

Activity Description Card – Vehicles Registration Services (46)

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	Vehicles Registration Services	Activity Code	RTA: : 469 DED: 5229006
Activity Description	Entities that provide services to individuals and companies to register/renew their vehicles with the concerned body in the Emirate, including renewing of vehicle ownership as well as completing the insurance with brokers and companies, and the payment of fees.		
Governing Dep't Name	Vehicles Licensing 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) - Licencing Agency Commercial Transport Activity Dep't) - Licencing Agency (Vehicles Licensing Dep't) 		
Fees	<ul style="list-style-type: none"> - New Permit: AED1,000 - Permit Renewal: AED1,000 		
Conditions and Procedures of Issuing Permit	<ul style="list-style-type: none"> a) The applicant for the permit must be a citizen of the state, or a citizen of the countries of the Cooperation Council for the Arab States of the Gulf, or a legal person who is one of the partners in it from the citizens of the state. b) For free zones, a legal person or partners' data (non-citizen citizens) in addition to the director's data, based on the free zones' requirements. c) 3- The permit applicant or his legal representative submits the application to the licensing institution through the service delivery channels approved by the authority accompanied by the following documents: - <ul style="list-style-type: none"> A- The initial approval to conduct the activity issued by the commercial licensing authorities in the emirate for new establishments, and a copy of the commercial license for existing establishments. (If any) B- A copy of the valid passport of the owner and all partners, in addition to a copy of the valid residency voucher for the non-citizen partner. C- A copy of the identity card of the owner and all partners. E- An undertaking to abide by the conditions and requirements necessary to carry out 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- Comply with the security and safety stipulations set by the concerned body. 4- Comply with the additional conditions that might be introduced by the Agency in future. 5- 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. 6- Cooperate with RTA officials and those authorised by RTA and supply the Agency with the required information and documents. 		

- 7- Comply with the technological conditions of the RTA.
- 8- Comply with the Agency's instructions issued from time to time regarding regulations, policies and legislation related to vehicle registration.
- 9- Ensure that all staffs are formally affiliated to the entity and that drivers employed for delivering vehicles to testing and registration centres have licenses to drive the same category of vehicles they bring for testing and registration.
- 10- A temporary permit is issued by the Agency to complete procedures for obtaining the commercial license within 90 days.
- 11- The applicant is given 6 months to meet the conditions and requirements of the Agency.
- 12- Comply with the contracts and agreements concluded with the RTA and the applicable legislation in the Emirate, including the provisions of this resolution and the decisions issued pursuant thereto.
- 13- Submit an insurance policy issued by a licensed insurance company in the UAE according to RTA's specifications in this regard to ensure the compensation for any losses incurred to others, provided that the insurance policy shall be valid throughout the permit.
- 14- Comply with the work times specified by the RTA.
- 15- Use electronic systems approved by the RTA to practice the activity, and bear all costs involved.
- 16- Refrain from opening any branch in the Emirate, except after obtaining prior written approval of the Agency issued according to the terms and conditions determined by the decision of the Director-General.
- 17- Comply with the archiving policy approved by the RTA.
- 18 - Comply with the regulations, resolutions and instructions of RTA.

**Service Applications
Channels**

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

