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| **KHDA E-services Registration** |
| The purpose of this stage is for the customer to register as an applicant through KHDA’s e-services system * Applicant registers with KHDA’s e-service system <https://www.khda.gov.ae/KHDAPortal>
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| Applicant receive confirmation email of his registration |
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| **Part 1 : Academic Plan Review**  |
| The purpose of this stage is to review the academic plan for the proposed school, and includes the following steps:* Payment of the Educational Services Permit fees of AED 50,020.
* Submission of [application form](http://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/Application_for_a_New_Educational_Services_Permit.docx) and academic plan
* Submission of version 2 of academic plan based on initial evaluation from KHDA
* Submission final version of academic plan based on the meeting with the evaluators KHDA decision

 This step requires the following documents to be submitted to KHDA:* Completed and signed application Form.
* One hard copy and soft copy of the Academic Plan ( in line with the ["Educating Hearts & Minds : How to open a private school in Dubai Guide"](http://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/Educating_Heart_and_Minds.pdf))
* Proposed location reference letter from the landlord (copy of the site map if applicable)
* Initial approval from the respective commercial authority
* Trade name reservation from the respective commercial authority (optional)
* Academic plan review fees

The time frame for each review for the academic plan review is 15 working days. |
| **Part 2 : Issuance of No Objection letter**  |
| This step is concerned with the establishment of the school as a legal company and involves submission of shareholders information (corporate and individuals):* Submission of shareholders and manager details (individuals and corporate as applicable)
* Submission of school design document
* Copy of the Land Lease Agreement

**For Individual shareholders:*** A document setting out the personal details (CV) of individual
* Valid Passport copy of individual shareholder(s)
* Original letter of Recommendation by Bank for each Shareholder
* Specimen signature of individual shareholder(s) – template provided ([download a template](http://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/Specimen%20Signature%20EN%20%26AR.doc))

**For Corporates:**1. Copy of Trade License/Certificate of Incorporation of the corporate
2. Original or Notarized copy of Memorandum and Articles of Association of the corporate
3. Notarized Board Resolution calling for the establishment of School provider, and appointing Manager/Representative
4. Manager /Representative Details
5. A document setting out the personal details (CV)
6. Valid Passport copy
7. Original letter of Recommendation by Bank
8. Specimen signature – [template provided](http://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/Specimen_Signature_EN%26AR.doc)
 |
| **Part 3 : Educational Services Permit (7 Working Days)**  |
| During this stage, KHDA requires approvals from other relevant Dubai Government departments and other documents to issue the final Educational Services Permit for a school provider and conduct site visit to verify the school premises readiness.* Submission of final stage documents
* Coordinate with KHDA for visit to check the readiness of the building
* Collection of Educational Permit

This step requires the following documents to be submitted: * Copy of the commercial/professional license from the respective commercial authority
* Memorandum and Article of Association M.O.A, A.O.A (as applicable)\*
* Original copy of Board Resolution (as applicable)\*
* Copy of the Completion Certificate from Dubai Municipality or Free Zone Authority (as applicable)
* Certificate of No Objection from Dubai Health Authority
* Copy of EHS certificate from the competent Health and Safety Authority
* Signed Certificate of Authorization -[template provided](http://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/CERTIFICATE_OF_AUTHORISATION-EN.doc).
* Annual calendar for current academic year
* Signed Undertaking ([template provided](http://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/Undertaking_to_abide_by_regulations_Eng.docx))
* Educational Service Permit Fees.

\*Documents to be attested by the Notary Public  |

Notes:

* Further details on the process are available in ["Educating Hearts & Minds : How to open a private school in Dubai Guide"](http://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/Educating_Heart_and_Minds.pdf) on KHDA website
* You will receive an acknowledgement email upon submitting the required documents for each stage
* To help us improve our services, you will be contacted by a member of our customer services team to enquire about the quality of service you have received throughout the process
* The time for service delivery depends on the submission of documents and meeting the requirements for the various stages of the process