

Renewing the Educational Services Permit

Step 1 : Logging to the e-Services

The purpose of this stage is for the customer to log in as an applicant through KHDA's e-services system using his/her current log in information

- Applicant log in to KHDA's e-service system <https://www.khda.gov.ae/portal/#/page/login>

Applicants who have lost their log in information must contact KHDA helpdesk or account manager

Step 2 : Submitting Requirements

- Application form signed by the institute manager/Shareholder.
- Commercial License from relevant Commercial Authority (Old)

Step 3 : Initial Approval –(3 working days)

The purpose of this stage is to review the required documents for the permitted training institute:

- Reviewing Requirements.
- Calculating Renewal Fees and pending payments if any.
- Publishing an online invoice for the institute.
- Prepare No Objection Certificate (NOC).

Step 4 : Payment

- Paying Renewal Fees (Online)
- Collection of No Objection Certificate (NOC) from KHDA.

Step 5 : Completing the Process – (2 Working Days)

- Commercial License from relevant Commercial Authority (New).
- Printing of Educational Service Permit form institute e-services account.

Notes:

- You will receive an acknowledgement email upon submitting the required documents for each stage.
- KHDA has the right to request any additional documents/requirements.
- 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.