

❖ Permit for Additional Offices of the Establishment

☑ Name of Service:	<u>Permit for Additional Offices of the Establishment</u>
☑ Description (Simple Explanation of the Service):	<ul style="list-style-type: none"> Permit for additional office on the existing license provided that the same is not opened in the same building
☑ Service Category & Type:	<ul style="list-style-type: none"> Sub-service / Procedural
☑ Concerned Division	<ul style="list-style-type: none"> Customer Happiness Centers Division
☑ Service Beneficiary:	<ul style="list-style-type: none"> Establishment
☑ Required Documents:	<ul style="list-style-type: none"> Copy of valid license .
	<ul style="list-style-type: none"> Application for Permit
	<ul style="list-style-type: none"> Lease contract for the additional office
☑ 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.
	<ul style="list-style-type: none"> Creation of request (application) and submission of papers.
	<ul style="list-style-type: none"> Payment of fees
	<ul style="list-style-type: none"> Electronic archiving of documents
☑ Terms & Conditions:	<ul style="list-style-type: none"> Receipt of permit or its transmission by email.
	<ul style="list-style-type: none"> Lease contract for the additional office.
☑ Fees:	<ul style="list-style-type: none"> Permit is given only for the existing license in the same property/building, and payment of Aswaq fee (5%) of the lease contract
	<ul style="list-style-type: none"> AED 1500.
☑ Service Correlation with other Services:	<ul style="list-style-type: none"> Fees of Administrative Services Application Form AED 50
☑ Service Delivery Channels:	<ul style="list-style-type: none"> N/A
☑ Service Delivery Channels:	<ul style="list-style-type: none"> Service Delivery Centers
☑ Service Code:	<ul style="list-style-type: none"> Application for Permit No .TL21
☑ Service Delivery Duration::	<ul style="list-style-type: none"> 10 mn
☑ Limitation of the Service:	<ul style="list-style-type: none"> N/A