Dubai Engineering

Qualification System

Corporate Services

Version 4.5

Contents

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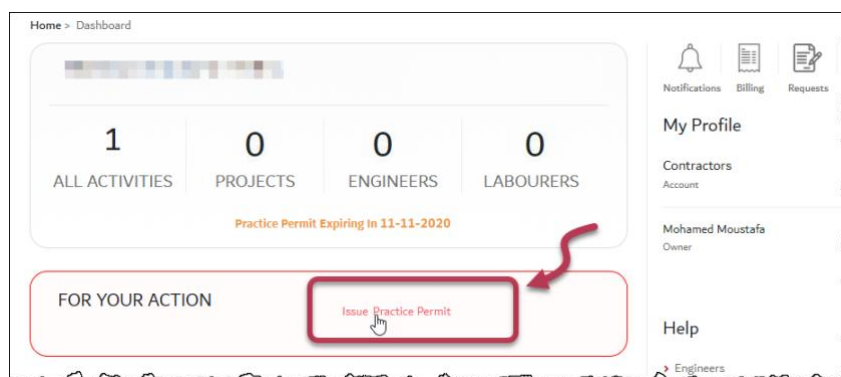
3. The first step of the procedure displays the corporate details and data, trade license and related activities etc. You can view these details, and then click the **Next** button to continue.

4. 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.

| ⚠️	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.
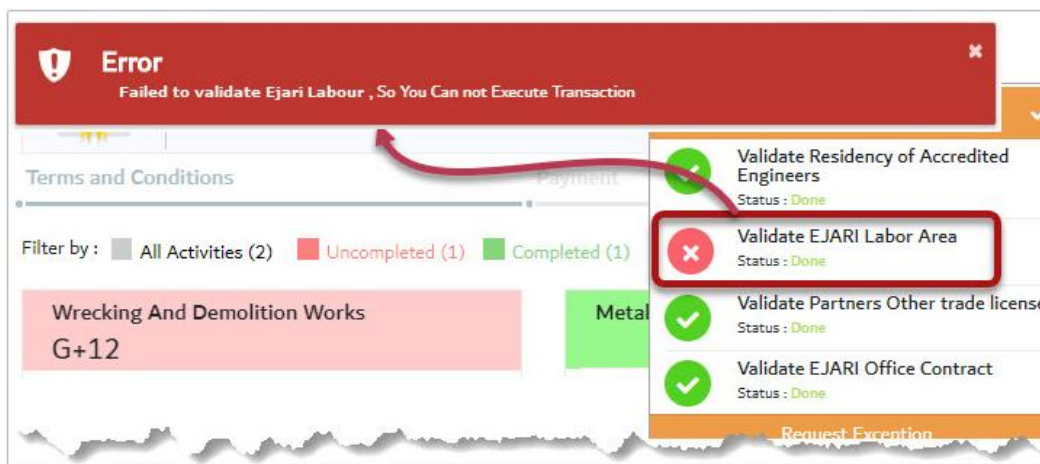
5. In the **Activities** section, the new activity name displays. The system requires the customer to link the required engineers to the activity, as the system automatically shows the engineers who can be linked to this activity. You can click the Click here link to view the regulations for the activity. To link engineers to the activity, click the 👤⁺ icon.
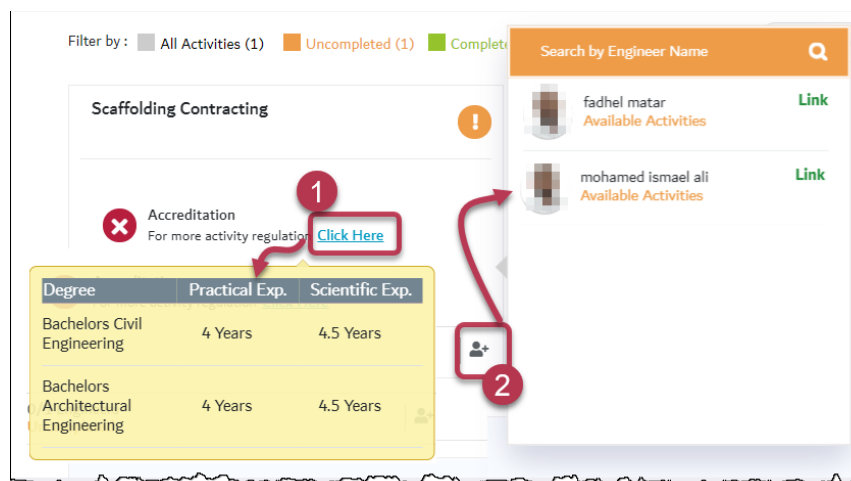
⚠️	You *cannot* link one engineer to more than two activities.

6. Select the checkbox **I have read and agreed to the issue the practice permit terms and conditions**. Then click the **Next** button. The system goes to the payment step.

7. Select your preferred payment method. If you select **Online Payment**, go to the next step. If you select **Cash Payment/Voucher**, go to step 0.

8. Select the **Online Payment** radio button, the system will move you to the electronic payment system to pay.

9. Enter the payment card number and complete the steps. After the payment is successful, a transaction success message is displayed and the practice permit is issued.

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.).

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

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:
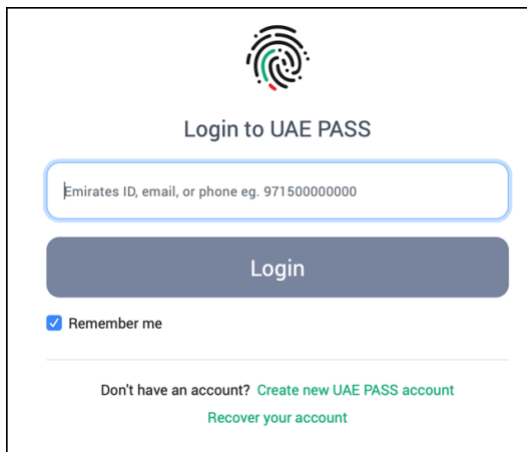
1. **You do not have an account** in the Dubai Engineering Qualification System, and there are no similar data between you and any of the system users. In this case, the system will fill in all your data via the link with UAE PASS system, and create an account for you in the Dubai Engineering Qualification 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
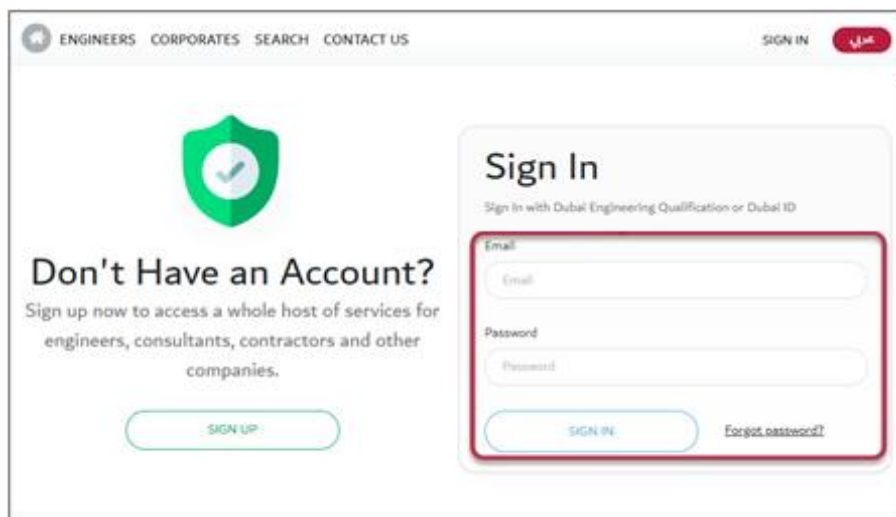

3. The system displays the Home page of your corporate profile.

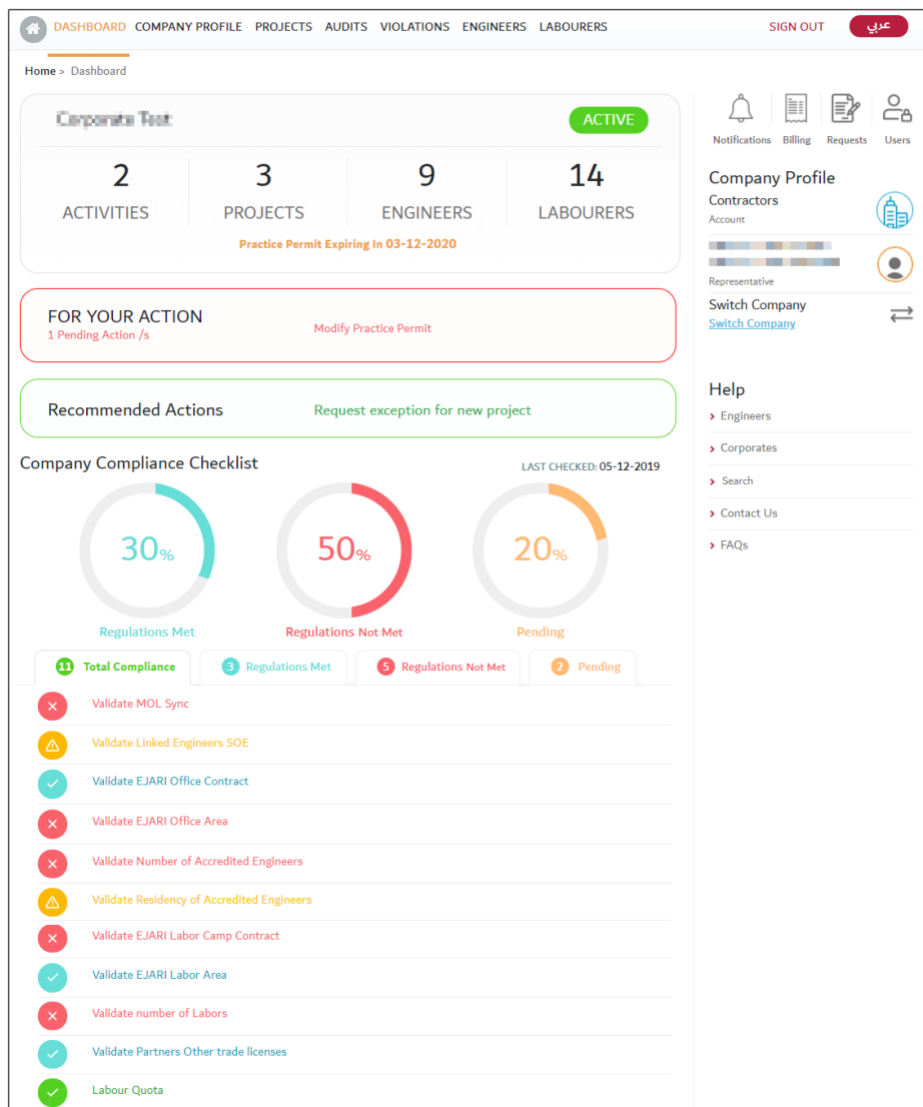### 2.2.2 Sign in to Dubai Engineering Qualification System

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.

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.

13
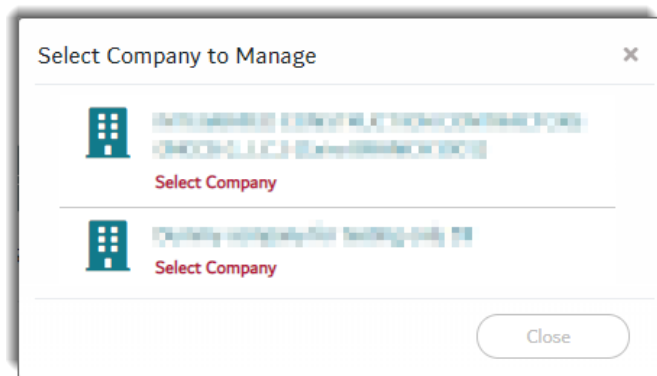
The corporate dashboard displays several sections that reflect data from automatic linking with multiple government associations such as (DED, Ministry of Human Resources and Emiratisation, GDFRA, SOE, Ejari, Dewa, etc.). These sections are explained in detail below.

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.
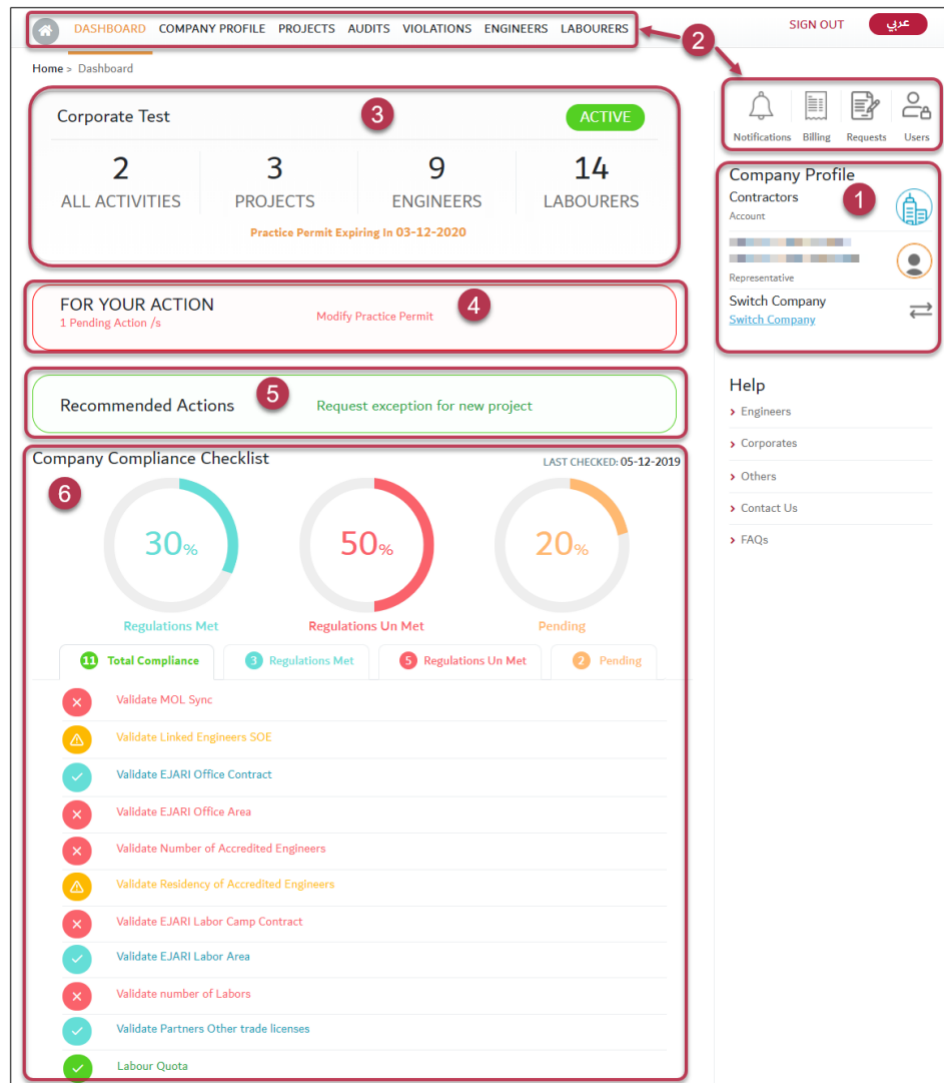
3.1.1 Notifications

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.

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.

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.

3.1.3 Violations

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

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 Emiratisation. 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 Name	Residency Expiry Date To	Residency Expiry Date To

Engineer Activity Status

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	
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   5 ▾   ‹ 1 2 3 4 5 ›

[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.

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 Emiratisation. These data display here so that owners / managers can know and view it. This section includes labourers only.

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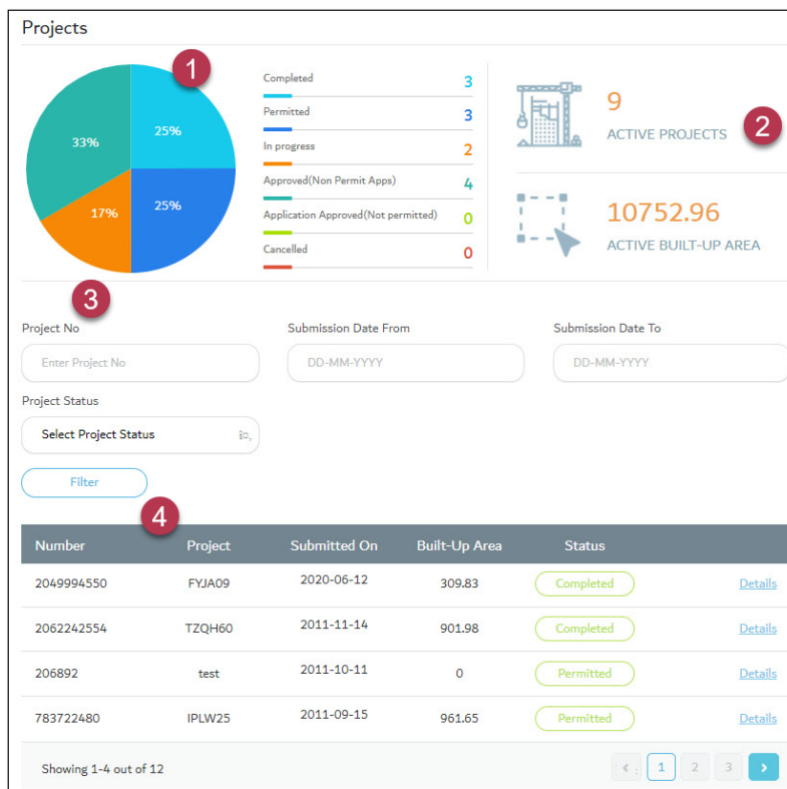
1. Diagram to show the percentage and status of the projects.
2. A section for the number and area of active projects.
3. A section to search for a specific project by its number, date, or status.
4. Data for each project and a button to display the complete details of the project.

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

Project Details

Project ID	▓▓▓▓	Project Description	IPLW25
Parcel ID	▓▓▓▓	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 — Enter Request No

Submitted on — DD-MM-YYYY

Request Type — Select Request Type

Status — Select Request Status

[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   5 ▾   ‹ 1 2 3 4 5 ›

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

Request Details - Accredit Technical Staff

Request No	4915	Request Type	Accredit Technical Staff
Submitted on	02-09-2019	Accreditation Type	Exterior Building Cladding Contracting
Engineer Name		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 getway
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 Al Ansari Exchange

Voucher No. :
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:

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

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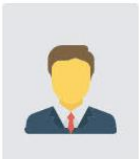
When you click the **Details** button, the system displays the **User Details** screen, which consists of two sections: **Personal Information** and **ID Documents**.

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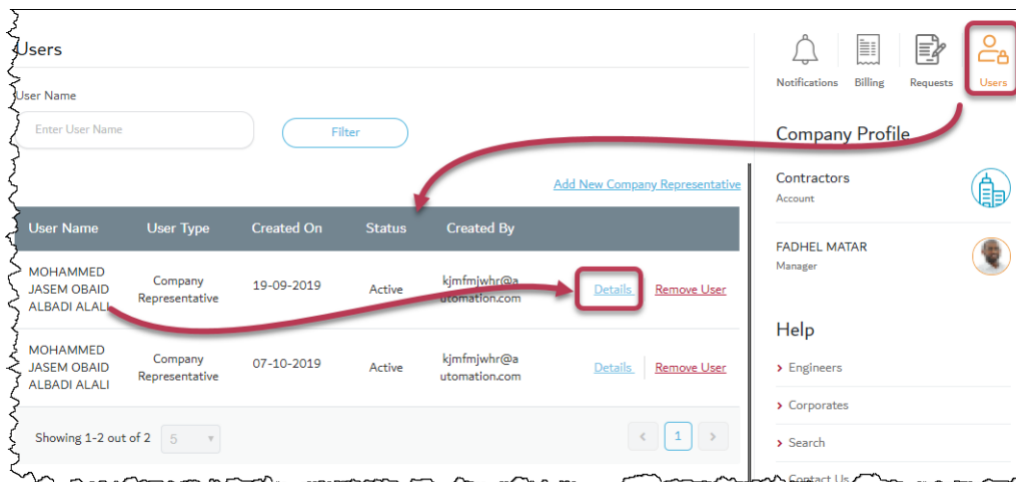
3. The **User Profile** page displays, with 2 tabs, **Personal Details**, and **ID Documents**.

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

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.

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.

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.
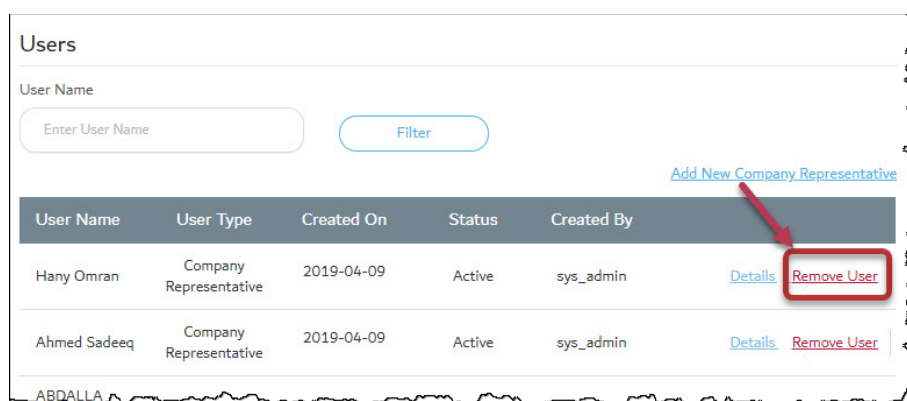
3. A popup message displays to confirm user removal. Click the **Yes** button.
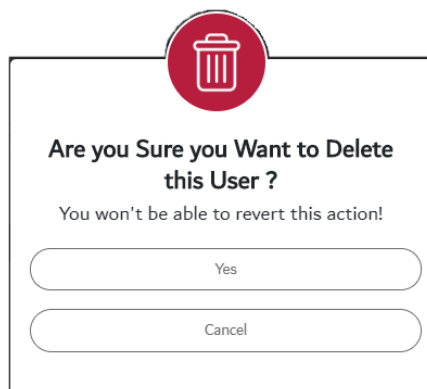
4. The record is deleted successfully.
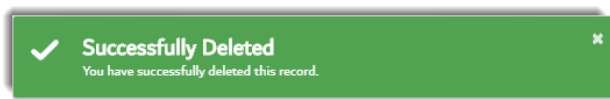
3.1.10 Company Profile

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.

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

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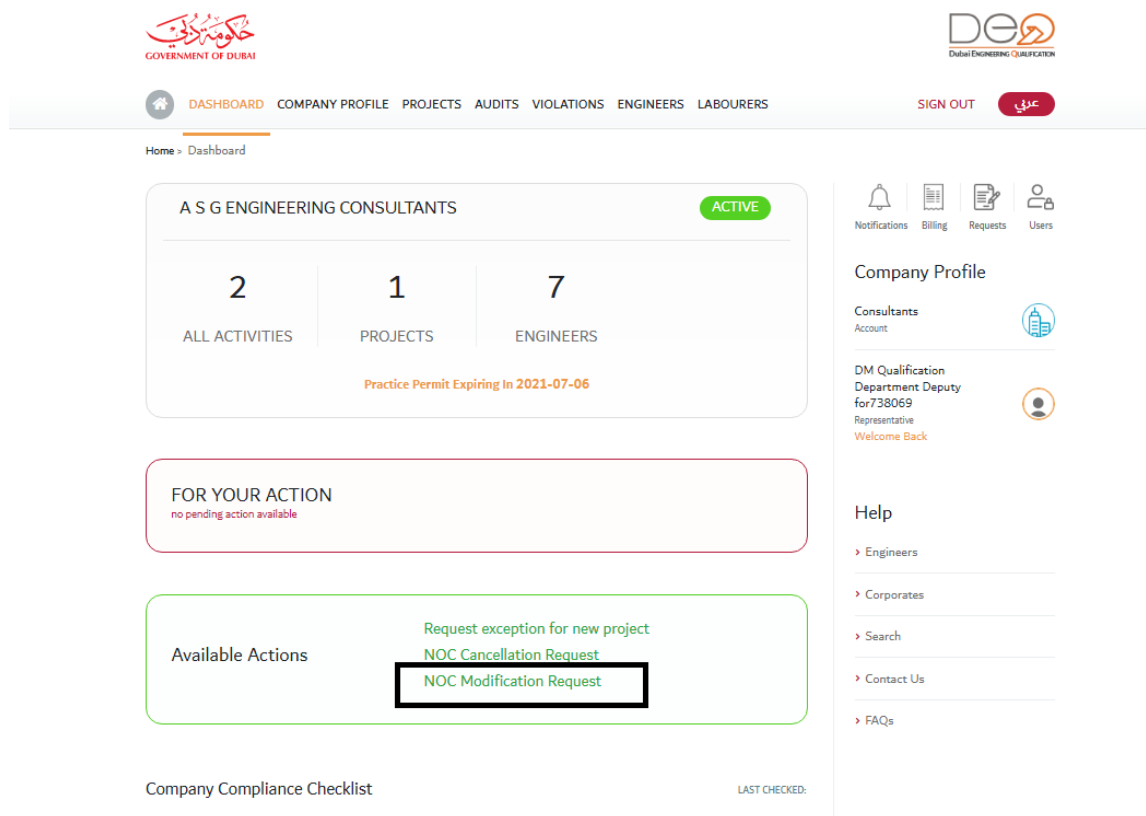
When you modify the trade license, this requires submitting a request to change the license in the Department of Economic Development. The modification includes or covers the following:

- 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.

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**).

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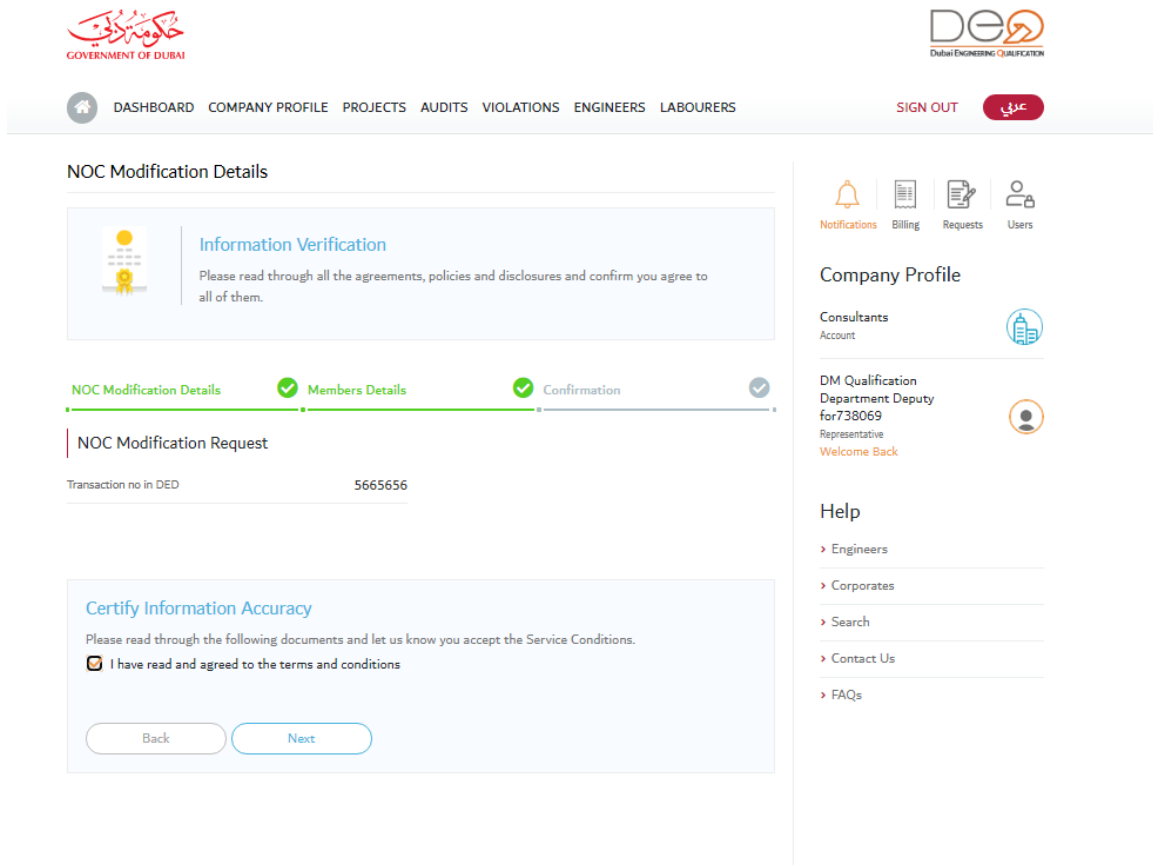
9. Press Save to add Member (Person/Corporate). A file is created to the member you added. You may add more than one member.

10. Press Next. Confirmation step is displayed.

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.

GOVERNMENT OF DUBAI

DEQ Dubai ENGINEERING QUALIFICATION

DASHBOARD   COMPANY PROFILE   PROJECTS   AUDITS   VIOLATIONS   ENGINEERS   LABOURERS   SIGN OUT   عربي

NOC Modification Details

Confirmation
NOC Modification Request has been submitted

NOC Modification Details ✓ Members Details ✓ Confirmation ✓

Request Details

Request Number	8115

✓ NOC Modification Request has been submitted

(Return to Company Dashboard)

Notifications   Billing   Requests   Users

Company Profile

Consultants
Account

DM Qualification
Department Deputy
for738069
Representative
Welcome Back

Help

> Engineers

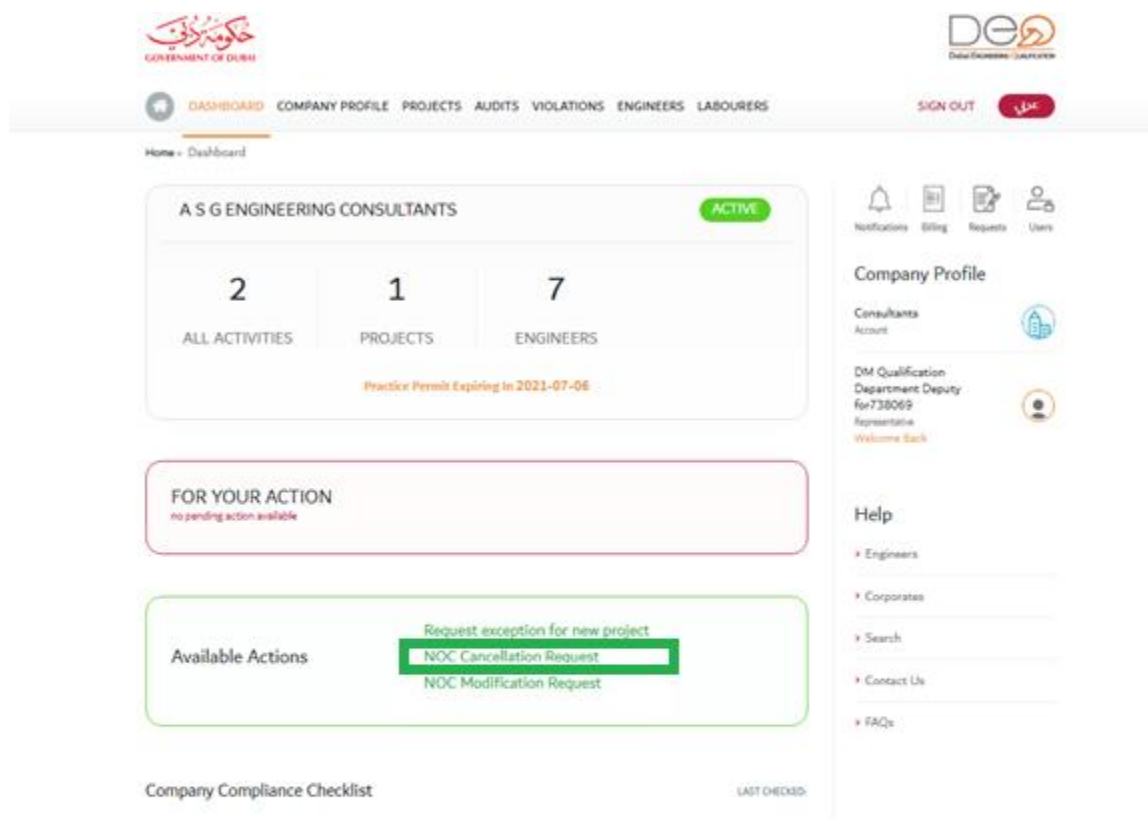> Corporates

> Search

> Contact Us

> FAQs

@dmunicipality

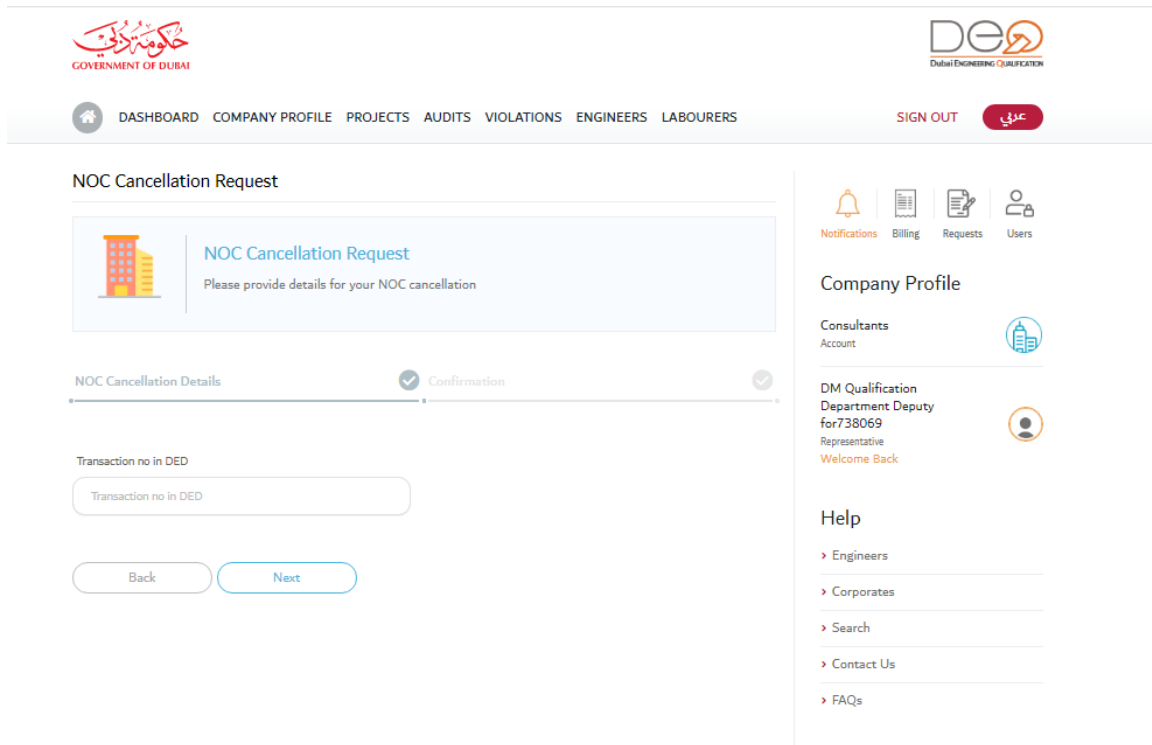800900
www.dm.gov.ae

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:

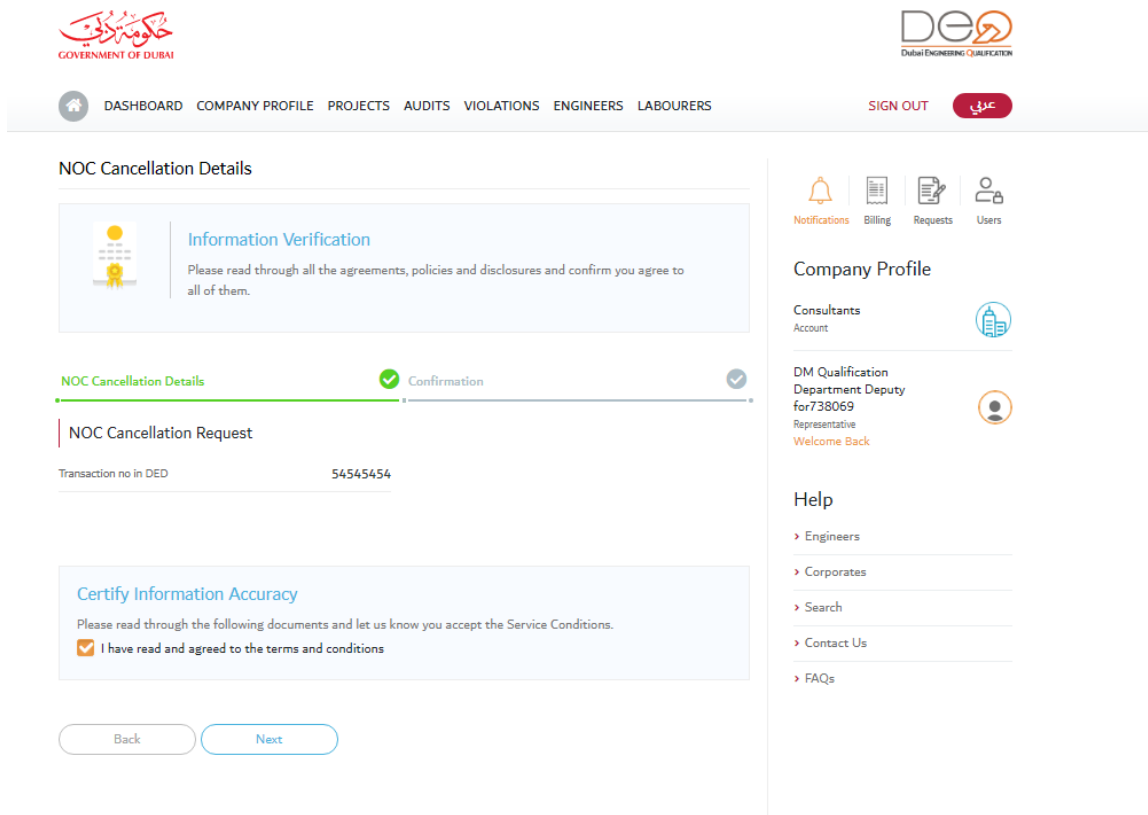1. Go to the **Company Dashboard** section and click the **NOC Cancellation Request** link.

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

3. Then, press Next for confirmation page.

4. Check the box I have read and agreed to the terms and conditions.

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

NOC Cancellation Details ✓ Confirmation ✓

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:

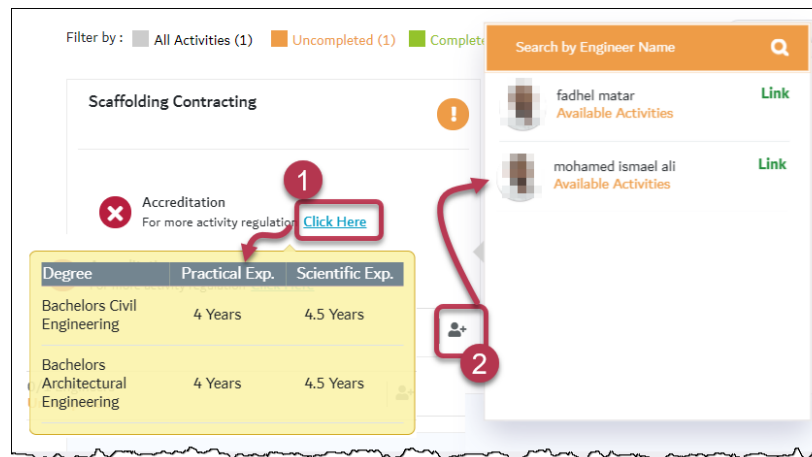1. From the Dashboard, click the **Renew Practice Permit** button.
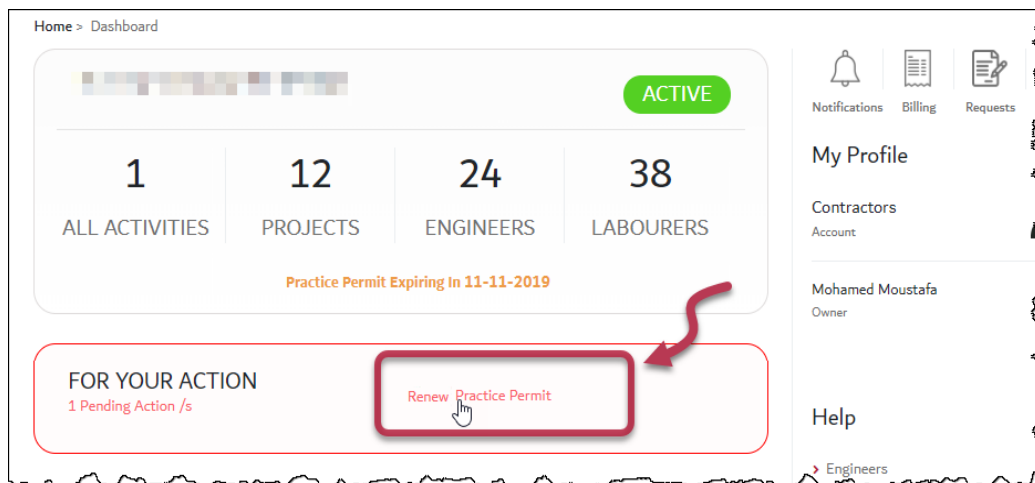
2. The first step **Terms & Conditions** displays the results for the corporate's Health checklist (based on linking with other associations like Ejari, Ministry of Labor, etc.). The system automatically evaluates if the transaction requirements are met, as well as the terms of the corporate's activities. All these requirements must be fulfilled in order for the corporate to proceed with the transaction.
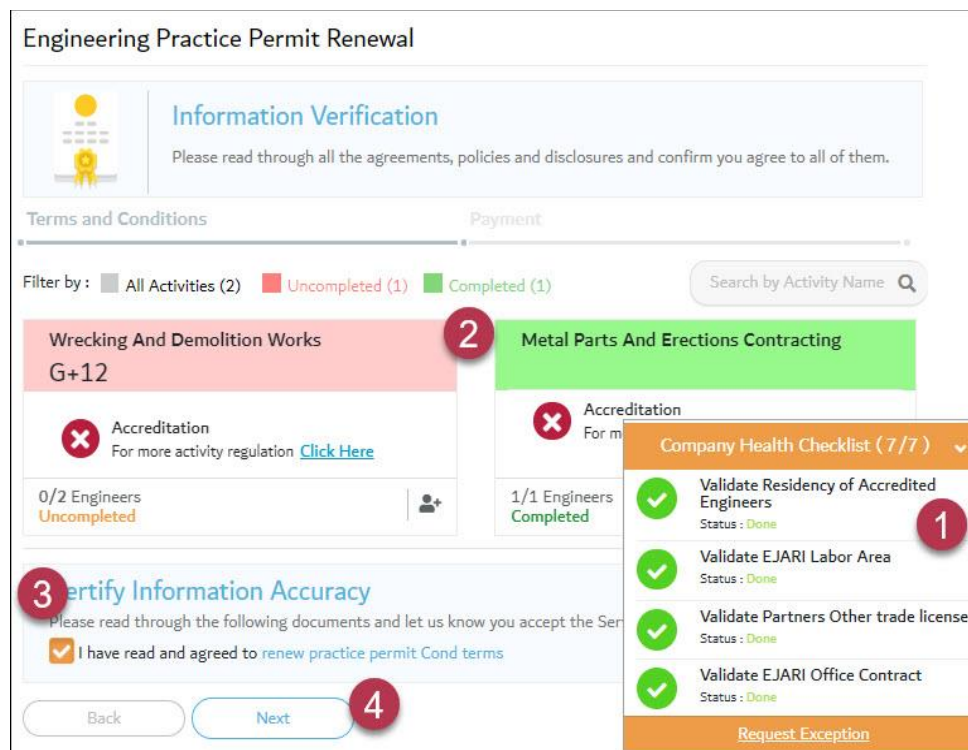
> ⚠️ *If the activity terms Health checklist are not met, an error message displays at the top of the page, the status of the check item is pending to the left of the page, and you will not be able to proceed with the transaction until all conditions are met.*

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.

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

5. Select your preferred payment method. If you select **Online Payment**, go to the next step. If you select **Cash Payment/Voucher**, go to [step 8](#).

6. Select the **Online Payment** radio button, the system will open the electronic payment system to pay.

7. Enter the payment card number and complete the steps. After the payment is successful, a transaction success message displays and the practice permit is renewed, and the **Renew Practice Permit** button is disabled.

8. 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.).
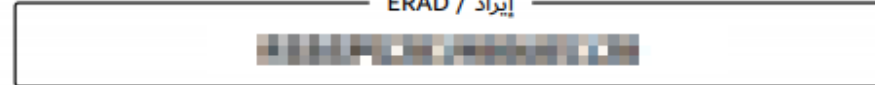
Print Date: Sunday, 26 May 2019

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

— إيراد / ERAD —

Fee Item / رسم البند	Unit Price / سعر الوحدة
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

@dmunicipality

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www.dm.gov.ae

9. 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:

1. From the Dashboard, click the **Company Profile** section at the top of the page. Click the **Upgrade Practice Permit** button.
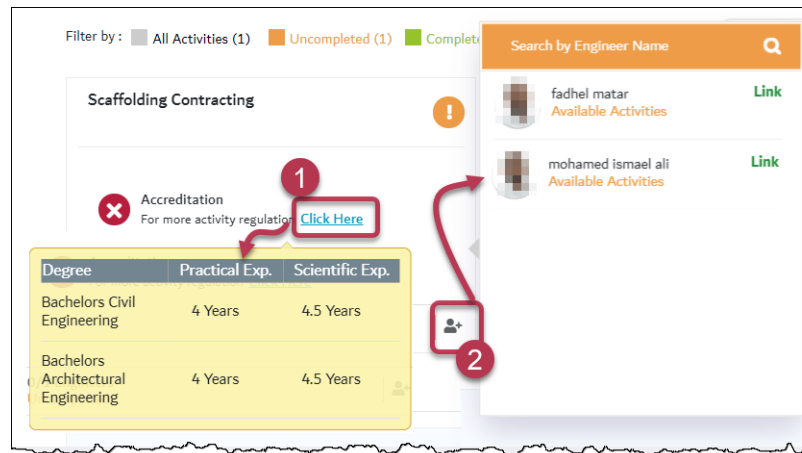
2. The first step **Terms and Conditions** displays with all activities that can be upgraded.

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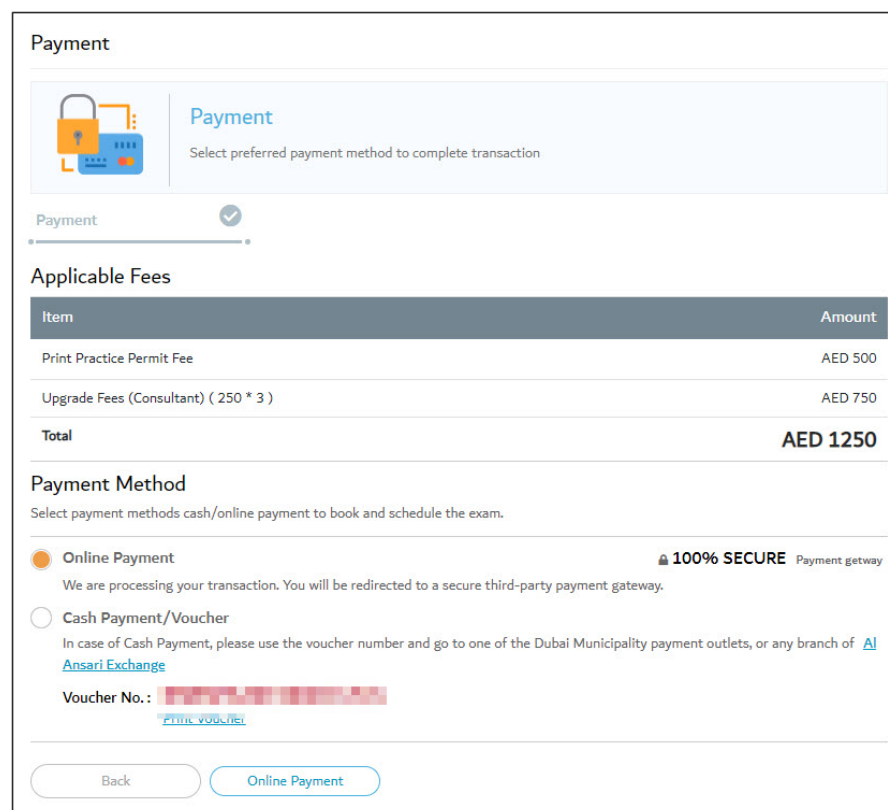
5. Select the checkbox in section **Certify Information Accuracy** to agree to the **Terms and Conditions**, and then click the **Next** button to proceed to the payment step.

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 <u>step 9</u>.

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.).

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

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.

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