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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. |
| **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 |

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.