Search
- Contact Us
- FAQs



The screenshot shows the 'NOC Modification Request' page. At the top, there is a navigation bar with 'DASHBOARD', 'COMPANY PROFILE', 'PROJECTS', 'AUDITS', 'VIOLATIONS', 'ENGINEERS', and 'LABOURERS'. A 'SIGN OUT' button and a 'عربي' (Arabic) button are also present. The main content area is titled 'NOC Modification Request' and includes a sub-header 'Please provide details for your NOC Modification'. Below this, there are four steps: 'NOC Modification Details', 'Members Details', 'Confirmation', and a final step. The 'Members Details' step is active, showing a table of members. A dropdown menu is open for 'Select Activity', listing various engineering services. The table below has columns for 'Activity Desc En', 'Status', and 'Action'. The first row shows 'Structural Quantity Surveying Services' with a status of 'Active' and a 'Remove' button. The second row shows 'Projects Management Engineering And Techni...' with a status of 'Active' and a 'Remove' button. The third row shows 'Surveying Planning And Photogrammetry Ser...' with a status of 'Active' and a 'Remove' button. The fourth row shows 'Oil Exploration Engineering Services' with a status of 'Active' and a 'Remove' button. The fifth row shows '742103 خدمات هندسة الإنشاءات الإيانية' with a status of 'Active' and a 'Remove' button. The table is paginated, showing 'Showing 1-2 out of 2'.

5. In the next steps, Members' information is displayed. You may add or remove a member in this step.
6. To remove, select a member from the table and press **Remove**.

7. To add, press **Add Member**. Add Member page is displayed. Add Member's information required (If Emirate, input **Emirates ID**. If non-Emirate, input **Passport Number**).

Select Member Type*

person Body Corporate

Nationality*	Emirates ID*
<input type="text" value="Make a Selection"/>	<input type="text" value="Emirates ID"/>
Birthdate	Unified Number
<input type="text"/>	<input type="text" value="Unified Number"/>
Passport	Passport Place
<input type="text" value="Passport"/>	<input type="text" value="Make a Selection"/>
Name Arabic*	Name English*
<input type="text" value="Name Arabic"/>	<input type="text" value="Name English"/>
Mobile Number*	Legal Type*
<input type="text"/>	<input type="text" value="Make a Selection"/>

8. You may add a corporate. You may select Body Corporate. Then, add the required information (Trade License in Arabic and English and Mobile Number).

Select Member Type*

person Body Corporate

Authority*

Trade License*

Company Name Arabic*

Company Name English*

Mobile Number*

9. Press Save to add Member (Person/Corporate). A file is created to the member you added. You may add more than one member.

10. Press Next. Confirmation step is displayed.

The screenshot shows the DEQ web application interface. At the top, there are logos for the Government of Dubai and DEQ. A navigation menu includes: DASHBOARD, COMPANY PROFILE, PROJECTS, AUDITS, VIOLATIONS, ENGINEERS, LABOURERS, SIGN OUT, and a button with Arabic text. The main content area is titled "NOC Modification Details" and features an "Information Verification" section with a sub-header and a paragraph: "Please read through all the agreements, policies and disclosures and confirm you agree to all of them." Below this is a progress bar with four steps: "NOC Modification Details" (checked), "Members Details" (checked), "Confirmation" (checked), and a final step (checked). Under the progress bar is a section titled "NOC Modification Request" with a table showing "Transaction no in DED" as 5665656. Below the table is a "Certify Information Accuracy" section with the text: "Please read through the following documents and let us know you accept the Service Conditions." and a checked checkbox: "I have read and agreed to the terms and conditions". At the bottom of this section are "Back" and "Next" buttons. The right sidebar contains icons for Notifications, Billing, Requests, and Users, followed by "Company Profile" and "DM Qualification Department Deputy Representative for 738069" with a "Welcome Back" message. A "Help" section lists links for Engineers, Corporates, Search, Contact Us, and FAQs.

11. Select the checkbox I have read and agreed to the modify Practice Permit terms and conditions. Then click the Next button. The system goes to the payment step.

12. Confirmation Verification is displayed. Also, Request Number is displayed.

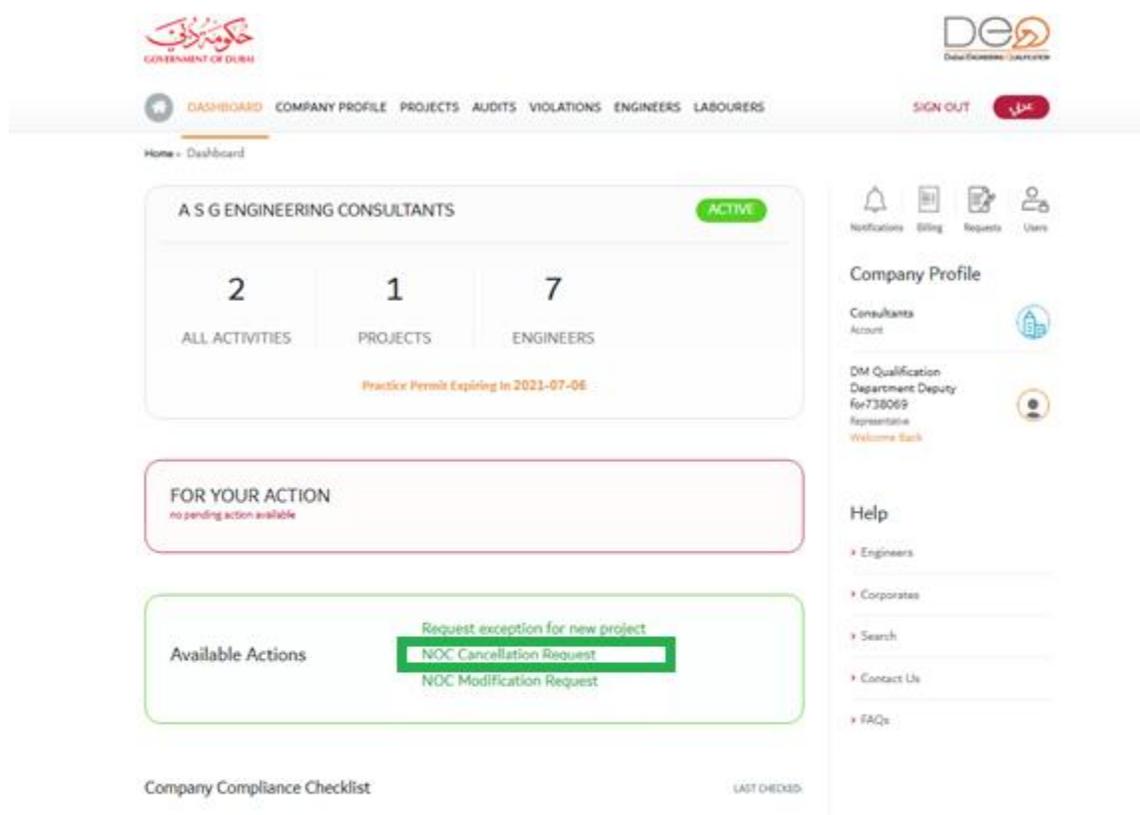
The screenshot displays the DEQ web application interface. At the top left is the DEQ logo and the Government of Dubai logo. The navigation menu includes: DASHBOARD, COMPANY PROFILE, PROJECTS, AUDITS, VIOLATIONS, ENGINEERS, LABOURERS, and a SIGN OUT button with an Arabic label. The main content area is titled "NOC Modification Details" and features a confirmation message: "Confirmation: NOC Modification Request has been submitted". Below this is a progress bar with four steps: "NOC Modification Details", "Members Details", "Confirmation", and an unlabeled step, all marked with green checkmarks. Under the "Request Details" section, the "Request Number" is listed as "8115". A large green box with a checkmark and the text "NOC Modification Request has been submitted" is prominently displayed. A "Return to Company Dashboard" button is located at the bottom left of the main content area. On the right side, there is a sidebar with icons for Notifications, Billing, Requests, and Users. Below these are sections for "Company Profile" (Consultants Account), "DM Qualification" (Department Deputy for 738069 Representative, Welcome Back), and a "Help" menu with links to Engineers, Corporates, Search, Contact Us, and FAQs.

3.2.2 NOC Cancellation Request

In case you want to cancel your corporate's trade license, you must submit NOC Cancellation Request in DED. Also, in order to cancel the practice permit, you must confirm that all requirements are met, such as that there are no active projects, as you cannot cancel the license while having ongoing projects.

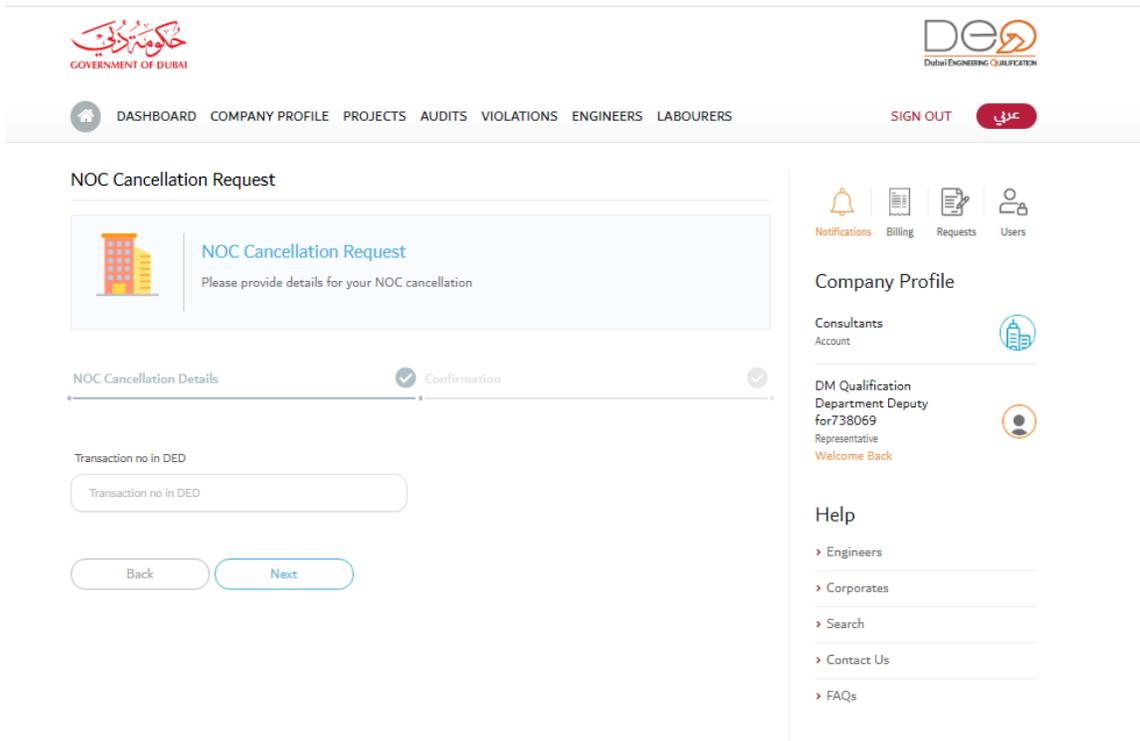
To apply for NOC Cancellation Request, perform the following steps:

1. Go to the **Company Dashboard** section and click the **NOC Cancellation Request** link.



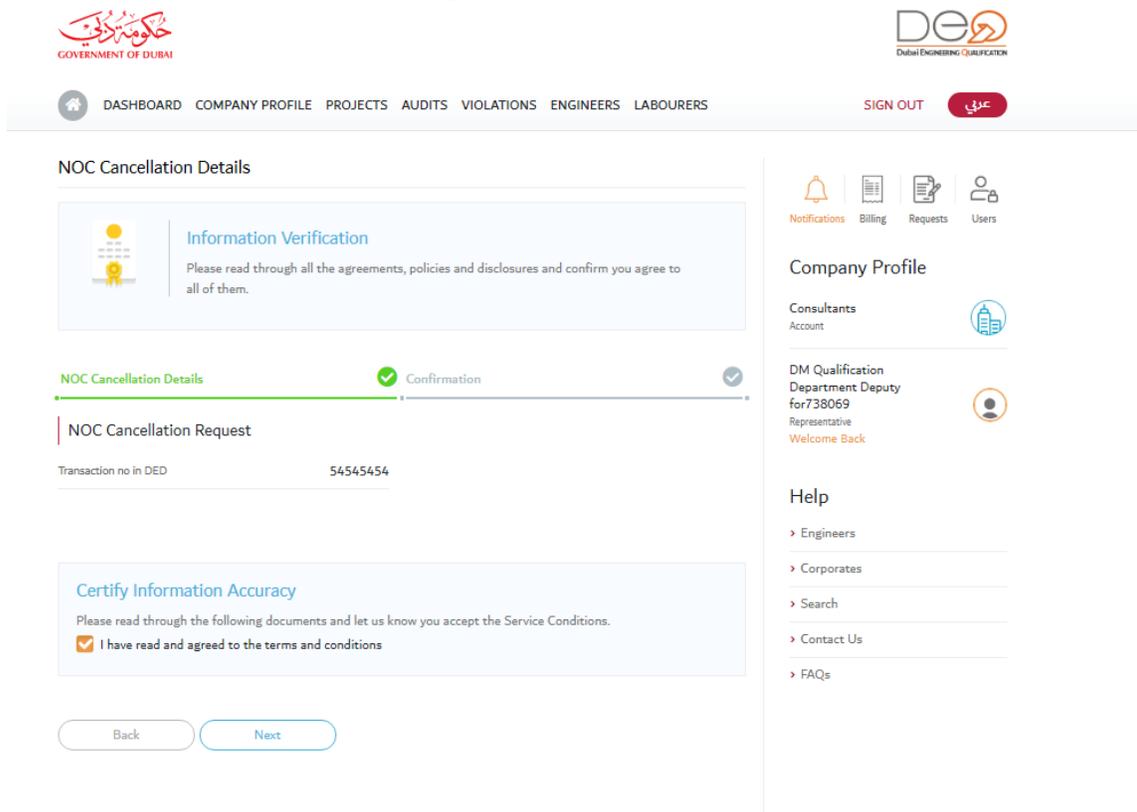
The screenshot displays the DED Company Dashboard for 'A S G ENGINEERING CONSULTANTS'. The main content area shows a summary of company status: 2 All Activities, 1 Project, and 7 Engineers. A green 'ACTIVE' badge is present. A warning message indicates 'Practice Permit Expiring in 2021-07-06'. Below this, a 'FOR YOUR ACTION' section states 'no pending action available'. The 'Available Actions' section lists 'Request exception for new project', 'NOC Cancellation Request' (highlighted with a green box), and 'NOC Modification Request'. The right sidebar contains 'Company Profile' (Consultants Account, DM Qualification Department Deputy for 738069 Representative, Welcome Back), 'Help' (Engines, Corporates, Search, Contact Us, FAQs), and 'Company Compliance Checklist' (LAST CHECKED).

- The first step is displayed for Cancellation Details. Input Transaction Number in DED.



The screenshot shows the 'NOC Cancellation Request' page. At the top, there are logos for the Government of Dubai and DEQ. A navigation bar includes 'DASHBOARD', 'COMPANY PROFILE', 'PROJECTS', 'AUDITS', 'VIOLATIONS', 'ENGINEERS', 'LABOURERS', 'SIGN OUT', and 'عربي'. The main content area has a header 'NOC Cancellation Request' and a sub-header 'NOC Cancellation Request' with the instruction 'Please provide details for your NOC cancellation'. Below this is a progress bar with two steps: 'NOC Cancellation Details' (active) and 'Confirmation'. A text input field is labeled 'Transaction no in DED' with the placeholder 'Transaction no in DED'. There are 'Back' and 'Next' buttons. On the right sidebar, there are icons for 'Notifications', 'Billing', 'Requests', and 'Users'. Below these are sections for 'Company Profile' (Consultants Account), 'DM Qualification Department Deputy for 738069 Representative' (Welcome Back), and a 'Help' menu with links to 'Engineers', 'Corporates', 'Search', 'Contact Us', and 'FAQs'.

- Then, press Next for confirmation page.
- Check the box I have read and agreed to the terms and conditions.



The screenshot shows the 'NOC Cancellation Details' page. It features the same top navigation and logos as the previous page. The main content area has a header 'NOC Cancellation Details' and a sub-header 'Information Verification' with the instruction 'Please read through all the agreements, policies and disclosures and confirm you agree to all of them.' Below this is a progress bar with two steps: 'NOC Cancellation Details' (active) and 'Confirmation'. A text input field is labeled 'Transaction no in DED' with the value '54545454'. There is a section titled 'Certify Information Accuracy' with the instruction 'Please read through the following documents and let us know you accept the Service Conditions.' and a checked checkbox 'I have read and agreed to the terms and conditions'. There are 'Back' and 'Next' buttons. The right sidebar is identical to the previous page.

5. The system displays a message to confirm the cancellation request has been submitted. Request number is also displayed.

NOC Cancellation Details



Confirmation

NOC Cancellation Request has been submitted



Request Details

Request Number **8153**



NOC Cancellation Request has been submitted

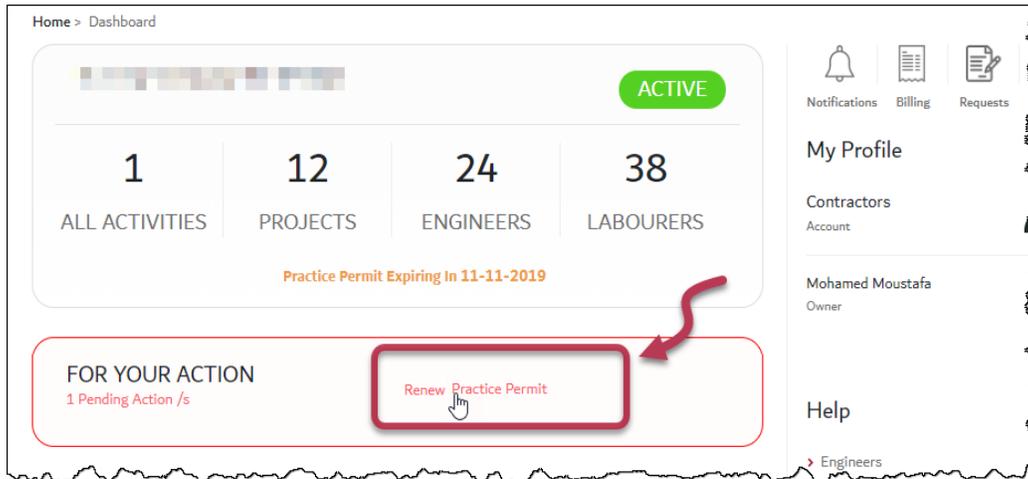
[Return to Company Dashboard](#)

3.2.3 Renew Practice Permit

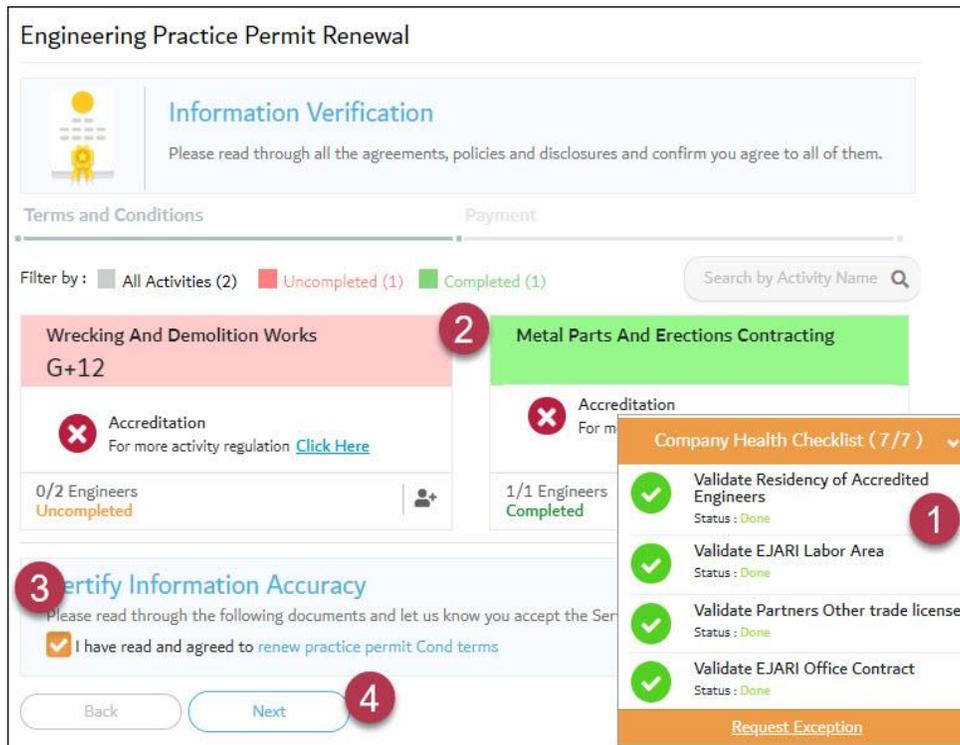
For a specific period prior to the expiry of the Practice permit, the system allows you to renew it according to the company classification. The renewal request must be submitted two months prior its expiration date.

To apply for renewal, perform the following steps:

1. From the Dashboard, click the **Renew Practice Permit** button.



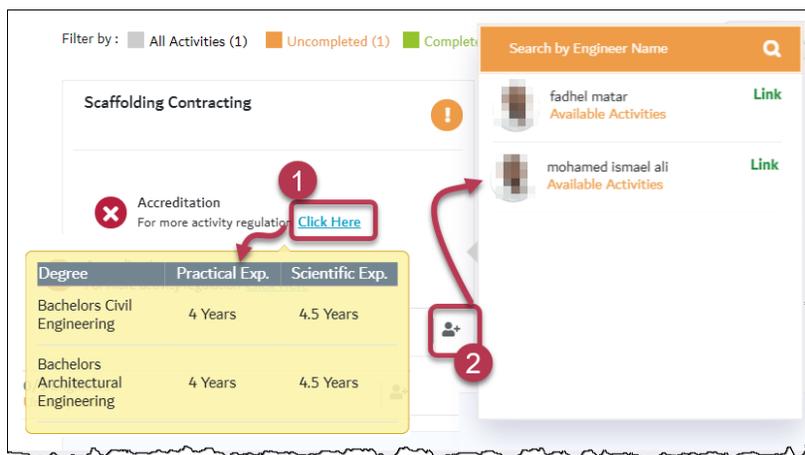
2. The first step **Terms & Conditions** displays the results for the corporate's Health checklist (based on linking with other associations like Ejari, Ministry of Labor, etc.). The system automatically evaluates if the transaction requirements are met, as well as the terms of the corporate's activities. All these requirements must be fulfilled in order for the corporate to proceed with the transaction.





If the activity terms Health checklist are not met, an error message displays at the top of the page, the status of the check item is pending to the left of the page, and you will not be able to proceed with the transaction until all conditions are met.

3. In the **Activities** section, the corporate activities display. The system requires the customer to link the required engineers to the activity, as the system automatically shows the engineers who can be linked to this activity. You can click the [Click here](#) link to view the activity requirements. To link engineers to the activity, click the  icon. Note that you cannot link the same engineer to more than 2 activities.



The screenshot shows the 'Scaffolding Contracting' activity page. At the top, there are filters for 'All Activities (1)', 'Uncompleted (1)', and 'Completed'. Below the activity name, there is a warning icon and an 'Accreditation' section with a red 'x' icon and the text 'For more activity regulation' and a 'Click Here' link. A table below shows the required qualifications:

Degree	Practical Exp.	Scientific Exp.
Bachelors Civil Engineering	4 Years	4.5 Years
Bachelors Architectural Engineering	4 Years	4.5 Years

To the right, there is a 'Search by Engineer Name' section with a search bar and a list of available engineers:

- fadhel matar - Available Activities - Link
- mohamed ismael ali - Available Activities - Link

Red callouts '1' and '2' point to the 'Click Here' link and the 'Add engineer' icon, respectively.

4. Select the checkbox in section **Certify Information Accuracy**, and then click the **Next** button. The system goes to the payment step.





Print Date: Sunday, 26 May 2019

إذن الدفع / Voucher

Invoice No.	796	رقم الفاتورة
Service Type	Apply To Renew The Practice Permit	نوع الخدمة
Service	Print Practice Permit Fee	الخدمة
Record ID	796	رقم السجل
Expiry Date	26/05/2019	تاريخ انتهاء الصلاحية

ERAD / إيراد

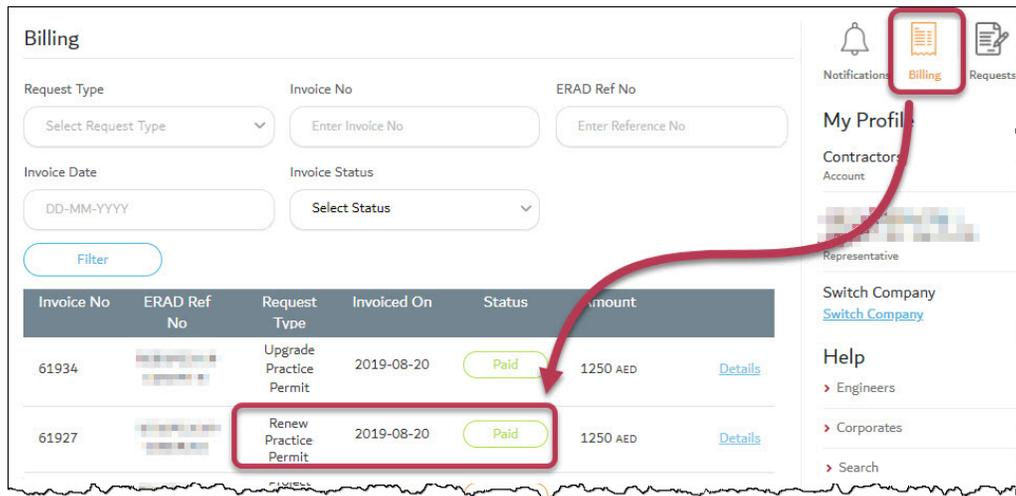
رسم البند / Fee Item	سعر الوحدة / Unit Price
Print Practice Permit Fee	500 AED
Renewal Fees (Contractor)	750 AED
TOTAL	1250 AED

Notes: Dear Customer, kindly note that the value of this invoice might be subject to additional Knowledge and Innovation Dirham. fees.
ملاحظات : عزيزي العميل، يرجى ملاحظة أن قيمة هذه الفاتورة قد تكون خاضعة لرسوم إضافية خاصة بدرهم المعرفة ودرهم الابتكار.

DUBAI ENGINEERING QUALIFICATIONS

بلدية دبي
DUBAI MUNICIPALITY

- After paying the bill, go to the **Billing** section in the Dashboard, and the invoice status changes to **Paid**.

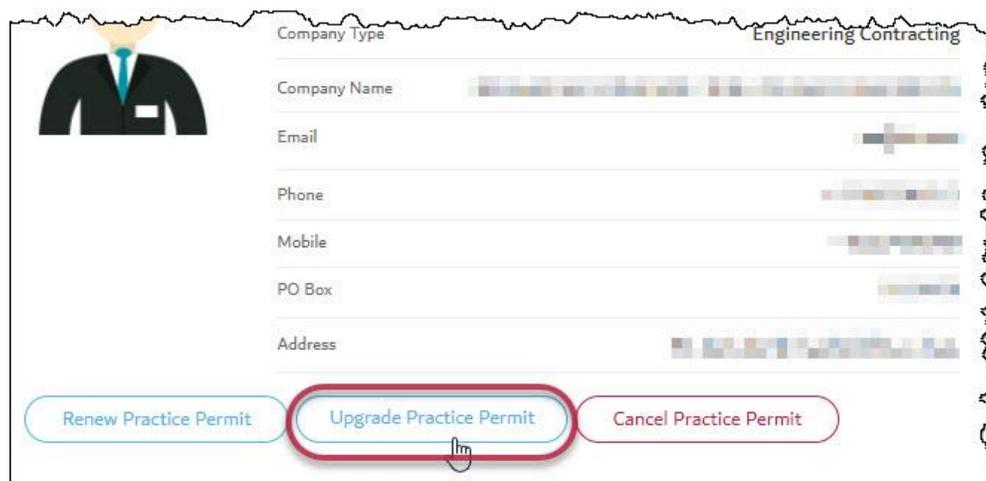


3.2.4 Upgrade Practice Permit

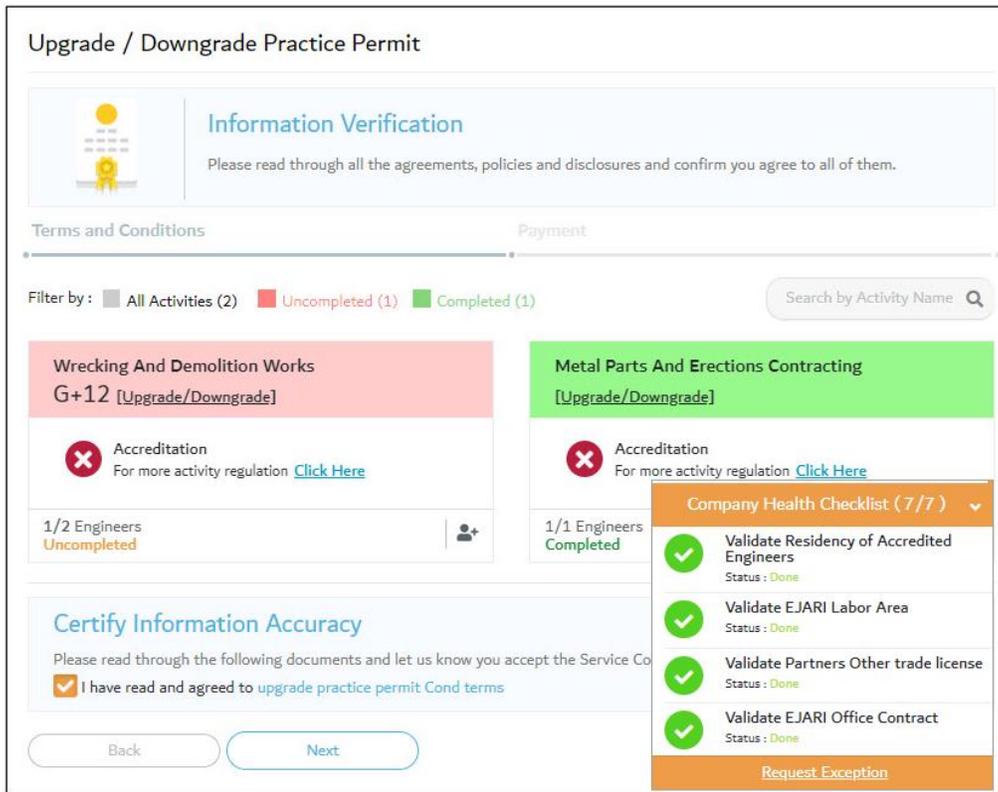
Corporates cannot proceed with this procedure except after being accredited for an activity classified into grades (G+1, G+4, unlimited, and more). Thus, when one of your engineers is accredited a higher activity grade in one of the corporate activities, the system enables the corporate to submit a request to upgrade the practice permit.

To apply for an upgrade, do the following steps:

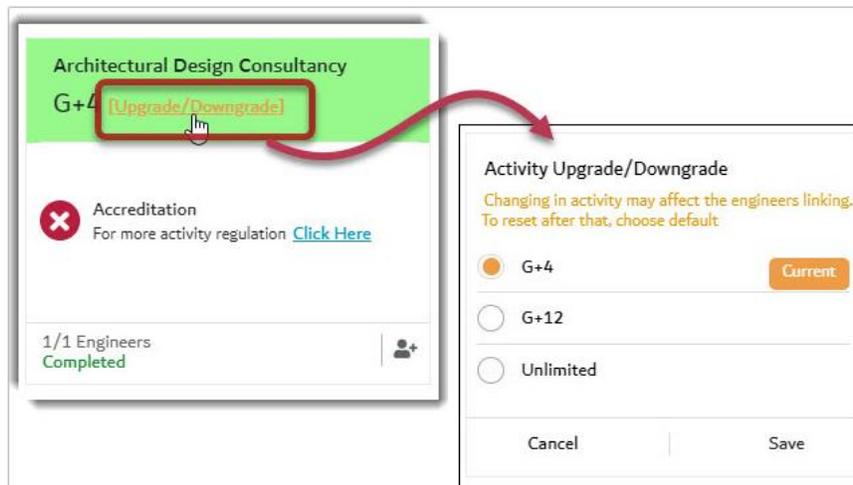
- From the Dashboard, click the **Company Profile** section at the top of the page. Click the **Upgrade Practice Permit** button.



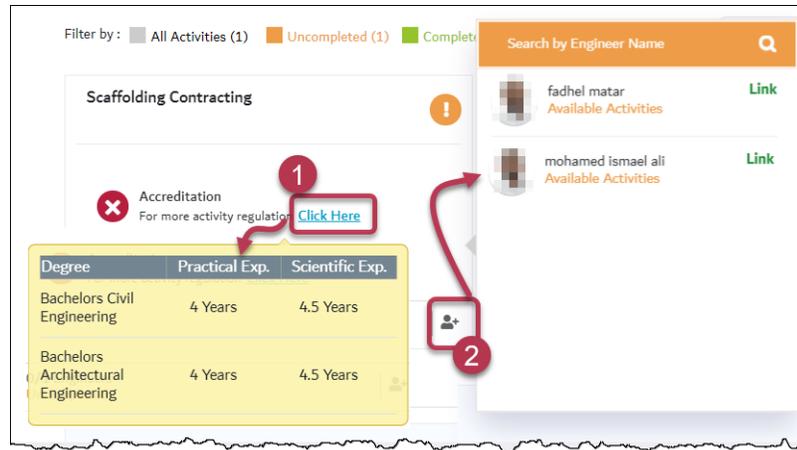
2. The first step **Terms and Conditions** displays with all activities that can be upgraded.



3. Select the activity you want to upgrade, and then click the **Upgrade/Downgrade** link. All activities you can upgrade to displays. Select the required activity and click **Save**. The system verifies that the Health checklist is fulfilled and all terms & conditions are met the required upgrade.



4. Link the number of engineers required for the activity. You can click the [Click here](#) link to view regulations for the activity. To link the engineers, click the  icon. Note that you cannot link the same engineer to more than two different activities.



5. Select the checkbox in section **Certify Information Accuracy** to agree to the **Terms and Conditions**, and then click the **Next** button to proceed to the payment step.

Payment



Payment

Select preferred payment method to complete transaction

Payment

Applicable Fees

Item	Amount
Print Practice Permit Fee	AED 500
Upgrade Fees (Consultant) (250 * 3)	AED 750
Total	AED 1250

Payment Method

Select payment methods cash/online payment to book and schedule the exam.

Online Payment 🔒 100% SECURE Payment gateway
We are processing your transaction. You will be redirected to a secure third-party payment gateway.

Cash Payment/Voucher
In case of Cash Payment, please use the voucher number and go to one of the Dubai Municipality payment outlets, or any branch of [Ansari Exchange](#)

Voucher No.: XXXXXXXXXX
[Print Voucher](#)

Back
Online Payment

6. The second step **Payment** displays. Select the payment method. If you choose **Online Payment**, go to the next step. If you choose **Cash Payment/Voucher**, go to [step 9](#).

7. Select the **Online Payment** radio button, the system will open the electronic payment system to pay.
8. Enter the payment card number and complete the steps. After the payment is successful, a transaction success message displays and the practice permit is modified.
9. Select the **Cash Payment/ Voucher** radio button. The system creates the voucher number that you can use to pay. Print the voucher and use it to pay at (Al Ansari Exchange, etc.).





Print Date: Monday, 08 July 2019

إذن الدفع / Voucher

Invoice No.	██████████	رقم الفاتورة
Service Type	Apply To Upgrade The Practice Permit	نوع الخدمة
Service	Print Practice Permit Fee	الخدمة
Record ID	██████████	رقم السجل
Expiry Date		تاريخ انتهاء الصلاحية

إيراد / ERAD

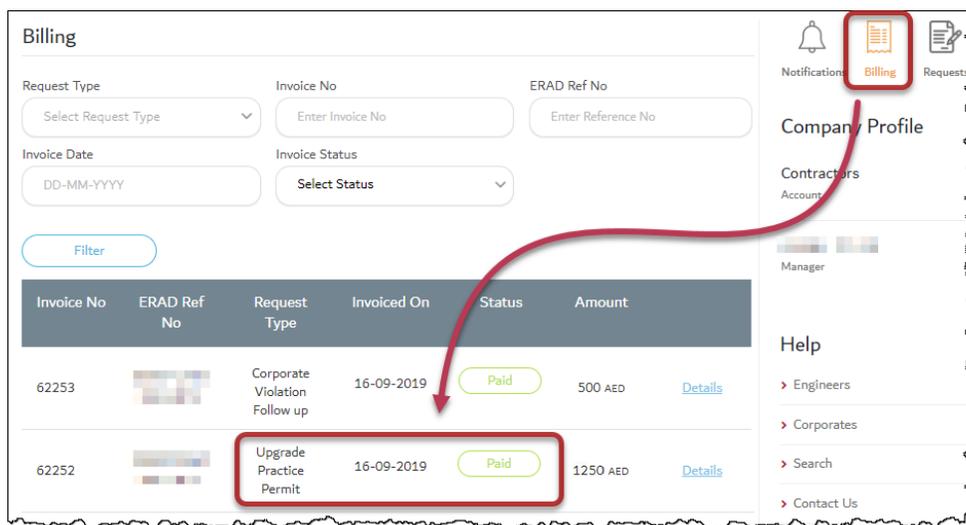
رسم البند / Fee Item	سعر الوحدة / Unit Price
Print Practice Permit Fee	500 AED
Upgrade Fees (Contractor)	750 AED
TOTAL	1250 AED

Notes: kindly note that the value of this invoice might be subject to additional Knowledge and Innovation Dirham fees.
 ملاحظات : عزيزي العميل، يرجى ملاحظة أن قيمة الفاتورة قد تكون خاصة برسوم إضافية خاصة بدرهم المعرفة ودرهم الابتكار.

DUBAI ENGINEERING QUALIFICATIONS



10. After paying the bill, go to the **Billing** section in the Dashboard, and the invoice status changes to **Paid**.



Billing

Request Type: Invoice No: ERAD Ref No:

Invoice Date: Invoice Status:

Invoice No	ERAD Ref No	Request Type	Invoiced On	Status	Amount	
62253		Corporate Violation Follow up	16-09-2019	Paid	500 AED	Details
62252		Upgrade Practice Permit	16-09-2019	Paid	1250 AED	Details

Company Profile

Contractors Account

Manager

Help

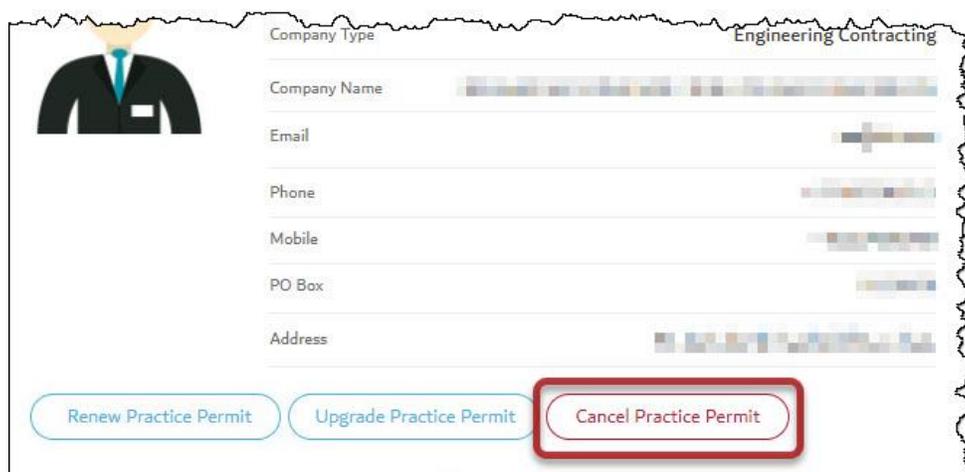
- Engineers
- Corporates
- Search
- Contact Us

4. Cancel the Trade License

In case you want to cancel your corporate's trade license, you must cancel the practice permit first. To cancel the practice permit, you must confirm that all requirements are met, such as that there are no active projects, as you cannot cancel the license while having ongoing projects. After you cancel the license, you will not be able to log into the corporate's account again.

Perform the following steps:

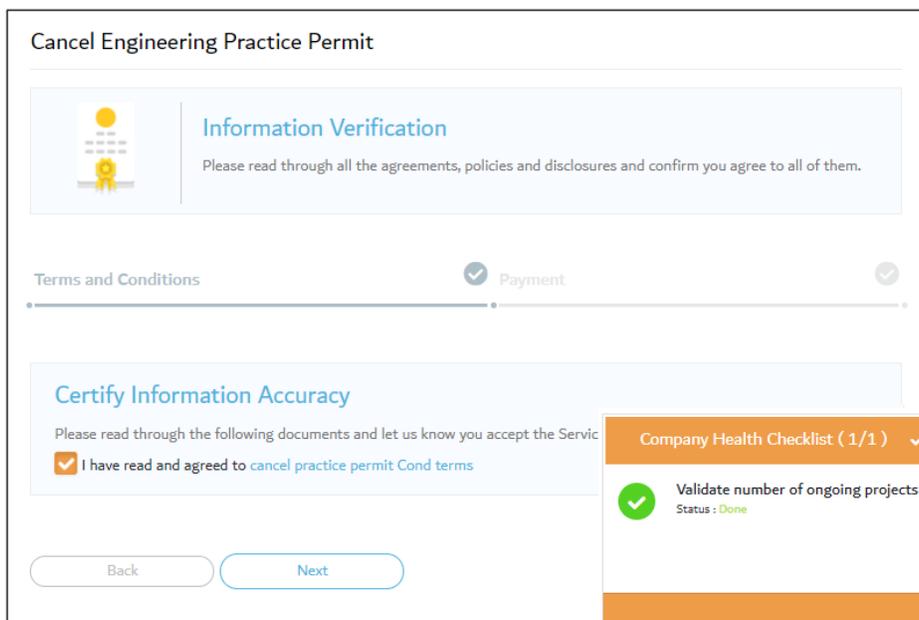
1. Go to the **Company Profile** section and click the **Cancel the Practice Permit** button.



The screenshot shows a web interface for a company profile. On the left, there is a placeholder for a company logo (a suit icon). To the right, there are several input fields for company information: Company Type (Engineering Contracting), Company Name, Email, Phone, Mobile, PO Box, and Address. At the bottom of the form, there are three buttons: 'Renew Practice Permit', 'Upgrade Practice Permit', and 'Cancel Practice Permit'. The 'Cancel Practice Permit' button is highlighted with a red border.

2. The first step **Terms and Conditions** displays. The results of the company health checklist displays to the left bottom of the page, and the system automatically evaluates if these requirements are met. Among these requirements is to confirm there are no active projects.

3. After reading the terms and conditions, select the checkbox in the **Certify Information Accuracy** section, then click the **Next** button to proceed.



The screenshot shows a web form titled "Cancel Engineering Practice Permit". At the top, there is an "Information Verification" section with a sub-header and a message: "Please read through all the agreements, policies and disclosures and confirm you agree to all of them." Below this is a progress bar with three steps: "Terms and Conditions", "Payment", and a third step which is currently active. The "Certify Information Accuracy" section contains a message: "Please read through the following documents and let us know you accept the Service". There is a checked checkbox with the text "I have read and agreed to cancel practice permit Cond terms". To the right of this section is a "Company Health Checklist (1/1)" dropdown menu, which is expanded to show a single item: "Validate number of ongoing projects" with a green checkmark and "Status : Done". At the bottom of the form are two buttons: "Back" and "Next".

The system displays a message to confirm the cancellation request has been submitted, and the **Cancel Practice Permit** button is inactive.