

Activity Description Card/Vehicles Registration Services

Legislation	Resolution of the Executive Council No. 47/2017 regulating vehicle transport and rental activities in Dubai and amendments thereto.		
Activity Name	Vehicles Registration Services	Activity Code	RTA: 469 Department of Economy and Tourism: 100179
Activity Description	Establishments that provide services to individuals and companies to register/renew their vehicles with the concerned body in the Emirate, and complete the ownership renewal procedures, including obtaining insurance documents from brokers and insurance companies, and the payment of fees.		
Governing Dep't Name	Vehicle Licensing Department Commercial Transport Activities Dep't	Permit-Issuing Dep't	Commercial Transport Activities Dep't
Entities to be visited before obtaining a permit	- Licensing bodies (Dubai's Department of Economy and Tourism - Free Zones and Development Areas) - Licensing Agency (Vehicle Licensing Dep't + Commercial Transport Activities Dep't)		
Entities to be visited after obtaining a permit	Nil		
Fees	New Permit :AED 1000 Permit Renewal: AED 1000		
Conditions and Procedures of Issuing the Permit	<ol style="list-style-type: none"> 1. To issue the permit, the applicant shall obtain the initial approval of the licensing authority in the Emirate. 2. The owner of the establishment, or his legal representative, submits the permit application prepared by the RTA through its approved service delivery channels, accompanied by the following documents: <ol style="list-style-type: none"> A. The initial approval to conduct the activity issued by the licensing authority in the Emirate for new establishments, and a copy of the commercial license for existing establishments. B. The approval of the competent authority to carry out the activity if the legislation in force requires obtaining such approval. C. A copy of the valid passport or identity card of the establishment's owner and all partners, in addition to a copy of the valid residency voucher for the non-citizen partner. D. An undertaking to abide by the conditions and requirements necessary to carry out the activity. 		
Responsibilities of the Entity	<ol style="list-style-type: none"> 1- Comply with the regulations, resolutions and instructions of the RTA regarding the activity. 2- Not to assign the permit to a third party or dispose of it in any way, except after obtaining the prior approval of the Agency. 3- Cooperate with RTA officials and those authorized by the RTA, and provide the Agency with the required information and documents. 4- Obtain licenses and permits required by the legislation in force in the Emirate. 5- Provide an office, vehicles and parking spaces commensurate with the nature of the activity authorized to be practiced, and comply with the controls and standards approved by the Agency in this regard. 6- Adhere to the terms and conditions of the approved technical examination determined by the Agency. 7- Carry out the activity specified in the permit. 8- Not to load any passenger in the vehicle designated for carrying out the activity other than those working in the facility. 9- Use the parking spaces approved by the RTA and concerned bodies in the Emirate when practicing the activity. 10- The vehicles in which the activity is carried out shall be inspected when licensing or renewing its license at the service centers specified by the Agency in this regard. 11- Refrain from pasting or carrying any promotional material on the body of the vehicle before obtaining prior approval from the RTA. 12- Comply with the times and places when and where the practice of the activity is prohibited as determined by the competent authority in this regard. 13- Not to stop practicing the activity without obtaining the prior approval of the Agency. This approval shall be issued in accordance with the conditions and procedures adopted by the Agency in this regard. 14- Adhere to the times and places banning the activity, as approved by the Authority in this regard. 15- Obtain the approval of the Agency in case of changing the location of the establishment. 16- Fulfill the security and safety stipulations set by the concerned body. 17- The establishment's shall ensure that all its employees are on its premises. 18- Submit an insurance policy issued by a licensed insurance company in the state, 19- Use the electronic systems approved by RTA to practice the activity. 		

	<p>20- Not to load any passenger in the vehicle designated for carrying out the activity other than those working in the establishment.</p> <p>21- Provide the special requirements approved by the Agency.</p> <p>22- Keep records that include all data related to the practice of the activity for the periods specified by the Agency in this regard.</p>
<p>Service Delivery Channels</p>	<p>Applications to be submitted through RTA's website (www.rta.ae)</p>