



## Dubai Healthcare City - Regulatory Service Price List

Effective February 01, 2018

LS/GO/001/008



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## Introduction

The DHCR Price List provides a comprehensive listing of all fees relating to application, licensing (commercial and professional), Permits, Quality Survey and Government Services.

All applications will be processed through DHCR e-services platform, Masaar at <https://www.dhcr.gov.ae/en/#servicesAnchor>. Certain activities require approval from external authorities. Refer to Rule No. 1 of 2016 concerning permitted activities and licensing categories for DHCC.

## Commercial License

Commercial License (CL) is issued in accordance with Rule 1 of 2016, concerning permitted activities and licensing categories for DHCC (as amended).

Relevant fees apply for any additional cluster/segment/activity. A service fee shall apply for any amendment/modification required during the process of new application or for existing facility. All Commercial licenses and Permits shall be valid for a period of one year and renewed annually thereafter.

## Operating Permit

All DHCC licensees are required to obtain an Operating Permit (OP) prior to the commencement of business operations. A processing fee of **AED 2,500** shall apply for any changes or additions to the facility (including but not limited to segment/activities, location, and space or business name requiring modification).



## 1. Initial Application

1.1 A completed online application form with supporting documents is required for being eligible to establish a company in DHCC. Approved applicants are issued a Provisional Approval Letter (PAL) in order to complete commercial Licensing and Operating Permit requirements.

1.2 New Application for Commercial License is subject to a 'one-time' fee

Initial Services	Fees
Initial Application Fee	3,100
Provisional Approval Letter Extension	500

1.3 Any service transaction provided by DHCR shall be subject to Government Fees (Knowledge Dirham and Innovation Fee).

## 2. Commercial License and Clinical Operating Permit Services

This section covers all the fees related to Commercial License and Operating Permit for Healthcare cluster which include Clinical Inpatient and Outpatient, Patient Support, Pharmacies, Laboratories and other additional services.

2.1 Operating Permit Fee includes Quality Standards Comprehensive Survey for Clinical Inpatient, Clinical Outpatient and Community Pharmacy.

2.2 Operating Permit Fee for hospitals also include Education and Research Permits.

2.3 A separate Operating Permit is required for Internal Pharmacies and Reference Laboratories.

2.4 For new Business Partners (BP) under Clinical Inpatient, Clinical Outpatient, Pharmacy and Laboratory, a separate one-time fee for pre-op assessment and 6- months' post-op survey shall apply.

2.5 For additional re-assessment and re-survey, a separate fee shall apply.



**Table 1. Healthcare Cluster**

Commercial License & Clinical Operating Permit Fees						
Healthcare			One Time Service Fee (New Business Partners Only)			
Segment/Activity	Commercial License	Operating Permit	Commercial Registration	Pre-Op Assessment	Post-Op Survey (6 months)	
<b>Clinical In-Patient</b>						
Hospital (General/Specialty/Teaching)	Less than 50 Beds	25,000	21,750	3,500	3,750	3,750
	51-100 Beds	29,000	32,250	3,500	6,000	6,000
	101-150 Beds	37,000	39,250	3,500	7,500	7,500
	151 Beds and Above	45,000	46,250	3,500	9,000	9,000
Home Healthcare Provider (Part of General or Specialty Hospital only)		NIL	9,250	NIL	3,750	NIL
Hospice Care Center		15,000	14,850	3,500	3,000	3,000
In-Patient, Rehabilitation Center (Behavioral/ Physical/ Pediatric)		15,000	17,500	3,500	3,750	3,750
Long Term Care Center/ Nursing Home		15,000	8,000	3,500	2,000	2,000
<b>Clinical Out-Patient</b>						
Multi-Specialty Clinic	Up to 2 specialties	15,000	14,250	3,500	3,000	-
	3-6 specialties	15,000	20,400	3,500	3,000	-
	7 specialties and above	15,000	23,900	3,500	3,000	-
Single Specialty	Up to 3 Physicians	15,000	6,750	3,500	2,000	-
	More than 3 Physicians	15,000	12,500	3,500	2,000	-
Outpatient Rehabilitation Center (Behavioral/ Physical/ Pediatric)		15,000	14,300	3,500	3,750	-
Outpatient Surgical Clinic		15,000	21,500	3,500	3,000	-
Clinical Support Facility		15,000	6,750	3,500	2,000	-
Renal Dialysis Center		15,000	14,250	3,500	3,000	-
Gastrointestinal Endoscopy Center		15,000	14,250	3,500	3,000	-

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Commercial License & Clinical Operating Permit Fees					
Healthcare			One Time Service Fee (New Business Partners Only)		
Segment/Activity	Commercial License	Operating Permit	Commercial Registration	Pre-Op Assessment	Post-Op Survey (6 months)
Fertility Center	15,000	20,500	3,500	3,000	-
Sleep Medicine Center	15,000	18,800	3,500	3,000	-
Medical Fitness Center	15,000	18,800	3,500	2,000	-
School/Nursery/Hotel Clinic	NIL	6,750	NIL	2,000	-
First Aid Unit	NIL	6,500	NIL	2,000	-
Telehealth Center	15,000	11,150	3,500	2,000	-
<b>Patient Support Services</b>					
Patient Escort Services	15,000	4,750	3,500	-	-
<b>Pharmacy</b>					
Community Pharmacy (including Compounding Pharmacy)	15,000	7,000	3,500	2,000	-
Hospital / Inpatient Pharmacy	NIL	4,750	NIL	2,000	-
Internal Pharmacy (part of Outpatient Clinic)	NIL	4,750	NIL	2,000	-
<b>Diagnostic Center and Medical Laboratories</b>					
Clinical Laboratory	15,000	8,150	3,500	3,000	3,000
Radio Diagnostic Center	15,000	8,150	3,500	3,000	3,000
Diagnostic Center (Clinical Laboratory & Radiology)	15,000	11,100	3,500	3,000	3,000
<b>Non-Diagnostic Medical Laboratories</b>					
Stem Cell Processing/Storage Center	15,000	7,650	3,500	3,000	3,000
Therapeutic Biological Product Manufacturing Laboratory	15,000	7,650	3,500	3,000	3,000



**Table 1.1 Additional Services for Healthcare Cluster**

Additional Service Fees for Healthcare		
Service Description	Fees (AED)	
Attestation of Sick Leave Certificate (per Certificate)	50	
Attestation of Controlled/ Narcotic Prescription Pads	50	
Verification of Controlled/ Narcotic Medications Application	50	
Attestation of Documents – Others (per document)	50	
Attestation of Scientific Offices Application	100	
Attestation of Medical Report (per report)	100	
Change in Pharmacist/ Doctor In-Charge	250	
DHCR Outpatient Clinic Quality Standards & User Guide	400	
Translation fee - Clinical Complaints Decision Letter	700	
Review of Facility Proposal – Application/Product/Service	1500	
Accreditation Support	Initial	Per Additional Visit
Hospital and Inpatient < or=50 beds	6,600	4,600
Hospital and Inpatient 51-100 beds	8,800	6,160
Hospital and Inpatient 101- 150 beds	13,200	9,200
Hospital and Inpatient >150 beds	19,800	13,900
Follow – Up Services	Fees (AED)	
Quality Re-Survey	3,000	
Pre-op Re-assessment	1,500	



### 3. Commercial License and Non - Clinical Operating Permit Services

This section covers all the fees related to Commercial License and Operating Permit for Non-Clinical Operators which include Education, Research and Development, Wellness, Hospitality, Retail, Business Support, Support Services, Regional Headquarters and Property Services

#### Operating Permit for Core Education Activity

- Operating Permit fee for Higher Education segment include Education and Research Permits.
- Operating Permit fee for all other segments under Education Cluster include Education Permit

**Table 2. Education Cluster**

Commercial License & Non -Clinical Operating Permit Fees				
Education				One Time Service Fee (New BP only)
Segment/Activity	Area Classification	Commercial License	Operating Permit	Commercial Registration
<b>Higher Education Provider</b>				
1. University – Ministry of Higher Education & Scientific Research (MOHESR) Accredited	1501-5000	15,000	10,600	3,500
	5001-12000	15,000	11,575	3,500
	12001-15000	15,000	12,775	3,500
2. University - Branch	15001-45000	15,000	15,375	3,500
	45000-150000	15,000	19,250	3,500
<b>Professional and Management Development Training</b>				
1. Accounting and Finance Training	Desk Space	15,000	2,100	3,500
2. Business and Secretarial Training	0-600	15,000	2,825	3,500
3. Continuing Professional Development (CPD) / Continuing Medical Education (CME)	601-1500	15,000	3,600	3,500
	1501-5000	15,000	4,350	3,500
4. Educators' Professional Training	5001-12000	15,000	5,325	3,500
5. Human Resources Training and Development	12001-15000	15,000	6,525	3,500





Commercial License & Non -Clinical Operating Permit Fees					
Education				One Time Service Fee (New BP only)	
Segment/Activity	Area Classification	Commercial License	Operating Permit	Commercial Registration	
6. Management Training	15001-45000	15,000	9,125	3,500	
7. Sales and Marketing Training	45000-150000	15,000	13,000	3,500	
8. Social and Behavioral Training					
<b>Language Training</b>					
1. Language Training	601-1500	15,000	3,600	3,500	
	1501-5000	15,000	4,350	3,500	
<b>Technical and Occupational Skills Training</b>					
1. Healthcare Awareness Training	601-1500	15,000	3,600	3,500	
	1501-5000	15,000	4,350	3,500	
	5001-12000	15,000	5,325	3,500	
	12001-15000	15,000	6,525	3,500	
	15001-45000	15,000	9,125	3,500	
	45000-150000	15,000	13,000	3,500	
<b>Technical and Vocational Education &amp; Training</b>					
1. Beauty Care Training	601-1500	15,000	3,600	3,500	
	1501-5000	15,000	4,350	3,500	
	2. Hair Stylist Training	5001-12000	15,000	5,325	3,500
	3. Hospitality and Tourism Training	12001-15000	15,000	6,525	3,500
	4. Technical and Vocational Education & Training Center	15001-45000	15,000	9,125	3,500
		45000-150000	15,000	13,000	3,500
<b>Child Skills Development Training</b>					
1. Child Skills Development Center	601-1500	15,000	3,600	3,500	
	1501-5000	15,000	4,350	3,500	
	5001-12000	15,000	5,325	3,500	



Commercial License & Non -Clinical Operating Permit Fees				
Education				One Time Service Fee (New BP only)
Segment/Activity	Area Classification	Commercial License	Operating Permit	Commercial Registration
	12001-15000	15,000	6,525	3,500
	15001-45000	15,000	9,125	3,500
	45000-150000	15,000	13,000	3,500
<b>School</b>				
	601-1500	15,000	3,600	3,500
	1501-5000	15,000	4,350	3,500
	5001-12000	15,000	5,325	3,500
1. Kindergarten (KG)	12001-15000	15,000	6,525	3,500
2. School – Primary	15001-45000	15,000	9,125	3,500
3. School – Preparatory	45000-150000	15,000	13,000	3,500
4. School – Secondary	150000-300000	15,000	18,700	3,500
	300000 and above	15,000	20,600	3,500
<b>Early learning Center (Nursery)</b>				
	601-1500	15,000	2,100	3,500
	1501-5000	15,000	2,850	3,500
	5001-12000	15,000	3,825	3,500
1. Early learning Center (Nursery)	12001-15000	15,000	5,025	3,500
	15001-45000	15,000	7,625	3,500
	45000-150000	15,000	11,500	3,500
<b>Educational Support Service</b>				
1. Academic Representative Services	Desk Space	15,000	600	3,500
	0-600	15,000	1,325	3,500



Commercial License & Non -Clinical Operating Permit Fees				
Education				One Time Service Fee (New BP only)
Segment/Activity	Area Classification	Commercial License	Operating Permit	Commercial Registration
2. Educational Consultancies	601-1500	15,000	2,100	3,500
3. Educational Management Services	1501-5000	15,000	2,850	3,500
4. Examination Preparation	5001-12000	15,000	3,825	3,500
5. Testing Center	12001-15000	15,000	5,025	3,500
6. University Placement Services	15001-45000	15,000	7,625	3,500
	45000-150000	15,000	11,500	3,500

**Table 2. 1 Additional Services for Education**

Additional Service Fees for Education		
Education Permit- Clinical Operators		Fees
Education Permit - Application Review/Modification		500
Education Permit – CPD/ Non-Credit for Clinical Outpatient		1,500
Education Permit – Approved Practice Setting (APS) - Applicable to inpatient and outpatient		
Education Permit – Post Graduate Medical Education (PGME)- Certain PGME may require external approval		
Review of APS per program		1,000
Review of PGME per program		1,000
CPD/CME Program Accreditation		Fees
*Review of Training Programs concerning CPD Accreditation	Up to Two (2) hours	300
	More than 2 hours w/in the same day	750
CPD Certificate (per certificate)		30
Duplication of CPD Certificate (per certificate)		40
Urgent Processing Fee		1,500 + Actual Fee

\*Includes presentations, symposia, ward rounds, case study discussions, journal clubs, mentoring/ supervising, conferences, refresher course, Non-CPD/Non-credit Programs involving volunteers, etc.



**Table 3. Research and Development Cluster**

Research and Development				One Time Service Fee (New BP only)
Segment/Activity	Area Classification	Commercial License	Operating Permit	Commercial Registration
1. Clinical Research Organization (CRO) 2. Research Center – Clinical 3. Research and Development Center	Desk Space	15,000	3,350	3,500
	0-600	15,000	4,075	3,500
	601-1500	15,000	4,850	3,500
	1501-5000	15,000	5,600	3,500
	5001-12000	15,000	6,575	3,500
	12001-15000	15,000	7,775	3,500
	15001-45000	15,000	10,375	3,500
	45000-150000	15,000	14,250	3,500

**Table 3.1 Additional Services for Research and Development**

Additional Service Fees for Research and Development		
Research Permit	Fees (AED)	
Research Permit - Application Review	500	
Research Permit	2,750	
Research Permit	Non-Sponsored	Sponsored
Research Protocol Submission - Initial Review (Advice, Support and Guidance on permit or protocol application)	500	500
Research Ethics Committee (REC) Review		
REC review of protocol and investigator	4,000	10,500
REC review – Non Human Subjects Research determination	1,000	1,000
Change of investigator (including Consent Form)	1,500	3,000
Change to Research – Protocol Amendment with Consent Form	1,500	3,000
Change to Research – Protocol Amendment without Consent Form	1,000	2,000

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Additional Service Fees for Research and Development		
Change to Research – Revised Consent Form	1,000	2,000
Change to Research – Recruitment/Retention Materials and Other Subject or product	1,000	2,000
Change to Research – Review of Revised Product Information	1,000	2,000

**Table 4. Wellness Cluster**

Wellness				One Time Service Fee (New BP only)
Segment/Activity	Area Classification	Commercial License	Operating Permit	Commercial Registration
<b>Personal Care Services</b>				
1. Children Haircutting	0-600	15,000	1,325	3,500
2. Dieting and Weight Control Services	601-1500	15,000	2,100	3,500
3. Gents Cosmetic and Personal Care Center	1501-5000	15,000	2,850	3,500
4. Gents Haircutting and Hair Dressing Salon	5001-12000	15,000	3,825	3,500
5. Gents Health Spa	12001-15000	15,000	5,025	3,500
6. Henna Salon	15001-45000	15,000	7,625	3,500
7. Ladies Cosmetic and Personal Care Center	45000-150000	15,000	11,500	3,500
8. Ladies Haircutting and Hair Dressing Salon				
9. Ladies Health Spa				
<b>Wellness Studio</b>				
1. Child Amusement Arcade	0-600	15,000	1,325	3,500
2. Dance Studio	601-1500	15,000	2,100	3,500
3. Gymnastics Center	1501-5000	15,000	2,850	3,500
4. Ladies Physical Fitness Center	5001-12000	15,000	3,825	3,500
5. Men's Physical Fitness Center	12001-15000	15,000	5,025	3,500
6. Pilates Center	15001-45000	15,000	7,625	3,500
7. Sports Center	45000-150000	15,000	11,500	3,500
8. Water Sports Training Services				

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Wellness				One Time Service Fee (New BP only)
Segment/Activity	Area Classification	Commercial License	Operating Permit	Commercial Registration
9. Yoga Studio				
Medical Tourism				
1. Medical Tourism Facilitator 2. Residential Care Home	Desk Space	15,000	600	3,500
	0-600	15,000	1,325	3,500
	601-1500	15,000	2,100	3,500
	1501-5000	15,000	2,850	3,500
	5001-12000	15,000	3,825	3,500
	12001-15000	15,000	5,025	3,500
	15001-45000	15,000	7,625	3,500
	45000-150000	15,000	11,500	3,500
	150000-300000	15,000	17,200	3,500
	300000 and above	15,000	19,100	3,500

**Table 5. Hospitality Cluster**

Hospitality				One Time Service Fee (New BBP only)
Segment/Activity	Area Classification	Commercial License	Operating Permit	Commercial Registration
Hotel Services				
1. Five Star Hotel	15001-35000	45,000	7,500	3,500
	35001-55000	45,000	11,500	3,500
	55001 and Above	45,000	19,100	3,500
2. Four Star Hotel	15001-35000	40,000	7,500	3,500
	35001-55000	40,000	11,500	3,500
	55001 and Above	40,000	19,100	3,500

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Hospitality				One Time Service Fee (New BBP only)
Segment/Activity	Area Classification	Commercial License	Operating Permit	Commercial Registration
<b>Hotel Services</b>				
3. Three Star Hotel	5001 - 15000	35,000	4,000	3,500
	15001-35000	35,000	7,500	3,500
	35001-55000	35,000	11,500	3,500
4. Hotel Apartment- Deluxe	5001 - 15000	40,000	4,000	3,500
	15001-35000	40,000	7,500	3,500
	35001-55000	40,000	11,500	3,500
5. Hotel Administrative Office	Desk Space	15,000	600	3,500
	0-600	15,000	1,350	3,500

**Table 6. Retail Cluster**

Retail				One Time Service Fee (New BBP only)
Segment/Activity	Area Classification	Commercial License	Operating Permit	Commercial Registration
<b>Food and Beverage</b>				
1. Bakery	0-600	15,000	1,325	3,500
2. Cafeteria				
3. Coffee Shop				
4. Floating Restaurant	601-1500	15,000	2,100	3,500
5. Ice Cream Shop	1501-5000	15,000	2,850	3,500
6. Juice and Soft Drink Shop				
7. Organic Stores				
8. Pastry Trading	5001-12000	15,000	3,825	3,500
9. Restaurant				

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Retail				One Time Service Fee (New BBP only)
Segment/Activity	Area Classification	Commercial License	Operating Permit	Commercial Registration
<b>Community Outlets</b>				
1. Beauty & Personal Care Equipment Trading	0-600	15,000	1,325	3,500
2. Beauty & Personal Care Requisites Trading				
3. Bookstore				
4. Commercial Library				
5. Computer and Electronic Accessories	601-1500	15,000	2,100	3,500
6. Convenience Store				
7. Department Store				
8. Digital Printing and Copying				
9. Flower Shop				
10. Gift Shop				
11. Grocery Store	1501-5000	15,000	2,850	3,500
12. Healthcare Equipment & Furniture Trading				
13. Hypermarket				
14. Medical, Surgical Equipment & Instruments Trading	5001-12000	15,000	3,825	3,500
15. Mini Store				
16. Music and Video				
17. Nutritional Products Store				
18. Optical Center				
19. Para-Pharmaceutical Products Trading				

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Retail				One Time Service Fee (New BBP only)
Segment/Activity	Area Classification	Commercial License	Operating Permit	Commercial Registration
20. Perfumes & Cosmetics Trading				
21. Photo Studio				
22. Promotional Gift Preparation				
23. Specialty Store				
24. Stationery				
25. Supermarket				
26. Telephone Accessories				
27. Trading in Jewelry				
Recreational Facilities				
1. Auditorium	601-1500	15,000	2,100	3,500
	1501-5000	15,000	2,850	3,500
2. Theatre and Cinema	5001-12000	15,000	3,825	3,500
	12001-15000	15,000	5,025	3,500
4. Water Park	15001-45000	15,000	7,625	3,500
	45000-150000	15,000	11,500	3,500

**Table 7. Business Support Cluster**

Business Support				One Time Service Fee (New BBP only)
Segment/Activity	Area Classification	Commercial License	Operating Permit	Commercial Registration
Consultancy				
1. Healthcare Architectural and Engineering Consultancy	Desk Space	15,000	600	3,500
	0-600	15,000	1,325	3,500
2. Hospitality Management Consultancy				
3. IT consultancy	601-1500	15,000	2,100	3,500



Business Support				One Time Service Fee (New BBP only)
Segment/Activity	Area Classification	Commercial License	Operating Permit	Commercial Registration
4. Management Consultancy	1501-5000	15,000	2,850	3,500
5. Market Research Consultancy	5001-12000	15,000	3,825	3,500
6. Project Management Consultancy	12001-15000	15,000	5,025	3,500
	15001-45000	15,000	7,625	3,500
<b>Healthcare Consultancy</b>				
1. Healthcare Management Consultancy 2. Healthcare Quality Consultancy 3. Pharmaceutical Consultancy	Desk Space	15,000	600	3,500
	0-600	15,000	1,325	3,500
	601-1500	15,000	2,100	3,500
	1501-5000	15,000	2,850	3,500
	5001-12000	15,000	3,825	3,500
	12001-15000	15,000	5,025	3,500
<b>Healthcare Management</b>				
1. Healthcare Accreditation Certification 2. Healthcare Facility Operator 3. Healthcare Management 4. Medical Billing Service 5. Medical Coding Service 6. Medical Transcription Service	Desk Space	15,000	600	3,500
	0-600	15,000	1,325	3,500
	601-1500	15,000	2,100	3,500
	1501-5000	15,000	2,850	3,500
<b>Facility Management</b>				
1. Non- Healthcare Facility Operator	Desk Space	15,000	600	3,500
	0-600	15,000	1,325	3,500
	601-1500	15,000	2,100	3,500
	1501-5000	15,000	2,850	3,500



Business Support				One Time Service Fee (New BBP only)
Segment/Activity	Area Classification	Commercial License	Operating Permit	Commercial Registration
<b>Association (Non Profit)</b>				
1. Professional Association	Desk Space	15,000	600	3,500
	0-600	15,000	1,325	3,500
	601-1500	15,000	2,100	3,500
	1501-5000	15,000	2,850	3,500
<b>Executive Search</b>				
1. Executive Search	Desk Space	15,000	600	3,500
	0-600	15,000	1,325	3,500
	601-1500	15,000	2,100	3,500
	1501-5000	15,000	2,850	3,500
<b>Outsource</b>				
1. Operation Support	Desk Space	15,000	600	3,500
	0-600	15,000	1,325	3,500
	601-1500	15,000	2,100	3,500
	1501-5000	15,000	2,850	3,500
<b>Event Management</b>				
1. Business Event Management 2. Exhibition Organization and Management 3. Festival Organization and Management	Desk Space	15,000	600	3,500
	0-600	15,000	1,325	3,500
	601-1500	15,000	2,100	3,500
	1501-5000	15,000	2,850	3,500
	5001-12000	5,000	3,825	3,500



Business Support				One Time Service Fee (New BBP only)
Segment/Activity	Area Classification	Commercial License	Operating Permit	Commercial Registration
<b>Formation of a Holding Company</b>				
1. Establishment and Owning Shares in other company	Desk Space	15,000	600	3,500
2. Holding of Stocks or Shares in Healthcare Project companies				
3. Management of the Subsidiary Companies of Healthcare Projects	0-600	15,000	1,325	3,500
4. Owning Assets, Acquiring Rights & Patents (Intellectual Property, Trademarks, Royalties, Property & assets)				
5. Provide Funds, guarantees & Finance to its Subsidiary Companies	601-1500	15,000	2,100	3,500

**Table 8. Support Services Cluster**

Support Services				One Time Service Fee (New BBP only)
Segment/Activity	Area Classification	Commercial License	Operating Permit	Commercial Registration
1. Accidents and Liability Insurance				
2. Automated Car Parking Systems Installation & Maintenance	Desk Space	15,000	600	3,500
3. Banking Services				
4. Calibration Laboratory – Medical Equipment	0-600	15,000	1,325	3,500
5. Car Park Rental & Management				
6. Car Washing & Cleaning				
7. Catering Services	601-1500	15,000	2,100	3,500



Support Services				One Time Service Fee (New BBP only)
Segment/Activity	Area Classification	Commercial License	Operating Permit	Commercial Registration
8. Commercial Bank	1501-5000	15,000	2,850	3,500
9. Courier Services				
10. Documents and Data Validation Services				
11. Documents Clearing Services	5001-12000	15,000	3,825	3,500
12. Electronic Parking Management Systems				
13. Facilities Management Services				
14. Insurance Agent	12001-15000	15,000	5,025	3,500
15. Interior Decoration				
16. Money Exchangers				
17. Ready-Made Garments	15001-45000	15,000	7,625	3,500
18. Third Party Administrator (TPA)				
19. Tour and Travel Agency Services				
20. Valet Parking Services				

**Table 9. Regional Headquarters Cluster**

Regional Headquarters				One Time Service Fee (New BBP only)
Segment/Activity	Area Classification	Commercial License	Operating Permit	Commercial Registration
1. Administration Office	Desk Space	15,000	600	3,500
2. Back Office	0-600	15,000	1,325	3,500
	601-1500	15,000	2,100	3,500
3. Call Center	1501-5000	15,000	2,850	3,500
	5001-12000	15,000	3,825	3,500
5. Representative Office	12001-15000	15,000	5,025	3,500
	15001-45000	15,000	7,625	3,500
6. Representative Office – Healthcare				

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Regional Headquarters				One Time Service Fee (New BBP only)
Segment/Activity	Area Classification	Commercial License	Operating Permit	Commercial Registration
7. Representative Office – Pharmaceutical	45000-150000	15,000	11,500	3,500

**Table 10. Property Services Cluster**

Property Services				One Time Service Fee (New BBP only)
Segment/Activity	Area Classification	Commercial License	Operating Permit	Commercial Registration
1. Leasing and Management of Other People's Property	Desk Space	15,000	600	3,500
	0-600	15,000	1,325	3,500
2. Association Management Services	601-1500	15,000	2,100	3,500
3. Real Estate Administrative Office	1501-5000	15,000	2,850	3,500
4. Real Estate Developer	5001-12000	15,000	3,825	3,500
5. Real Estate Leasing Brokerage	12001-15000	15,000	5,025	3,500
6. Real Estate Representative Office	15001-45000	15,000	7,625	3,500
7. Self-Owned Property Leasing and Management services	45000-150000	15,000	11,500	3,500

**Table 11. Additional Services for Commercial License and Operating Permit**

Additional Service Fees for Commercial License and Operating Permit	
Service Description	Fee (AED)
<b>Amendment Services</b>	
Late Renewal - Commercial License and Operating Permit (Per week after 30 days grace period)	500
Additional activity within same segment	1,000
Additional segment	15,000



Additional Service Fees for Commercial License and Operating Permit	
Service Description	Fee (AED)
Company Name Change (including MOA & AOA)	2,400
License Cancellation/Deregistration	1,500
License Re-instatement	2,000
Adding Location - Different Bldg.	5,000
Adding Location within the same Bldg.	500
Manager Name Change	1,000
Downsizing/Relocation of Facility	500
<b>Registration Services</b>	
Name Reservation	100
Change of Share Capital (including MOA & AOA) - Increase/ Decrease	3,500
Share Transfer (including MOA & AOA) - Per Instrument	3,500
Director Name Change (including AOA)	500
Amalgamation of Companies / Merger	3,000
Conversion from Branch to FZ LLC	3,500
Continuation / Migration of Company into DHCC	5000
Continuation / Migration of Company outside DHCC	5000
Re-Domiciliation / Continuation of parent company	2000
Amendment of Memorandum and Articles of Association (MOA and AOA)	500
Re-issuance of Constitution document (MOA, AOA, COI and CL)	1,000
Certificate of Good Standing / Incumbency Letter	1,000
Change of Financial Year (including AOA)	500
Company Information Search	500
<b>Letters and Certificates</b>	
No Objection Certificate (NOC)	250
Any other Letter (Unspecified)	250
<b>Attestation and Notarization Services</b>	
Board Resolution / Other Resolution-Notarization	200
Specimen Signature Verification	200
True Copy- Attestation	100



Additional Service Fees for Commercial License and Operating Permit	
Service Description	Fee (AED)
<b>Advertising Services</b>	
SMS (up to 5 SMS per application)	100
One-Page-Content material (Flyer, rollup, poster, handout)	100
2-6 pages content material (Brochure, handout, mini Booklet, pocket manual)	300
More than 6 pages content material (Booklet, Book, manual)	500
Website (per URL address)	500
TV and Radio (per Adv.)	500
<b>Commercial Permit Services</b>	
Ramadan Permit - Take-Away and Delivery	1,500
Ramadan Permit - Dine-In within the premises	2,000

#### 4. Engineering Services

- 4.1 A review of the schematic (preliminary) and the final design construction documents to ensure compliance with the Facility Guidelines Institute (FGI) and local standards.
- 4.2 Design review fees shall be calculated based on gross floor area (GFA) in ft<sup>2</sup>.
- 4.3 Minor Works Permit is issued for short periods (not affecting architectural design).
- 4.4 Any changes or modifications in the approved design before or after the facility is operational will require re-submission and the fee shall apply to the modified area only.

**Table 12. Engineering Service Fees**

Engineering Service Fees		
Service Description	Area	Fees (AED)
Design Review and Design Modification	Up to 45000	3 /sq. ft.
	45001 and above	2.5 /sq. ft.
Design Review for existing fit-out		1/sq. ft.
Design Review (Other FZs)		1/sq. ft.
Demolition Permit		1,000
Minor Works Permit – Initial		1,000
Works Permit - Renewal		500
Re-submission of Design Review (exceeding 3x)		1,000





**Table 12.1 Additional Services for Engineering**

Additional Service Fees for Engineering	
Service Description	Fee (AED)
Pre-Qualification of Design Consultants	2,500
Pre-Qualification of Fit-out Contractors	2,500
Contractor Registration	500
Requesting for As-built Drawing	250
<b>Permanent Signage</b>	
Initial Application Review for Installation of Signage	1,000
Display Permit – Clinical & Commercial (Annual)	5,000
Display Permit – Retail (Annual)	5,000
Sticker Signage	2,500
<b>Temporary Signage</b>	
	<b>Annual Fee</b>
Hoarding (per sq. m)	100
Building Wraps (per sq. m)	100
Fence Hoarding (linear/meter)	100
Wall Mounted Hoarding (per sq. m)	100
Building Signage (per face)	2,500
Leasing Banner (per banner)	500
Portable Flag (per flag)	1,500
Digital Signage Screen (per sq. m)	400



## 5. Healthcare Professional Licensing Services

5.1 Healthcare Professional License is valid for two (2) years.

5.2 Fees apply for each facility at which a healthcare professional practices.

**Table 13. Healthcare Professional Licensing Service Fees**

Healthcare Professional Licensing Service Fees					
Service Category	Initial Application Review	Processing W/ PSV	Processing W/Out PSV	License Card	Renewal
Physician/Dentist	1,000	4,700	5,700	500	4,000
Nurses	1,000	1,000	1,300	500	2,000
Allied Health	1,000	1,000	1,300	500	2,000
Complementary & Alternative Medicine (CAM) Practitioners (All grades)	1,000	4,700	5,700	500	4,000
CAM Therapist	1,000	1000	1,300	500	2,000
Faculty License	1,000	2,300	2,800	500	2,300
Trainee License – Medical/Dental	1,000	2,300	2,800	500	2,300
Trainee License – Nursing/Allied /CAM	1,000	500	1000	500	1000

**Table 14 Additional Services for Healthcare Professional Licensing**

Additional Service Fees for Healthcare Professional Licensing	
Service Description	Fees (AED)
Replacement License Card	200
*Reactivation of Inactive License	600
Change of Primary Employer	2,000
**Add Employer	2,000
Adding Title	2,000
Visiting Doctors License– for 1 month for a maximum of 3x in one year	4,000
Primary Source Verification (PSV) Letter	500
Certificate of Good Standing (CGS)	500
Late Renewal Fee / per month up to a maximum of six months (All categories)	500



Additional Service Fees for Healthcare Professional Licensing	
Service Description	Fees (AED)
License Status Confirmation Letter (LSC)	1,000
Urgent Processing Fee – Letters (PSV, CGS, LSC)	500 + actual fee
Urgent Processing Fee - Initial Application; Add Employer; Add Title; Change Primary Employer; Upgrade Category;	1,000 + actual fee
Upgrade of Professional License Category	As per renewal fee
<p>Note:</p> <p>*Does not apply to applicants whose License status is inactive for less than 60 days. This service does not apply to expired Licenses. Applicable for activation with the same employer.</p> <p>**Applicable for each additional facility and for certain licensing categories as per “Additional Employer Policy”.</p>	

## 6. Government Services

All visa services shall be processed through DHCR only.

**Table 15 Government Services Fees**

Government Service Fees		
Service Description	Normal Fees	Express Fees
<b>Visit Visa</b>		
Visit Visa 30 Days (One Time) - File Opening	5,050	NIL
Visit Visa 30 Days (One Time) - Deposit	5,050	NIL
Visit Visa Fee - 30 Days	1,015	1,565
Visit Visa 90 Days (One Time) - File Opening	5,050	NIL
Visit Visa 90 Days (One Time) - Deposit	5,050	NIL
Visit Visa Fee - 90 Days	2,115	2,665
Visit Visa Multiple Entry 6 months (One Time) - File Opening	5,050	NIL
Visit Visa Multiple Entry 6 months (One Time) - Deposit	5,050	NIL
Visit Visa Fee - Multiple Entry 6 months	3,500	4,050
Visit Visa - Quota Extension	550	NIL
Visit Visa - Quota Extension Deposit	5,050	NIL

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Government Service Fees		
Service Description	Normal Fees	Express Fees
<b>Employment Residence Visa</b>		
Employment Residence Visa Package (3 Yrs.) - New	3,200	4,300
Employment Residence Visa Package (3 Yrs.) - Renewal	2,680	3,230
Employment Residence Visa Package (1 Yr.) - New	2,600	3,700
Employment Residence Visa Package (1 Yr.) - Renewal	2,080	2,630
Employment Entry Permit – Lost Re-issuance	450	700
Bank Guarantee Deposit – per employee	2,500	NIL
<b>Employment Release Transfers</b>		
Govt. to DHCA Release Transfer Package (3 Yrs.) - Emirate of Dubai	3,610	4,460
Govt. to DHCA Release Transfer Package (1 Yr.) -Emirate of Dubai	3,030	3,860
Bank Guarantee Deposit – per employee	2,500	NIL
<b>Temporary Work Permits - Dependents</b>		
Temporary Work Permit - 1 month	760	1,310
Temporary Work Permit - 3 months	1,160	1,710
<b>Non Sponsored ID &amp; Access Cards</b>		
Non Sponsored ID Card - New / Renewal	700	1,250
Non Sponsored ID Card - Cancellation	100	350
Non Sponsored ID Card - Lost (Replacement)	550	1,100
Non Sponsored ID/Access Card - Correction	300	550
Non Sponsored Access Card - New / Renewal	700	1,250
Non Sponsored Access Card - Cancellation	100	350
<b>Temporary Access Cards</b>		
Temporary Access Card 1 Month - New / Renewal	100	350
Temporary Access Card 3 Months - New / Renewal	300	550
<b>Dependent Residence Visa</b>		
Spouse Residence Visa Package - New	2,350	3,200
Spouse Residence Visa Package - Renewal	1,860	2,390



Government Service Fees		
Service Description	Normal Fees	Express Fees
Child Residence Visa Package Under 18 yrs. - New	1,500	2,350
Child Residence Visa Package Under 18 yrs. - Renewal	1,190	1,740
Entry Permit – Lost	400	650
<b>Student Residence Visa</b>		
Student Residence Visa Package - New	1,740	2,840
Student Residence Visa Package - Renewal	1,600	2,130
Entry Permit – Lost	400	650
Student Lost Passport – Re-stamping	800	1350
<b>In Country Visa</b>		
In Country Charges	840	NA
Local Amendment (Change Status)	790	NA
<b>Visa Cancellations</b>		
Entry Permit Cancellation	425	975
Residence Visa Cancellation	425	975
Employee/Student Residence Visa Cancellation - Out of UAE with Passport	425	975
Employee Residence Visa Cancellation - Out of UAE w/out Passport	1,400	1,950
Student Residence Visa Cancellation - Out of UAE w/out Passport	1,205	1,755
Dependent Residence Visa Cancellation - Out of UAE w/out Passport	490	1040
Employee Release Signed Out (Release from DHCA)	400	950
<b>Absconder Services</b>		
Absconder Services - Employment/Student/Visitor	1,500	NA
Immigration Print Out	250	NA
Immigration Absconder Declaration - Deposit	5,050	NA
Withdrawal of Absconder Notification	2,000	NA
Exit Guarantee Deposit	2,050	NA
<b>Residence Visa Amendments</b>		
Residence Visa Amendment – Profession Change/ Name/ Passport No.	785	1,335



Government Service Fees		
Service Description	Normal Fees	Express Fees
Transfer of Residence Visa to new passport	785	1,335
Transfer of Residence Visa to new passport with Nationality Change	785	1,335
Lost Passport Residence Visa Re Stamping	935	1,485
Residence Visa Correction - Dependent	350	600
<b>Establishment Card Services</b>		
Establishment Card - New	1,730	1,860
Establishment Card - Renewal	1,730	1,860
Establishment Card - Correction	250	500
Establishment Card Lost - Replacement	250	380
Establishment Card - Cancellation	200	330
Establishment Card – Adding Employment Quota	230	NIL
<b>Miscellaneous Services</b>		
Immigration Printout	250	500
New VIP Medical Test	1,100	NIL
VIP Medical Test Upgrade from Normal	430	NIL
Fine - Immigration/ EIDA/Establishment Card	Actual + 120	NIL
<b>Corporate Letter Services</b>		
PRO Card Tourist and Transit Visas(Hotel)	100	
PRO Card for Personnel Services - New / Renewal	100	
Immigration Computer Card (Hotel) - New / Renewal	100	
Lost Establishment card	200	
RTA Vehicle Export	200	
RTA Vehicle Sale	200	
RTA Vehicle Sale Bike	200	
RTA Vehicle Sale Bus	300	
RTA Vehicle Sale Truck	300	
RTA Vehicle Sale Boat	300	



Government Service Fees		
Service Description	Normal Fees	Express Fees
Boat Registration	300	
RTA Bike Registration - New / Renewal	200	
RTA Commercial Vehicle - New / Renewal	200	
RTA Light Vehicle - New / Renewal	200	
RTA Heavy Vehicle - New / Renewal	300	
RTA Vehicle Transfer	200	
RTA Vehicle Transfer Bike	200	
RTA Vehicle Transfer Bus	300	
RTA Vehicle Transfer Truck	300	
<b>Personal Letter Services</b>		
Employment Certificate	50	
Entry Pass - New / Renewal	100	
Lost EIDA Card	50	
Lost Passport	50	
Lost Wallet	50	
Liquor License	50	
Salary Certificate	50	
Visa Single Entry	50	
Visa Multi Entry	50	
No Objection Temporary Work Permit Letter	50	
Lost Driving License	100	
RTA Driving License - New / Renewal	100	
RTA Driving License Bike - New / Renewal	100	
RTA Driving License Bus - New / Renewal	100	
RTA Driving License Truck - New / Renewal	100	
Boat Driving License	100	
Boat Registration Personal	300	



Government Service Fees		
Service Description	Normal Fees	Express Fees
Selling or Purchasing Boat	300	
Letter to Dubai Customs	100	
Letter to Economic Dept. (Employee/ Licensee/ Shareholder)	500	
Security Deposit - DED NOC	2,000	

## 7. Postal Services

Table 16. Postal Services Fees

Postal Service Fees					
Service Description	PO Box Light	PO Box Standard	Ezimap Bronze	Ezimap Silver	Ezimap Gold
New - Jan	1,170	2,020	3,770	6,270	12,270
New - Feb	1,100	1,880	3,480	5,770	11,270
New - Mar	1,020	1,740	3,190	5,270	10,270
New - Apr	950	1,590	2,900	4,770	9,270
New - May	870	1,440	2,610	4,270	8,270
New - Jun	800	1,300	2,320	3,770	7,270
New - Jul	720	1,150	1,730	3,270	6,270
New - Aug	650	1,000	1,730	2,770	5,270
New - Sep	570	860	1,440	2,270	4,270
New - Oct	500	710	1,150	1,770	3,270
New - Nov	420	570	860	1,270	2,270
New - Dec	350	420	570	770	1,270
Renewal	1,100	1,950	3,700	6,200	12,200





**Table 16.1 Other Postal Services Fees**

Other Postal Services	
Service Description	Fee (AED)
P O Box Company Name Change	250
P O Box Lock Change	300
P O Box Lost Key	300
PO. Box. Cancellation	600
POM01-PO-BOX-Mailbag	1,000
Empost Rep. Card (if requested)	300

### 8. Payment Options

All service transactions are processed subject to pre-payment. The DHCA Portal (MASAAR) has the e-Wallet facility. The following mode of payments are accepted for topping-up the e-Wallet.

- Cash
- Online
- Banker's Cheque
- Wire transfers (All the bank charges are borne by the applicant)

**Table 17. DHCR Account Details**

DHCA Account Details	
Account Name:	DUBAI HEALTHCARE CITY AUTHORITY
Bank Name:	Dubai Islamic Bank
Bank Address:	Al Shola Building, Al Etihad Road, PO Box 1080, Dubai, UAE
Bank Account No:	001520061672102
IBAN Code:	AE900240001520061672102
Swift Code:	DUIBAEADXXX
Currency:	United Arab Emirates Dirham

### General Notes:

- Fees and charges are subject to periodic review and change without prior notice.
- The current fees & charges will be applicable at the time of the particular stage being processed.
- All fees are payable and non-refundable.