**Application for Renewal of Educational Services Permit**

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| **Applicant Details** | | | | | | | | | |
| **Permit No.** | |  | | **Training Institute Name.** | | |  | | |
| **Name of the Applicant** | |  | | | | | | | |
| **Phone** | |  | **Mobile** | | |  | | **E-mail** |  |
| **Permit Renewal Requirements** | | | | | | | | | |
| **1** | **Application Form** | | | | | | | | |
| **2** | **Commercial License from relevant Commercial Authority (Old)** | | | | | | | | |
| **Authorized signatory Name** | | | | | **Date** | | | | |
|  | | | | |  | | | | |
| Sign here | | | | | Stamp here | | | | |

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| **Procedure** | |
| **Phase 1** | |
| **1** | **Submitting renewal Requirements on KHDA e-services** |
| **2** | **Pay Renewal Fees and all Financial Dues** |
| **3** | **Collect No Objection Certificate from KHDA (NOC)** |
| **Phase 2** | |
| **1** | **Submitting Commercial License from relevant Commercial Authority (New)** |

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| **Important Notes** | |
| **1** | **No Grace period after the expiry of the educational services permit** |
| **2** | **Renewal Fees must be paid before the expiry date of the educational services permit** |
| **3** | **Fees and Late fines as per the Executive Council Resolution No. (50) of 2015 Regulating Training Institutes in the Emirate of Dubai from the below link**  [**https://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/ExecutiveCouncilDecisionNo11of2007EstablishingtheSchoolAgencyatKHDA-English.pdf**](https://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/ExecutiveCouncilDecisionNo11of2007EstablishingtheSchoolAgencyatKHDA-English.pdf) |