

# Dubai Engineering

## Qualification System

### Corporate Services

## Contents

1. Overview .....	3
1.1 About Dubai Engineering Qualification System - Corporate Services .....	3
2 Create the Trade License Phase .....	4
2.1 Create an Engineering Practice Permit .....	4
2.2 Signing in to Your Corporate Account .....	10
2.2.1 Sign in using UAE PASS .....	10
2.2.2 Sign in to Dubai Engineering Qualification System .....	11
3 Trade License Validity Phase .....	13
3.1 Corporate Dashboard Sections .....	13
3.1.1 Notifications .....	16
3.1.2 Audits .....	17
3.1.3 Violations .....	18
3.1.4 Engineers .....	19
3.1.5 Labourers .....	20
3.1.6 Projects .....	21
3.1.7 Requests .....	22
3.1.8 Billing .....	24
3.1.9 Users .....	25
3.1.10 Company Profile .....	28
3.2 Practice Permit Procedures .....	30
3.2.1 NOC Modification Request .....	31
3.2.2 NOC Cancellation Request .....	38
3.2.3 Renew Practice Permit .....	40
3.2.4 Upgrade Practice Permit .....	45
4. Cancel the Trade License .....	50

## 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 Emiratization, 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

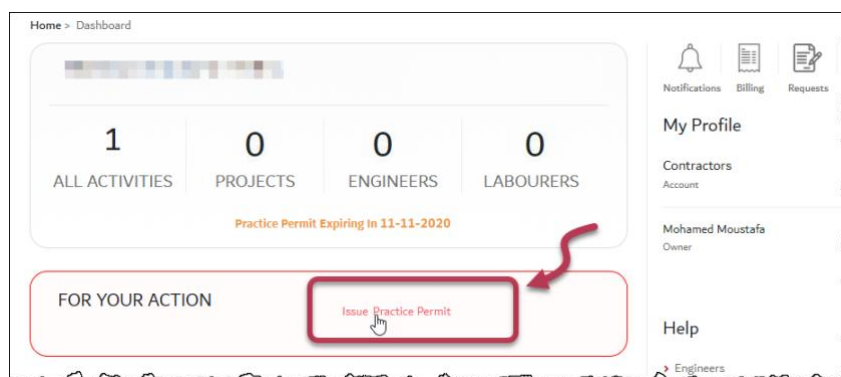
To create a new practice permit, perform the following steps:

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.



- 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.

### Register New Contracting Company



#### Registration Information

These are the details we have received with your DED pre-approval.

Information

Activity Linking

Payment

#### Company Details

Company ID

379

Company Type

Company Name

Email

Phone

PO Box

Address

#### Trade License

Trade License No:

Trade Name:

Issue Date:

28-04-2009

Expiry Date:

27-04-2022

Activities:

Ports & Marine Construction Contracting

452013 Bridges & Dams Contracting

#### Owner Information

Owner Name

Email:

Phone No

Date of Birth :

08-09-1982

Nationality :

Pakistan

#### Manager Information

Manager Name

Email:

Phone No

Date of Birth :

24-11-1995

Nationality :


United Arab Emirates

Back

Next

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.

### Register New Contracting Company



#### Information Verification

Please read through all the agreements, policies and disclosures and confirm you agree to all of them.


Terms and Conditions

Payment

Filter by : ☐ All Activities (1) ☒ Uncompleted (1) ☐ Completed (0)

Search by Activity Name

#### Electrical Fitting Contracting



Accreditation  
For more activity regulation [Click Here](#)





0/1 Engineers  
Uncompleted

#### Certify Information Accuracy

Please read through the following documents and let us know you accept the Servi

☐ I certify the following I have read and agreed to [register practice permit Co](#)

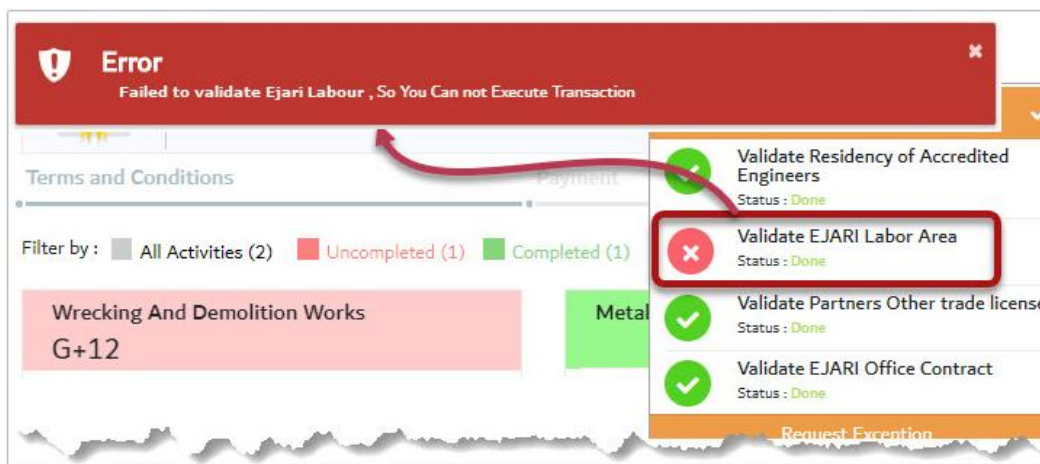
#### Company Health Checklist (7/7)


-  Validate Residency of Accredited Engineers  
Status : Done
-  Validate EJARI Labor Area  
Status : Done
-  Validate Partners Other trade license  
Status : Done
-  Validate EJARI Office Contract  
Status : Done

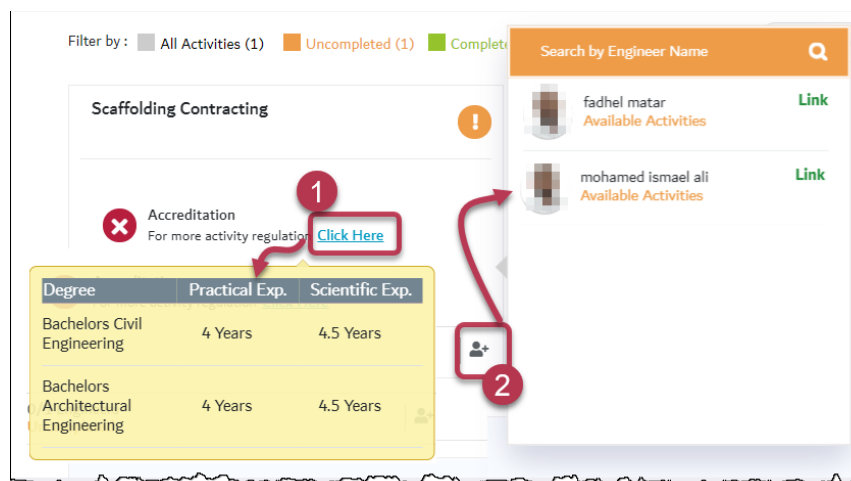
[Request Exception](#)



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.

### Payment



#### Payment

Select preferred payment method to complete transaction

Payment

#### Payment Details

Voucher No. :	63017	Service Type :	Licensing
Service Name :	Registering New Company	Accredited Engineers :	0

#### Applicable Fees

Item	Amount
Issuing Practice Permit Fees(Contractor) ( 250 * 7 )	AED 1750
Print Practice Permit Fee	AED 500
<b>Total</b>	<b>AED 2250</b>

#### Payment Method

Select payment methods cash/online payment to book and schedule the exam.

☒ **Online Payment** 100% SECURE Payment gateway  
 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 [Ansari Exchange](#)

Voucher No. :   
[Print Voucher](#)

Back

Online Payment

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.



- 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: Tuesday, 02 July 2019

إذن الدفع / Voucher

Invoice No. 61391 رقم الفاتورة

Service Type Apply To Register The Practice Permit نوع الخدمة

Service Issuing Practice Permit Fees(Contractor) الخدمة

Record ID 61391 رقم السجل

Expiry Date تاريخ انتهاء الصلاحية

إيراد / ERAD

رسم البند / Fee Item	سعر الوحدة / Unit Price
Issuing Practice Permit Fees(Contractor)	1750 AED
Print Practice Permit Fee	500 AED
<b>TOTAL</b>	<b>2250 AED</b>

Notes: 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

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

**Billing**

Request Type: Select Request Type

Invoice No: Enter Invoice No

ERAD Ref No: Enter Reference No

Invoice Date: DD-MM-YYYY

Invoice Status: Select Status

Filter

Invoice No	ERAD Ref No	Request Type	Invoiced On	Status	Amount
61934		Register Practice Permit	2019-08-20	Paid	2250 AED
61927		Transaction Exception Request	2019-08-20	Paid	1250 AED

My Profile

Contractors Account

Representative

Switch Company

Switch Company

Help

Engineers

Corporates

Others

## 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:

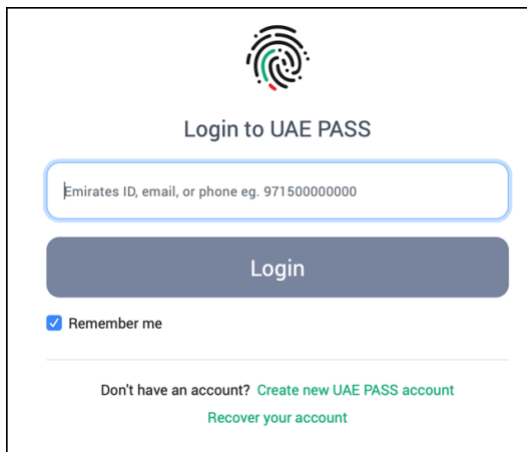
1. **You do not have an account** in the Dubai Engineering Qualification System, and there are no similar data between you and any of the system users. In this case, the system will fill in all your data via the link with UAE PASS system, and create an account for you in the Dubai Engineering Qualification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

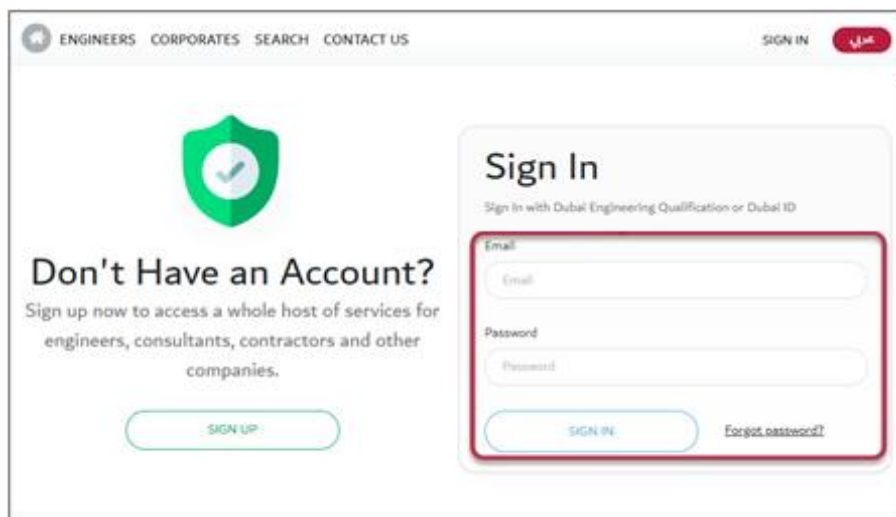


3. The system displays the Home page of your corporate profile.

## 2.2.2 Sign in to Dubai Engineering Qualification System

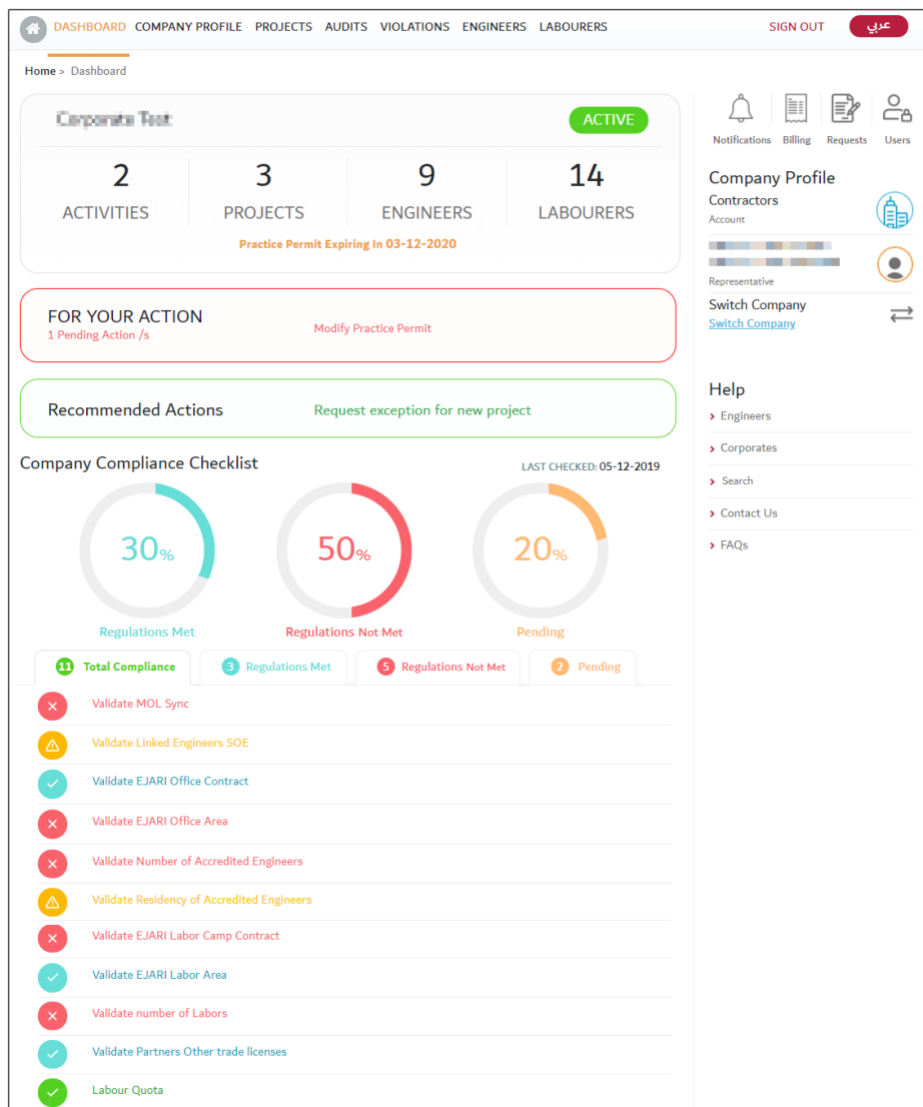
To sign in to your account, perform the following steps:

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.



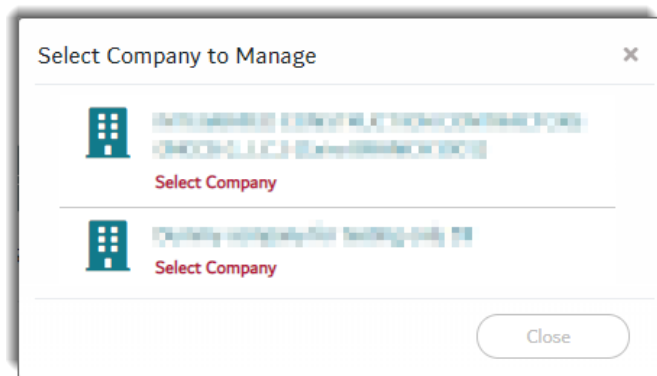
### 3. Trade License Validity Phase

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.

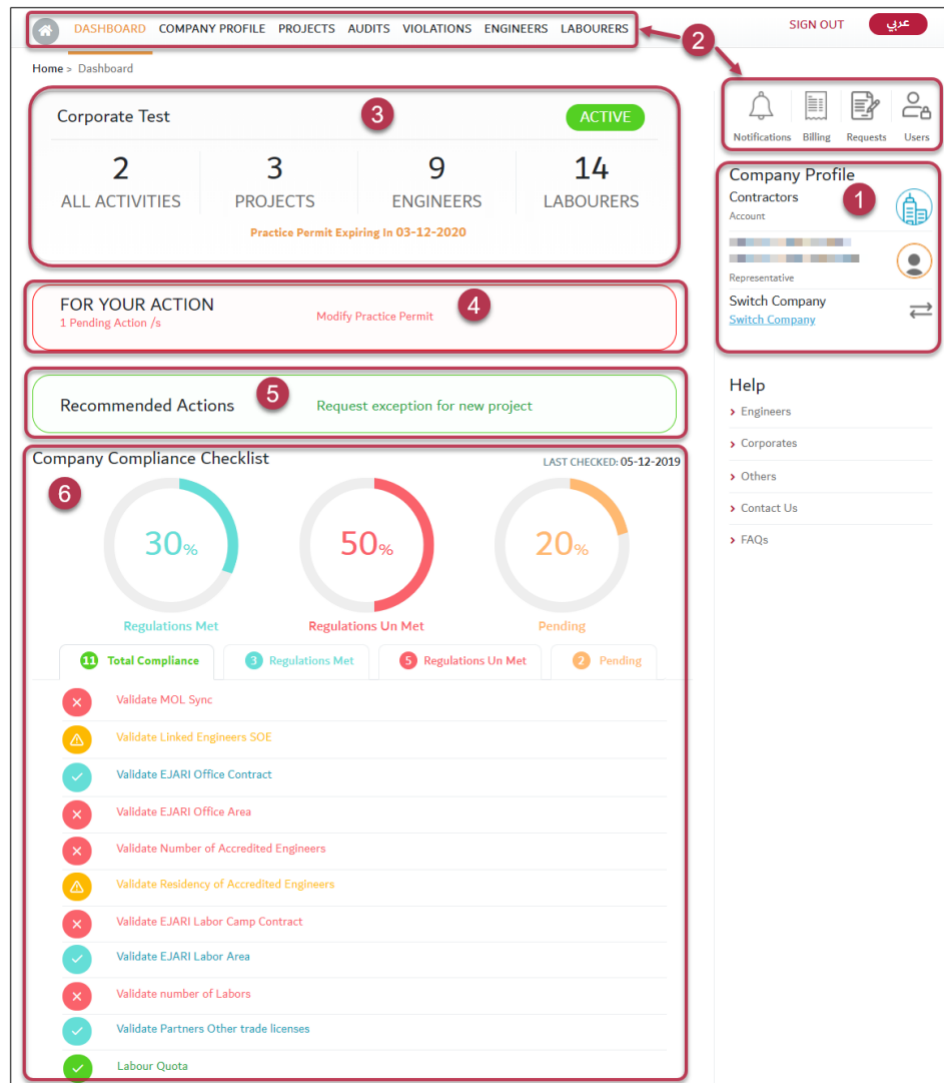


The corporate dashboard displays several sections that reflect data from automatic linking with multiple government associations such as (DED, Ministry of Human Resources and Emiratisation, GDFRA, SOE, Ejari, Dewa, etc.). These sections are explained in detail below.

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.

The screenshot shows the 'Notifications' section of a web application. On the left, there are filters for 'Date Sent From' (DD-MM-YYYY), 'Date' (DD-MM-YYYY), and 'Type' (a dropdown menu with 'Select' and a 'Filter' button). Below these is a table of notifications. The table has columns for 'Notification Subject' and 'Sent On'. The first row is 'Notify Customer with Cancel Permit' sent on '02-06-2019'. The second row is 'Notify Customer with Renew Permit' sent on '02-06-2019'. The third row is 'Notify Customer with Renew Permit' sent on '02-06-2019'. The fourth row is 'Notify Customer with Renew Permit' sent on '02-06-2019'. The fifth row is 'Notify Customer with Modify Permit' sent on '02-06-2019'. Each row has an 'Info' button and a 'Details' button. A red box highlights the 'Details' button for the second row. To the right, a 'Notification Details' modal is open, showing the details for the 'Notify Customer with Renew Permit' notification. The modal includes the 'Notification Subject', 'Type', 'Channel', 'Body', and a table with 'Email / Mobile No.' and 'Sent On' (02-06-2019). A red arrow points from the 'Details' button in the table to the modal.

**Notifications**

Date Sent From: DD-MM-YYYY

Date: DD-MM-YYYY

Type: Select

Filter

Notification Subject	Sent On	Info	Details
Notify Customer with Cancel Permit	02-06-2019	Info	Details
Notify Customer with Renew Permit	02-06-2019	Info	Details
Notify Customer with Renew Permit	02-06-2019	Info	Details
Notify Customer with Renew Permit	02-06-2019	Info	Details
Notify Customer with Modify Permit	02-06-2019	Info	Details

Showing 1-5 out of 68

**Notification Details**

Notification Subject: Notify Customer with Renew Permit

Type: Info Channel: Info

Body: Dear Testing 568381, Please note that renew record of your company license has been received from Department of economic and development, To continue practice permit renewal with Consultants and contractor Prequalification section in Dubai Municipality

Email / Mobile No.	Sent On
02-06-2019	02-06-2019

Showing 1-1 out of 1

### 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.

### Audit Visit

Audit Visit From

Audit Visit To

Audit Visit Status

Audit Visit From

Audit Visit To

Audit Visit Status

Filter

Audit ID	Audit Visit Date	Audit Visit Status	
2181	11-11-2019	Scheduled	<a href="#">Details</a>
2161	11-11-2019	Completed	<a href="#">Details</a>
2061	10-11-2019	Completed	<a href="#">Details</a>
1644	10-10-2019	Completed	<a href="#">Details</a>
1643	10-10-2019	Completed	<a href="#">Details</a>

Showing 1-5 out of 37

5

<

1

2

3

4

5

>

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.

### Audit Details

Audit ID	2161	Audit Date	11-11-2019
Audit Requested By	sys_admin	Audit Type	Adhoc
Audit Inspection Status	Visited	Audited By	System Administrator
Audit Comments	Submit Audit Visit		

### 3.1.3 Violations

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

### Violations

Violation No

Violation Date From

Violation Date To

Project No

Violation Status  

Select

Filter

Project	Plot ID	Issued On	Status	
68050124	74014	2019-12-09	Pending committee meeting	<a href="#">Details</a>
85708124	37632	2019-12-09	Pending Corporate Action	<a href="#">Details</a>
83491124	56721	2019-12-09	Pending Corporate Action	<a href="#">Details</a>
27693124	98388	2019-12-09	Pending Corporate Action	<a href="#">Details</a>
49506124	61966	2019-12-09	Pending Corporate Action	<a href="#">Details</a>

Showing 1-5 out of 434

5

←

1

2

3

4

5

→

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 Emiratization. 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	<a href="#">Details</a>
AHMED SELIM OMAR ELSHALTONY		18-08-2020		Not Linked	
AHMED MOHAMED FARAHAT FAHIM		13-08-2020		Not Linked	<a href="#">Details</a>
AHMED MAHMOUD		10-01-2020		Not Linked	<a href="#">Details</a>
ARNEL SORIANO RANAY		31-08-2020		Not Linked	<a href="#">Details</a>

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.


### Engineer Profile

Personal Details

ID Documents

Education

Experience



Engineer ID: 438

First Name: Mohamed

Last Name: Moustafa

Email: [REDACTED]

Mobile No.: [REDACTED]

Gender: Male


Date of Birth: 14-07-2000

Nationality: Egypt

### Engineer Accreditations

> Architectural Design Consultancy

Accredited on 27-06-2019



G+4

Apply for New Accreditation

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

### Labourers

Name

Occupation

Status

ENTER LABOURER NAME

Select Occupation

Select Status

Filter

LABOURER NAME	LABOURER CARD NO	OCCUPATION	PASSPORT NO	NATIONALITY	STATUS
ABBASMANTHIR I KANAVAPEER KANAVAPEER	70079573	A/C & FRIG INSTALLATION TECHN	[REDACTED]	India	Active
ABID ASHRAF MUHAMMAD ASHRAF KHAN	62530861	A/C & FRIG INSTALLATION TECHN	[REDACTED]	Pakistan	Active
ABID GHAFOR ABDUL GHAFOR	66190494	A/C & FRIG INSTALLATION TECHN	[REDACTED]	Pakistan	Active
ALI RAZA AKHTAR ALI	66384064	WIRING ELECTRICIAN GENERAL	[REDACTED]	Pakistan	Active

Showing 1-4 out of 75

<

1

2

3

4

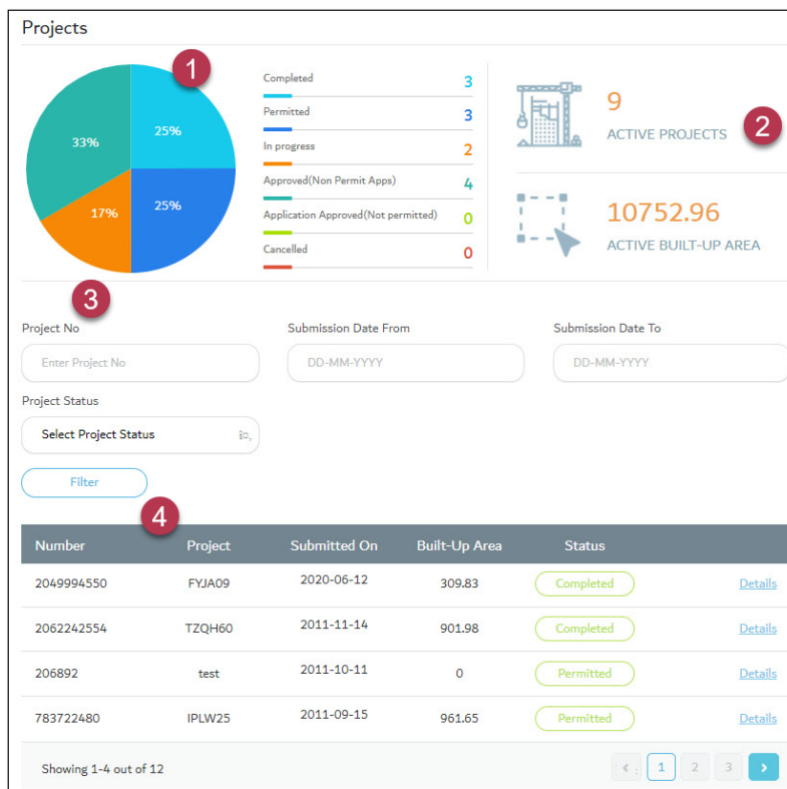
5

>

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

Submitted on

Request Type

Enter Request No

DD-MM-YYYY

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	<a href="#">Details</a>
6753	Register Practice Permit	14-11-2019	Register Permit Completed	750 AED	<a href="#">Details</a>
5449	Transaction Exception Request	15-09-2019	Pending Approval	500 AED	<a href="#">Details</a>
4958	Project Exception Request	03-09-2019	Pending Approval	500 AED	<a href="#">Details</a>
6453	Accredit Technical Staff Airports Engineering Services	14-10-2019	Pay & Schedule	400 AED	<a href="#">Details</a> <a href="#">Payment &amp; Schedule</a>

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 - Accredited Technical Staff

Request No	4915	Request Type	Accredit Technical Staff
Submitted on	02-09-2019	Accreditation Type	Exterior Building Cladding Contracting
Engineer Name	XXXXXXXXXX XXXXX XXXXX XXXXX	Status	Completed
Payment	Paid	Amount	400 AED
Fees Description	400 Fee Accredited 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 Accredited Engineer	AED 400
<b>Total</b>	<b>AED 400</b>

#### Payment Method

Select payment methods cash/online payment to book and schedule the exam.

☒ **Online Payment** 100% SECURE Payment gateway  
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.: XXXXXXXXXX XXXXXXXXXX  
[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:

#### Billing

Request Type

Invoice No

ERAD Ref No

Select Request Type

Enter Invoice No

Enter Reference No

Invoice Date

Invoice Status

DD-MM-YYYY

Select Status

Filter

Invoice No	ERAD Ref No	Request Type	Invoiced On	Status	Amount	
62729		Project Exception Request	2019-12-04	Not Paid	750 AED	<a href="#">Pay</a> <a href="#">Details</a>
62998		Renew Practice Permit	05-01-2020	Paid	50000 AED	<a href="#">Details</a>
62951		Corporate Violation Follow up	17-12-2019	Paid	50000 AED	<a href="#">Details</a>
62940		Corporate Violation Follow up	17-12-2019	Paid	50000 AED	<a href="#">Details</a>
62928		Corporate Violation Follow up	16-12-2019	Paid	50000 AED	<a href="#">Details</a>

Showing 1-5 out of 172

5

<

1

2

3

4

5

>

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

#### Request Details - Renew Practice Permit

Request No	6453	Request Type	Renew Practice Permit
Submitted on	2019-10-14	Status	Renew permit completed
Payment	Paid	Amount	750 AED
Fees Description	500 Print Practice Permit Fee   250 Renewal Fees (Contractor)		

### 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.

Users

User Name

[Add New Company Representative](#)

User Name	User Type	Created On	Status	Created By	
Hany Omran	Company Representative	2019-04-09	Active	sys_admin	<a href="#">Details</a> <a href="#">Remove User</a>
Ahmed Sadeeq	Company Representative	2019-04-09	Active	sys_admin	<a href="#">Details</a> <a href="#">Remove User</a>
ABDALLA MOHAMED ABDALLA BALKHASHAR	Company Representative	2019-09-04	Active	sys_admin	<a href="#">Details</a> <a href="#">Remove User</a>
Ahmed Hashem	Company Representative	2019-10-15	Active	sys_admin	<a href="#">Details</a> <a href="#">Remove User</a>

Showing 1-4 out of 4

5

<

1

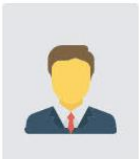
>

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

User Profile

1

Personal Details



Engineer ID

495

Register No.

First Name

Ahmed

Last Name

Sadeeq

Email

Mobile No.

Gender

Male

Date of Birth

20-04-1988

Nationality

India

User Profile

2

ID Documents

Society of Engineers Membership

Emirates ID No.

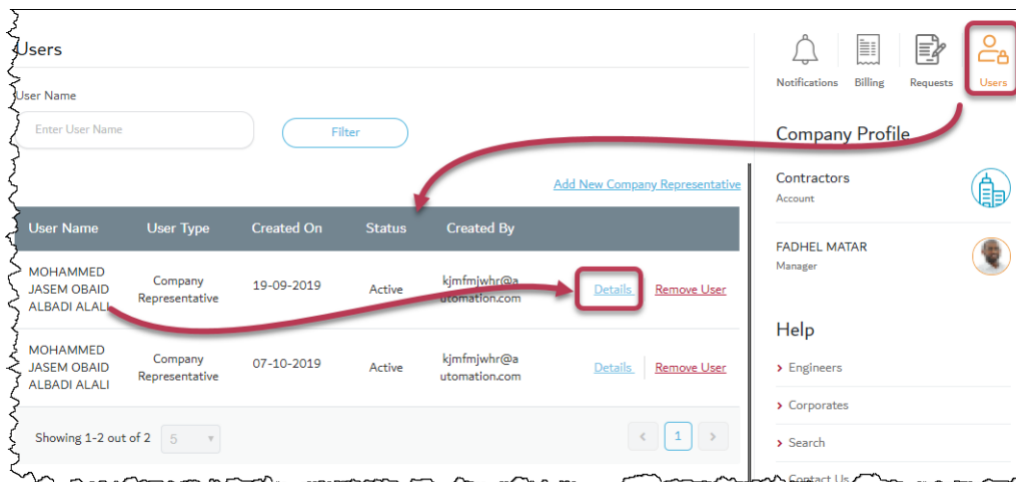
Passport No.

Residence File No.

#### 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**.

User Profile

Personal Details

ID Documents

Engineer ID

1114

Register No.

First Name

mohamed

Last Name

Email

Mobile No.

Gender

Male

Date of Birth

15-06-1993

Nationality

United Arab Emirates

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

Personal Details

ID Documents

Society of Engineers Membership

Emirates ID No.

Passport No.

Residence File No.

### 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.

**New Company Representative**

**Invite Representative**  
You can assign employee to representative your company

**User Info** Confirmation

**Invite Company Representative**

Emirates ID No. \*

Enter your Emirates ID No.

First Name \*

Enter your First Name

Last Name \*

Enter your Last Name

Enter your Mobile Number \*

+971 9710501234567

Email Address \*

youremail@email.com

Back Next

**Information Verification**

Please read through all the agreements, policies and disclosures and confirm you agree to all of them.

**User Info** Confirmation

☒ I have read and agreed to [Add User Cond terms](#)

Back Next

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.

**Invite Company Representative**

**Confirmation**  
Your Invitation of New Company Representative has been sent

**User Info** Confirmation

**Request Details**

Request Number: 116

Company Representative Email: mahi@email.com

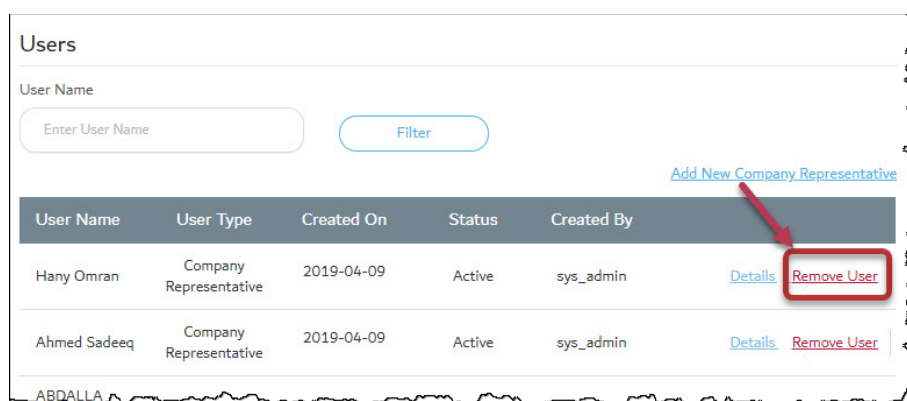
☒ Your Invitation of New Company Representative has been sent  
We have sent an invitation email to your provided email address. Once the new user completes the registration process, they will immediately have access to your company information and services.

Return to Users List

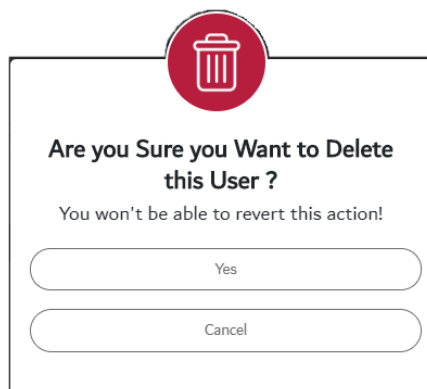
### 3.1.9.3 Removing Existing Corporate Representative

To remove an existing representative, perform the following steps:

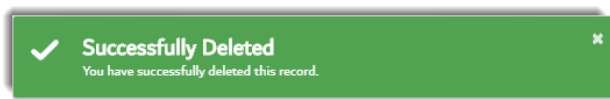
1. From the Dashboard, click the **Users** section at the top right side of the page, then select the user that you want to delete.
2. Click the **Remove User** button to the right of the user record.



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.

**Company Profile**

**Company Details** | Owners & Managers | Trade License | Practice Permit



Company ID	106
Company Type	Engineering Contracting
Company Name	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Email	XXXXXXXXXXXX@XXXXXX.XXX
Phone	XXXXXXXXXXXXXXX
Mobile	XXXXXXXXXXXXXXX
PO Box	XXXXXXX
Address	XXXXXXXXXXXXXXXXXXXXXXXXXXXX

[Renew Practice Permit](#)
[Upgrade Practice Permit](#)
[Cancel Practice Permit](#)

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

**Company Details** | **Owners & Managers** | Trade License | Practice Permit

**Owner Information**

Owner Name	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Email	XXXXXXXXXXXX@XXXXXX.XXX
Phone No :	XXXXXXXXXXXXXXX	Date of Birth :	1981-06-12
Nationality :	Pakistan		

**Owner Information**

Owner Name	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Email	XXXXXXXXXXXX@XXXXXX.XXX
Phone No :	XXXXXXXXXXXXXXX	Date of Birth :	1977-05-27
Nationality :	United Arab Emirates		

**Manager Information**

Manager Name	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Email	XXXXXXXXXXXX@XXXXXX.XXX
Phone No :	XXXXXXXXXXXXXXX	Date of Birth :	1981-06-12
Nationality :	Pakistan		

[Upgrade Practice Permit](#)
[Cancel Practice Permit](#)



- **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

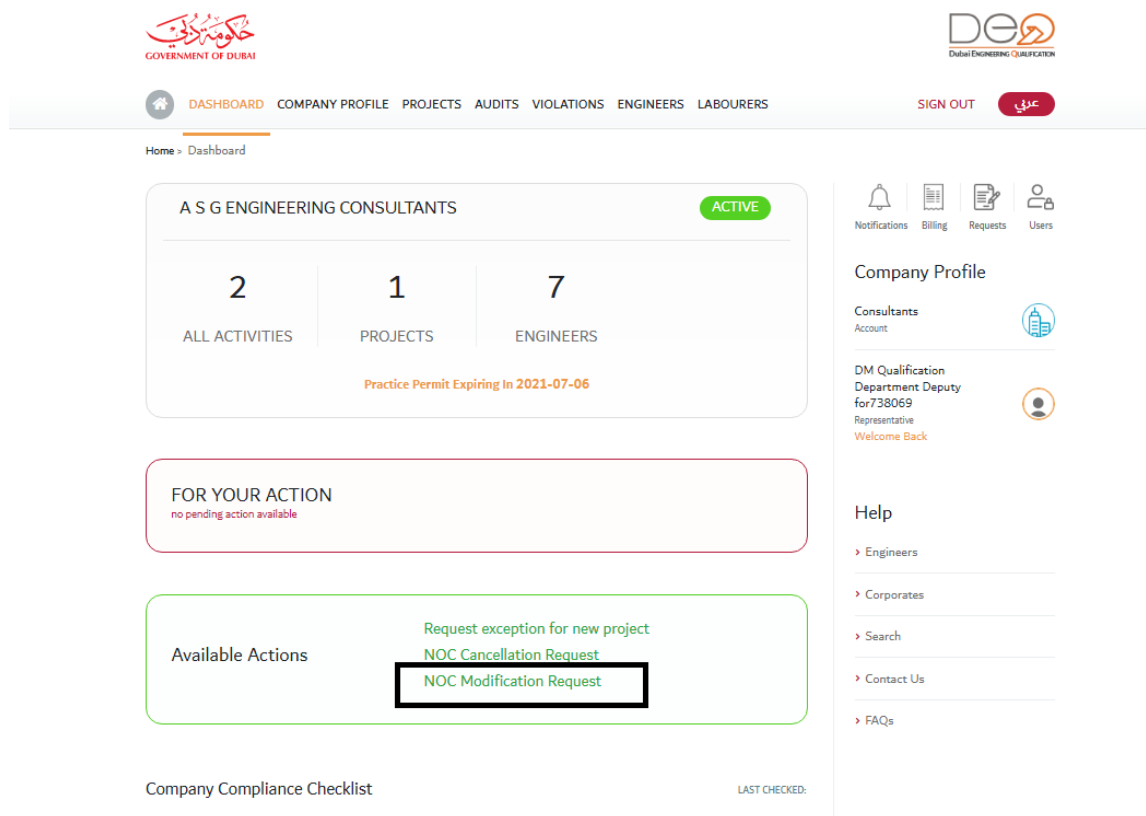
When you modify the trade license, this requires submitting a request to change the license in the Department of Economic Development. The modification includes or covers the following:

- 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.



The screenshot shows the dashboard for 'A S G ENGINEERING CONSULTANTS'. The top navigation bar includes links for DASHBOARD, COMPANY PROFILE, PROJECTS, AUDITS, VIOLATIONS, ENGINEERS, and LABOURERS. The main content area displays statistics: 2 ALL ACTIVITIES, 1 PROJECTS, and 7 ENGINEERS. Below these, there is a section for 'FOR YOUR ACTION' with a message 'no pending action available'. The 'Available Actions' section lists three options: 'Request exception for new project', 'NOC Cancellation Request', and 'NOC Modification Request', with the latter highlighted by a black box. The right sidebar contains a 'Company Profile' section with a 'DM Qualification Department Deputy for 738069 Representative' and a 'Welcome Back' message. Below this is a 'Help' section with links to Engineers, Corporates, Search, Contact Us, and FAQs. The bottom of the dashboard shows a 'Company Compliance Checklist' and a 'LAST CHECKED' status.


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.

[DASHBOARD](#)
[COMPANY PROFILE](#)
[PROJECTS](#)
[AUDITS](#)
[VIOLATIONS](#)
[ENGINEERS](#)
[LABOURERS](#)
[SIGN OUT](#)
[عربي](#)

### NOC Modification Request



#### NOC Modification Request

Please provide details for your NOC Modification

[NOC Modification Details](#)
[Members Details](#)
[Confirmation](#)

Transaction no in DED

Transaction no in DED

Select Activity

Select Activity

Add

Activity Code	Activity Desc AR	Activity Desc En	Status	Action
742170	استشارات هندسة التصميم المعماري	Architectural Design Consultancy	Active	Remove
742103	خدمات هندسة إنشاءات الأبنية	Construction Engineering Services	Active	Remove

Showing 1-2 out of 2

Notifications Billing Requests Users

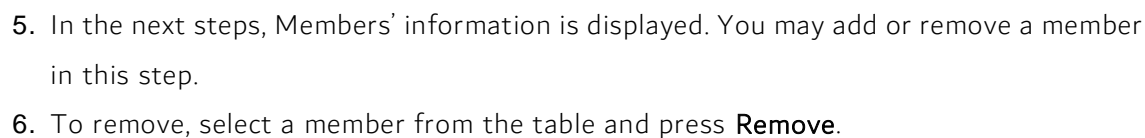
#### Company Profile

Consultants Account

DM Qualification Department Deputy for 738069 Representative Welcome Back

#### Help

- Engineers
- Corporates
- Search
- Contact Us
- FAQs



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**).

Select Member Type \*

☒ person ☐ Body Corporate

---

Nationality *	Emirates ID *
<input type="text" value="Make a Selection"/>	<input type="text" value="Emirates ID"/>
Birthdate	Unified Number
<input type="text"/>	<input type="text" value="Unified Number"/>
Passport	Passport Place
<input type="text" value="Passport"/>	<input type="text" value="Make a Selection"/>
Name Arabic *	Name English *
<input type="text" value="Name Arabic"/>	<input type="text" value="Name English"/>
Mobile Number *	Legal Type *
<input type="text"/>	<input type="text" value="Make a Selection"/>

- You may add a corporate. You may select Body Corporate. Then, add the required information (Trade License in Arabic and English and Mobile Number).

Select Member Type \*

☐ person ☒ Body Corporate

---

Authority \* DED

Trade License \* Trade License

Company Name Arabic \* Company Name Arabic

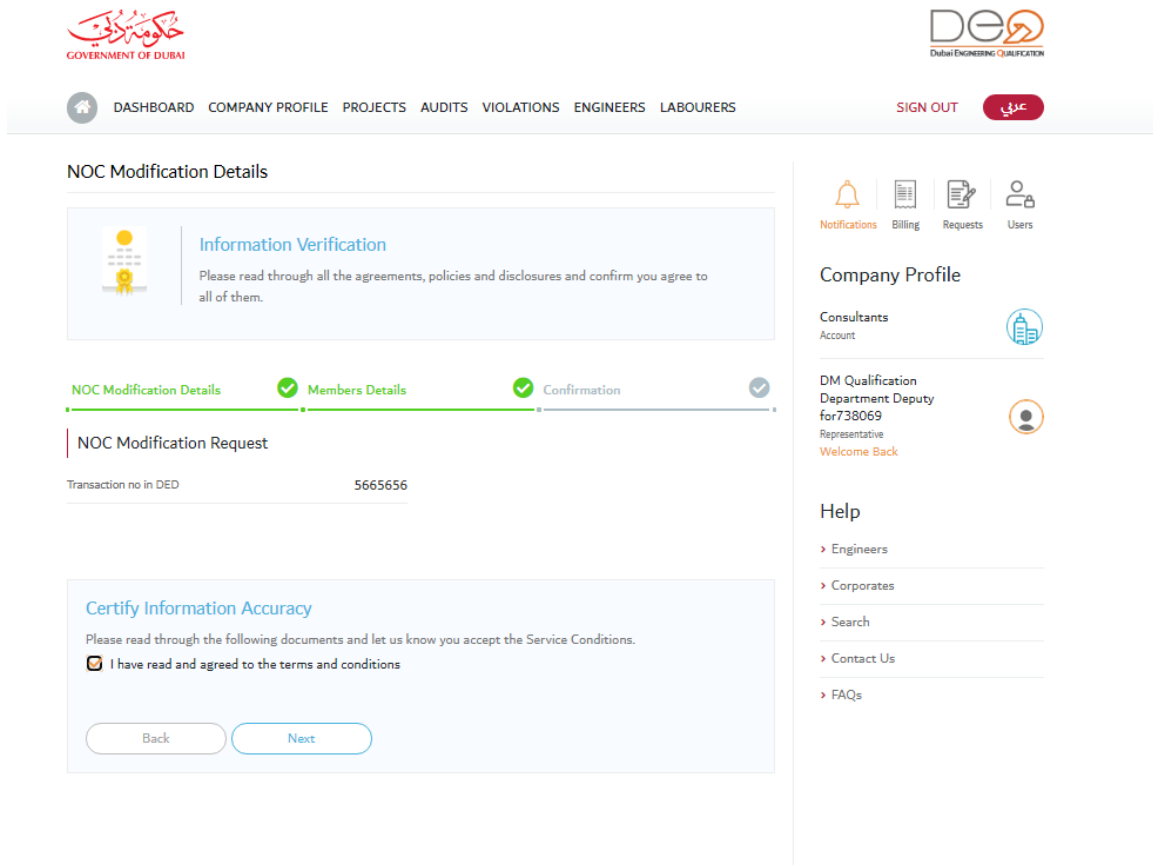
Company Name English \* Company Name English

Mobile Number \*

Save Close

- 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.



**GOVERNMENT OF DUBAI**

**DEQ**  
Dubai ENGINEERING QUALIFICATION

DASHBOARD COMPANY PROFILE PROJECTS AUDITS VIOLATIONS ENGINEERS LABOURERS SIGN OUT عربي

### NOC Modification Details

**Information Verification**  
Please read through all the agreements, policies and disclosures and confirm you agree to all of them.

**Progress Bar:**  
 NOC Modification Details (Active) | Members Details (Completed) | Confirmation (Completed) | Payment (Completed)

**NOC Modification Request**  
Transaction no in DED: 5665656

**Certify Information Accuracy**  
Please read through the following documents and let us know you accept the Service Conditions.  
☒ I have read and agreed to the terms and conditions



**Buttons:** Back, Next

**Right Sidebar:**  
 Notifications, Billing, Requests, Users  
 Company Profile  
 Consultants Account  
 DM Qualification Department Deputy for 738069 Representative  
 Welcome Back  
 Help  
 > Engineers  
 > Corporates  
 > Search  
 > Contact Us  
 > FAQs

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.

[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  
for 738069  
Representative  
[Welcome Back](#)



#### Help

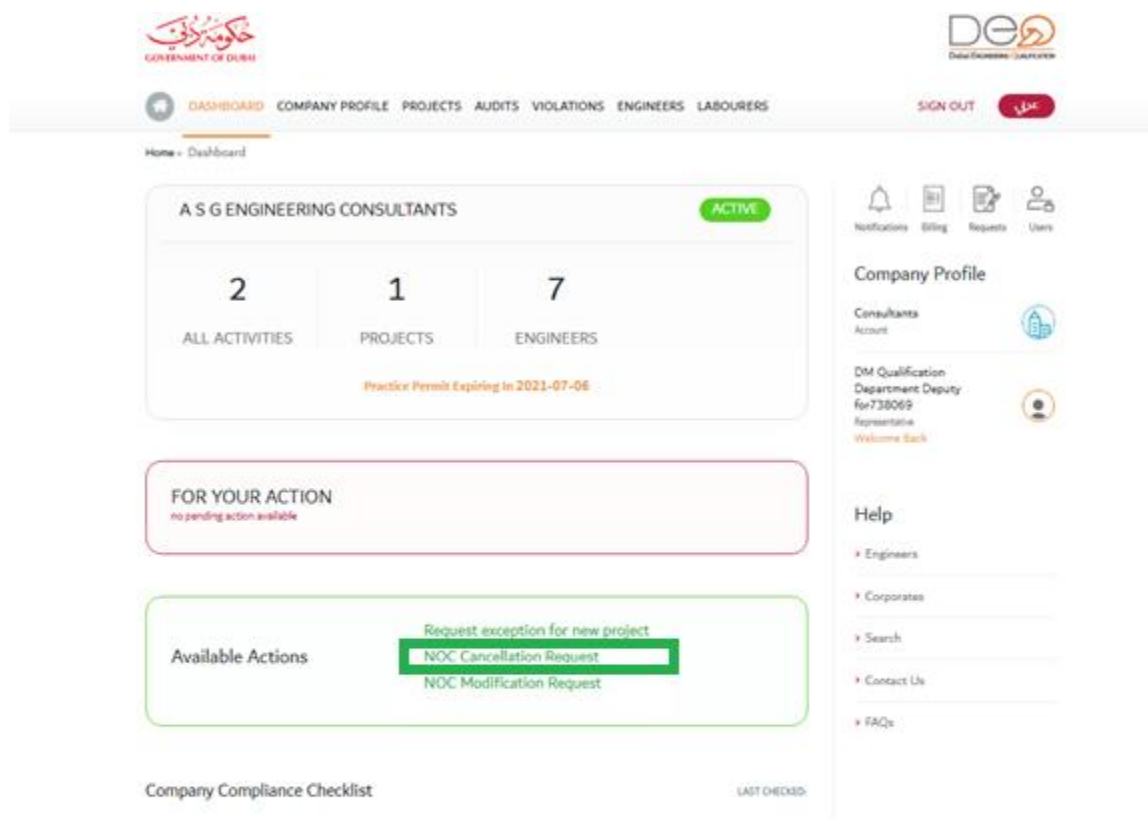
- > Engineers
- > Corporates
- > Search
- > Contact Us
- > FAQs

### 3.2.2 NOC Cancellation Request

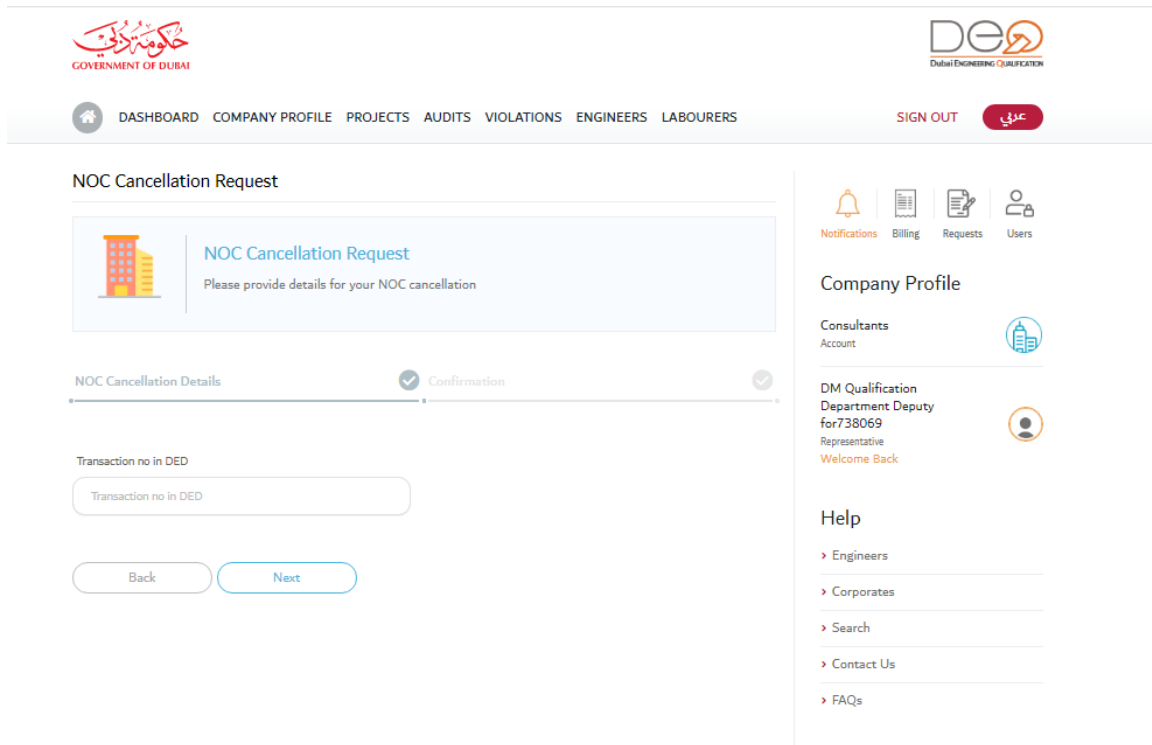
In case you want to cancel your corporate's trade license, you must submit NOC Cancellation Request in DED. Also, in order to cancel the practice permit, you must confirm that all requirements are met, such as that there are no active projects, as you cannot cancel the license while having ongoing projects.

To apply for NOC Cancellation Request, perform the following steps:

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

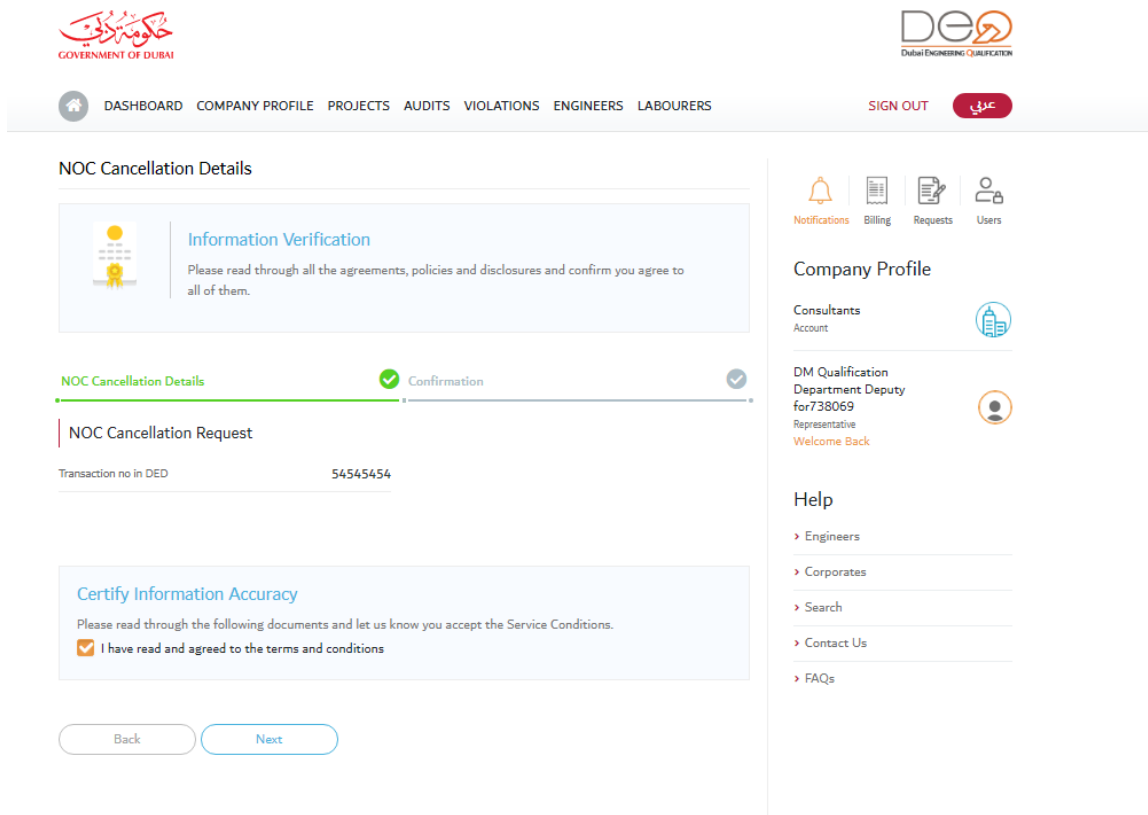


- The first step is displayed for Cancellation Details. Input Transaction Number in DED.



The screenshot shows the 'NOC Cancellation Request' page. At the top, there is a navigation bar with links: DASHBOARD, COMPANY PROFILE, PROJECTS, AUDITS, VIOLATIONS, ENGINEERS, LABOURERS, SIGN OUT, and عربي. The main content area has a header 'NOC Cancellation Request' and a sub-header 'Please provide details for your NOC cancellation'. Below this is a progress bar with two steps: 'NOC Cancellation Details' (active) and 'Confirmation'. The 'NOC Cancellation Details' step contains a text input field labeled 'Transaction no in DED' with the placeholder text 'Transaction no in DED'. Below the input field are 'Back' and 'Next' buttons. On the right side, there is a sidebar with icons for Notifications, Billing, Requests, and Users. Below these icons is the 'Company Profile' section, which includes 'Consultants Account', 'DM Qualification Department Deputy for 738069 Representative', and a 'Welcome Back' message. At the bottom of the sidebar is a 'Help' section with links to Engineers, Corporates, Search, Contact Us, and FAQs.


- Then, press Next for confirmation page.
- Check the box I have read and agreed to the terms and conditions.



The screenshot shows the 'NOC Cancellation Details' page. At the top, there is a navigation bar with links: DASHBOARD, COMPANY PROFILE, PROJECTS, AUDITS, VIOLATIONS, ENGINEERS, LABOURERS, SIGN OUT, and عربي. The main content area has a header 'NOC Cancellation Details' and a sub-header 'Information Verification'. Below this is a progress bar with two steps: 'NOC Cancellation Details' (active) and 'Confirmation'. The 'NOC Cancellation Details' step contains a text input field labeled 'Transaction no in DED' with the value '54545454'. Below the input field is a 'Certify Information Accuracy' section with a checkbox labeled 'I have read and agreed to the terms and conditions'. Below this section are 'Back' and 'Next' buttons. On the right side, there is a sidebar with icons for Notifications, Billing, Requests, and Users. Below these icons is the 'Company Profile' section, which includes 'Consultants Account', 'DM Qualification Department Deputy for 738069 Representative', and a 'Welcome Back' message. At the bottom of the sidebar is a 'Help' section with links to Engineers, Corporates, Search, Contact Us, and FAQs.

- 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



### Request Details

Request Number **8153**



NOC Cancellation Request has been submitted

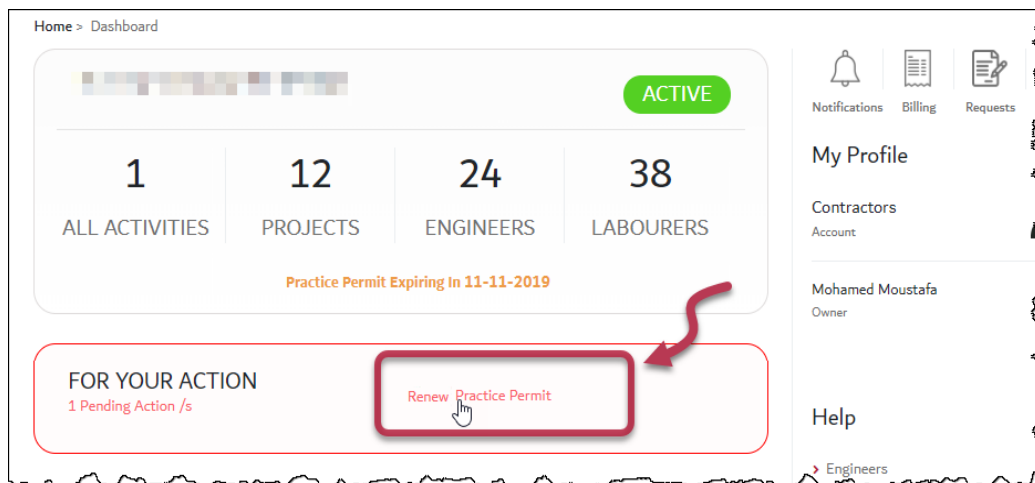
[Return to Company Dashboard](#)

### 3.2.3 Renew Practice Permit

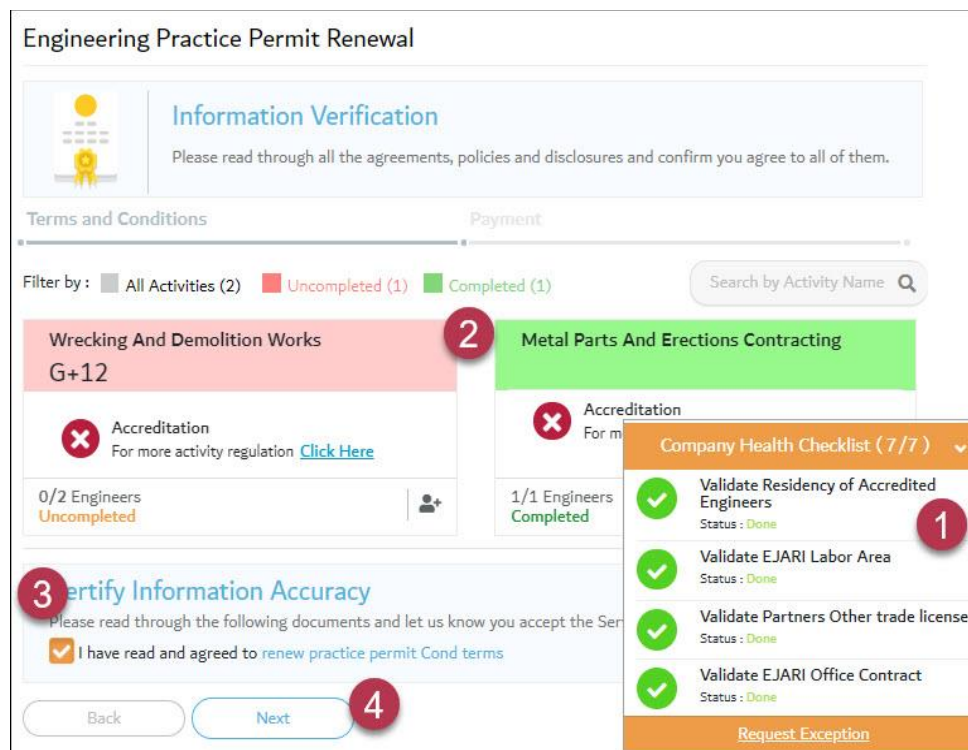
For a specific period prior to the expiry of the Practice permit, the system allows you to renew it according to the company classification. The renewal request must be submitted two months prior its expiration date.

To apply for renewal, perform the following steps:

1. From the Dashboard, click the **Renew Practice Permit** button.




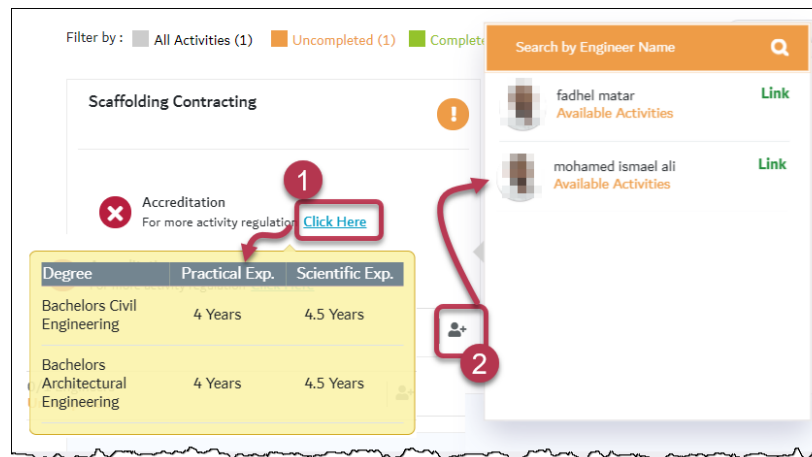
2. The first step **Terms & Conditions** displays the results for the corporate's Health checklist (based on linking with other associations like Ejari, Ministry of Labor, etc.). The system automatically evaluates if the transaction requirements are met, as well as the terms of the corporate's activities. 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.

### Payment

Select preferred payment method to complete transaction

Terms and Conditions ✓

Payment ✓

#### Payment Details

Voucher No.: 62952 Service Type: Licensing

Service Name: Engineering Practice Permit Renewal Accredited Engineers:

#### Applicable Fees

Item	Amount
Print Practice Permit Fee	AED 500
Renewal Fees (Consultant) ( 250 * 3 )	AED 750
<b>Total</b>	<b>AED 1250</b>

#### Payment Method

Select payment methods cash/online payment to book and schedule the exam.

☒ **Online Payment** 100% SECURE Payment gateway  
 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.: XXXXXXXXXX

[Print Voucher](#)

- 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](#).
- Select the **Online Payment** radio button, the system will open the electronic payment system to pay.
- 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.
- 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.).

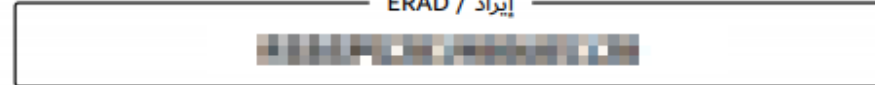


Print Date: Sunday, 26 May 2019

### 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



رسم البند / Fee Item	سعر الوحدة / Unit Price
Print Practice Permit Fee	500 AED
Renewal Fees (Contractor)	750 AED
<b>TOTAL</b>	<b>1250 AED</b>

**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 بدريهم المعرفة وديهم الابتكار.

DUBAI ENGINEERING QUALIFICATIONS





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

**Billing**

Request Type:  Invoice No:  ERAD Ref No:

Invoice Date:  Invoice Status:

[Filter](#)

Invoice No	ERAD Ref No	Request Type	Invoiced On	Status	Amount	
61934		Upgrade Practice Permit	2019-08-20	Paid	1250 AED	<a href="#">Details</a>
61927		Renew Practice Permit	2019-08-20	Paid	1250 AED	<a href="#">Details</a>

**My Profile**

Contractor Account

Representative

[Switch Company](#)

[Switch Company](#)

**Help**

- Engineers
- Corporates
- Search

### 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:

- From the Dashboard, click the **Company Profile** section at the top of the page. Click the **Upgrade Practice Permit** button.

**Company Profile**

Company Type: Engineering Contracting

Company Name:

Email:

Phone:

Mobile:


PO Box:

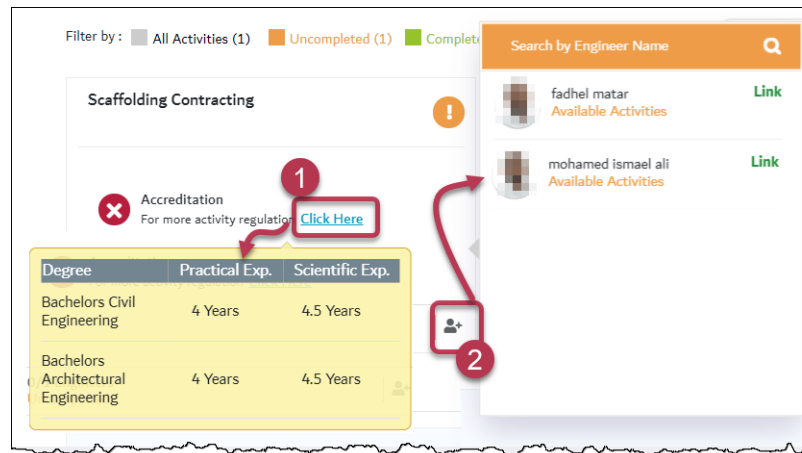
Address:

[Renew Practice Permit](#) [Upgrade Practice Permit](#) [Cancel Practice Permit](#)

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.



Filter by: ☐ All Activities (1) ☒ Uncompleted (1) ☐ Completed

**Scaffolding Contracting**

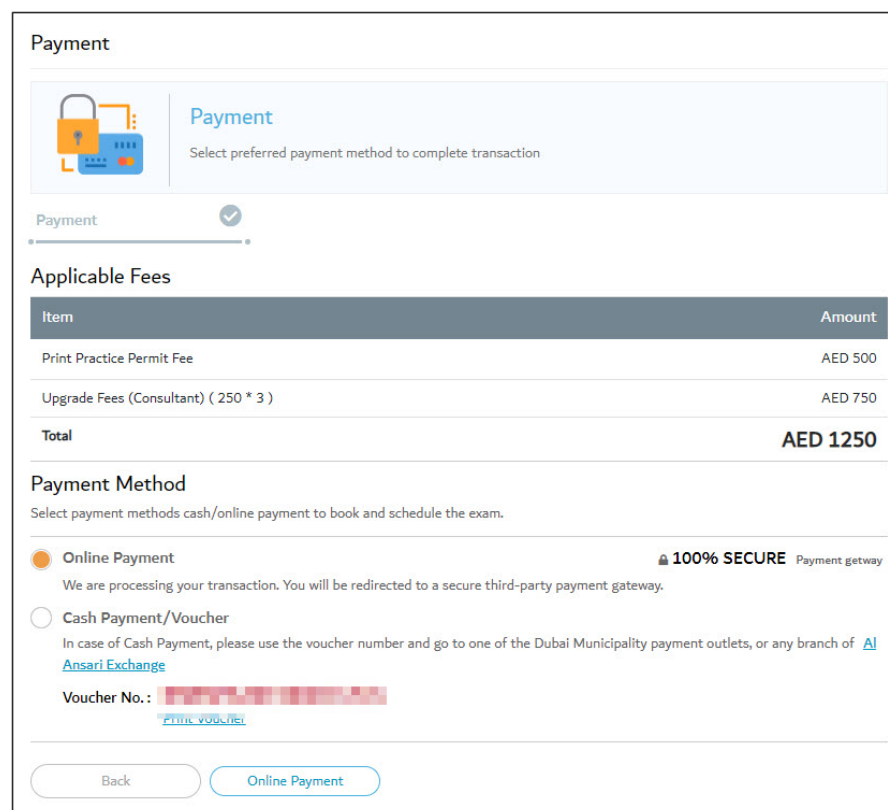
Accreditation  
For more activity regulation [Click Here](#)

Degree	Practical Exp.	Scientific Exp.
Bachelors Civil Engineering	4 Years	4.5 Years
Bachelors Architectural Engineering	4 Years	4.5 Years

Search by Engineer Name

- fadhel matar Available Activities [Link](#)
- mohamed ismael ali Available Activities [Link](#)

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.



**Payment**

Select preferred payment method to complete transaction

Payment ☒

**Applicable Fees**


Item	Amount
Print Practice Permit Fee	AED 500
Upgrade Fees (Consultant) ( 250 * 3 )	AED 750
<b>Total</b>	<b>AED 1250</b>

**Payment Method**

Select payment methods cash/online payment to book and schedule the exam.

☒ **Online Payment** **100% SECURE** Payment gateway  
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 [Ansari Exchange](#)

Voucher No.:   
[Print Voucher](#)

[Back](#) [Online Payment](#)

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 [step 9](#).

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.).





Print Date: Monday, 08 July 2019

**إذن الدفع / Voucher**

Invoice No.		رقم الفاتورة
Service Type	Apply To Upgrade The Practice Permit	نوع الخدمة
Service	Print Practice Permit Fee	الخدمة
Record ID		رقم السجل
Expiry Date		تاريخ انتهاء الصلاحية

ERAD / إيراد

Fee Item / رسم البند	Unit Price / سعر الوحدة
Print Practice Permit Fee	500 AED
Upgrade Fees (Contractor)	750 AED
<b>TOTAL</b>	<b>1250 AED</b>

**Notes:** 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 الفاتورة قد تكون خاضعة لرسوم إضافية خاصة بدمج المعرفة ودرهم الابتكار.

DUBAI ENGINEERING QUALIFICATIONS

بلدية دبي  
DUBAI MUNICIPALITY

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

**Billing**

Request Type:

Invoice No:

ERAD Ref No:

Invoice Date:

Invoice Status:

[Filter](#)

Invoice No	ERAD Ref No	Request Type	Invoiced On	Status	Amount	
62253		Corporate Violation Follow up	16-09-2019	Paid	500 AED	<a href="#">Details</a>
62252		Upgrade Practice Permit	16-09-2019	Paid	1250 AED	<a href="#">Details</a>

**Navigation:** Notifications, **Billing**, Requests

**Company Profile:** Contractors, Account, Manager

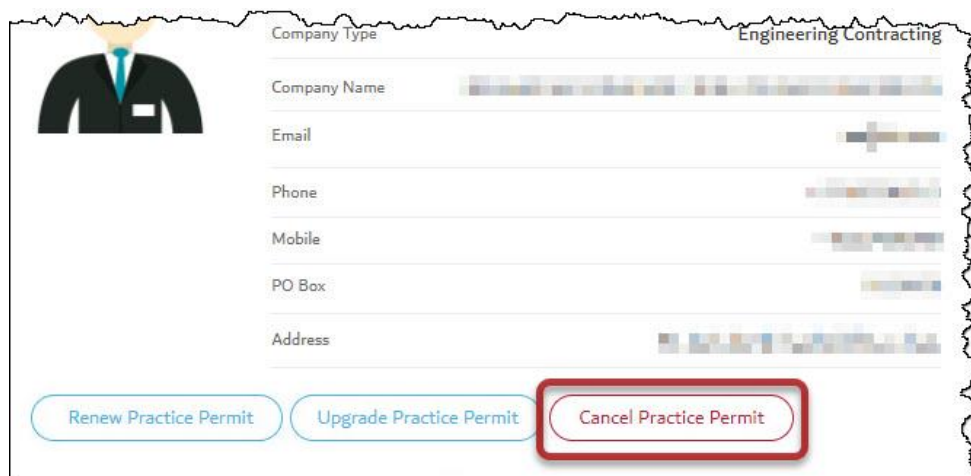
**Help:** Engineers, Corporates, Search, Contact Us

## 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.




The screenshot shows a web interface for a company profile. On the left is a placeholder for a company logo. To the right is a form with the following fields: Company Type (set to 'Engineering Contracting'), Company Name, Email, Phone, Mobile, PO Box, and Address. At the bottom of the form are three buttons: 'Renew Practice Permit', 'Upgrade Practice Permit', and 'Cancel Practice Permit'. The 'Cancel Practice Permit' button is highlighted with a red rectangular border.

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.

### Cancel Engineering Practice Permit



#### Information Verification

Please read through all the agreements, policies and disclosures and confirm you agree to all of them.

Terms and Conditions


Payment

#### Certify Information Accuracy

Please read through the following documents and let us know you accept the Service

☒ I have read and agreed to cancel practice permit Cond terms

##### Company Health Checklist ( 1/1 )



Validate number of ongoing projects  
Status : Done

Back

Next

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