

User Manual

Primary Registration Request

Buildings Department Services

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Introduction:

The Ras Al Khaimah Municipality launched a set of electronic services to save customers time and effort and enable them to submit their requests at any time and from anywhere.

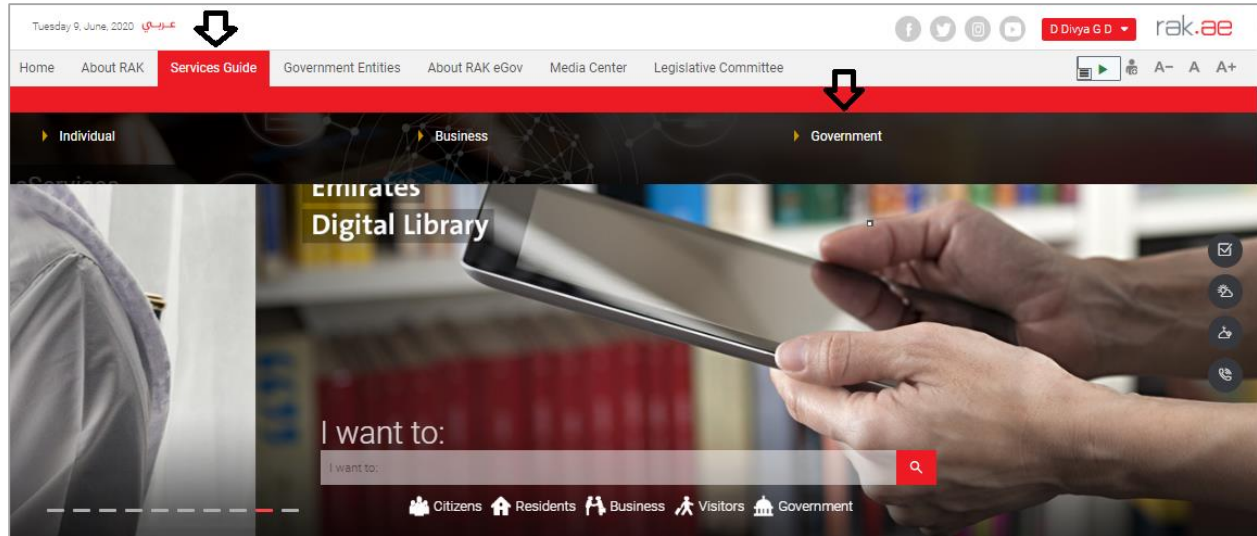
The Primary Registration Request allows Consulting offices and construction companies working in the field of construction in the Emirate of Ras Al Khaimah to obtain preliminary approval for them to make application from the Department of Economic Development to obtain prerequisite certificate which allows them to then fulfill the requirements of full registration

This guide shows customers how to access the Primary Registration Request. It also guides them on how to create, send and track the request electronically.

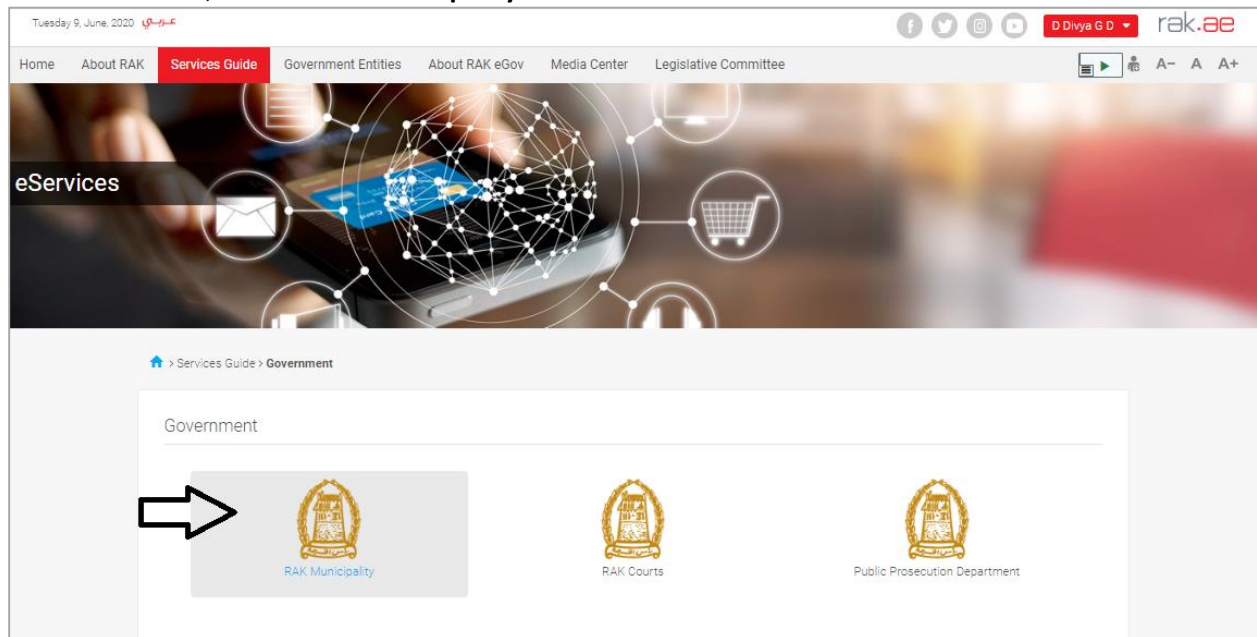
Customers will be able to log in to the electronic services of the section, submit requests, track requests, modify requests (if necessary), re-submit the requests after applying the modifications electronically, and finally obtain their required certificates either electronically or by receiving them from the Customer Happiness Center as per the need for the original copy.

Login and Access to the Primary Registration Request Service

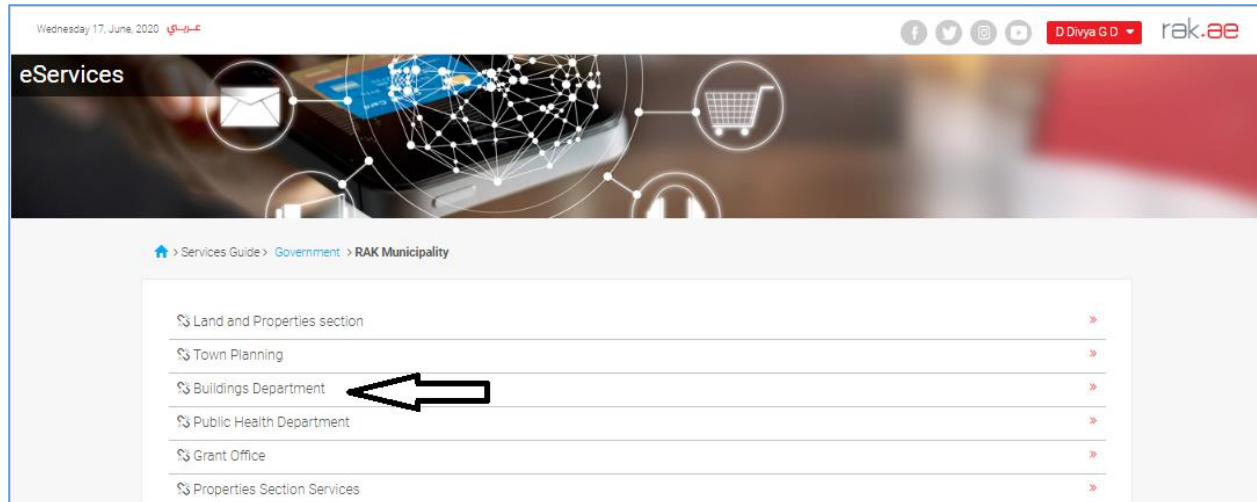
- 1- Navigate to the RAK Government portal on <https://www.rak.ae/wps/portal>.
- 2- To access the Primary Registration Request, click on the **"Service Guide"** then click on **"Government"**



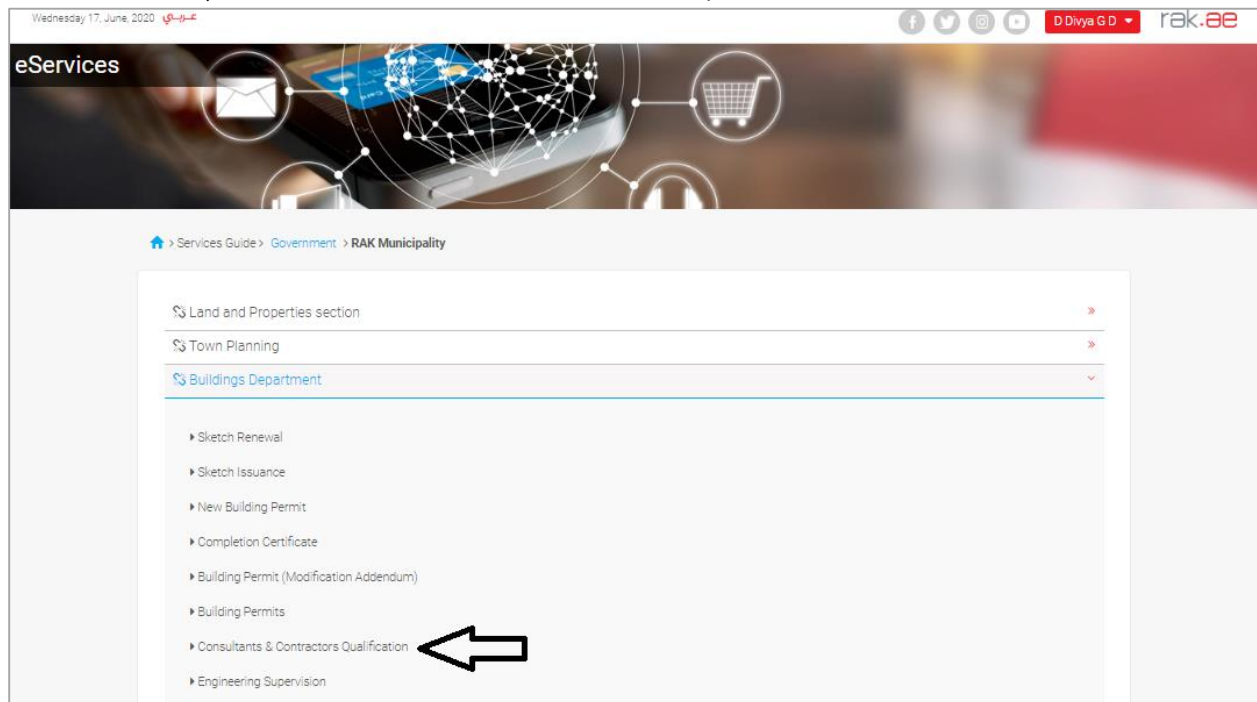
- 3- Next, select **"RAK Municipality"**



- 4- Next, select **"Buildings Department"**



5- Next, click on the Consultants & Contractors Qualification



- 6-** The services screen displays the consultants and contractors services list and the description of the section as it is intended to register consulting companies and local construction contracting within the engineering staff of Building and Engineering department and to ensure that they fulfill all the conditions and provide them the necessary requirements of each company to get the final and permanent registration, as the available grades, section cares to interview and registration of technical staff of contracting and consulting companies in order to ensure their eligibility engineering by building and engineering management standards. The department also aims to register the non-local contracting and consulting companies for some special projects within the emirate.

Wednesday 17, June, 2020 عربي

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eServices

Services Guide > Government > RAK Municipality > Consultants & Contractors Qualification

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Ampliar el mapa

Emirates Post - Ras Al Khaimah
Sheikh Zayed Mosque
DAFAN AL KHOR
Al Saif Grand
Academy national...

Report a Bug

Consultants & Contractors Qualification

This section is intended to register consulting companies and local construction contracting within the engineering staff of Building and Engineering department and to ensure that they fulfill all the conditions and provide them the necessary requirements of each company to get the final and permanent registration, as the available grades, section cares to interview and registration of technical staff of contracting and consulting companies in order to ensure their eligibility engineering by building and engineering management standards. The department also aims to register the non-local contracting and consulting companies for some special projects within the emirate.

Section Services

- Primary Registration Request
- Registration Modification Request
- Primary Registration Extension Request
- Registration Renewal Request
- Registration Approval Request
- Approval of Technical Staff Request
- Request Project for Companies Outside The Emirate
- Request Project Higher Than the Registration Grade
- Modification of Registration Grade Request (Upgrade)
- Approve Government Entity as Consultant Office
- Registration Cancel Request
- Registration Extension Request

Service Enquiry

RAK Municipality

7- To use the service, click on the “Start Service” button.

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25°46'35.0"N 55°56'01.0"E
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- Registration Extension Request

Service Enquiry

RAK Municipality

800661

+971 72330899

info@mun.rak.ae

Start Service

The login page will appear as follow:

Please Log in

Login With UAE PASS

A single trusted digital identity for all citizens, residents and visitors.

Note: If you are already registered with RAK Government Portal, you can use the same login credentials to login to UaePass.

Not yet a member? Register With UaePass

OR

Log in to RAK.ae

Username

Password

Log in

Cancel

- Enter your RAK Government Portal username and password which you have previously created, then press on the “Log in” button.
- Then, the Qualification Services List screen will be displayed to enable you to create, track, modify and pay the fees of the qualification requests through its tabs.

حكومة رأس الخيمة
Government of Ras Al Khaimah

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rak.ae

E-Qualifications

My Cases (20) My Qualification Notifications Qualifications

Case Registration

My Cases ? Help

My Cases

Print Version Export

Service ID	Service type description	Number	Year	Type	Applicant	Created On	Final Decision	Status
108380	Registration Approval Request				مؤسسة الترويج للمعاملات العامة والديكور	11.05.2020 10:19:52		Registration Commi
108378	Primary Registration Extention Request				مؤسسة الترويج للمعاملات العامة والديكور	11.05.2020 07:27:26		Coordinator Review
108365	Primary Registration Request				مؤسسة الترويج للمعاملات العامة والديكور	10.05.2020 09:41:05		Customer Action

Case Details Case Documents Case Notifications Payment Requests

Creation date frame: All Case Status: Open Cases

Total number of cases: 3

- Click on the **Qualifications** tab to view the list of the qualification requests:

Wednesday 17th June 2020 Welcome QA Test

Government of Ras Al Khaimah

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E-Qualifications

My Cases (20) My Qualification Notifications **Qualifications**

> Primary Registration Request	> Primary Registration Extension Request
> Registration Approval Request	> Registration Renewal Request
> Registration Modification Request	> Registration Extension Request
> Modification of Registration Grade Request (Upgrade)	> Request Project Higher Than the Registration Grade
> Approval of Technical Staff Request	> Request Project for Companies Outside The Emirate
> Approve Government Entity as Consultant Office	> Registration Cancel Request
> Survey	

11- Click on the “Primary Registration Request” to have the request form displayed below the requests list as follows:

E-Qualifications

My Cases (20) My Qualification Notifications **Qualifications**

> Primary Registration Request	> Primary Registration Extension Request
> Registration Approval Request	> Registration Renewal Request
> Registration Modification Request	> Registration Extension Request
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> Approval of Technical Staff Request	> Request Project for Companies Outside The Emirate
> Approve Government Entity as Consultant Office	> Registration Cancel Request
> Survey	

Create Primary Registration Request ? Help

General Information

General Notes:

Important Notes:

- To be able to apply for this Buildings Electronic Services, the applicant must have name reservation certificate issued from Economic Department or must have a trade license issued previously to register the company.
- The registration process is carried out electronically on the Ras Al Khaimah government link by following the previous steps until reaching the services of Ras Al Khaimah Municipality → General Services → Business Partner Establishment Update Information for companies, by submitting the following documents to register the establishment:
 - Valid registration certificate.
 - A copy of the trade name certificate or trade license.

- c) Fill out the company information document and the licensee / managers / company representatives
- d) The EID of the company owner and manager
- The Customer must also register a **company representative** (an individual) by providing the following documents:
 - a) Create an Internet user (Electronic Company Representative) and UAE Pass account, a valid Emirates ID Card is needed for the request
 - b) Provide a letter of authorization from the Company including the company representative's name, ID/Passport number and contact information
 - c) Provide the representative's ID/Passport number

Create a Primary Registration Request

Once you clicked on the “**Primary Registration Request**”, the request form will be displayed below the requests list as follows allowing you to fill and submit the request:

E-Qualifications

My Cases (20)
My Qualification Notifications
Qualifications

> Primary Registration Request
> Registration Approval Request
> Registration Modification Request
> Modification of Registration Grade Request (Upgrade)
> Approval of Technical Staff Request
> Approve Government Entity as Consultant Office
> Survey
> Primary Registration Extention Request
> Registration Renewal Request
> Registration Extension Request
> Request Project Higher Than the Registration Grade
> Request Project for Companies Outside The Emirate
> Registration Cancel Request

Create Primary Registration Request [Help](#)

General Information

General Notes:

1. In the **General Information** block, enter your notes in the “**General Notes**” field.

General Notes:

2. In the **Applied Company Details** block, the ID and the name of the company that are registered on your username will be displayed automatically:

Applied Company Details

* Company ID: 3000113077

Company Name: مؤسسة الربيع للمقاولات العامة والديكور

3. Enter the number of the company trade license in the “**Trade License Number**” field, and click on the “**Enter**” key, then the license expiry date will be displayed automatically:

Applied Company Details

* Company ID: 3000113077

Company Name: مؤسسة الربيع للمقاولات العامة والديكور

* Trade License Number: 39139

License Expiry Date: 20.05.2050

Update Company Activities

4. If you want to update the activities of the company other than the ones that are registered already in its account, click on the “**Update Company Activities**” button, then the **Update Activities** screen will pop up as below:

Update Activities

Activity Details

List of Available Activities

Airports Contracting
All Kind Building Projects Contracting
Area Cooling Stations Construction Contracting
Bridges Contracting
Bridges Engineering Consultancy
Building Maintenance
Canal Dredging Contracting
Chemical Industries Consultancy
Civil Engineering Consultancy
Civil Work and Transportation Engineering C...

Assigned Activities

Architectural Engineering Consultancy

↓

Assign

Remove

↑

Reset Data

Update Cancel

- Select the required activity to be added to the company's activities from the **List of Available Activities**, then click on the "Select" button to move the activity to the list of **Assigned Activities**.
 - Select the required activity to be removed from the company's activities from the list of **Assigned Activities** and then click the on "Remove" button to move the activity to the **List of Available Activities**.
 - Click the "Reset" button at the bottom of the menus to return the activities as they were upon registration.
 - Click the "Update" button at the bottom of the screen to confirm your options.
 - Click the "Cancel" button to cancel update step and close the screen.
- In the **Application Details** block, select your identity as you the applicant to be either a contractor or a consultant from the "Applicant Type" dropdown list:

Application Details

* Applicant Type:

▼

Consultant

Contractor

- Upon your selected type in the previous field, you have to specify your qualification from the Qualification Type dropdown list as below:

* Applicant Type: Consultant ▼

* Qualification Type:

▼

Foreign Engineering Consultant

Expert Engineering Consultant

Associate Engineering Consultant

Local Engineering Consultant

Branch Consultant from Another Emirate

* Applicant Type: Contractor ▼

* Qualification Type:

▼

Foreign Engineering Contractor

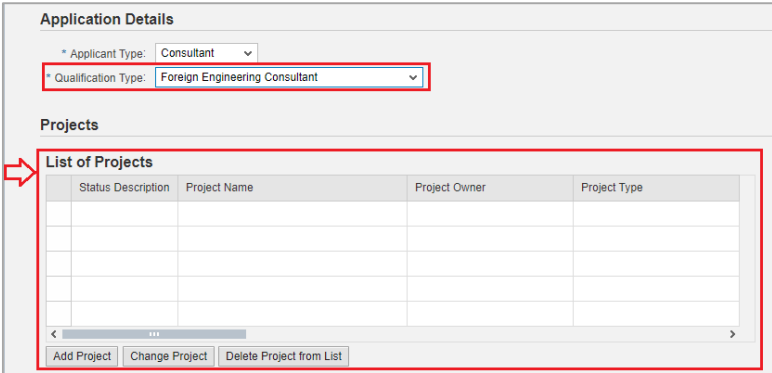
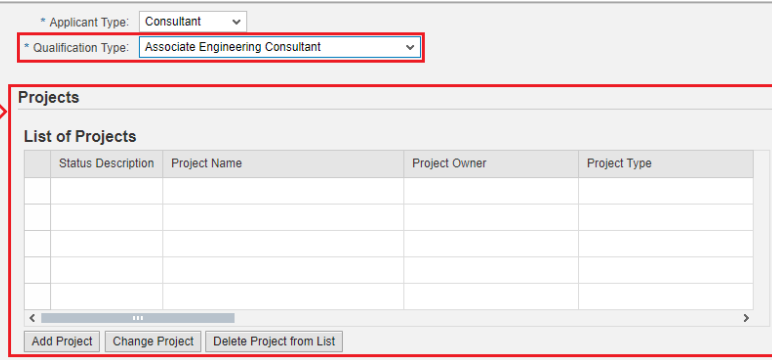
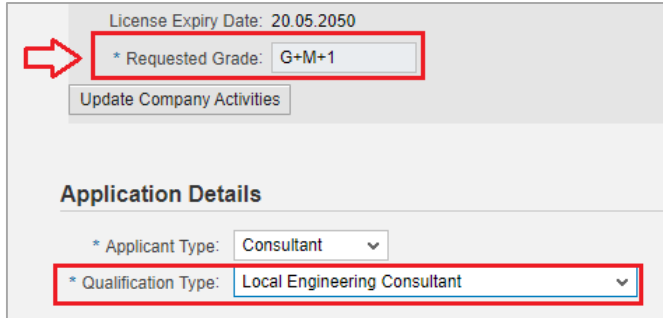
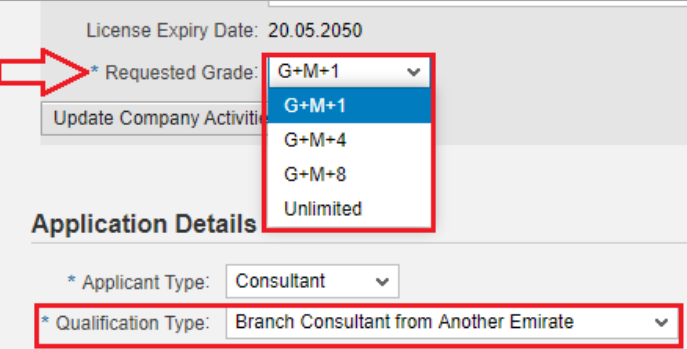
Associate Engineering Contractor

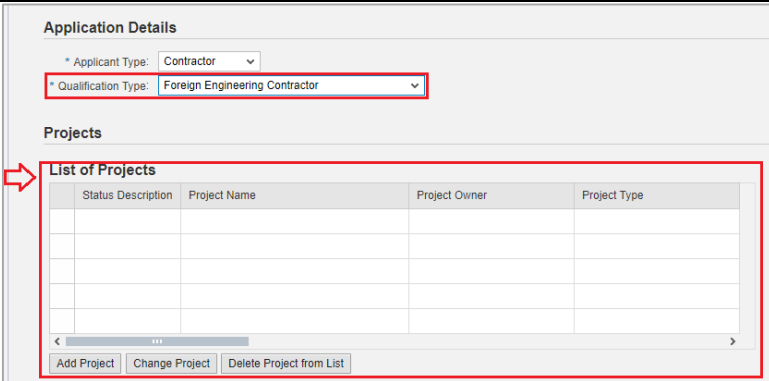
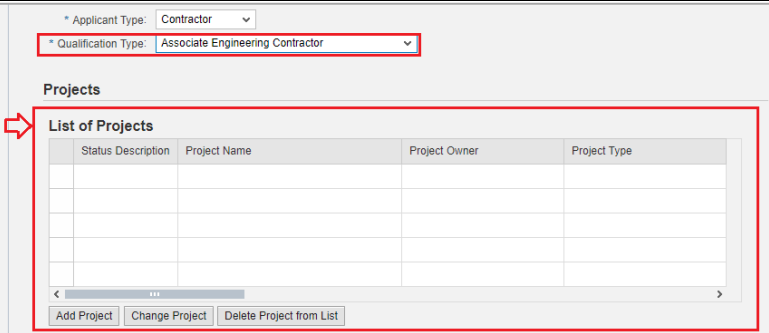
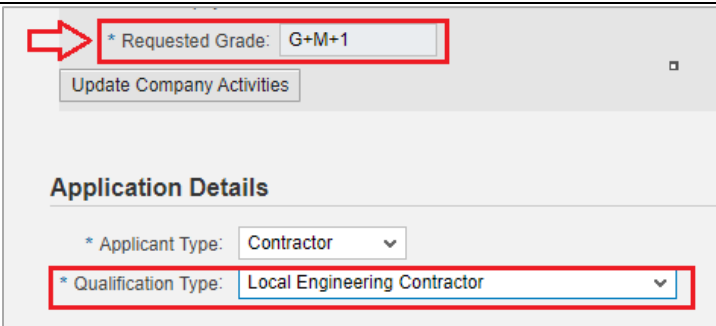
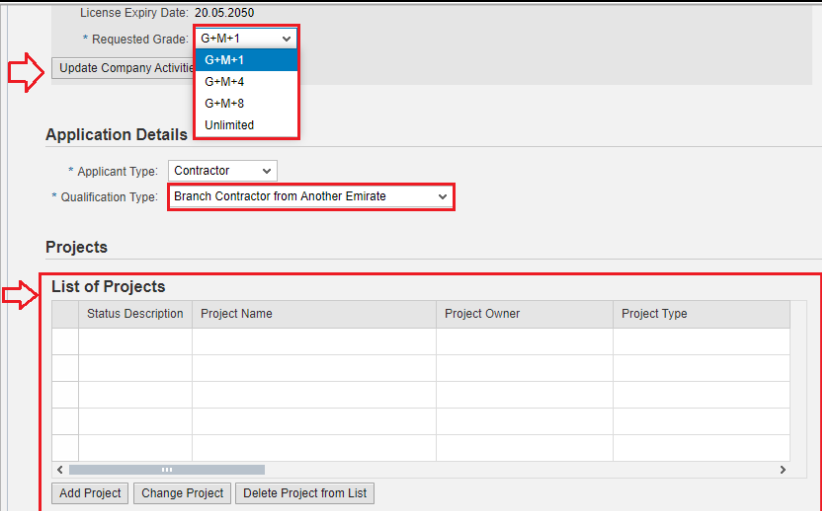
Local Engineering Contractor

Branch Contractor from Another Emirate

7. Select your qualification as per your selected type.

Once you select the qualification type, new fields and list will show up enabling you to fill the required information as below:

Qualification Type	Displayed list or fields	Mock-ups
Foreign Engineering Consultant	List of Project Follow step #8	 <p>The mock-up shows the 'Application Details' section with 'Applicant Type' set to 'Consultant' and 'Qualification Type' set to 'Foreign Engineering Consultant'. Below this is the 'Projects' section, which contains a 'List of Projects' table with columns: Status, Description, Project Name, Project Owner, and Project Type. The table is currently empty. A red arrow points to the 'List of Projects' section.</p>
Expert Engineering Consultant	No field or list is required	
Associate Engineering Consultant	List of Project Follow step #8	 <p>The mock-up shows the 'Application Details' section with 'Applicant Type' set to 'Consultant' and 'Qualification Type' set to 'Associate Engineering Consultant'. Below this is the 'Projects' section, which contains a 'List of Projects' table with columns: Status, Description, Project Name, Project Owner, and Project Type. The table is currently empty. A red arrow points to the 'List of Projects' section.</p>
Local Engineering Consultant	The requested Grade will be displayed as G+M+1	 <p>The mock-up shows the 'License Expiry Date' as 20.05.2050. Below it, the 'Requested Grade' is set to 'G+M+1'. A red arrow points to the 'Requested Grade' field. Below this is the 'Application Details' section with 'Applicant Type' set to 'Consultant' and 'Qualification Type' set to 'Local Engineering Consultant'. A red arrow points to the 'Requested Grade' field.</p>
Branch Consultant from Another Emirate	Select the requested Grade	 <p>The mock-up shows the 'License Expiry Date' as 20.05.2050. Below it, the 'Requested Grade' dropdown menu is open, showing options: G+M+1, G+M+4, G+M+8, and Unlimited. A red arrow points to the 'Requested Grade' dropdown. Below this is the 'Application Details' section with 'Applicant Type' set to 'Consultant' and 'Qualification Type' set to 'Branch Consultant from Another Emirate'. A red arrow points to the 'Requested Grade' dropdown.</p>

Foreign Engineering Contractor	List of Project Follow step #8	
Associate Engineering Contractor	List of Project Follow step #8	
Local Engineering Contractor	The requested Grade will be displayed as G+M+1	
Branch Contractor from Another Emirate	List of Project Follow step #8 And Select the requested Grade	

8. When you select the qualification to be one of the following types (Foreign Engineering Consultant, Associate Engineering Consultant, Foreign Engineering Contractor, Associate Engineering Contractor,

Branch Contractor from Another Emirate), the project list will be displayed allowing you to add the company projects as below:

List of Projects

Status	Description	Project Name	Project Owner	Project Type

Add Project
Change Project
Delete Project from List

9. Click on the “**Add Project**” button, then the **Add Project** screen will pop up allowing you to enter the project information:

Create Project

Enter Project Details

Kind of Project

* Status:

General Information

* Project Name:

* Project Owner:

* Permit Number:

* Project Type:

* Project Grade:

* Project Area:

Building Height (in m):

Location/Costs

* Inside/Outside RAK:

* Location:

* Costs (in AED):

Start Date/Completion Date



* Start Date:

* Completion Date:

Add Cancel

- a. Enter the required information as below:

Field	Description
Kind of Project	
Status	Dropdown list to select the status of the project: <div> * Status: <input type="text"/> <div> On-Going Project Completed Project Requested Project </div> </div>

General Information																																																		
Project name	Alphanumeric field used to enter the project name.																																																	
project owner	Alphanumeric field used to enter the name of the project owner.																																																	
Permit number	Alphanumeric field used to enter the project license number.																																																	
Project type	Alphanumeric field used to enter the project type.																																																	
Project grade	Alphanumeric field used to enter the project grade.																																																	
Project area	Alphanumeric field used to enter the name of the area in which the project is located.																																																	
Building Height (in m)	Numeric field used to enter the height of the project building in meters.																																																	
Location\Costs																																																		
Inside\outside RAK	<p>Click the search icon , to have the selection box below:</p> <div> <p>Search: Inside/Outside RAK</p> <p>Results List: 2 results found for Inside/Outside RAK</p> <table border="1"> <thead> <tr> <th>Proj Location RAK</th> <th>Short Descript.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Inside Ras Al Khaimah</td> </tr> <tr> <td>2</td> <td>Outside Ras Al Khaimah</td> </tr> </tbody> </table> </div> <p>Select location of the project either inside or outside Ras Al Khaimah.</p>	Proj Location RAK	Short Descript.	1	Inside Ras Al Khaimah	2	Outside Ras Al Khaimah																																											
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Completion date	Calendar field to select when the project is completed.																																																	
Attachments																																																		
Attachments box	<p>Attachments</p> <p>File: <input type="button" value="Choose File"/> <input type="text" value="No file chosen"/> <input type="button" value="Upload"/></p> <p>List of Attachments</p> <table border="1"> <thead> <tr> <th>File Description</th> </tr> </thead> <tbody> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </tbody> </table> <p><input type="button" value="Delete Attachment"/></p>	File Description																																																
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- b. Click the "**Add**" button to add the project to your portfolio.
 - c. Click the "**Clear**" button to delete the information you entered.
 - d. Click the "**Cancel**" button to cancel the step and return to the request form.
10. To change the project information that you previously entered, select the project from the list and then click the "**Change Project**" button to display the project update page and enable you to change the required data and then click the "**Update**" button




-

12. In the **Attachments** block you have to attached all of the mandatory documents to complete the request. You also, can edit all attachments (add new or remove/replace existing).
13. To upload documents:

General Attachments

File Description	Document Type



- A. Click the “**Add Attachment**” button, a window pops up allowing you to choose the files as shown below:

Add Attachment

Attachment Details

Document Type:

Attachment:

- B. Select the name of the document to be attached from the “**Document Type**” drop down list:

Document Type:

Trade License
Emirates ID
General Attachment
Educational Degree

- C. Browse for the file and Click on **Add** ➔ the file will be uploaded successfully.
D. Repeat the steps to attach next documents.

Note: In case of incorrect upload, you can select the record and click the “**Delete Attachment**” button to remove it

General Attachments

File Description	Document Type
doc.pdf	Emirates ID

Add AttachmentDelete Attachment

14. After you fill the request mandatory fields, you have options to:

Initiate ServiceClear

- “Initiate Service” to complete the request.
 - or clear all fields by selecting “clear”
15. Click “Initiate Service” and confirm the submission in the displayed confirmation message.
A screen will appear stating that the case is submitted in addition to the **case ID**.

Case was successfully created!

Case is submitted, for case details please go to **My Cases** tab.

Case Information

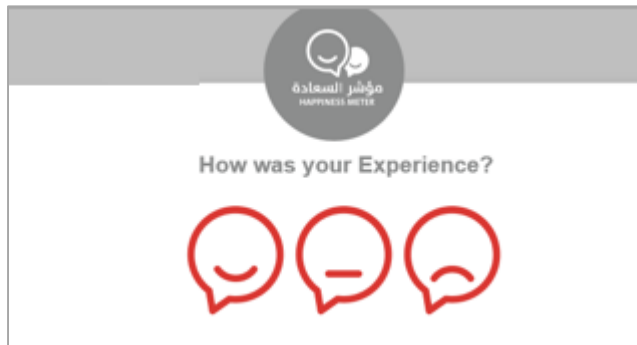
New created Case ID: **108819**

BackPrint Result Form

After your application has been successfully submitted:

- ✓ You will need to go directly to “[My Cases](#)” tab to track your request.
- ✓ Then you should pay the [initial fees](#) due on the application, so that the application is sent to the concerned employee of the Engineering and Buildings Department.
- ✓ The employee then checks the request and either returns it to you for [amendment](#), or approves the request.
- ✓ Upon approval, you must pay the final insurance fees after checking the application, [in the same way](#) that you paid the fees. Accordingly, a certificate of registration for the initial registration, will be issued and will be valid for a period of 6 months from the date of issuance.
- ✓ Please note that the Insurance will be confiscated if the application for activating the registration or extending the registration of the initial registration is not submitted.

Note: To get your feedback regarding the service procedure, the following happiness meter screen will pop up along with the request result screen allowing you to submit how happy you were for the same:



Select the required face and your evaluation will be submitted directly.

My Cases

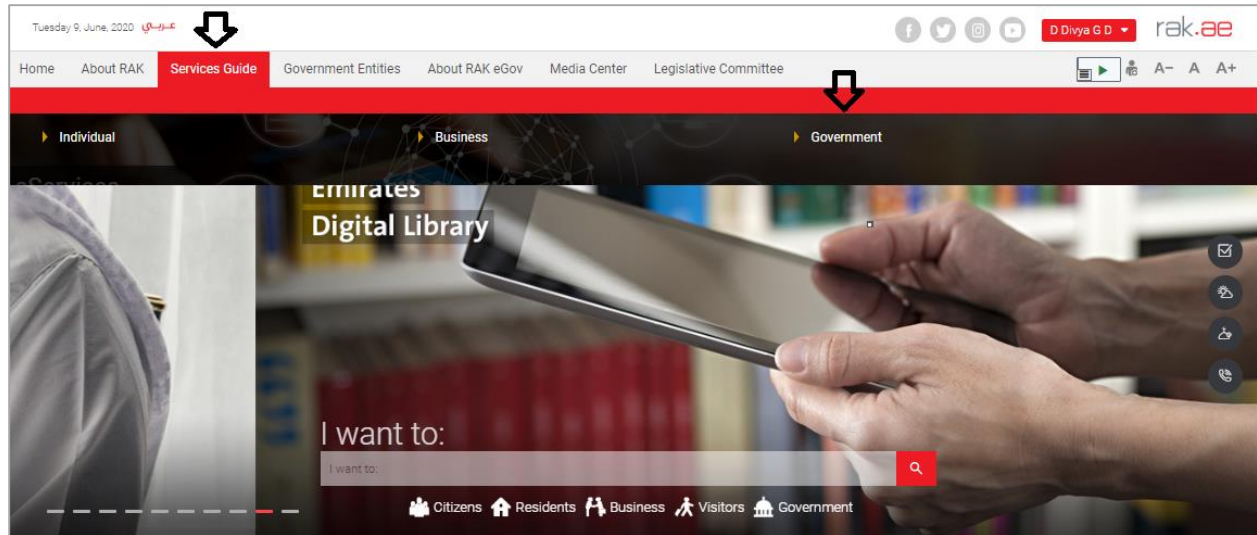
When you submit the Primary Registration Request and pay the initial fee, it is received by the coordinator in the buildings department to review it and accordingly the coordinator will do one of the following actions:

- Accept the request, then you should pay the service insurance.
- Reject the request stating the justifications.
- Return the request for modification after which you must modify the request as per the notes then re-send it to the coordinator to review it again and take the appropriate action against it.

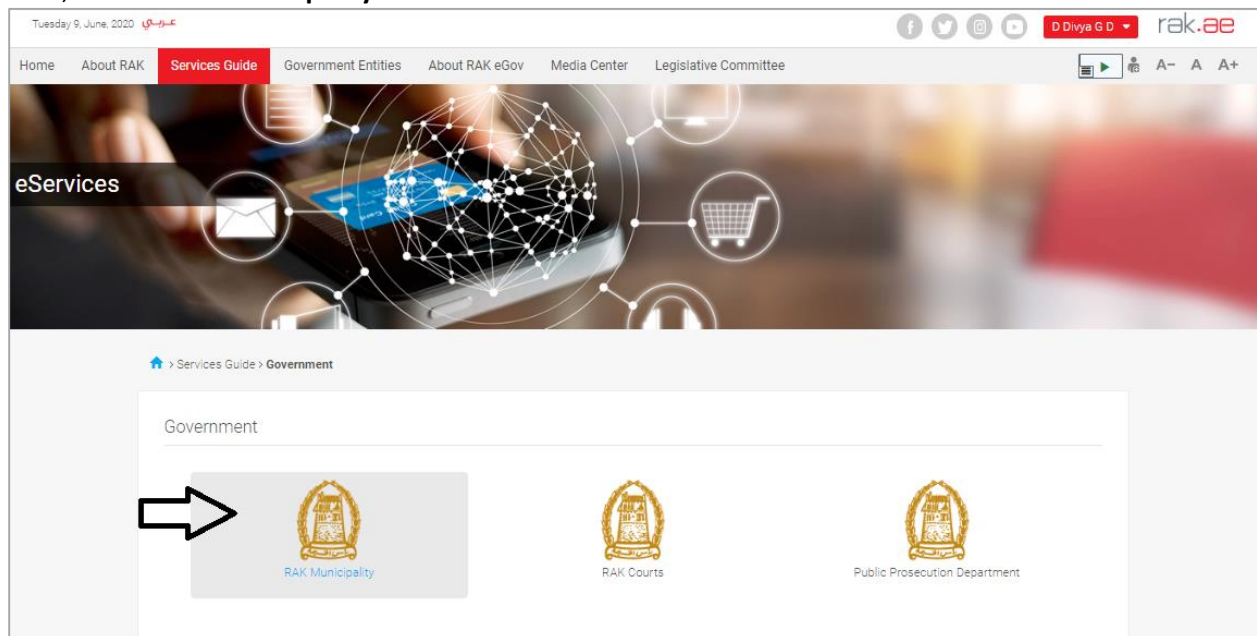
Note: when the coordinator take one of the above mentioned actions, the system will notify the customers by sending SMS on their mobile phones and Emails to let them know that their request is accepted initially, then the request will be either approved, rejected or needs modifications.

You can find the submitted requests in “**My Cases**” tab, to access it please visit the Ras Al Khaimah Government website at www.rak.ae as shown on the screen below.

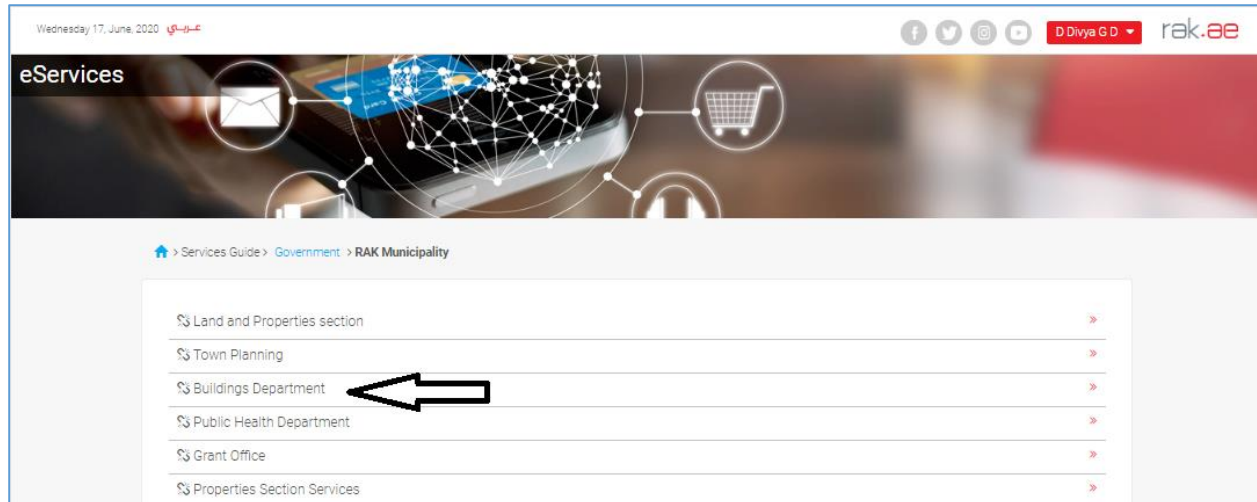
Then, Click the “**Service Guide**” then click “**Government**”:



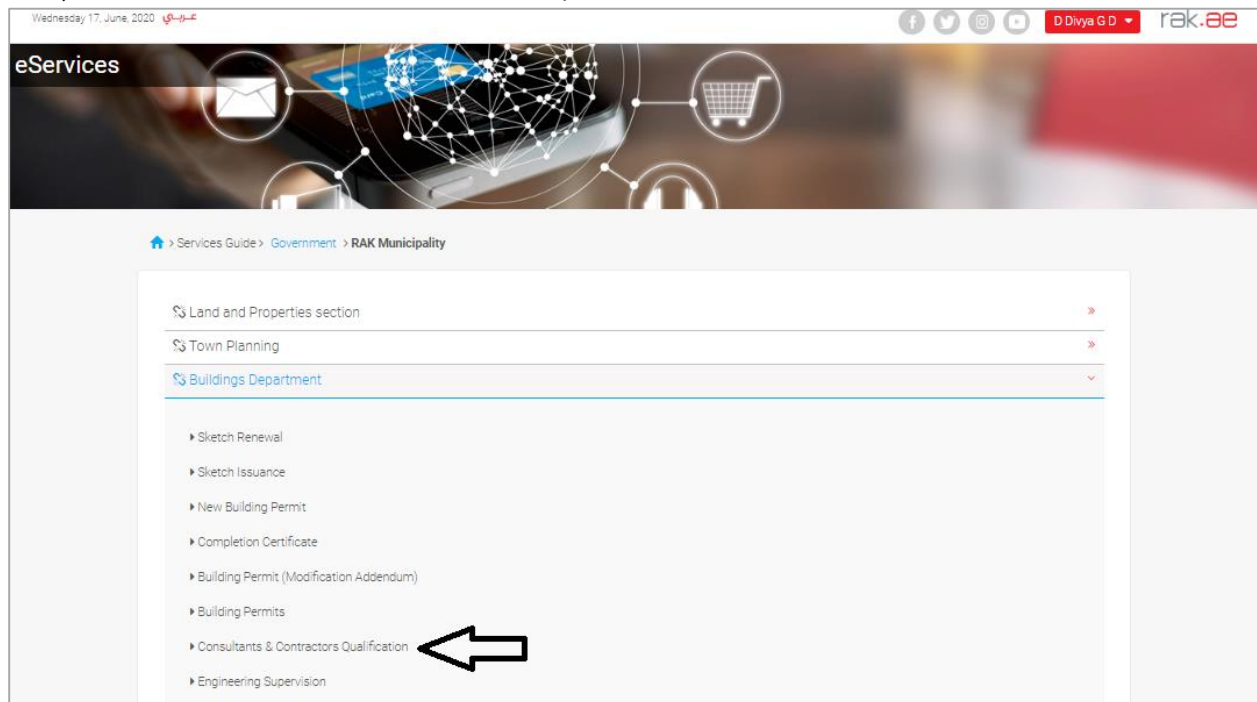
Next, select “RAK Municipality”



Next, select “Buildings Department”



Next, click on the **Consultants & Contractors Qualification**



Next, click on the **"Start Service"** button.

Wednesday 17, June, 2020 عري

25°46'35.0"N 55°56'01.0"E
Ampliar el mapa

Emirates Post Ras Al Khaimah

Sheikh Zayed Mos

DAFAN AL KHOR

Al Saif Grand

Academy national

Datos de mapas ©2020 Términos de uso

Report a Bug

Service Enquiry

RAK Municipality

800661

+971 72330899

info@mun.rak.ae

Consultants & Contractors Qualification

This section is intended to register consulting companies and local construction contracting within the engineering staff of Building and Engineering department and to ensure that they fulfill all the conditions and provide them the necessary requirements of each company to get the final and permanent registration, as the available grades, section cares to interview and registration of technical staff of contracting and consulting companies in order to ensure their eligibility engineering by building and engineering management standards. The department also aims to register the non-local contracting and consulting companies for some special projects within the emirate.

Section Services

- Primary Registration Request
- Registration Modification Request
- Primary Registration Extension Request
- Registration Renewal Request
- Registration Approval Request
- Approval of Technical Staff Request
- Request Project for Companies Outside The Emirate
- Request Project Higher Than the Registration Grade
- Modification of Registration Grade Request (Upgrade)
- Approve Government Entity as Consultant Office
- Registration Cancel Request
- Registration Extension Request

Start Service

The login page will appear as follow:

Please Log in

Login With UAE PASS

A single trusted digital identity for all citizens, residents and visitors.

Note: If you are already registered with RAK Government Portal, you can use the same login credentials to login to UaePass.

Not yet a member? Register With UaePass

OR

Log in to RAK.ae

Username

Password

Log in

Cancel

Enter your RAK Government Portal username and password which you have previously created, then press on the “Log in” button.

“My Cases” tab will be displayed to show all of your transactions submitted to the buildings section and pending for payment (if not paid yet) or pending for coordinator action.

E-Qualifications

My Cases (ZQ)

My Qualification Notifications

Qualifications

Case Registration

My Cases [Help](#)

My Cases

Print Version

Export

Service ID	Service type description	Number	Year	Type	Applicant	Created On	Final Decision	Status
108380	Registration Approval Request				مؤسسة الربيع للمقاولات العامة والبيكور	11.05.2020 10:19:52		Registration Commi
108378	Primary Registration Extention Request				مؤسسة الربيع للمقاولات العامة والبيكور	11.05.2020 07:27:26		Coordinator Review
108365	Primary Registration Request				مؤسسة الربيع للمقاولات العامة والبيكور	10.05.2020 09:41:05		Customer Action

Case Details

Case Documents

Case Notifications

Payment Requests

Creation date frame: All Case Status: Open Cases

Total number of cases: 3

“My Cases” Tab displays the service ID, description, type, applicant, creation date, final decision and the status for each request.

Note: you can do the following for each case/ request created:

- Print (As a Pdf) [Print Version](#)
- Export (As excel files) [Export](#)

When selecting the request, and perform any of Print version or export, the system will automatically generate / download the required case

- You will be able to view the details of the service request by selecting the required request and then clicking on the “Case Details” button:

E-Qualifications

My Cases (ZQ)
My Qualification Notifications
Qualifications

Case Registration

My Cases
Help

Print VersionExport

Service ID	Service type description	Number	Year	Type	Applicant	Created On	Final Decision	Status
108380	Registration Approval Request				مؤسسة الربيع للمقاولات العامة والديكور	11.05.2020 10:19:52		Registration Commi
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108365	Primary Registration Request				مؤسسة الربيع للمقاولات العامة والديكور	10.05.2020 09:41:05		Customer Action

Case Details
Case Documents
Case Notifications
Payment Requests

Creation date frame: All
Case Status: Open Cases

Total number of cases: 3

The details screen of the selected request pops up to show all of its details as below:

Details for case with ID 108365

Case Attributes

Title:

Case Type: Primary Registration Request

Last Changed by: Gincy Anto

Changed On: 10.05.2020 11:04:01

Created By: PORTAL1

Created On: 10.05.2020 09:41:05

Case ID: 108365

Final Decision:

Internet Creator: Divya Kushalappa

Applicant Type: Consultant

Date:

Time: 00:00:00

Qualification Type: Foreign Engineering Consultant

Requested Grade:

Valid From Date:

Valid To Date:

Status: Customer Action

Case Notes

Close

- You will be able to view the attachments of the service request by selecting the required request and then clicking on the “Case Documents” button

E-Qualifications

My Cases (ZQ)
My Qualification Notifications
Qualifications

Case Registration

My Cases
Help

My Cases
Print Version
Export

Service ID	Service type description	Number	Year	Type	Applicant	Created On	Final Decision	Status
108380	Registration Approval Request				مؤسسة الربيع للمقاولات العامة والديكور	11.05.2020 10:19:52		Registration Commi
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108365	Primary Registration Request				مؤسسة الربيع للمقاولات العامة والديكور	10.05.2020 09:41:05		Customer Action

Case Details
Case Documents
Case Notifications
Payment Requests

Creation date frame: All
Case Status: Open Cases

Total number of cases: 3

A screen will pop up to show all of the documents that are attached to the selected request when it is created where you can upload any file or all of the files.

Documents for case with ID 108365

Uploaded documents
Generated documents

File Description	
Copy of ID	
Copy of new site plan	
Copy of ownership	

Download all attachments

Close

- You will be able to view the notifications of the service request by selecting the required request and then clicking on the “Case Notifications” button

E-Qualifications

My Cases (ZQ)
My Qualification Notifications
Qualifications

Case Registration

My Cases
Help

My Cases

Print Version
Export

Service ID	Service type description	Number	Year	Type	Applicant	Created On	Final Decision	Status
108380	Registration Approval Request				مؤسسة الربيع للمقاولات العامة والديكور	11.05.2020 10:19:52		Registration Commi
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Case Details
Case Documents
Case Notifications
Payment Requests

Creation date frame: All
Case Status: Open Cases

Total number of cases: 3

The Notifications screen of the selected request appears as follows:

E-Qualifications

My Cases (ZQ)
My Qualification Notifications
Qualifications

Notifications
Help

Notifications

View: [Standard View]
Print Version
Export

Notification	Description	Due Date	Planned Visit Date	Case ID	Ty.	Case type text	Inspection Purpose	Permit Number	Business Partner
300093921	Customer Action Created for Case 108365	10.05.2020	10.05.2020	108365	ZQ01	Primary Registration Request			
300093920	Customer Action Created for Case 108365	10.05.2020	10.05.2020	108365	ZQ01	Primary Registration Request			
300093919		10.05.2020	10.05.2020	108365	ZQ01	Primary Registration Request			

Back

Click “Back” to return to the “My Cases” tab.

Fee Payment

You will need to access the "**My Cases**" tab to pay the initial registration dues two times:

First: Immediately after submitting your request, you must access my cases tab to pay the initial fees due on the request, so your request will be received by the Buildings section coordinator to review it.

Second: After getting your request approved by the coordinator, you will be notified fees via email and SMS that your request has been approved and you should pay the request insurance.

To pay any of the fees or insurance, select the request for which you would like to pay fees or insurance (where the application is in the "pending payment") status, then click the "**Payment Requests**" button:

E-Qualifications

My Cases (ZQ) My Qualification Notifications Qualifications

Case Registration

My Cases ? Help

My Cases

Print Version Export

Service ID	Service type description	Number	Year	Type	Applicant	Created On	Final Decision	Status
108380	Registration Approval Request				مؤسسة الربيع للمقاولات العامة والديكور	11.05.2020 10:19:52		Registration Commi
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108365	Primary Registration Request				مؤسسة الربيع للمقاولات العامة والديكور	10.05.2020 09:41:05		Customer Action

Case Details Case Documents Case Notifications **Payment Requests** Creation date frame: All Case Status: Open Cases

Total number of cases: 3

The following screen will be displayed to show the amount needed to be paid for the select request.

E-Qualifications

My Cases (ZQ) My Qualification Notifications Qualifications

My Payments ? Help

Billing Documents for case with ID

Print Version Export

Status	Case/Request ID	Payment Request Number	To Be Paid	Paid	Due To Pay	Currency
	108365	910027435	5,000.00	0.00	5,000.00	AED

Pay Selected Item Back

Click on the required payment item and then click on the “**Pay Selected Item**” button to move to the payments channels screen:

My cases (ZH)


My Notification

Payment Amount: 5,000.00



Amount Already Payed: 0.00

* Transaction Amount 5,000.00 AED

☒ E-Dirham




☐ Banks Cards






By clicking "Pay" a new transaction will be created and you will be redirected to Etisalat/e-Dirham payment page, where you can finish the transaction.

Pay

Cancel

 Back



The system allows you to pay the required amount of money through different channels like the bank cards or the electronic dirham.

Select the required payment channel and click the “**Pay**” button to proceed with the payment process as usual.

Customer Action

Upon successful submission, the request will be displayed for the Buildings coordinator to review it and take the appropriate action, but if the request requires modifications, then the coordinator will return it to the customer to apply the modification and send it back again for review.

When one of your request is returned to you for modification, you will find it in **“My Notification”** tab. To access **“My Qualification Notification”** tab, follow the [same procedure you did to reach “My Cases” tab](#).

E-Qualifications

My Cases (ZQ) **My Qualification Notifications** Qualifications

Notifications ? Help

Notifications

View: [Standard View] Print Version Export

Notification	Action Description	Case ID	Case type text	Case Status Description
300093919	Upload missing general document	108365	Primary Registration Request	Customer Action

Notif. timeframe:

In **“My Qualification Notification”** tab, you can open the request for modification as in the screen below:

E-Qualifications

My Cases (ZQ) **My Qualification Notifications** Qualifications

Notifications ? Help


Notifications

View: [Standard View] Print Version Export

Notification	Action Description	Case ID	Case type text	Case Status Description
300093919	Upload missing general document	108365	Primary Registration Request	Customer Action

Notif. timeframe:

To modify a request, follow the step below:

1. Click the “Change” icon  to the right of the required request → the “Customer Action” screen pops up as below:

Customer Action 300093919

Selected Notification

Notification: 300093919


Case ID: 108365

Created on: 10.05.2020

Case Type: ZQ01 Primary Registration Request

Requester: Gincy Anto

BusinessPartner: 3000113378 Divya Kushalappa


Lock Status: 

Land Parcel ID:


Building:

Status details

Current System Status: Open

 Complete

Attachments

 Add attachment 3

Comments

2

Kindly upload copy of trade license document.

Note from Department:

Note from Applicant:

Save Cancel


2. Read the notes that are sent to you from the Building coordinator.
3. Click on the “Add Attachment” button, the Document Attachment screen will pop up as below:

Documents management for notification: 300093919

Attachment Details

* Attachment: Choose Files No file chosen

Clear Add attachment

File Description	Mime Type	
dummy.pdf	application/pdf	

Delete Attachment

Save Cancel

- i. Click the "**choose files**" button and then choose the file to attach.
 - ii. Click the "**Add Attachment**" button to add it to the attachments list
 - iii. If you want to delete an attachment, select it from the list, then click the "**Delete Attachment**" button.
4. Attach the required documents.
 5. Click the "**Save**" button, then you will return to the "**Customer Action**" screen:

Customer Action 300093919

Selected Notification

Notification: 300093919	Case ID: 108365
Created on: 10.05.2020	Case Type: ZQ01 Primary Registration Request
Requester: Gincy Anto	BusinessPartner: 3000113378 Divya Kushalappa
Lock Status:	Land Parcel ID:
	Building:

Status details

Current System Status: Open

Complete

Attachments

Add attachment

Comments

Note from Department:

Kindly upload copy of trade license document.

Note from Applicant:

Save **Cancel**

6. Click "**Complete**" and then "**Save**" to complete your modifications, then the request will be removed from "**My Qualification Notifications**" tab and the request will be submitted again to the Building coordinator for review.

After final approval and completion of the registration insurance payment, you will be notified via SMS and email that your request has been approved with attaching an electronic copy of the required initial registration certificate that is valid for a period of 6 months from the date of issuance allowing you either to extend the initial registration or complete your registration.

Important note: If the six-month period expires without the registration being extended or registered, the insurance amount will be forfeited.