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| **Stage 1 : Registration** |
| The purpose of this stage is for the customer to register as an applicant through KHDA’s e-services system * Applicant registers in KHDA’s e-service system <https://www.khda.gov.ae/KHDAPortal>
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| **Stage 2 : Initial Approval – (12 working days)** |
| The purpose of this stage is to review the registration plan for the proposed training institute, as follows:* Initial approval from the related commercial authority
* Trade name reservation from the related commercial authority or a copy from the trade license for existing institutes
* [Application form](http://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/QFO-3165.NEP.NEP.01_New_Permit_Application%20V3.docx) signed by all shareholders and manager including three proposed names for the institute.
* Shareholders/manager details.
* [Registration plan](http://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/TI_Registration_Plan_Elements_Eng.doc).
* [Course list](http://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/TI_course_list.xlsx) (with full descriptions of each course offered).
* Copy with all course certifying bodies – if applicable
* Submission of all documents for initial evaluation
* Relevant fees (using e-dirham)
* Collection of NOC.

**\* For Individual shareholders:*** Colour passport/visa copies for all shareholders
* Notarized signature form by the notary public for reach individual shareholder

**\* For Corporates:*** Shareholders details
* Board Resolutions calling for “Establishment of an institute” and “Appointment of a Manager or Representative”
* Trade License and Certificate of Incorporation (original or notarised copy)
* Certificate of Good Standing

**\* For Manager:*** Colour passport/visa copy
* Notarized signature form by the notary public
* Updated and detailed CV
* Attested qualification degree from Ministry of Foreign Affairs with transcript in UAE
* NOC from previous employer
* Undertaking that he/she will be a full time manager for the said institute with proposed working hours.
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| **Stage 3: Issuance of new Educational Services Permit (3 working days)** |
| * Copy of the Commercial License from Commercial Authority (as applicable)
* Copy of the lease agreement or the deed of the premises
* Copy of the Environment, Health and Safety (EHS) Certificate
* Premises location map
* Collection of Educational Permit
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Notes:

* You will receive an acknowledgement email upon submitting the required documents for each stage.
* KHDA has the right to request any additional requirements/documents.
* To help us to improve our services, you will be contacted by a customer services representative to enquire about the service you have received during this process.
* The time for service delivery depends on submission of documents and meeting the requirements for the various stages of the process.