

❖ Permit for Printing and Distributing Brochures

▪ Name of Service	<u>Permit for Printing and Distributing Brochures</u>
▪ Description (Simple Explanation of the Service):	Advertisements in form of brochures to introduce or promote products to public
▪ Service Category & Type:	Sub-service / Procedural
▪ Service Beneficiary:	Establishment
▪ Required Documents:	Application for Permit Advertisement design in Arabic and English Copy of valid license
▪ Steps for Receiving the Service (Customer Journey):	<ul style="list-style-type: none"> ▪ Presence of the concerned party or the representative of the company or establishment for request (application) approval. ▪ Creation of request (application) and submission of papers. ▪ Payment of fees ▪ Electronic archiving of documents ▪ Receipt of permit or its transmission by email.
▪ Terms & Conditions:	<ul style="list-style-type: none"> ▪ The permit holder must comply with laws and regulations and use the tag for permitted purposes. ▪ The entity must print the permitted number with the authorized specification and the permit number. ▪ It is prohibited to distribute any printed paper ads in public places and residential areas on vehicles. ▪ The requests for printed paper ads must be submitted through the representatives of companies specialized in advertisement design. ▪ The Company or establishment for which products are to be advertised shall have a valid license. ▪ Providing picture of the building or the property where the advert is to be affixed. ▪ The brochure should not include any images or words that offend Islamic tradition or customs ▪ The permit shall be renewed annually.
▪ Fees:	AED 500. Fees of Administrative Services Application Form AED 50.
▪ Service Correlation with other Services:	N/A
▪ Service Delivery Channels:	Service Delivery Centers
▪ Service Code:	Application for Permit No .TL21
▪ Service Delivery Duration:	10 mn