Department of Tourism and Commerce Marketing

e-Permit Portal

Business and Private Activities

Private activity and Business Activity

Private activities:

- o 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.
- o Private activity doesn't require permit.
- o 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
• **Management Fees** • **Knowledge Dirham** • **Innovation Dirham** • **e-Permit Fees**	AED 50 AED 10 AED 10 AED 200	50درهم 10 درهم 10 درهم 200 درهم	• رسوم إدارية • درهم المعرفة • درهم الابتكار • رسوم التصريح الإلكتروني
Exhibition\ Product launch	AED 1000	1000 درهم	**رسوم تصريح معرض / اطلاق 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/ اطلاق 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.
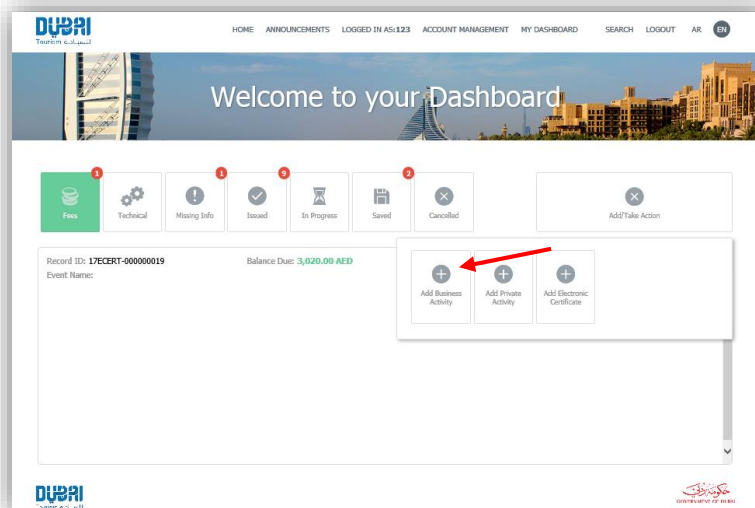
First: login by use Hall manager Login details.
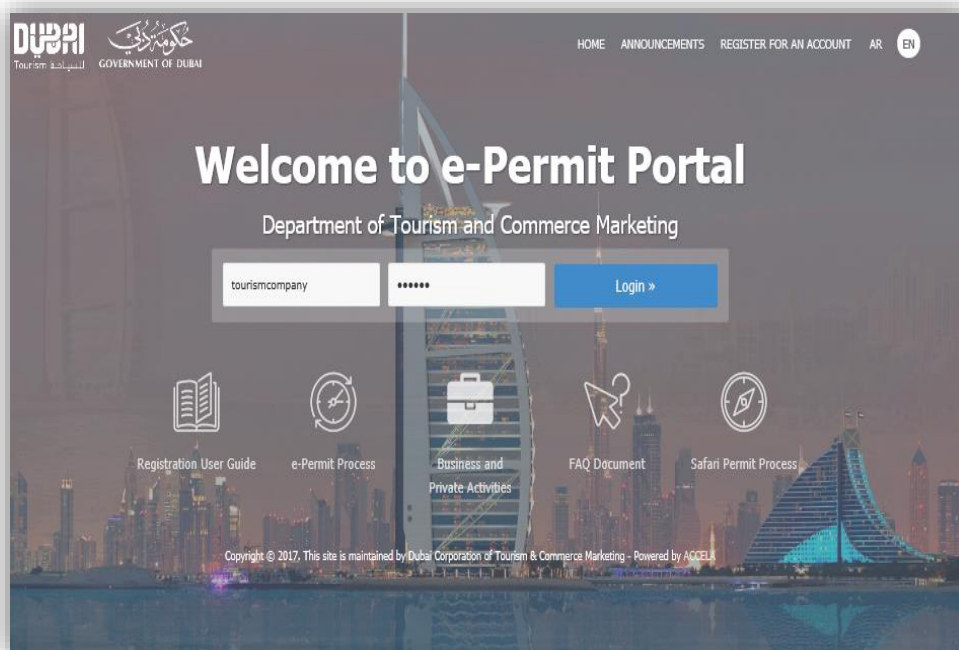
Private Activities step by step

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

Step 3

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

Step 4

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

Step 5

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

Step 6

Click **Submit** button to continue.

Step 7

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

Step8

- 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

Step 10

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

Step 11

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

Step 12
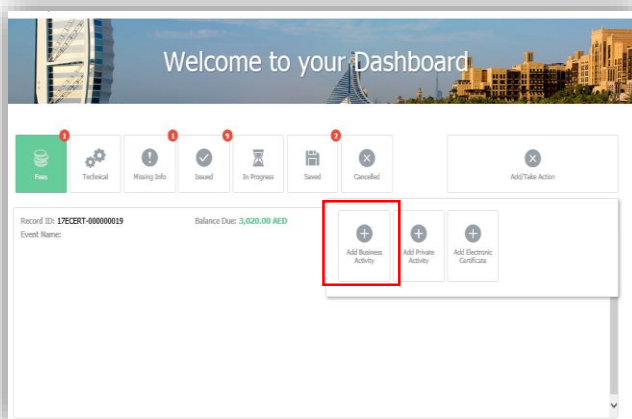
- Application submitted successfully.

Business Event

- Venue can apply for business event.
- First: login by using Hall Manager account.
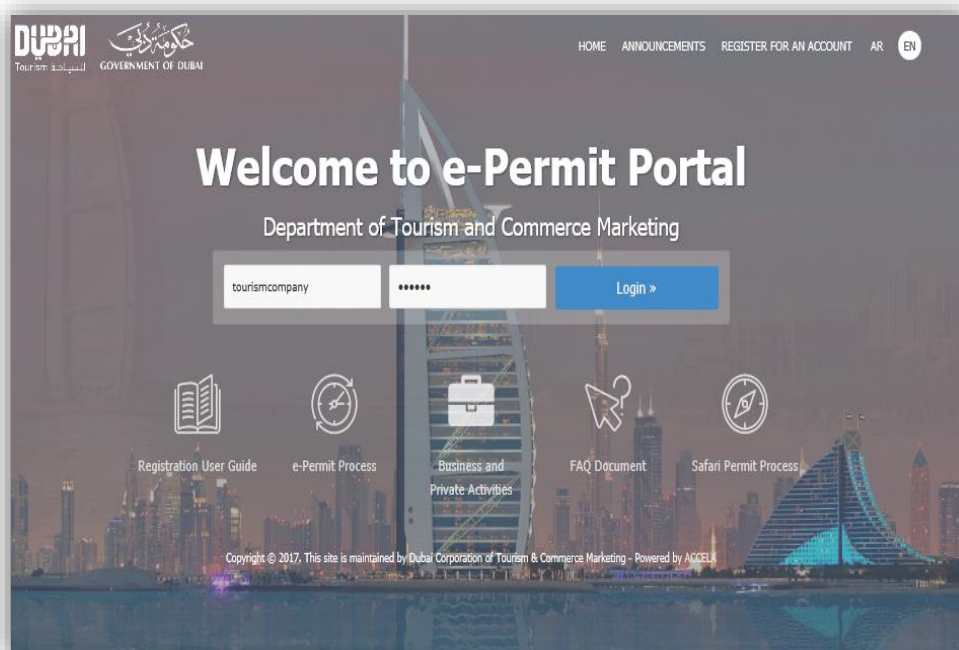
Step 1: Add New Business Activity

- 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 8: Fees

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

Step 9: Record ID

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

Thank You

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

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Email: epermit@dubaitourism.ae