

دبي للسياحة Tourism

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: <https://epermits.dtcn.gov.ae/>
2. Click on **Register for an Account** button shown in the Home Page.

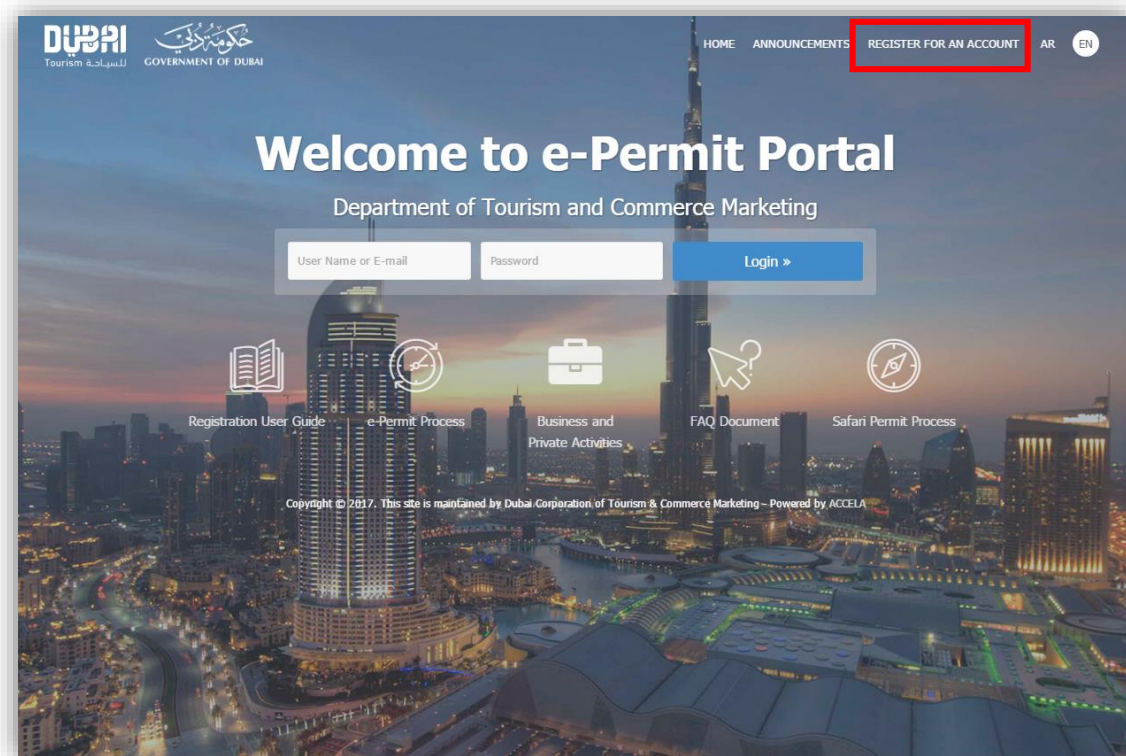


Figure 1: e-Permit Home Page

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

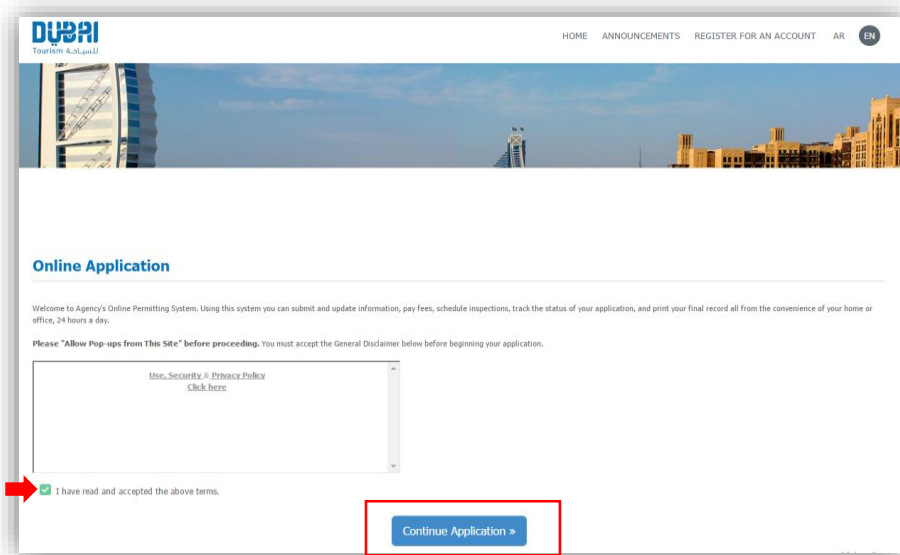


Figure 2: General Disclaimer Page For e-Permit System

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

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

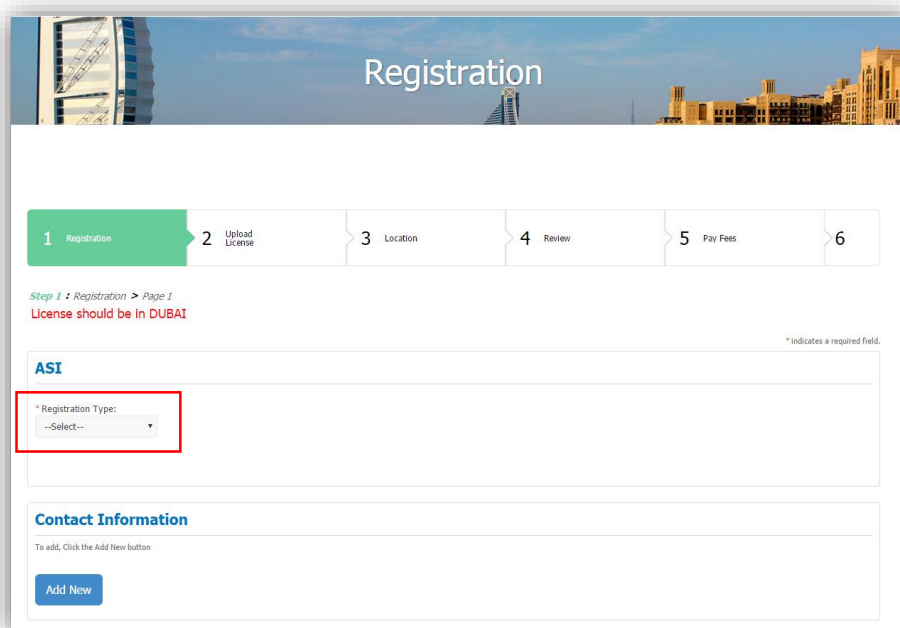


Figure 3: Registration in e-Permit System

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.

The screenshot shows a multi-step registration process. Step 1, 'Registration', is active. The form is titled 'ASI' and includes a progress bar with steps: 1 Registration, 2 Upload License, 3 Location, 4 Review, 5 Pay Fees, and 6. Below the progress bar, it says 'Step 1 : Registration > Page 1' and 'License should be in DUBAI'. A red box highlights the 'Registration Type' dropdown menu, which is set to 'Organizer'. Other fields include 'Company Name', 'Website', 'License Source', 'License Valid Until', 'Company Address', 'PO Box', 'License Number', and 'Company Profile'. A note indicates that an asterisk (*) denotes a required field.

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.

The screenshot shows the registration form for type 'Venue'. The progress bar shows steps: 1 Registration, 2 Upload License, 3 Location, 4 Review, 5 Pay Fees, and 6. The form is titled 'Registration' and includes the same progress bar and step indicators as Figure 4. Below the progress bar, it says 'Step 1 : Registration > Page 1' and 'License should be in DUBAI'. The 'Registration Type' dropdown menu is set to 'Venue'. Other fields include 'Venue Type', 'Venue Address', 'PO Box', 'License Number', 'Venue Name', 'Website', 'License Source', and 'License Valid Until'. A note indicates that an asterisk (*) denotes a required field. The website field shows an error message: 'invalid format(see: http://www.dftcm.ae)'. The website field is pre-filled with 'http://'.

Figure 5: Registration Type "Venue"

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

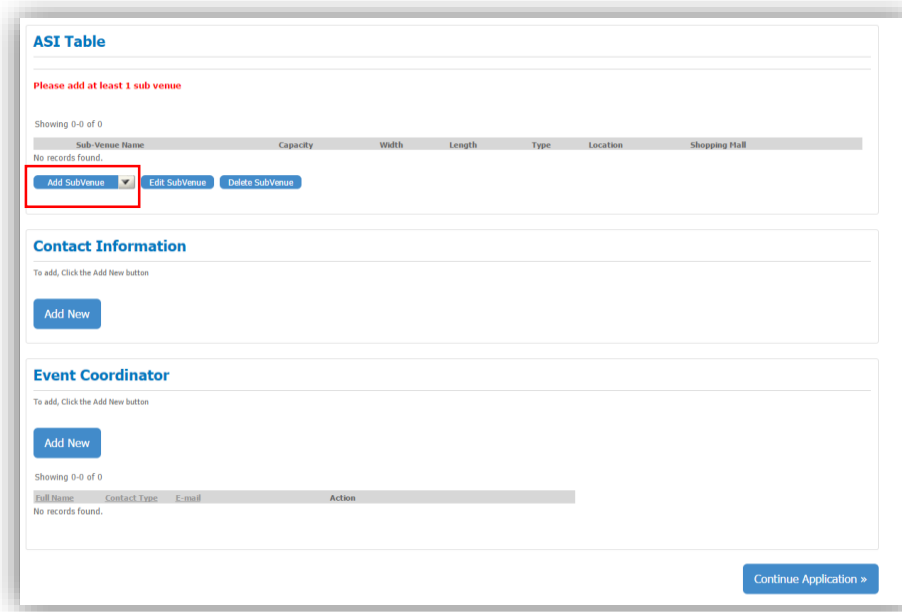


Figure 6: Add Sub Venue

- 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.

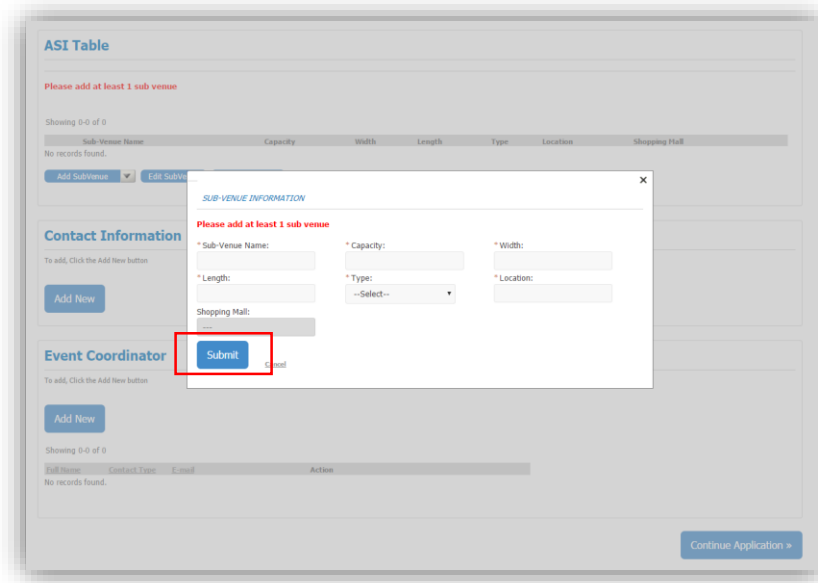


Figure 7: Sub Venue Information

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

The screenshot shows a web interface with two main sections: 'Contact Information' and 'Event Coordinator'. Both sections have a sub-header 'To add, Click the Add New button' and a blue 'Add New' button. The 'Event Coordinator' section also includes a table with columns 'Full Name', 'Contact Type', 'E-mail', and 'Action', and a message 'No records found.' at the bottom right, there is a 'Continue Application >' button.

Figure 8: Add Contact Information For e-Permit System

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

The screenshot shows a registration page with a 'Contact Information' pop-up form. The pop-up form contains the following fields: 'User Name', 'E-mail', 'Full Name (Arabic)', 'Full Name', 'Nationality' (a dropdown menu), 'Emirates ID', 'Mobile Phone', and 'Fax'. At the bottom of the pop-up, there are 'Continue' and 'Clear' buttons, with the 'Continue' button highlighted by a red box. The background shows a registration form with fields for 'Registration Type', 'Venue Type', 'Venue Address', 'PO Box', 'License Number', 'Website', 'License Source', and 'License Valid Until'.

Figure 9: Contact Information for e-Permit System

7. Click **Add New** to add event coordinator information.

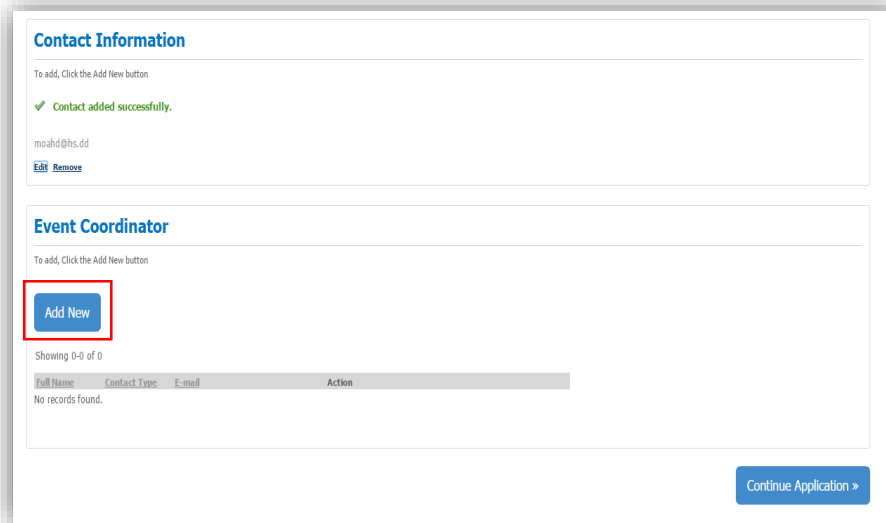


Figure 10: Event Coordinator

8. The pop-up contact information will appear, enter event coordinator information and click on **Continue** button to continue the registration.

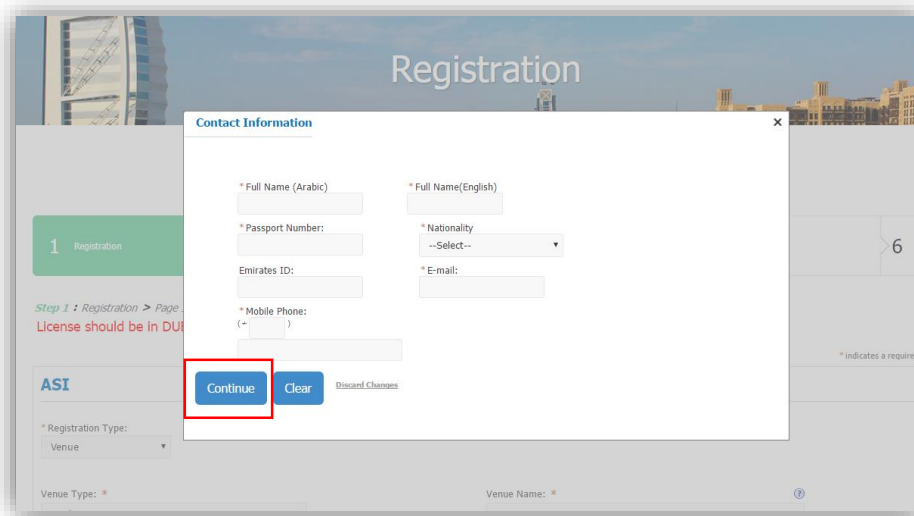


Figure 11: Event Coordinator Information

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

Contact Information

To add, Click the Add New button

✔ Contact added successfully.

moahid@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
Khalid Mohamed	Event Coordinator	weare@54235.675	Edit Delete

[Continue Application >](#)

Figure 12: Main Information Page

10. 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

Step 2 : Upload License > Upload License

Upload Documents

The maximum file size allowed is 1.6 MB.
.html;.htm;.aspx;.exe;.xhtml;.css are disallowed file types to upload.

[No objection certificate for Registration template](#)

Required Documents:

1. Copy of Department of Economic Development License	<input type="text"/>	Add	✗
2. Copy of Emirates ID for Mohamed Ahmed	<input type="text"/>	Add	✗
3. No objection certificate for Registration	<input type="text"/>	Add	✗
4. Passport Copy for Event Coordinator with Passport Number: weare@54235.675	<input type="text"/>	Add	✗

[Continue Application >](#)

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.

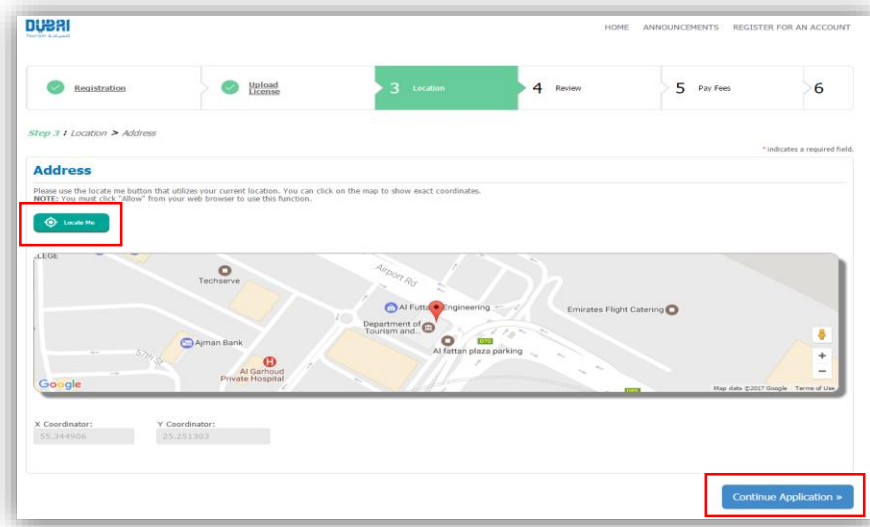


Figure 13: Venue Location

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.

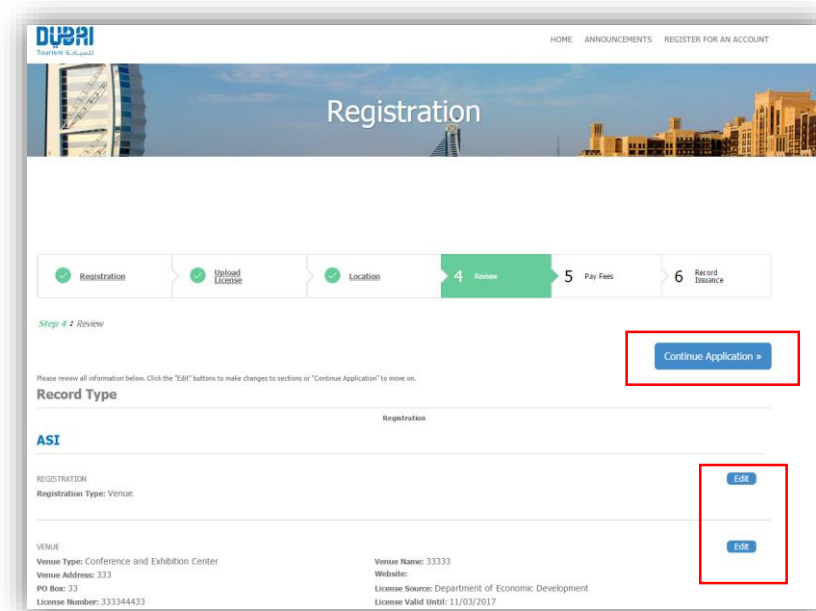


Figure 14: Review Information for Registration in e-Permit System

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.

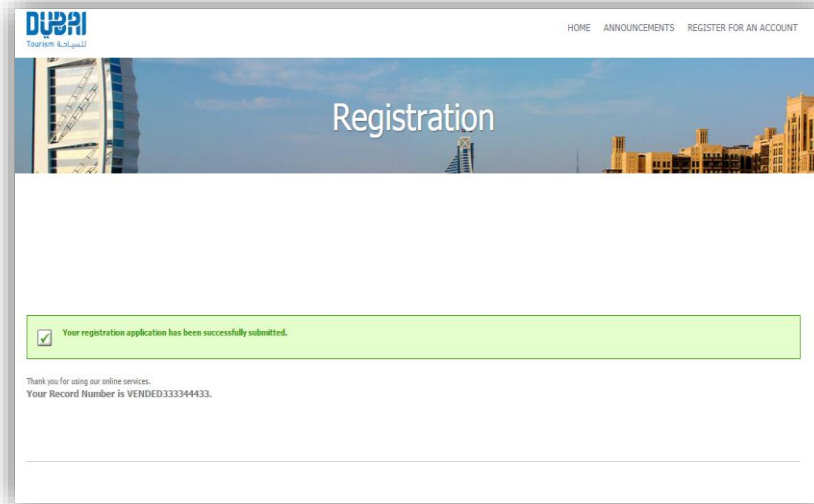


Figure 15: Registration-Record Number

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

Tel: 600555559

Email: epermit@dubaitourism.ae