

دبي للسياحة Tourism

Department of Tourism and Commerce Marketing

e-Permit Portal

Business and Private Activities

Private activity and Business Activity

Private activities:

- In nature are internal, personal and/or community activities that are held at the venue premises and the attendees are family, friends, and/internal company staff.
- Private activity doesn't require permit.
- Types of private activities:

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

- **Business activities:**

- Are all business activities that are not within same entity/organization
- Attendees belong to different types (individuals, different entities/organizations)
- Requires a permit from Department of Economic Development.
- Permit should be applied 2 weeks prior to the event date.
- Types of business activities:

Type	النوع	Activity	النشاط
Business activities	فعاليات الأعمال	Conference	مؤتمر
		Exhibition	معرض
		Forum	منتدى
		Networking	تواصل
		Product Launch	إطلاق المنتجات
		Seminar	ندوة
		Summit	قمة

- Permit charge:

Name	Fees	المبلغ	اسم الرسوم
<ul style="list-style-type: none"> • Management Fees • Knowledge Dirham • Innovation Dirham • e-Permit Fees 	AED 50 AED 10 AED 10 AED 200	50 درهم 10 درهم 10 درهم 200 درهم	<ul style="list-style-type: none"> • رسوم إدارية • درهم المعرفة • درهم الابتكار • رسوم التصريح الإلكتروني
Exhibition\ Product launch	AED 1000	1000 درهم	رسوم تصريح معرض / إطلاق منتجات
Conference, forum, Networking, Seminar, Summit	- Ticketed\ Registration AED 1000 - Non-Ticketed AED 250	- بتذاكر/ تسجيل – 1000 درهم - بدون تذاكر/ تسجيل 250 درهم	رسوم تصريح مؤتمر، منتدى، تواصل ندوة، قمة
Permit Fees for (Exhibition\ Product launch) + (Conference, forum, Networking, Seminar, Summit) = AED 1500		رسوم تصريح (معرض / إطلاق منتجات) مع (مؤتمر، منتدى، تواصل ندوة، قمة) = 1500 درهم	

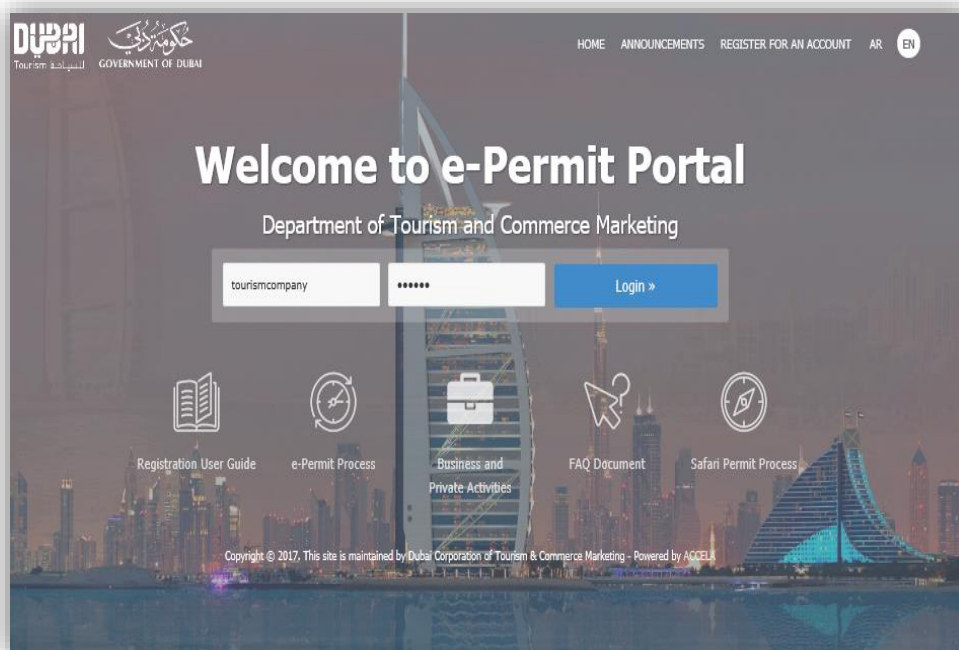
Registration as Hall Manager

First you need to register as hall manager by login on main venue account.

Click on **Add/ Take Action** button, then **Register as hall manager**.

After submit registration record you will receive login details immediately.

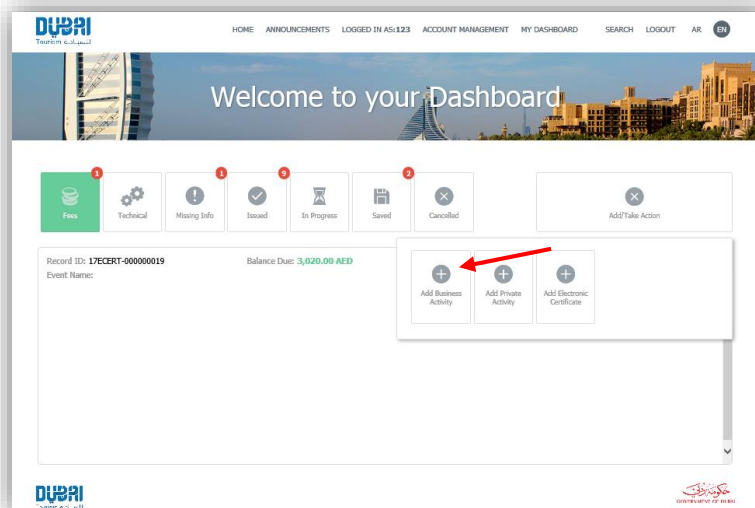
First: login by use Hall manager Login details.



Private Activities step by step

Step 1

- Click on **Add Private Activities** button to add new event.



Step 2

- Fill in all required information
 - Event name
 - Event profile
 - Maximum number of attendees
 - Company Name

The screenshot shows the 'Event Main Information' form. At the top, there's a progress bar with steps 1 through 7. Step 1 is 'Main Information', which is currently active. Below the progress bar, the text 'Step 1 : Main Information > Main Information' is displayed. The form itself has a title 'Event Main Information' and a note '* Indicates a required field.' On the left side, there are fields for 'Establishment Name', 'Organizer License ID', 'Event Profile', and 'Client/Company Name'. On the right side, there are fields for 'License Source', 'Event Name', and 'Maximum number of attendees'. Red arrows point to the 'Event Profile', 'Event Name', 'Maximum number of attendees', and 'Client/Company Name' fields, indicating they are required.

Step 3

- Click on **Add Activity** button to add new event.

Venue Information

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

Venue Type:

Registered Venue:

Hotel Classification:

Activities

DETAILS

Showing 0-0 of 0

Event Type	Category	Activity
No records found.		

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

Step 4

- Select Event type from the list
- Click **Next** button to continue.

Venue Information

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

Venue Type:

Registered Venue:

Hotel Classification:

Activities

DETAILS

Showing 0-0 of 0

Event Type	Category	Activity
No records found.		

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

Select Event Type

(Select all that apply)

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

Event Type

☐ Party

☒ Gathering

☐ Celebration

☐ Business

[Next](#) [Cancel](#)

Step 5

- Select Category from the list
- Click **Next** button to continue.

The screenshot shows a web application interface for Dubai Tourism. A modal window titled "Select Category" is open, displaying a list of categories with checkboxes. The categories listed are: Wedding/Engagement, Wedding Anniversary, New Born, Graduation(personal), Family, Corporate Staff, Corporate Client, Birth Day Party, XMas Party, and Company Annual Party. The "Family" category is selected, indicated by a red arrow. Below the list, there are three buttons: "Back", "Next", and "Cancel". The "Next" button is highlighted with a red arrow. The background shows a sidebar with "Information" and "Activities" sections, and a main content area with a table for "Category" and "Activity".

Step 6

Click **Submit** button to continue.

The screenshot shows the same web application interface. A modal window titled "DETAILS" is open, displaying the event details. The "Event Type" is set to "Party", "Category" is set to "Family", and "Activity" is set to "NA". The "Submit" button is highlighted with a red arrow. The background shows the same sidebar and main content area as in the previous screenshot.

Step 7

- Click **Add Event** button to add location and date

Step 8

- Fill in all required information:
 - ✓ Sub-venue
 - ✓ Start Date
 - ✓ End Date
 - ✓ Start Time
 - ✓ End Time
- Click **Submit** button to continue.

*In case the event is outside the venue, select external location and add the event address

Step 9

Click on **Add new** to add event owner information

The screenshot shows the 'Event Owner' form in the application process. The progress bar at the top indicates the current step is '2 Contacts'. The form has a blue 'Add New' button highlighted with a red arrow. Below the button, there is a table with columns: Full Name, Contact Type, E-mail, and Action. The table is currently empty, showing 'Showing 0-0 of 0' and 'No records found.' At the bottom, there are two buttons: 'Save and resume later' and 'Continue Application »'.

Step 10

- Fill in all required information
- Click on **Continue**

The screenshot shows the 'Personal Event Information' form. A modal window titled 'Contact Information' is open, displaying fields for: Full Name (Arabic), Full Name (English), Nationality (with a dropdown menu), Emirates ID, Passport Number, Mobile Phone (with a dropdown menu), and E-mail. The 'Continue' button in the modal is highlighted with a red arrow. The background form is dimmed, showing the 'Event Owner' section with the 'Add New' button. At the bottom, there are buttons for 'Save and resume later' and 'Continue Application »'.

Step 11

- Click **Add** to Attach event owner passport copy
- Click **Continue application**

Documents

* indicates a required field.

Photo upload Requirements:

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

Passport upload Requirements

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

*** Required Documents:**

1. Event Owner Passport/Emirates ID Copy For 44444444

Step 12

- Application submitted successfully.

Personal Event Information

☒ Your application has been successfully submitted.

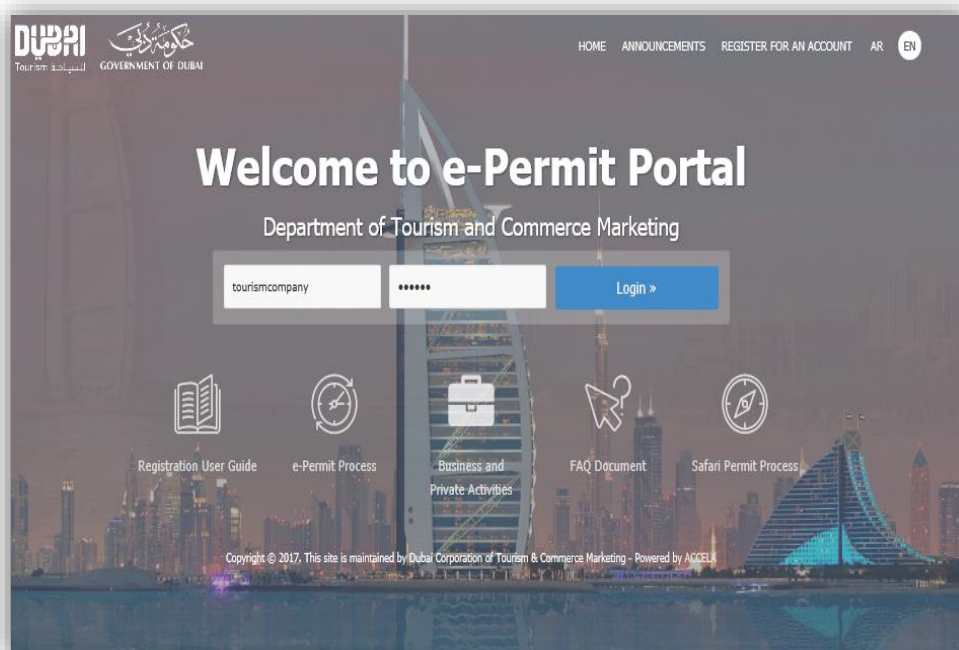
Thank you for using our services.
Your Record Number is 17PEVENT-000005806.

DUBAI دبي
GOVERNMENT OF DUBAI

دبي للسياحة
GOVERNMENT OF DUBAI

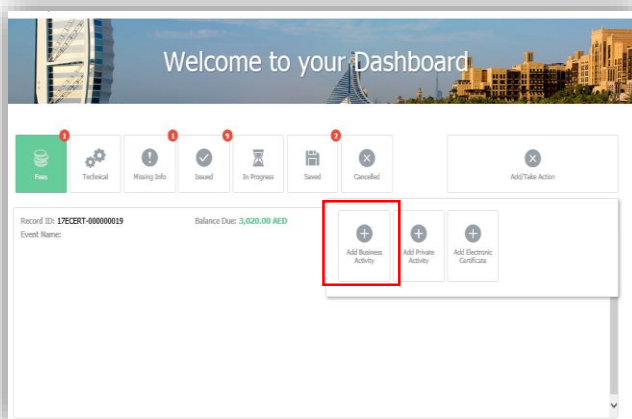
Business Event

- Venue can apply for business event.
- First: login by using Hall Manager account.



Step 1: Add New Business Activity

- Click on **Add Business Activity** Button



Step 2: Main Information

- Fill in all required information:
 - ✓ Event Name
 - ✓ Event Profile
 - ✓ Maximum number of attendees
 - ✓ Ticketed/ Registration

Step 3: Main Information

- Click on **Add Activity** to add new business activity
- Click **finish** Button

Step 4:

- Click **add Event** Button to add the location and date
- Fill in all required information:
 - ✓ Sub-venue
 - ✓ Start Date/End Date
 - ✓ Start Time/End Time
- Click on **Submit** button
- Click on **Continue Application**

Step 5: Contact information

- Click on Add new event owner to add the owner information
- Click on Add new participant to add all Speakers and lecturers in the Event
- Click on **Continue Application**

Step 6: Additional information

- Select Geographical Area
- Select Event industry from the list
- Click on **Continue Application**

Step 7: Documents

- Click on Add button to add required documents
- Click on **Continue Application**

Step 7 of 7 Documents Documents

Documents

Photo upload Requirements:

- File Types: JPG, PNG, GIF
- File size: Greater than 100KB and less than 1 MB
- Quality: Colored Photo with clear solid color background
- Dimensions:
 - Minimum: 300 pixels wide x 400 pixels high
 - Maximum: 1000 pixels wide x 1000 pixels high
- Your photo must not be more than 6 months old

Passport upload Requirements:

- File Types: JPG, PNG, GIF
- File size: Greater than 100KB and less than 1 MB
- Quality: High quality, color contents
- Validity: Valid for the duration of the stay
- Passport #
- Issue and Expiry Dates
- Issuing Country
- First three digits
- Residence Visa page (in case of VISA holders)

Required Documents:

- Valid Owner Passport Copy with Visa for authorized abroad journey
- Non-Objection Certificate from Visa for Saudi For جواز سفر سعودي
- Passport Copy For 2023
- Photo Copy For 2023

Save and resume later

Continue Application

Step 8: Fees

- Click on **Pay Online** to pay using Credit Card.
- Click **Pay Cash** To proceed for paying using Cash option

Step 8 of 7 Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quality of each item submitted or required. Other quantities may apply. The following amount will reflect your fees.

Fee	Qty	Amount
2023 Renewal Entry Fee	1	AED1200.00
2023 Management Fee	1	AED1000.00
Total Fee	2	AED2200.00
Event Management Fee - Other Venues	1	AED2000.00
Event Management Fee - Other Venues	1	AED1000.00
Knowledge Entry Fee	1	AED100.00
Knowledge Entry Fee	1	AED100.00
Management Fee	1	AED1000.00

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

AED12,470.00

Pay Online Pay Cash

Step 9: Record ID

- Mark the Record for your reference
- Click on **Print/View Summary** to print payment voucher.

HOME ANNOUNCEMENTS LOGGED IN AS: CHORBER ACCOUNT MANAGEMENT MY DASHBOARD SEARCH LOGOUT

Issue New Multiple Times Permit

☒ Your application has been successfully submitted.

Thank you for using our online services.
Your Record Number is 17HTE-000000205.

Print/View Summary

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Thank You

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

Tel: 600555559

Email: epermit@dubaitourism.ae