

## ❖ Permit for Insurance Offices

☑ Name of Service	<u>Permit for Insurance Offices</u>
☑ Description (Simple Explanation of the Service):	<ul style="list-style-type: none"> <li>Provision of insurance service through an office opened in the vehicle inspection building</li> </ul>
☑ Service Category & Type:	<ul style="list-style-type: none"> <li>Sub-service / Procedural</li> </ul>
☑ Concerned Division	<ul style="list-style-type: none"> <li>Customer Happiness Centers Division</li> </ul>
☑ Service Beneficiary:	<ul style="list-style-type: none"> <li>Establishment</li> </ul>
☑ Required Documents:	<ul style="list-style-type: none"> <li>Copy of valid license .</li> </ul>
	<ul style="list-style-type: none"> <li>Application for Permit</li> </ul>
	<ul style="list-style-type: none"> <li>Lease contract or NOC from the lessor</li> </ul>
☑ Steps for Receiving the Service (Customer Journey)::	<ul style="list-style-type: none"> <li>Presence of the concerned party or the representative of the company or establishment for request (application) approval.</li> <li>Creation of request (application) and submission of papers.</li> <li>Payment of fees</li> <li>Electronic archiving of documents</li> <li>Receipt of permit or its transmission by email.</li> </ul>
☑ Terms & Conditions:	<ul style="list-style-type: none"> <li>Lease contract or NOC from the lessor</li> </ul>
☑ Fees:	<ul style="list-style-type: none"> <li>AED 5000.</li> <li>Fees of Administrative Services Application Form AED 50</li> </ul>
☑ Service Correlation with other Services:	<ul style="list-style-type: none"> <li>N/A</li> </ul>
☑ Service Delivery Channels:	<ul style="list-style-type: none"> <li>Service Delivery Centers</li> </ul>
☑ Service Code:	<ul style="list-style-type: none"> <li>Application for Permit No .TL21</li> </ul>
☑ Service Delivery Duration::	<ul style="list-style-type: none"> <li>10 mn</li> </ul>
☑ Limitation of the Service:	<ul style="list-style-type: none"> <li>N/A</li> </ul>