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| **Stage 1 : Logging to the e-Services** |
| The purpose of this stage is for the customer to log in as an applicant through KHDA’s e-services system using his/her current log in information   * Applicant log in to KHDA’s e-service system <https://www.khda.gov.ae/RCCeservice/En/Login.aspx> |
| Applicants who have lost their log in information must contact KHDA helpdesk or account manager |
| **Stage 2 : Initial Approval –(3 working days)** |
| The purpose of this stage is to review the required documents for the permitted training institute, as follows:   * [Application form](http://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/TI_Application_for_Renewal_Secured.docx) signed by the institute manager. * Copy of the Environment, Health and Safety (EHS) Certificate * Coloured copy of passport with copies of visa pages for shareholders and manager * Relevant fees **(using E dirham)** * Collection of NOC. |
| **Stage 3: Issuance of Renewed Educational Services Permit ( 2 working days)** |
| * Copy of the Commercial License from Commercial Authority (as applicable) * Collection of Educational Service Permit |

Notes:

* You will receive an acknowledgement email upon submitting the required documents for each stage.
* KHDA has the right to request any additional documents/requirements.
* To help us to improve our services, you will be contacted by a customer services representative to enquire about the service you have received during this process.
* The time for service delivery depends on submission of documents and meeting the requirements for the various stages of the process.