

Activity Description Card – Delivery of Parcels and Letters (24)

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	Delivery of Parcels and Letters	Activity Code	RTA: 179 DED: 5320009
Activity Description	Entities practicing the transportation of parcels of specific weights and securely packed with dimensions not exceeding 1.5 meters and can be delivered expressly to consignees. Vehicles used in parcel delivery can be fully or semi-autonomous, or any other type introduced 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"> - Department of Economic Development - Emirates Post Group - Licensing Agency – Commercial Transport Activities Dep't 		
Entities to be visited after obtaining a permit	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) Written 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- Undertake to seek the required approval from the Agency in case of any change in the commercial license. 3- Provide vehicles with specifications befitting the activity as decided by the Agency or the concerned entities in this regard. 4- Mention the year of manufacturing of the vehicle as required by the agency or concerned bodies in this regard, if any. 5- Carry annual testing and renewing of the vehicle and comply with the technical testing conditions and standards set by the Agency. 6- Refrain from lifting riders other than workers of the entity. 7- Refrain from renting owned or affiliated vehicles to third parties. 8- Use vehicles for authorized use only and compliance with the activity stated in the permit. 9- Comply with the additional conditions that might be introduced by the Agency in future. 		

- 10- Refrain from pasting or carrying any promotional material on the body of the vehicle before obtaining prior approval from the Agency.
- 11- 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.
- 12- Cooperate with RTA officials and those authorized by RTA and supply the Agency with the required information and documents.
- 13- The size of the motorbike used in delivering parcels and Letters must not exceed 750 cc and not less than 250 cc.
- 14- The driver of the vehicle or the motorbike must hold a parcel for the delivery of parcels/documents stating the owner's name and details, place of transport, name of the receiving entity as well as the weight and size of the shipment.
- 15- Train staffs on complying with the security and safety standards whilst driving and delivering.
- 16- Refrain from using or renting third-party vehicles unless approved by the RTA.
- 17 - Comply with the regulations, resolutions and instructions of RTA.

**Service Applications
Channels**

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