

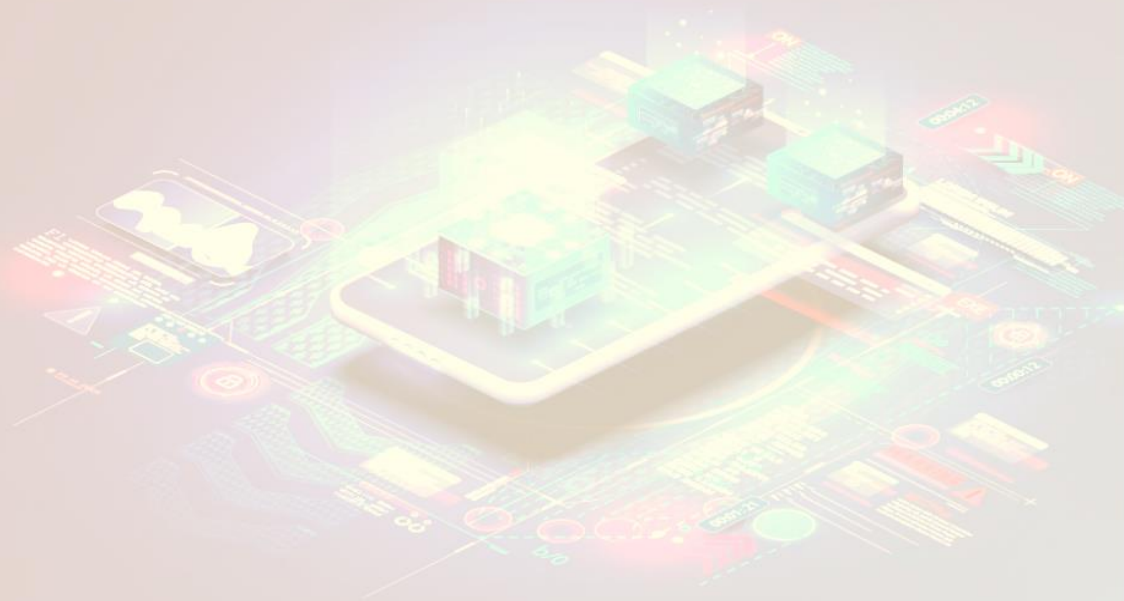
UNITED ARAB EMIRATES  
MINISTRY OF INDUSTRY  
& ADVANCED TECHNOLOGY



الإمارات العربية المتحدة  
وزارة الصناعة  
والتكنولوجيا المتقدمة

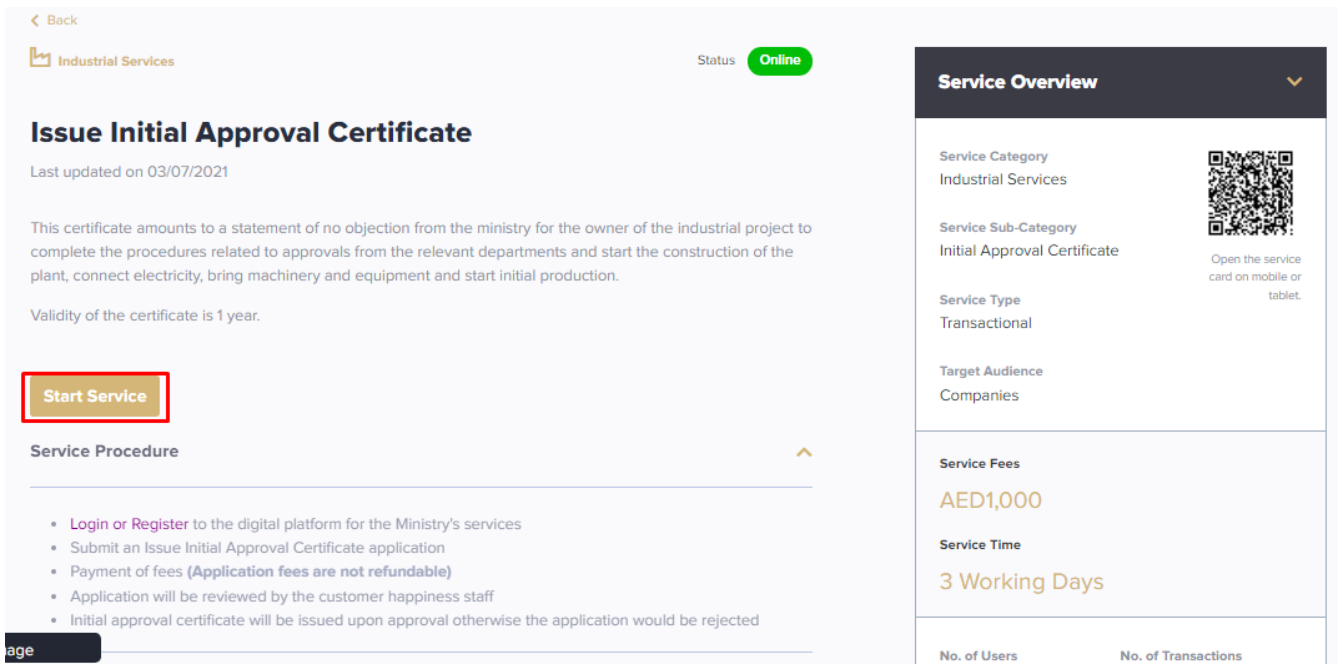
## Issue Initial Approval Certificate

# User Manual



## Issue Initial Approval Certificate

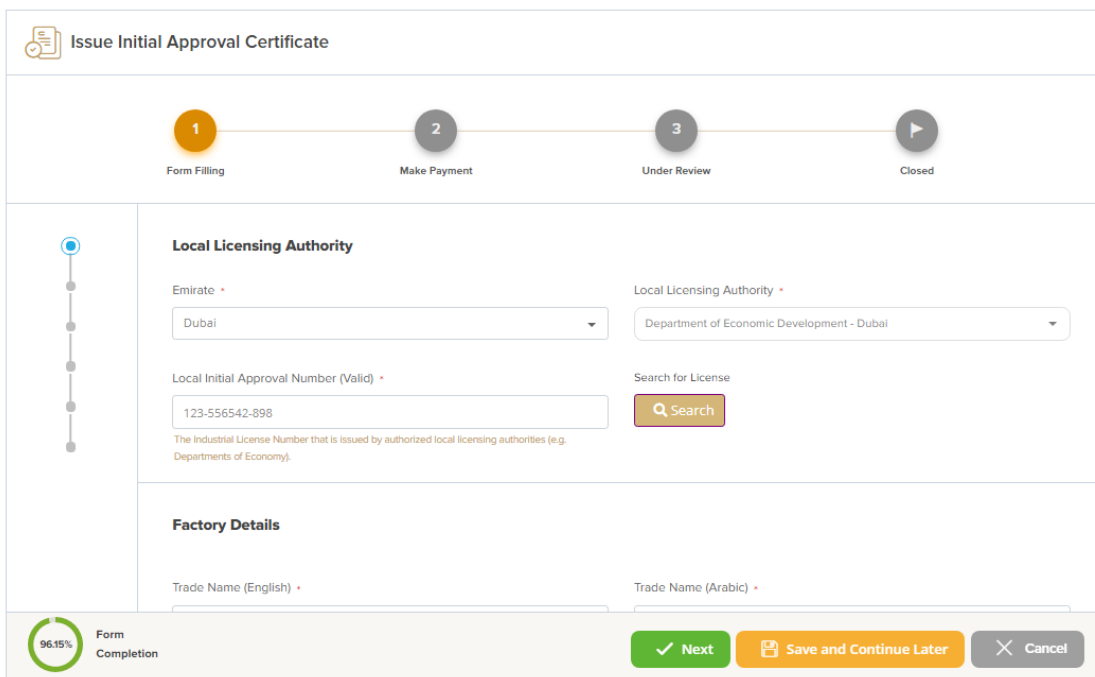
This service allows the applicant to apply for an Issuance of a certificate amounts to a statement of no objection from the ministry for the owner of the industrial project to complete the procedures related to approvals from the relevant departments and start the construction of the plant, connect electricity, bring machinery and equipment and start initial production, to apply just press **(Start Service)** button



The screenshot shows the service page for 'Issue Initial Approval Certificate'. At the top left, there is a 'Back' button and the 'Industrial Services' logo. The status is 'Online'. The main heading is 'Issue Initial Approval Certificate' with a sub-heading 'Last updated on 03/07/2021'. A descriptive paragraph explains that the certificate is a statement of no objection from the ministry for the owner of the industrial project to complete the procedures related to approvals from the relevant departments and start the construction of the plant, connect electricity, bring machinery and equipment and start initial production. The validity of the certificate is 1 year. A prominent 'Start Service' button is highlighted with a red box. Below this is the 'Service Procedure' section, which includes a list of steps: Login or Register to the digital platform for the Ministry's services; Submit an Issue Initial Approval Certificate application; Payment of fees (Application fees are not refundable); Application will be reviewed by the customer happiness staff; Initial approval certificate will be issued upon approval otherwise the application would be rejected. On the right side, there is a 'Service Overview' panel with a QR code and details: Service Category: Industrial Services; Service Sub-Category: Initial Approval Certificate; Service Type: Transactional; Target Audience: Companies; Service Fees: AED1,000; Service Time: 3 Working Days. At the bottom of the overview panel, there are fields for 'No. of Users' and 'No. of Transactions'.

## Service Execution Steps

1- The applicant enters the Local licensing authority data (such as: Emirate, local licensing authority, and a valid local initial approval number) then press **(Next)**



The screenshot shows the 'Form Filling' step of the 'Issue Initial Approval Certificate' process. A progress bar at the top indicates four steps: 1. Form Filling (active), 2. Make Payment, 3. Under Review, and 4. Closed. The form is divided into two main sections: 'Local Licensing Authority' and 'Factory Details'. In the 'Local Licensing Authority' section, there are dropdown menus for 'Emirate' (set to Dubai) and 'Local Licensing Authority' (set to Department of Economic Development - Dubai). Below these is a text input field for 'Local Initial Approval Number (Valid)' containing '123-556542-898'. A 'Search for License' button with a magnifying glass icon is also present. A note below the input field states: 'The Industrial License Number that is issued by authorized local licensing authorities (e.g. Departments of Economy)'. The 'Factory Details' section is partially visible, showing input fields for 'Trade Name (English)' and 'Trade Name (Arabic)'. At the bottom of the form, there is a 'Form Completion' indicator showing 96.15% and three buttons: 'Next' (green), 'Save and Continue Later' (orange), and 'Cancel' (grey).

2- The applicant enters the Factory Details data (such as: Name, location, contacts, ...) then press (Next)

### Factory Details

Trade Name (English) \*

Trade Name (Arabic) \*

Factory Email \*

Email Address is required with this format (xxx@xxxxxx)

Legal Entity \*

City \*

Area \*

Address

Phone Number \*

Phone Number is required starting with [02,03,04,06,07,09,050,052,054,056,058]

Location Map - (Factory Locator Online) \* Please enable your location services to select the map location

96.15% Form Completion

Next

Save and Continue Later

Cancel

3- The applicant enters the Factory Manager Details data (such as: Name, Nationality, contacts, ...), then press (Next)

### Factory Manager Details

Name of Factory Manager

Nationality

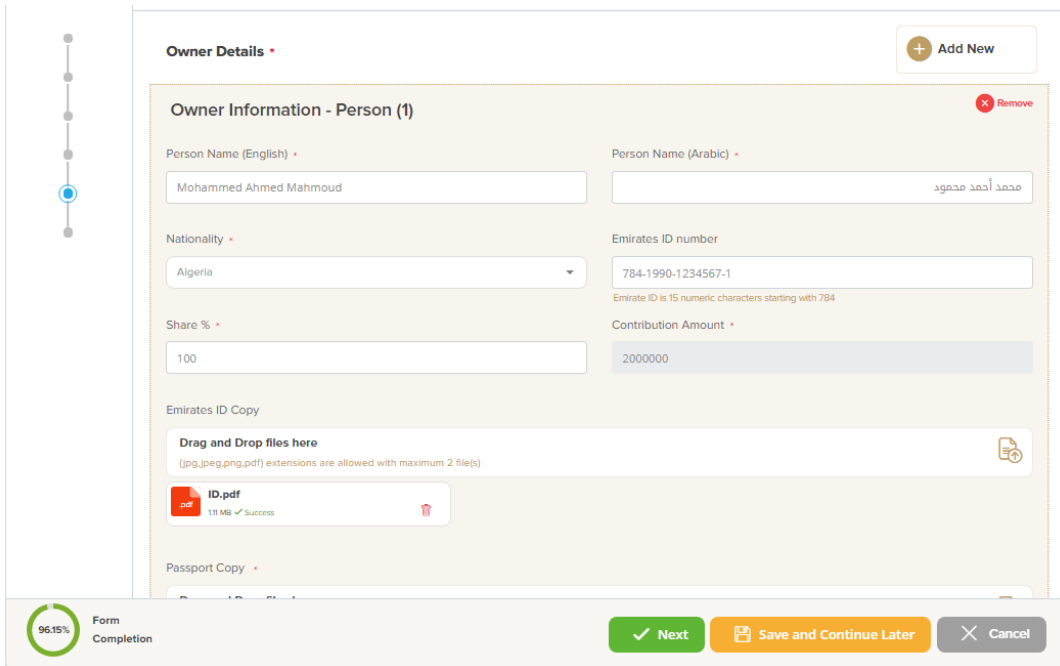
Mobile Number

Mobile Number is required starting with [05]

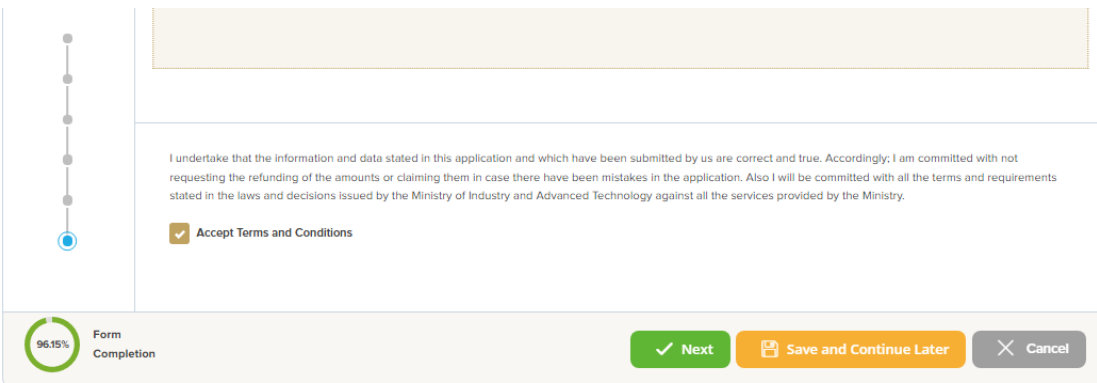
Email Address

Email Address is required with this format (xxx@xxxx.xx)

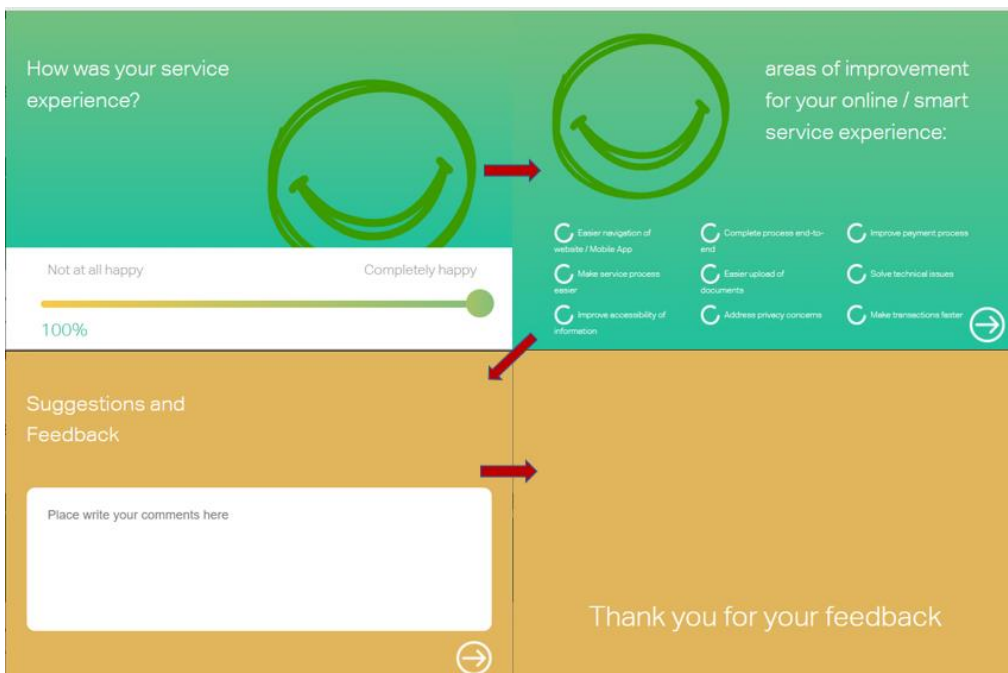
4- The applicant enters the Owner Details data and attached the required documents, then press (Next)




5- The applicant reads terms and conditions and accepts the terms agreement then press (Next)





6- The applicant evaluates the service and provide suggestions and feedback



7- A successful message with application information (number and status) will be appeared, and the applicant can choose (**Pay**) in case of proceed payment or return to (**My Application**)

 Issue Initial Approval Certificate





**Please proceed with payment in order to submit your request.**


Kindly make the payment for this service for us to proceed in processing your request. You will be redirected to the payment page after clicking pay.


100%

Form Completion



Application Date **09-01-2022**


Application Number **IAC00000019**

 Pay

 My Applications





8- In case of payment a successful message will be appeared

 Payment






**Payment Completed Successfully!**

We have already received your payment and your application will be reviewed. You will be notified soon on your application status

 <b>Receipt Number</b> 20096626352923053849	 <b>Payment Date</b> Sun, 09 Jan 2022 18:23
 <b>Application Number</b> IAC00000018	 <b>Application Date</b> Sun, 09 Jan 2022 18:21

Services Fees	AED 1000
E-Dirham Fees	AED 23.06
<b>Total Payment</b>	<b>AED 1023.06</b>

 BACK TO MY APPLICATIONS

 BACK TO DASHBOARD

## Application follow-up

The applicant can follow-up the submitted application status from (My Applications) tab in the menu and also can track application updates from website notifications and E-mail messages

The screenshot displays the 'My Applications' dashboard. On the left sidebar, the 'MY APPLICATIONS' menu item is highlighted with a red box. The main content area shows a search filter for 'Issue Initial Approval Certificate (IAC)' in the 'Service' dropdown, also highlighted with a red box. Below the search filters, there is a table of applications. The first entry is 'Issue Initial Approval Certificate' with ID 'IAC00000018', which is in 'In Progress' status. A progress bar shows 'Form 100%' and 'Process 60%'. Other details include 'Application Date Jan 09, 2022 18:21', 'Last Updated Date Jan 09, 2022 18:26', and 'Submitted By / Updated By Ahmed Abdulla'. A 'View' button is present for this application. The 'MY APPLICATIONS' menu item in the sidebar is also highlighted with a red box.