

Activity Description Card – Documents Forwarding (11)

Legislation	Resolution of the Executive Council No 47/2017 and Executive Regulation No 706/2019 governing vehicle transport and rental activities in Dubai.		
Activity Name	Documents Forwarding	Activity Code	RTA: 641106 DED: 5320007
Activity Description	Entities that forward documents other than personal messaging and mail deliveries such as contracts, tenders, recording tapes, and magnetic tapes to other destinations through express delivery service or any road transport method that may be developed in the future to forward documents inside or outside the emirate. Vehicles used in this regard may be fully or semi self-driving or any other type that may be developed in the future for this purpose.		
Governing Dep't Name	Commercial Transport Activities Dep't	Permit-Issuing Dep't	Commercial Transport Activities Dep't
Entities to be visited before obtaining a permit	<ul style="list-style-type: none"> - Licensing bodies (Department of Economic Development- Free Zones and Development) - Emirates Post Group - Licensing Agency – Commercial Transport Activities Dep't 		
Entities to be visited after obtaining a permit	The Federal Transport Authority Land & Marine in case of practicing activity outside Dubai		
Fees	<ul style="list-style-type: none"> - New Permit: AED1,000 - Permit Renewal: AED1,000 		
Conditions and Procedures of Issuing Permit	<ol style="list-style-type: none"> 1. The applicant must be Emirati, GCC national, or a corporate body in which an Emirati is a partner. 2. The applicant, or legal attorney, submits an application to the Licensing Agency through the official service portals supported with the following documents: <ol style="list-style-type: none"> a) Initial approval issued by the commercial licensing body in the Emirate for new entities, and copy of the commercial license for existing entities b) Approval of the concerned body for practicing the activity, if the applicable legislations require such an approval c) Copy of a valid passport of the owner and all partners along with a copy of a valid residence of a non-Emirati partner d) Copy of the Identity Card of the owner and all partners e) Undertaking to comply with the conditions and requirements of practicing the activity 		
Licensing Conditions and Entity's Obligations	<ol style="list-style-type: none"> 1- Obtain the required permits from the concerned government bodies in the Emirate and fulfil the requirements. 2- seek approval from the competent authority, according to the nature of the activity. 3- Provide vehicles with specifications befitting the activity as decided by the Agency or the concerned entities in this regard. 4- Registration of vehicles suitable for the activity after completing the requirements of the technical examination of the vehicle. 5- Undertake to seek the required approval from the Agency in case of any change in the commercial license. 6- Carry annual testing and renewing of the vehicle and comply with the technical testing conditions and standards set by the Agency. 		

- 7- Refrain from renting owned or affiliated vehicles to third parties.
- 8- Comply with the additional conditions that might be introduced by the Agency in future.
- 9- Use vehicles for authorized use only and compliance with the activity stated in the permit.
- 10- Refrain from lifting riders other than workers of the entity.
- 11- Refrain from pasting or carrying any promotional material on the body of the vehicle before obtaining prior approval from the Agency.
- 12- Notify the Agency about the intention to cease business temporarily 60 days in advance and submit the application to cease business 30 days in advance of the set date, provided that the suspension of business must not exceed one year, which is renewable subject to the approval of the Agency.
- 13- Use the parking spaces approved by RTA and concerned bodies in the Emirate when practicing the activity, if any.
- 14- Cooperate with RTA officials and those authorized by RTA and supply the Agency with the required information and documents.
- 15- Oblige the driver to carry documents forwarding permit specifying the name and details of the owner, place and delivery address, name of the receiving entity, and description of weight and size.
- 16- Use the vehicle for authorized purposes only and to ensure that no prohibited substances are transported.
- 17- Comply with the regulations, resolutions and instructions of RTA.

**Service Applications
Channels**

Applications to be submitted through RTA's website (www.rta.ae)