

Services for Investors / Educational Institutions

Training Institutes

All training institutes in Dubai must now apply for permission to offer training activity from the Knowledge and Human Development Authority, in line with Executive Council Resolution No. (50) Of 2015.

KHDA is here to help and offers the following information.

Service Description:

1- Issuance of the Educational Service Permit for Training Institute

You will need to supply the following documentation via the [E-service portal](#).

Required Documents:-

Phase 1

- ✓ Name Reservation from respected commercial authority (copy of the license for existing company)
- ✓ Initial approval for Adding Training activity to the existing license from respected commercial authority
- ✓ Application form (all fields should be typed)
- ✓ Registration Plan (elements attached)
- ✓ Colour Passport copies of all shareholders of institute
- ✓ Colour Passport copy of Director/Manager of institute
- ✓ Notary public signature for all Shareholders and the Manager
- ✓ Director/Manager CV
- ✓ Certificate Qualification of Manager – Attested by Ministry of Foreign Affairs.
- ✓ Undertaking from the Manager that he will manage the training institute including the proposed working hours full-time.
- ✓ In case one of the shareholders is corporate then:
 - Board resolution from Mother Company calling the establishment of the institute in Dubai and hiring a manager
 - Certificate of good standing.

Phase 2:

- ✓ Copy of Trade License
- ✓ Tenancy Contract
- ✓ Environment Health & Safety Certificate from Civil Defense
- ✓ Collecting your Educational Services Permit from KHDA

Process Time:-

- ✓ Within 15 working days following receipt of all required documents

Fees:

- ❖ Check table no (1) for **Service and Authorization Fees**

2 **Renewal of Educational Services Permit.**

3 **You will need to supply the following documentation via the [E-service portal](#).**

Required Documents:-

Phase 1

- ✓ Copy of the latest license from the relevant commercial authority
- ✓ Application for Renewal of Educational Services Permit

Phase 2:

- ✓ Commercial License from relevant Commercial Authority

Process Time :-

- ✓ Within 5 working days following receipt of all required documents

Fees:

❖ Check table no (1) for **Service and Authorization Fees**

3. Amendment of Educational Services Permit

3.1 Name Change

You will need to supply the following documentation via the [E-service portal](#).

Required Documents:-

Phase 1

- ✓ Application for Amendment of Educational Services Permit (for name change name)
- ✓ Name Reservation certificate form Commercial Authority
- ✓ Initial Approval Certificate Form from Commercial Authority.
- ✓ For Corporates
 - Shareholders resolution, notaries by Notary Public including new suggested name.
 - Certificate of Incorporation, Trade license of the mother company.

Phase 2:

- ✓ Updated Commercial License from relevant Commercial Authority.

Process Time:-

- ✓ Within 12 working days following receipt of all required documents

Fees:

❖ Check table no (1) for **Service and Authorization Fees**

3.2 Amend Shareholders

You will need to supply the following documentation via the [E-service portal](#).

Required Documents:-

Phase 1

- ✓ Application for Amendment of Educational Services Permit (amend Shareholders)
- ✓ Initial Approval Certificate Form from relevant Commercial Authority
- ✓ Valid passport and visa copy of new Shareholder(s)
- ✓ For Corporates
 - For Corporate Shareholders, Original or Notarised copy of valid Trade License/Certificate of Incorporation
 - Shareholders, Notarised Board Resolution including:
 - a. Shares distribution percentages
 - b. Legal representative

Phase 2:

- ✓ Updated Commercial License from relevant Commercial Authority

Process Time:-

- ✓ Within 12 working days following receipt of all required documents

Fees:

❖ Check table no (1) for **Service and Authorization Fees**

3.3 Change Manager

You will need to supply the following documentation via the [E-service portal](#).

Required Documents:-

Phase 1

- ✓ Application for Amendment of Educational Services Permit (Change Manager)
- ✓ Initial Approval Certificate Form from relevant Commercial Authority
- ✓ Valid passport and visa copy of new Manager
- ✓ Director/Manager CV
- ✓ Qualification Certificates of the manager – Attested by Ministry of Foreign Affairs
- ✓ Notary public signature for the Manager
- ✓ For Corporates
 - ✓ Original or Notarised copy of valid Trade License/Certificate of Incorporation
 - ✓ Shareholders, Notarised Board Resolution Calling for Change Manager

Phase 2:

- ✓ Updated Commercial License from relevant Commercial Authority

Process Time:-

- ✓ Within 12 working days following receipt of all required documents

Fees:

❖ Check table no (1) for **Service and Authorization Fees**

3.4 Change Location

You will need to supply the following documentation via the [E-service portal](#).

Required Documents:-

Phase 1

- ✓ Application for Amendment of Educational Services Permit (Change of location)
- ✓ Initial Approval Certificate Form from relevant Commercial Authority
- ✓ For Corporates
 - ✓ Shareholders, Notarized Board Resolution Calling for Change of location

Phase 2:

- ✓ Updated Commercial License from relevant Commercial Authority
- ✓ Copy of Environment, Health and Safety (EHS) certificate from Dubai Civil Defense or relevant authority.
- ✓ Location map
- ✓ Lease agreement

Process Time:-

- ✓ Within 12 working days following receipt of all required documents

Fees:

❖ Check table no (1) for **Service and Authorization Fees**

3.5 Amend Courses / Activities (Add / Remove)

You will need to supply the following documentation via the [E-service portal](#).

Required Documents:-

Phase 1

- ✓ Application for Amendment of Educational Services Permit (Course amendments)
- ✓ Course list template (for new courses)
- ✓ Signed agreement from certified bodies mentioned in the course list template (if any)
- ✓ For Corporates
 - ✓ Shareholders, Notarized Board Resolution Calling for Amend activities

Phase 2:

- ✓ Updated Commercial License from relevant Commercial Authority.

Process Time:-

- ✓ Within 12 working days following receipt of all required documents

Fees:

- ❖ Check table no (1) for **Service and Authorization Fees**

4 Permit Cancellation

You will need to supply the following documentation via the [E-service portal](#).

Required Documents:-

Phase 1

- ✓ Application for Cancellation of Educational Services Permit
- ✓ For Corporates
 - ✓ Shareholders, Notarized Board Resolution Calling for Permit cancelation

Process Time:-

- ✓ Within 12 working days following receipt of all required documents

Fees:

- ❖ Check table no (1) for **Service and Authorization Fees**

5 Advertisements Approval

You will need to supply the following documentation via the [E-service portal](#).

Required Documents:-

Phase 1

- ✓ Upload copy of the advertisement or marketing material
- ✓ Pay fees
- ✓ Print approved advertisement

Process Time:-

- ✓ Within 2 working days following receipt of all required documents

Fees:

- ❖ Check table no (1) for **Service and Authorization Fees**

Schedule (1)

Service and Authorisation Fees

| SN | Description | Fee (in Dirhams) |
|----|---|-------------------------------|
| 1 | Submitting an application for an Authorisation | 5,000.00 |
| 2 | Issuing or renewing an Authorisation for a Training Institute that delivers 1 or 2 Training Programmes | 25,000.00 |
| 3 | Issuing or renewing an Authorisation for a Training Institute that delivers 3 or 4 Training Programmes | 30,000.00 |
| 4 | Issuing or renewing an Authorisation for a Training Institute that delivers 5 or 6 Training Programmes | 35,000.00 |
| 5 | Issuing or renewing an Authorisation for a Training Institute that delivers 7 or more Training Programmes | 40,000.00 |
| 6 | Issuing an Authorisation to a party other than a Training Institute to deliver a training course | 15,000.00 per training course |
| 7 | Request to add a Training Programme | 2,500.00 |
| 8 | Request for approval of advertisements | 100.00 |
| 9 | Variation of the basic details of an Authorisation | 100.00 per variation |
| 10 | Attestation of a Training Certificate | 50.00 |