



Open Establishment Card

Timing :

2 working days

Payment :

Typing Fees : 80 AED

Taqyeem : 40 AED

Target Audience :

Employers

Sector/Department :

Labor

Service Type :

Procedural

Service Description :

It is the first step to register the establishment data in the ministry, give it a number, and enter the data of the owners and authorized signatories.

Service Procedures :

Website

1. Log in to Tasheel system by providing valid credentials
2. Select Establishment Record Package from the Express Services
3. Enter the required data and attachments

Service Centers

1. An application to open an establishment card is printed through the service centers "Tasheel" The application is transferred electronically to the Ministry's database for ensuring that the conditions and the required documents are fulfilled and completed with approval or rejection/returned if there is Nawakes (Missing requirements).

Required Documents :



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- The original license/ a copy thereof
- Appendix of partners/ Statement of Partners' Names
- A copy of the establishment card and passports
- Copy of partners' passports
- A copy of the family book
- Membership certificate issued by the Chamber of Commerce and Industry
- A copy of the Memorandum of Association
- A power of attorney form and an acknowledgement
- A pledge and commitment in case a signatory is not a UAE national
- Request to open/modify file of all partners

Service Channels :

CENTER

Terms And Conditions :

- The license shall be valid.
- The license holder, any of the establishment's partners, or its service agent shall a UAE national (depending on the business activity).
- The owner's establishments shall not have on their record any labour cards not renewed for more than two months, work permits not renewed for more than six months, licenses not renewed for more than seventy days, or any
- labour or other violations are registered against them.
- The license holder or service agent shall not be below the age of 21 years. In case of minors, the parent or guardian may sign on behalf of the license holder or service agent until he/she reaches the legal age. Minors may sign by
- obtaining a court's permission. GCC citizens shall be treated as UAE nationals.
- The license holder or service agent shall have an establishment card registered at the General Directorate of Residency and Foreigners Affairs.
- The national license holder, service agent or authorized signatory shall have a valid e-signature card.

Relation of service with other service :

Federal Authority for Identity and Nationality - Economic Development Departments

Working Hours :

- Service centers 12 hours
- Delivery centers 12 hours



- Delivery cars 12 hours
- Smart application 24 hours