





Department of Tourism and Commerce Marketing

e-Permit Portal

e-Permit Registration User Guides





1. Registration

- > To register into e-Permit, perform the following steps:
- 1. First access the system by using the following URL: <u>https://epermits.dtcm.gov.ae/</u>
- 2. Click on Register for an Account button shown in the Home Page.

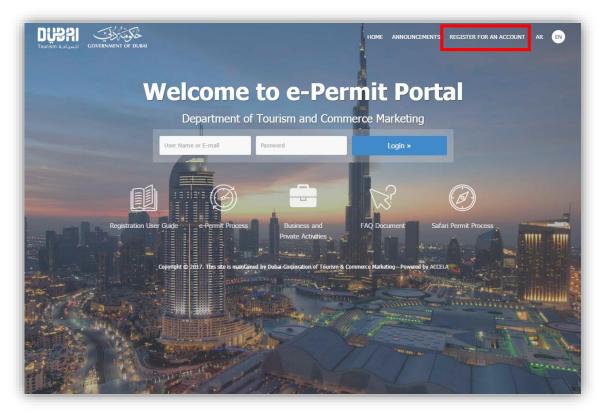


Figure 1: e-Permit Home Page

3. Read the General Disclaimer, and accept the terms by clicking on the **check box**, then click on **Continue Application**.





	н	HOME ANNOUNCEMENTS	REGISTER FOR AN ACCOUNT	AR EN
	Ä			
Online Application				
Online Application Welcome to Agency's Online Permitting System. Using this system you can submit and update inform	nation, pay fees, schedule inspections, track the status	s of your application, and print your	final record all from the convenience	of your home or
Online Application Welcome to Agency's Online Permitting System. Using this system you can submit and update inform office, 24 hours a day. Please "Allow Pop-upp from This Site" before proceeding. You must accept the General Did		s of your application, and print your	final record all from the convenience a	of your home or
Welcome to Agency's Online Permitting System. Using this system you can submit and update inform office, 24 hours a day.		s of your application, and print your	final record all from the convenience of	of your home or
Welcome to Agency's Online Permitting System. Using this system you can submit and update inform africe, 24 hours a day. Please "Allow Pop-ups from This Site" before proceeding, you must accept the General Did Use, Security: A Petrocy Policy		s of your application, and print your	final record all from the convenience	of your home or
Welcome to Agency's Online Permitting System. Using this system you can submit and update inform affren, 24 hours a day. PRase "Allow Pop-ups from This Ste" before proceeding, You must accept the General Dird User, Security: A Petriocy Dollar Click.heree		s of your application, and print your	final record all from the convenience of	of your home or
Welcome to Agency's Online Permitting System. Using this system you can submit and update inform africe, 24 hours a day. Please "Allow Pop-ups from This Site" before proceeding, you must accept the General Did Use, Security: A Petrocy Policy		s of your application, and print your	final record all from the convenience o	of your home or

Figure 2: General Disclaimer Page For e-Permit System

4. On the Registration Page, select the Registration Type option from drop down menu.

There are two options (1) Organizer (2) Venue

		Registi	ration		
1 Registration	2 Upload License	3 Location	4 Review	5 Pay Fees	>6
Step 1 : Registration > P. License should be in					* indicates a required field
ASI * Registration Type:Select					
Contact Inform	ation				
To add, Click the Add New buttor					







5. For the Registration of type **Organizer**, fill the required fields shown below.

Note: company name, company address and company profile should be entered in Arabic Language.

Company name should be entered exactly as in trade license.

Step 1 : Registration > Page 1 License should be in DUBAI			
cicense should be in DODAT			* indicates a required field.
ASI			indicates a required near
ASI			
* Registration Type:			
Organizer			
Company Name: *	(?)	Company Address: *	
Website:		PO Box: *	
website;		PO Box: •	
License Source: *		License Number: *	
Select	v		
License Valid Until: *		Company Profile: *	

Figure 4: Registration Type-Organizer Option

6. For the Registration of type Venue, fill the required fields shown below, and add the Sub Venues belonging to the venue (The name of the Sub Venue can be the same as the name of the Venue in case the Venue has no Sub Venue). Note: venue name should be exactly as in trade license and delete http://, if venue doesn't have a website.

		Regist	ation		-
1 Registration	2 Upload License	3 Location	4 Review	5 Pay Fees	6
	AI				
license should be in DUB	AI				* Indicates a required field.
Joense should be in DUB	AI				* Indicates a required field.
License should be in DUB ASI Registration Type: Venue	AI		nun Kamus *	2	" indicates a required field.
License should be in DUB ASI Registration Type: Venue	AI .	v	nue Name: *		* Indicates a required field.
ASI *Registration Type: Venue Venue * Stetct	AI •		noe Name: *	Ø	* indicates a required field.
ASI *Registration Type: Venue Venue * Stetct	ai	W		Ø	* indicates a regared field.
Venue Type: *	AI -	W	ebsite: invalid format(ie:http://www.dtr http:// ense Source: *	Ø	"indicates a required field.
ASI *Regaration Type: Venue Venue Type: * Venue Venue * Venue * Venue * * * * * * * * * * * * * * * * * * *	AI •		ebsite: invalid format[ie:http://www.dtr http://	Ø	"Indicates a required field.







7. To add sub-Venue, click on Add a Sub-Venue button.

lease add at least 1 sub venue							
howing 0-0 of 0							
Sub-Venue Name o records found.	Capacity	Width	Length	Туре	Location	Shopping Mall	
Add SubVenue	Delete SubVenue						
Contact Information							
add, Click the Add New button							
Add New							
event Coordinator							
add, Click the Add New button							
Add New							
howing 0-0 of 0							
	Acti	ion					
<u>full Name Contact Type E-mail</u> Io records found.							

Figure 6: Add Sub Venue

The system will display the sub-venue information and fill the required fields then click on submit.
 Note: you can add unlimited sub venue and sub venue details should be entered in Arabic Language.
 Sub venue type: Ballroom, Bar, Garden, Hall, indoor playground, outdoor playground. Night club, pool, pub, restaurant, tent.

Please add at least 1 sub venue					
Sub-Venue Name No records found.	Capacity	Width	Length 1	Type Location	Shopping Hall
Add SubVenue 🗾 Edit SubVe	SUB-VENUE INFORMATION				×
	Please add at least 1 sub venu	e			
Contact Information	* Sub-Venue Name:	* Capacity:		* Width:	
To add, Click the Add New button					
	* Length:	* Type:		* Location:	
Add New	Shopping Mall:	Select	·		
Event Coordinator	Submit				
	Gincel				
To add, Click the Add New button					
Add New					
Showing 0-0 of 0					
Full Name Contact Type E-m No records found.	ail Act	ion			
to records round.					

Figure 7: Sub Venue Information





9. In the Contact Information section, click **Add New** to add new contact to the system.

o add, Click the Add New button		
Add New		
vent Coordinator		
add, Click the Add New button		
Add New		
howing 0-0 of 0		
<u>ull Name Contact Type E-mail</u> o records found.	Action	

Figure 8: Add Contact Information For e-Permit System

10. 6. The pop-up contact information will appear, enter user information and click on **Continue** button to continue the registration.

	Contact Information					×	
1 Registration	* User Name:		* E-mail:				>6
itep 1 : Registration > Page .	* Full Name (Arabic):	3	* Full Name				
icense should be in DUI	* Nationality Select		* Emirates ID	:			* indicates a requi
ASI	* Mobile Phone: (+)		Fax: (+)				
* Registration Type: Venue	Continue Clear	iscard Changes					
Venue Type: *							
Select	*						
Venue Address: *				Website: invalid format(ie:http://www.dtcm.ae)		
				http://			
PO Box: *				License Source: *			
				Select		*	
License Number: *				License Valid Until: *			

Figure 9: Contact Information for e-Permit System





7. Click Add New to add event coordinator information.

ontact Information		
add, Click the Add New button		
Contact added successfully.		
pahd@hs.dd		
t Remove		
vent Coordinator		
add, Click the Add New button		
Add New		
nowing 0-0 of 0		
<u>ill Name Contact Type E-mail</u> records found.	Action	
		Continue Application »

Figure 10: Event Coordinator

8. The pop-up contact information will appear, enter event coordinator information and

click on **Continue button** to continue the registration.

		Registration	
	ontact Information		×
	* Full Name (Arabic)	" Full Name(English)	
1 Registration	* Passport Number:	* Nationality Select	5.
T regionation	Emirates ID:	* E-mail:	
<i>Step 1 : Registration > Page .</i> License should be in DUI	* Mobile Phone: (+)		
ASI	Continue Clear Discard C	hanges	* indicates a n
* Registration Type:			

Figure 11: Event Coordinator Information

9. Click on **Continue Application** button to continue the registration.





To add, Click the Add New button		
 Contact added successfully. 		
moahd@hs.dd		
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	
	Edit Delete	
	And Address	
khalid Mohamed Event weqtq@54235.675		



 Upload the License you entered its information previously and passport copy for event coordinator, Emirates Id For system user and NOC for registration, then click Continue Application.

			_	
Registration 2 Upload License	3 Location	4 Review	5 Pay Fees	6
tep 2 : Upload License > Upload License				
				indicates a required field.
Upload Documents				
The maximum file size allowed is 16 MB. html;.htm;.aspx;.exe;.xhtml;.dll; are disallowed file types to upload.				
to objection certificate for Registration template				
Required Documents:				
L. Copy of Department of Economic Development License		Add	×	
2. Copy of Emirates ID for Mohamed Ahmed		Add	×	
I. No objection certificate for Registration		Add	×	
4. Passport Copy for Event Coordinator with Passport Number: wqeqeqeyw		Add	×	

Figure 12: Documents for Register in e-Permit System





11. Click on **locate me** button to define venue location, then click on **Continue application**

button.

Registration	Upload License	3 Location	4 Review	5 Pay Fees	6
tep 3 1 Location > Address					
Address				-	indicates a required fiel
lease use the locate me button t IOTE: You must click "Allow" fro	that utilizes your current location. You can clic om your web browser to use this function.	k on the map to show exact coordinates.			
🔄 Locate Ne					
LEGE					
	0	Alexand			
	Techserve	Aupon Ro			
		CAl Futto Engineerin		t Catering	
	Techserve	CAl Futto Engineerin		1 Catering 🖸	
Google	Techserve	CAI Futta Engineerin Department of D Tourism and			e t Google Terms of Use
6 mg	Techserve	CAI Futta Engineerin Department of D Tourism and			/ =

Figure 13: Venue Location

12. The review page will appear, review all information and click on Edit button to make

Changes if needed, at the end click on **Continue Application** to submit the information.

				HOME ANNOUNCEMEN	TS REGISTER FOR AN ACCOUNT
		Registra	ation		
				_	
Registration	Upload License		4 Review	5 Pay Fees	6 Record Issuance
Step 4 : Review				Г	
		ctions or "Continue Application" to move on.			Continue Application >
Record Type	the Edit buttons to make changes to se	coons of Continue Application to move on.		L	
		Registratio	90 10 10		
ASI					
REGISTRATION Registration Type: Venue					Edit
ÆNUE					Edg
Aenue Type: Conference and Ex	hibition Center	Venue Name Website:	:: 33333		
		Website:			
Venue Address: 333 PO Box: 33 License Number: 333344433			roe: Department of Economi d Until: 11/03/2017	ic Development	

Figure 14: Review Information for Registration in e-Permit System





12. The system will display the submission status page and displays your **Record Number**. An e-mail will be sent to the contact added in the Registration with the username and an automatically generated password. The account will remain inactive until DTCM approves the account which take **2** working days at least for approve it, then another notification will be sent stating that the account is now active and to login with the credentials sent in the previous e-mail. At first Login you will be asked to change your current password and set a new one.

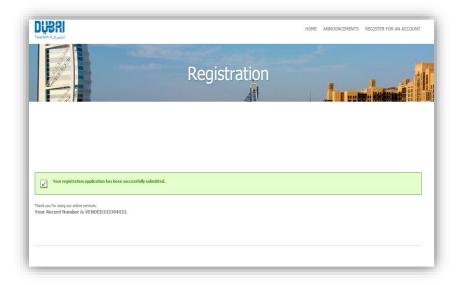


Figure 15: Registration-Record Number

If you require any further assistance, please don't hesitate to contact us on:

Tel: 600555559

Email: epermit@dubaitourism.ae