Department of Tourism and Commerce Marketing

e-Permit Portal

Business and Private Activities
Private activity and Business Activity

Private activities:
- In nature are internal, personal and/or community activities that are held at the venue premises and the attendees are family, friends, and/internal company staff.
- Private activity doesn't require permit.
- Types of private activities:

| Type          | نشاط        | Activity                      |cilalat
|---------------|-------------|-------------------------------|---|
| Party         |            | حفل تخرج(شخصي) | حفل تخرج
|               |            | حفل زفاف            | حفل زفاف
|               |            | ذكرى زفاف            | ذكرى زفاف
|               |            | مولود جديد          | مولود جديد
|                | Family     | حفل عائلي          | حفل عائلي
|                | Birthday party | عيد ميلاد        | عيد ميلاد
|                | Corporate stuff | عملاء شركة    | عملاء شركة
|                | Corporate client | موظفي شركة    | موظفي شركة
| Gathering     |            | تجمع ديني            | تجمع ديني
|            | Community  | مجتمعي              | مجتمعي
|                | Talent Competition | منافسة المواهب | منافسة المواهب
| Celebration   |            | عيد وطني            | عيد وطني
|                | Graduation | تخرج                | تخرج
|                | Incentive  | رحلات تحفيزية      | رحلات تحفيزية
|                | Meeting    | اجتماع              | اجتماع
|                | Symposium  | ملتقى               | ملتقى
|                | Training   | تدريب               | تدريب
|                | Workshop   | ورشة عمل           | ورشة عمل

Goverment of Dubai
Tourism للسياحة
- **Business activities:**
  - Are all business activities that are not within same entity/organization
  - Attendees belong to different types (individuals, different entities/organizations)
  - Requires a permit from Department of Economic Development.
  - Permit should be applied 2 weeks prior to the event date.
  - Types of business activities:

<table>
<thead>
<tr>
<th>Type</th>
<th>النشاط</th>
<th>Activity</th>
<th>النشاط</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business activities</td>
<td>فعاليات الأعمال</td>
<td>Conference</td>
<td>مؤتمر</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Exhibition</td>
<td>معرض</td>
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<tr>
<td></td>
<td></td>
<td>Forum</td>
<td>منتدى</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Networking</td>
<td>تواصل</td>
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<tr>
<td></td>
<td></td>
<td>Product Launch</td>
<td>إطلاق المنتجات</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Seminar</td>
<td>ندوة</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summit</td>
<td>قمة</td>
</tr>
</tbody>
</table>

- Permit charge:

<table>
<thead>
<tr>
<th>Name</th>
<th>Fees</th>
<th>المبلغ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Fees</td>
<td>AED 50</td>
<td>50 درهم</td>
</tr>
<tr>
<td>Knowledge Dirham</td>
<td>AED 10</td>
<td>10 درهم</td>
</tr>
<tr>
<td>Innovation Dirham</td>
<td>AED 10</td>
<td>10 درهم</td>
</tr>
<tr>
<td>e-Permit Fees</td>
<td>AED 200</td>
<td>200 درهم</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibition/ Product launch</td>
<td>AED 1000</td>
</tr>
<tr>
<td>Conference, forum, Networking, Seminar, Summit</td>
<td>- Ticketed\ Registration AED 1000</td>
</tr>
<tr>
<td></td>
<td>- Non-Ticketed AED 250</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Fees for (Exhibition\ Product launch) + (Conference, forum, Networking, Seminar, Summit)</td>
<td>AED 1500</td>
</tr>
</tbody>
</table>
Registration as Hall Manager

First you need to register as hall manager by login on main venue account. Click on Add/ Take Action button, then Register as hall manager. After submit registration record you will receive login details immediately. First: login by use Hall manager Login details.
Private Activities step by step

Step 1
- Click on Add Private Activities button to add new event.

Step 2
- Fill in all required information
  - Event name
  - Event profile
  - Maximum number of attendees
  - Company Name
Step 3

- Click on **Add Activity** button to add new event.

Step 4

- Select Event type from the list
- Click **Next** button to continue.
Step 5

- Select Category from the list
- Click **Next** button to continue.

Step 6

Click **Submit** button to continue.
Step 7

- Click **Add Event** button to add location and date

Step 8

- Fill in all required information:
  - ✓ Sub-venue
  - ✓ Start Date
  - ✓ End Date
  - ✓ Start Time
  - ✓ End Time

- Click **Submit** button to continue.

*In case the event is outside the venue, select external location and add the event address*
Step 9
Click on **Add new** to add event owner information

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Step 10
- Fill in all required information
- Click on **Continue**
Step 11

- Click **Add** to Attach event owner passport copy
- Click **Continue application**

Step 12

- Application submitted successfully.
Business Event

- Venue can apply for business event.
- First: login by using Hall Manager account.
Step 1: Add New Business Activity

- Click on Add Business Activity Button

Step 2: Main Information

- Fill in all required information:
  - Event Name
  - Event Profile
  - Maximum number of attendees
  - Ticketed/Registration

Step 3: Main Information

- Click on Add Activity to add new business activity
- Click finish Button
Step 4:

- Click **add Event** Button to add the location and date
- Fill in all required information:
  - ✓ Sub-venue
  - ✓ Start Date/End Date
  - ✓ Start Time/End Time
- Click on **Submit** button
- Click on **Continue Application**

Step 5: Contact information

- Click on Add new event owner to add the owner information
- Click on Add new participant to add all Speakers and lecturers in the Event
- Click on **Continue Application**

Step 6: Additional information

- Select Geographical Area
- Select Event industry from the list
- Click on **Continue Application**
Step 7: Documents

- Click on Add button to add required documents
- Click on Continue Application

Step 8: Fees

- Click on Pay Online to pay using Credit Card.
- Click Pay Cash To proceed for paying using Cash option

Step 9: Record ID

- Mark the Record for your reference
- Click on Print/View Summary to print payment voucher.
Thank You

If you require any further assistance, please don’t hesitate to contact us on:

Tel: 600555559

Email: epermit@dubaitourism.ae