



Director General:	The director general and chairman of the Board of Executive Directors of the RTA.
Agency:	The Licensing Agency of the RTA.
CEO:	The chief executive officer of the Agency.
Licensing Authority:	An entity legally authorised to license the conduct of Economic Activities in the Emirate. This includes the Department of Economy and Tourism and the authorities supervising Special Development Zones and free zones, such as the Dubai International Financial Centre.
Concerned Entity:	Any Government entity having the jurisdiction to supervise the Activity and to issue the required permits, approvals, and no-objection certificates to conduct the Activity.
Executive Council Resolution:	Executive Council Resolution No. (47) of 2017 Regulating the Activities of Transportation by, and Rental of, Vehicles in the Emirate of Dubai.
Activity:	Any of the activities which an Establishment is authorised to conduct and which are stated in Schedule (1) attached to the Executive Council Resolution or determined pursuant to a resolution of the Director General.
Establishment:	A company or sole proprietorship authorised to conduct the Activity in the Emirate, including any branches thereof.
Vehicle:	Any motorised or electric machine, pedal cycle, motorcycle, carriage, or other machine designed to run on roads, whether mechanically or electrically propelled or otherwise. This includes tractors.
Permit:	A document issued by the Agency authorising an Establishment to conduct the Activity in the Emirate.

### **Requirements for Issuing Permits**

#### **Article (2)**

The issuance of a Permit will be subject to the following:

1. The Permit applicant must hold a commercial licence or an initial approval issued by the Licensing Authority.
2. The Permit applicant must submit a proof of the Concerned Entity's authorisation to him to conduct the Activity, where such authorisation is required under the legislation enforceable by that entity.
3. Where required by the Agency, the Permit applicant must submit an undertaking to provide an office space, Vehicles, and car park spaces that meet the standards and criteria applicable to the Activity he intends to conduct, as published on the RTA website.
4. The Permit applicant must, prior to conducting the Activity, meet the requirements prescribed by the Agency for the Activity he intends to conduct, as published on the RTA website.

### **Procedures for Issuing Permits**

#### **Article (3)**

In issuing a Permit, the following procedures will apply:

1. The Permit applicant will submit to the Agency his application, together with the supporting documents required for issuing the Permit, through the channels and on the forms prescribed by the Agency for the Activity he intends to conduct.
2. The Agency will register the Permit application and notify the applicant of the same.
3. The Agency will consider the application from a technical perspective to verify that it meets all relevant conditions and requirements.
4. Where the application meets the relevant requirements and is accompanied by the required documents, the Agency will determine it within fifteen (15) working days from the date of its submission.
5. Where the application is rejected, the Agency will notify the applicant of the reasons for rejection.

6. Where the application is approved, the applicant will be instructed to pay the relevant prescribed fees, whereupon the Agency will issue the Permit.

### **Conditions and Procedures for Permit Renewal**

#### **Article (4)**

- a. The renewal of a Permit will be subject to meeting the same conditions prescribed for initial issuance of the Permit.
- b. For renewing a Permit, the following procedures will be followed:
  1. An application for renewal of the Permit must be submitted to the Agency, together with the supporting documents required for its renewal, at least thirty (30) days from the date of its expiry through the channels and on the forms prescribed by the Agency for this purpose.
  2. The Agency will register the application and notify the applicant of the same.
  3. The Agency will consider the application to verify that it meets all relevant conditions and requirements. This includes verifying the settlement by the Establishment of all financial liabilities owed by it to the RTA, if any.
  4. Where the renewal application meets the relevant requirements and is accompanied by the required documents, the Agency will determine it within fifteen (15) working days from the date of its submission.
  5. Where the application is rejected, the Agency will notify the applicant of the reasons for rejection.
  6. Where the application for renewal of the Permit is approved, the applicant will be instructed to pay the relevant prescribed fees, whereupon the Agency will renew the Permit.

### **Conditions and Procedures for Extending the**

#### **Validity of Permits**

## **Article (5)**

A Permit will be valid for a period of one (1) year, renewable for the same period. The Agency may, upon an application submitted to the Agency by the Establishment through the channels and on the forms prescribed by the Agency for this purpose, extend the validity of the Permit for up to three (3) years subject to the approval of the Licensing Authority and the Concerned Entity and payment of the fees prescribed for the whole period.

## **Varying the Details of Permits and Relevant Procedures**

### **Article (6)**

The Agency may, upon an application submitted to it by the Establishment through the channels and on the forms prescribed by the Agency for this purpose, vary any of the details of the Permit issued to the Establishment subject to meeting the conditions and requirements prescribed for issuing the Permit, fulfilling the obligations prescribed by the Executive Council Resolution and this Resolution, and paying the fees prescribed for varying these details.

## **Conditions and Procedures for Approving**

### **Suspension by Establishments of their Activity**

### **Article (7)**

- a. The Agency may, upon the request of an Establishment, approve suspension by the Establishment of its Activity subject to the following:
  1. The period of suspension of the Activity must not exceed one (1) year per request.
  2. The approval of the Licensing Authority and the Concerned Entity to suspending the Activity must be obtained.
  3. All financial liabilities owed by the Establishment to the RTA, if any, must be settled.
  4. The Establishment must have justifications for suspending its Activity.

- b. In issuing the Agency's approval to the suspension by the Establishment of its Activity, the following procedures will be followed:
1. The Establishment will submit to the Agency an application for suspending the Activity, together with the supporting documents required for approving the application, through the channels and on the forms prescribed by the Agency for this purpose.
  2. The Agency will consider the application for suspending the Activity to verify that it meets all the relevant conditions.
  3. Where the application for suspending the Activity is rejected, the Agency will notify the Establishment of the reasons for rejection.
  4. Where the application for suspending the Activity is approved, the Establishment will be instructed to pay the relevant prescribed fees, whereupon the Agency will issue the approval.

### **Expiry of Activity Suspension Periods**

#### **Article (8)**

Upon the expiry of the Activity suspension period, an Establishment must either:

1. submit to the Agency, through the channels and on the forms prescribed by it for this purpose, an application to resume the Activity supported by the required information and documents. The Establishment may not resume its Activity before the issuance of the Agency's approval to resume that Activity, settlement of the financial liabilities owed to the RTA, if any, and payment of the relevant prescribed fee;
2. submit an application to extend the Activity suspension period. Such application will be considered in accordance with the requirements and procedures stipulated in Article (7) of this Resolution; or
3. submit, through the channels and on the forms prescribed by the Agency for this purpose, an application to revoke the Permit supported by the required information and documents. This application will be approved subject to the settlement of the financial liabilities owed by the Establishment to the RTA, if any, and payment of the relevant prescribed fee.

## Obligations of Establishments

### Article (9)

- a. In addition to the obligations stipulated in the Executive Council Resolution and depending on the type of its authorised Activity, an Establishment must:
1. abide by the time and place restrictions on conducting the Activity as prescribed by the RTA or the Competent Entity in this respect;
  2. comply with the technical inspection requirements and criteria prescribed by the Agency;
  3. not allow any person, other than the Establishment's employees, on board any Vehicle designated for conducting the Activity;
  4. not rent out the Vehicles designated for conducting the authorised Activity to others;
  5. install any tracking, speed monitoring, or other systems prescribed by the RTA or the Competent Entity;
  6. use Vehicles for the authorised purposes only;
  7. meet the security and safety requirements prescribed by the Competent Entity;
  8. provide Vehicles which meet the requirements prescribed by the Agency or the Competent Entity, including the year-of-manufacture and other specifications;
  9. provide an escort Vehicle or emergency Vehicle to travel behind any Vehicle used in conducting the Activity requiring this type of Vehicles, as prescribed by the Agency in this respect;
  10. meet any special requirements prescribed by the Agency; and
  11. not vary any of the details of its Permit without first obtaining the relevant approval of the Agency, the Licensing Authority, and the Concerned Entity, where the variation requires that approval; and payment of the relevant prescribed fees.
- b. Notwithstanding the provisions of paragraph (a) of this Article, the Agency may, where the ownership of an Establishment is transferred in full to a new owner, grant the

Establishment a grace period of one (1) year to meet the obligations prescribed by paragraph (a) of this Article. During that period, the Establishment may renew its commercial licence if it expires.

### **Prescribing and Publishing Technical Requirements**

#### **Article (10)**

The RTA will prescribe the technical requirements, including all the conditions, rules, specifications, and forms that Establishments must comply with prior to conducting the Activity; and will publish the same on the RTA website. These requirements will be binding on those to whom they are applicable only after thirty (30) days from the date of their publication on the RTA website unless the RTA prescribes a different time frame.

### **Issuing Implementing Instructions**

#### **Article (11)**

The CEO will issue the instructions required for the implementation of this Resolution.

### **Repeals**

#### **Article (12)**

- a. The above-mentioned Administrative Resolution No. (706) of 2019 is hereby repealed. Any provision in any other administrative resolution will also be repealed to the extent that it contradicts the provisions of this Resolution.
- b. The instructions and bylaws issued in implementation of the above-mentioned Administrative Resolution No. (706) of 2019 will continue in force to the extent that they do not contradict this Resolution, until new superseding instructions and bylaws are issued.

### **Publication and Commencement**

#### **Article (13)**



This Resolution will be published in the Official Gazette and will come into force on the day on which it is published.

**Mattar Al Tayer**

**Director General and Chairman of the Board of Executive Directors**

**Roads and Transport Authority**

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