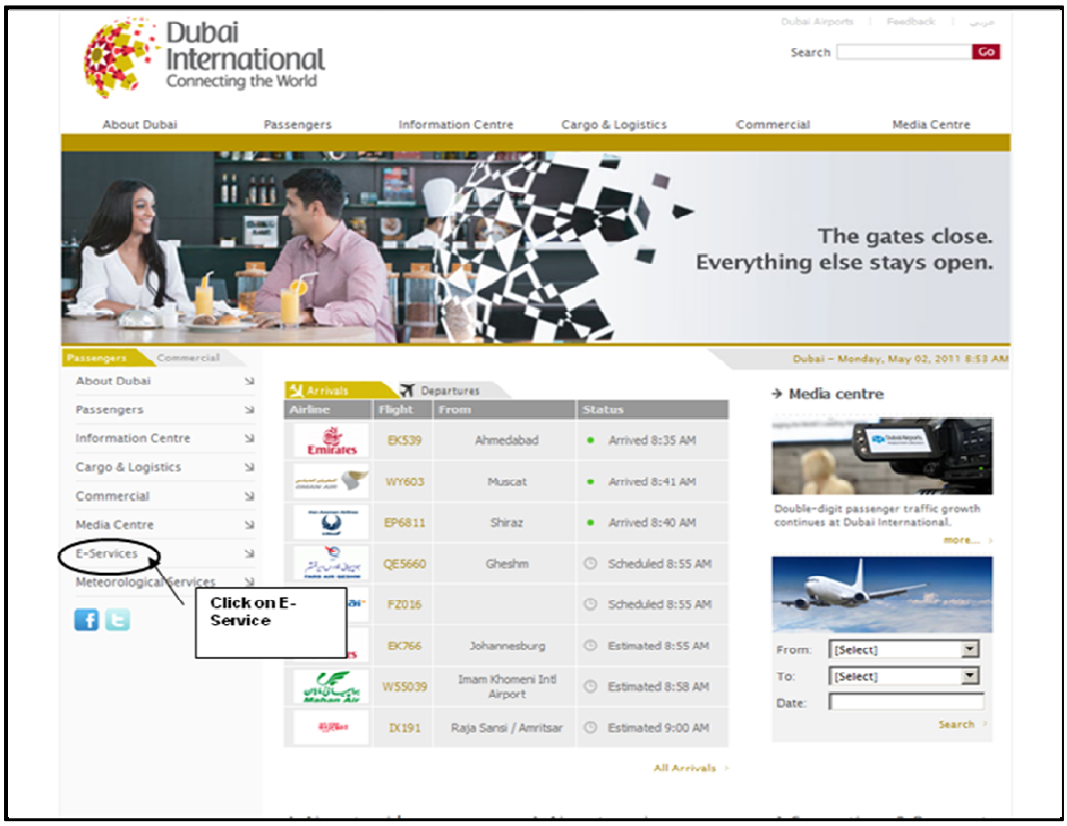
Dubai Airports

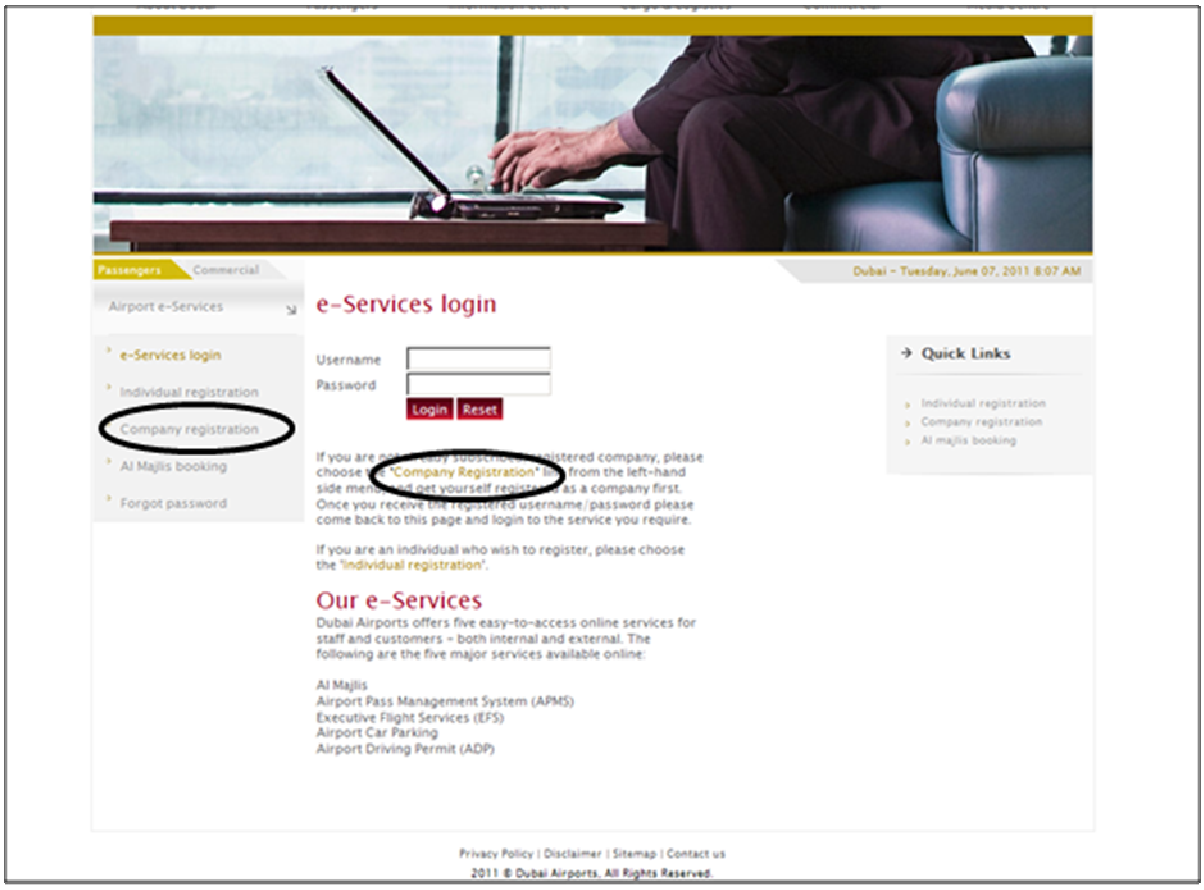
Health, Safety, Security & Environment Unit (HSSE)

Online Company Registration Process

In order to use our service in Dubai Airports, you have to enter the website of Dubai Airports and then click on E-Services (www.dubaiairport.com)



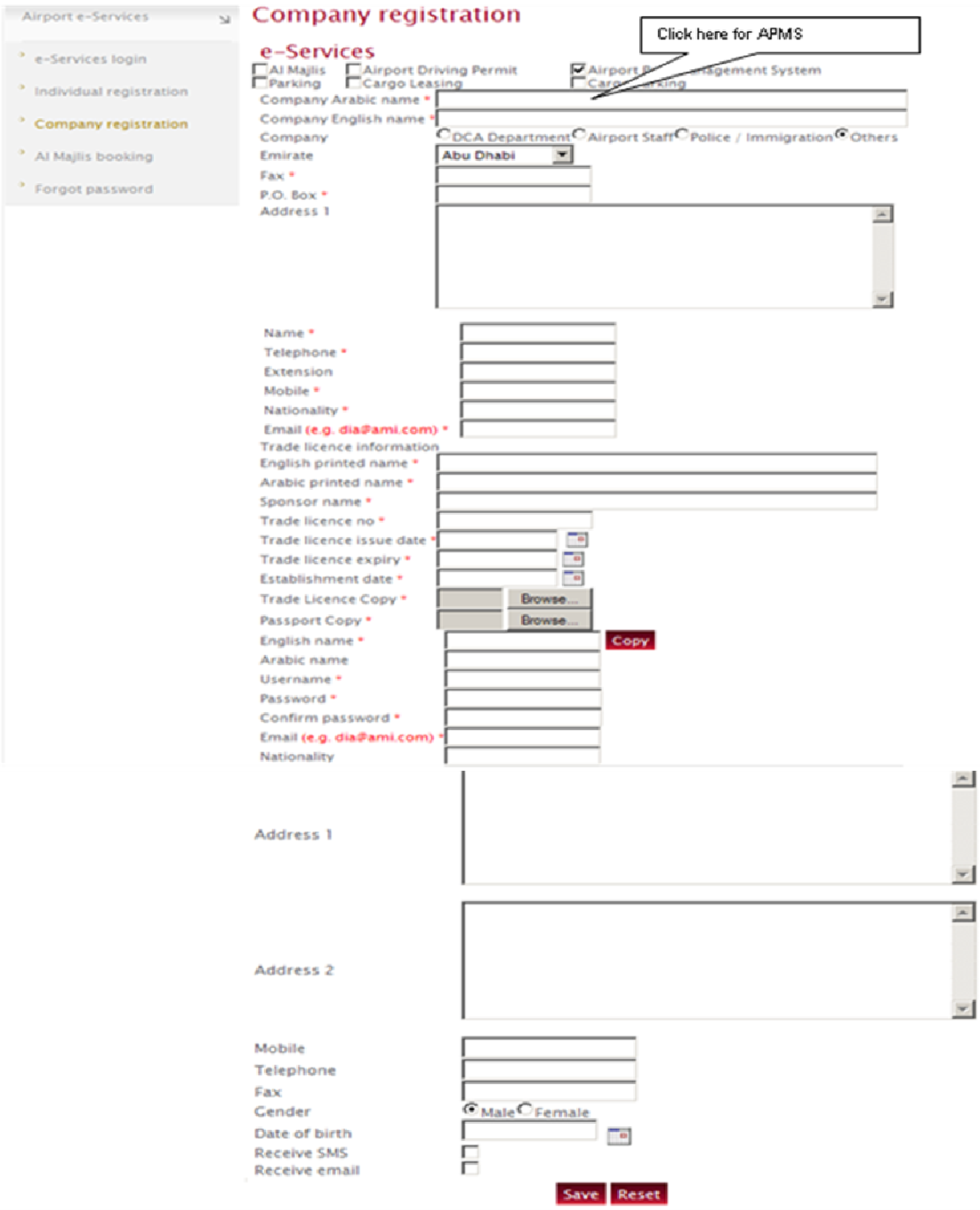
Once you click on E-Services it will take you to e-Services login page, please click on Company registration. Please note that you can click on any of the two links as circled on the following screen shot.



Please read the instructions below the screens shots of Company Registration form,

In the company registration form the user has to fill three main parts which are: the company details, the authorized PRO and the administrator (or data entry staff**) details which is the staff from the company who will be dedicated to use the service as following:**

Note: all field with * symbol are required and need to be filled in case of not filling these required details the user will get an error message while trying to submit the form.



Company's and administrator's details

1. A list of all services available at the airport which gives the user the opportunity to select and participate on any of them, you can either select one service or more. For security passes you have to select Airport Pass Management System only.
2. **Company Arabic Name**: required field where the company name should be entered in Arabic. You can enter in English if you're unable to enter in Arabic.
3. **Company English Name**: required field where the company name should be entered in English.
4. **Company**: combo boxes that allows the user to select the company type.
5. **Emirates**: A list that allows the user to select the company's emirates.
6. **Fax, P.O.Box: Write company's fax number and Post Office Box number**
7. **Address**: free text box to allow the user to enter a high number of characters for the company address details.
8. **Contact Person**: it represents the user contact details including **name**, **telephone number**, **extension**, **mobile** and **Nationality**. You have to write the contact person's email. This field required the user email with the following format, ex. (Hind@hotmail.com), and the user will receive all notification regarding approval, rejections and other things through this email.

Trade License Information:

9. **English Printed Name:** required field where the company name should be entered in English as it written in the trade license.
10. **Arabic Printed Name:** required field where the company name should be entered in Arabic as it written in the trade license. You can enter in English if you're unable to enter in Arabic.
11. **Sponsor Name:** required field where the sponsor name should be entered.
12. **Trade License No:** required field where the trade license number of the company should be entered.
13. **Trade License issue date**: a calendar that gives the user the ability to select the Trade License Issue Date by clicking on the small calendar icon.
14. **Trade License expiry**: a calendar that gives the user the ability to select the Trade License Expiry Date by clicking on the small calendar icon.

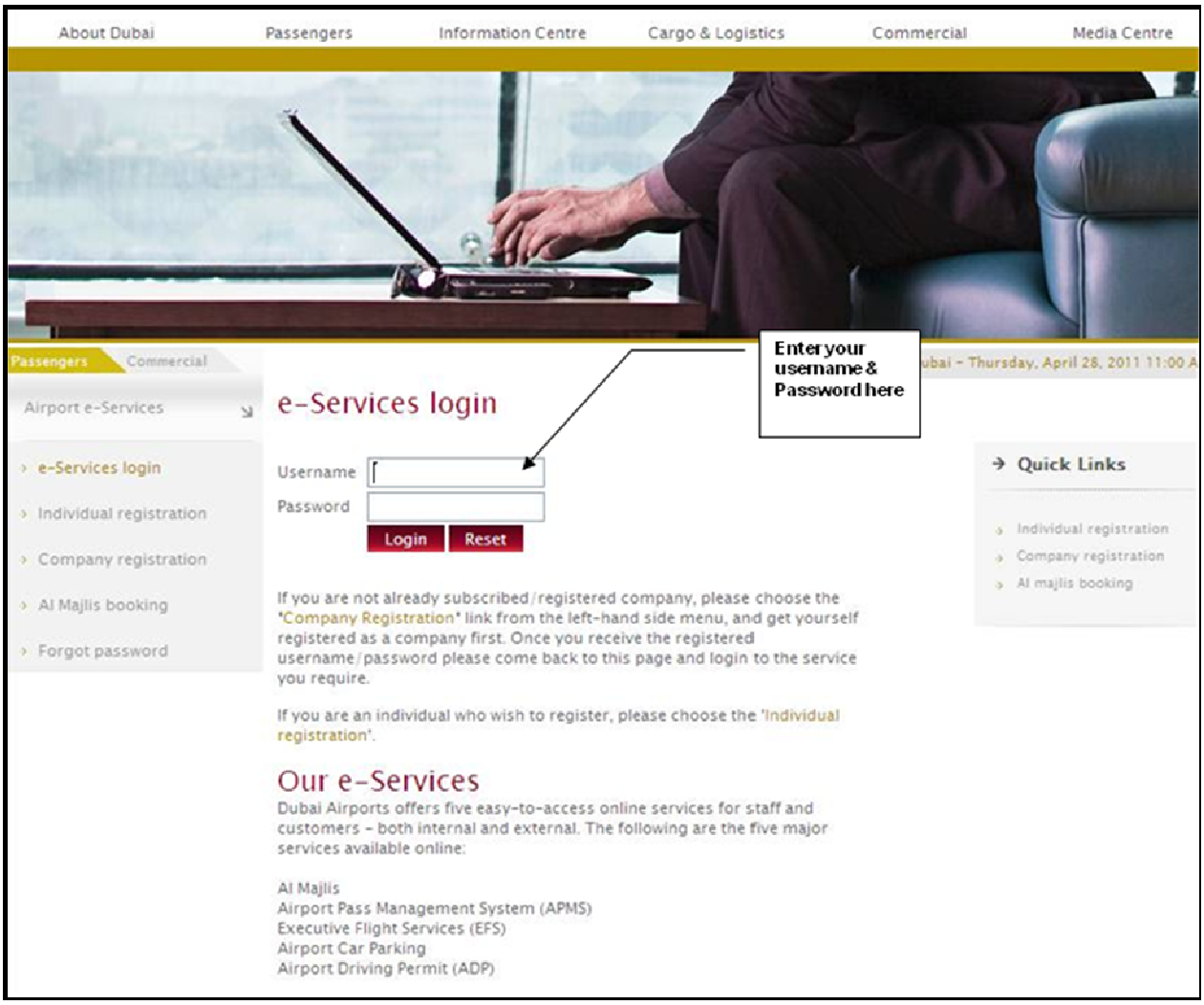
15. **Establishment date**: a calendar that gives the user the ability to select the Establishment Date by clicking on the small calendar icon.
16. **Trade License Copy**: required field where the user attach copy of trade license
17. **Passport Copy**: required field where the user attach copy of
18. Once you click on **Copy** button most details will be copied from the company registration part of the form including; English name, Arabic name, email, nationality, address, mobile, telephone and fax.
19. **Address details**: two text boxes that allow the use to enter the company address details including the fax and BO Box.
20. **Gender:** a combo box that allows the user to select his gender whether male or female.
21. **Date of birth**: a calendar that gives the user the ability to select his birth date by clicking on the small calendar icon.
22. Extra two options are available for the user where he can get notifications or approval either through the **Email** or the **SMS**. You can select on both options as well.
23. **Save Button**: once you have wrote all the required details and click on **Save**, you have to send an email to the admin of Security Pass Office to inform them with the new registration of your company (**Send to ASP@dubaiairports.ae**). Then the admin has the ability either to approve or reject the registration and in both cases the company will be notified.
24. **Reset Button**: This button is used to reset all text filed, lists and checkboxes.

Important Note: Please make sure to read the Rules, Terms and Conditions for :

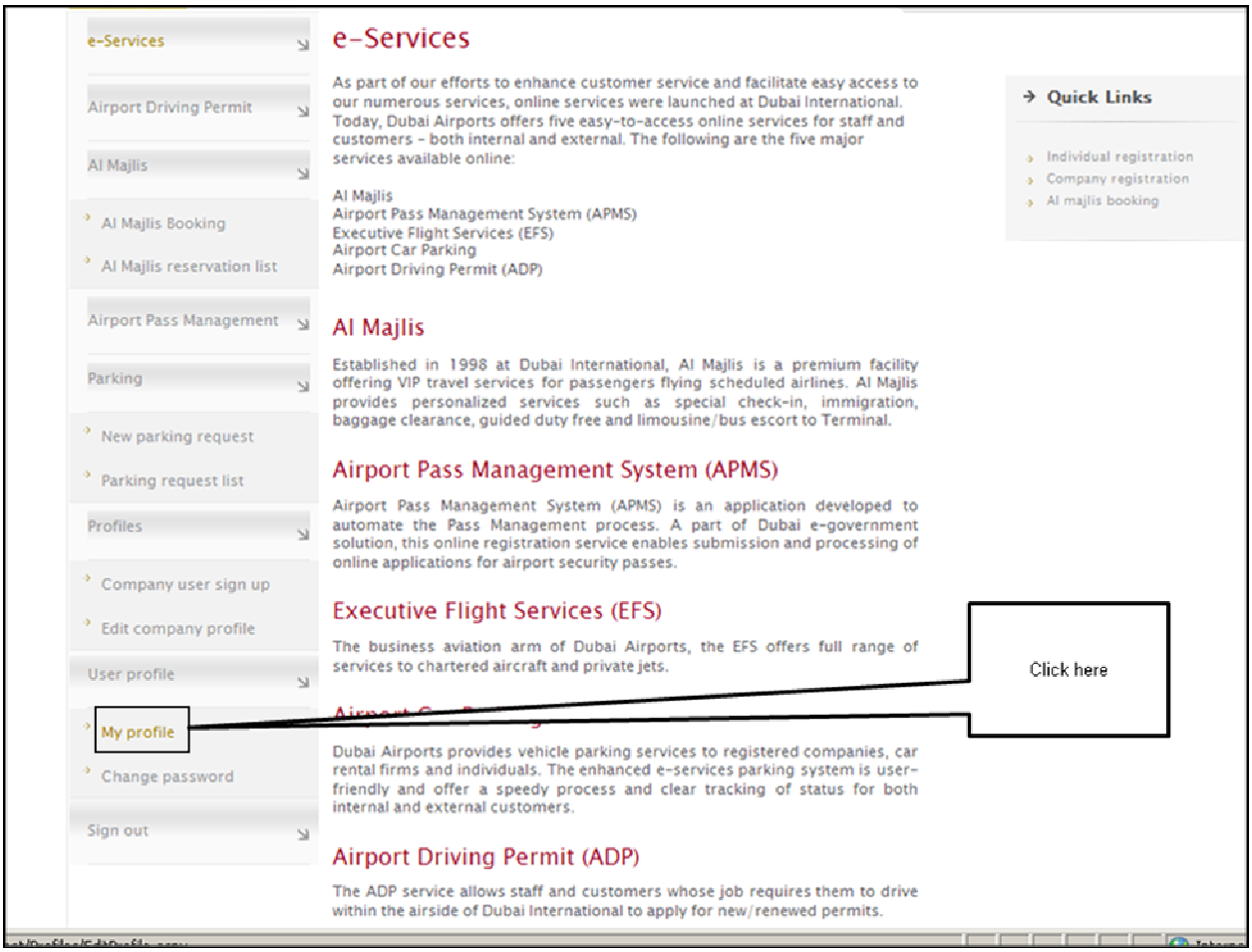
- **Company Registration**
- **Company & Data Entry**
- **Pass Holder**
- **APMS User Manual**
- **Pass Issuance Procedure**

If you have already registered your company and you wish to edit or change details then you have to take the following steps

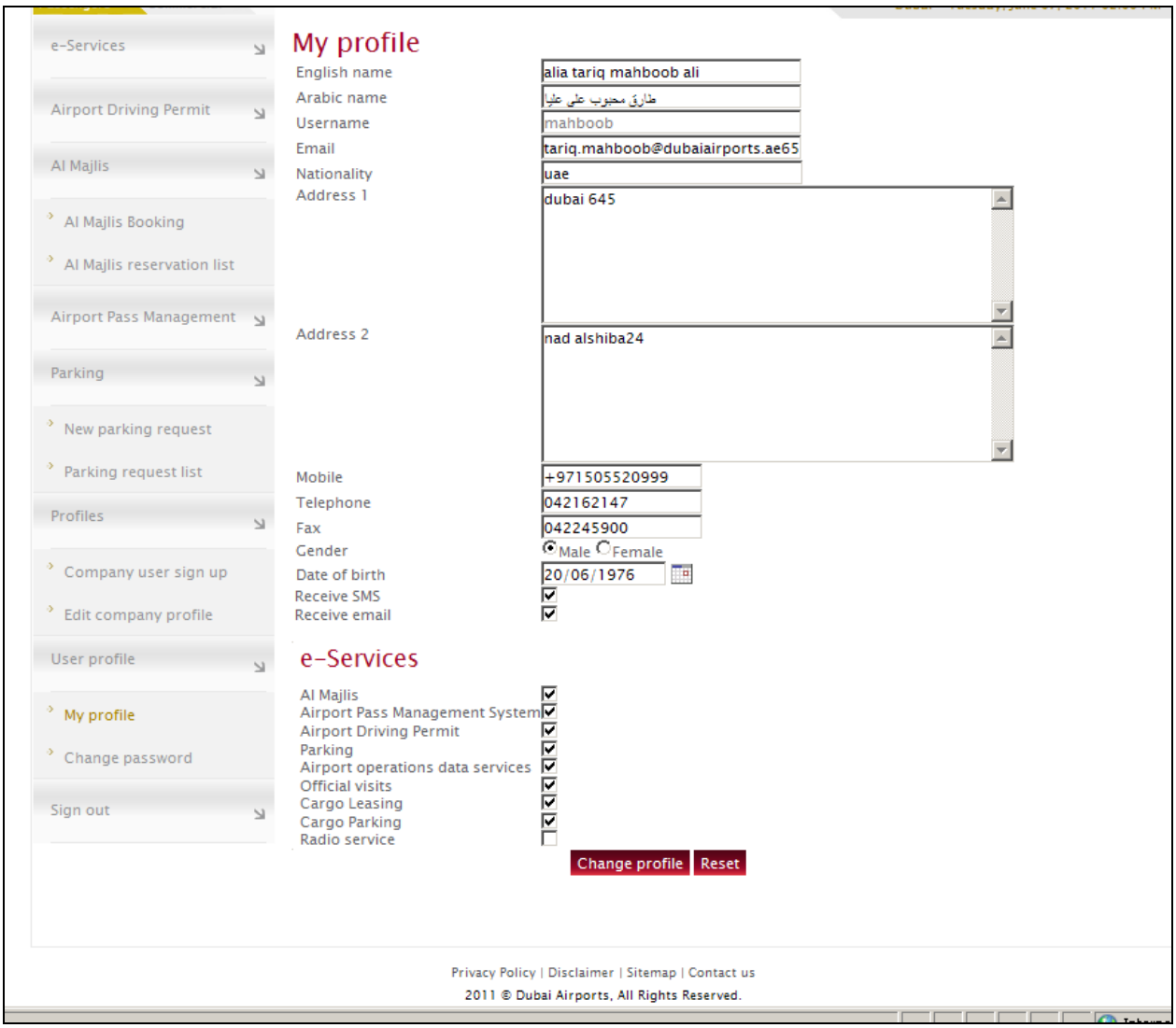
Please note that in order to access your account, the company registration has to be approved by Airport Security Pass Office.



Once you enter your username and password, page will appear as shown below, for updating contact person's details click on **My profile**



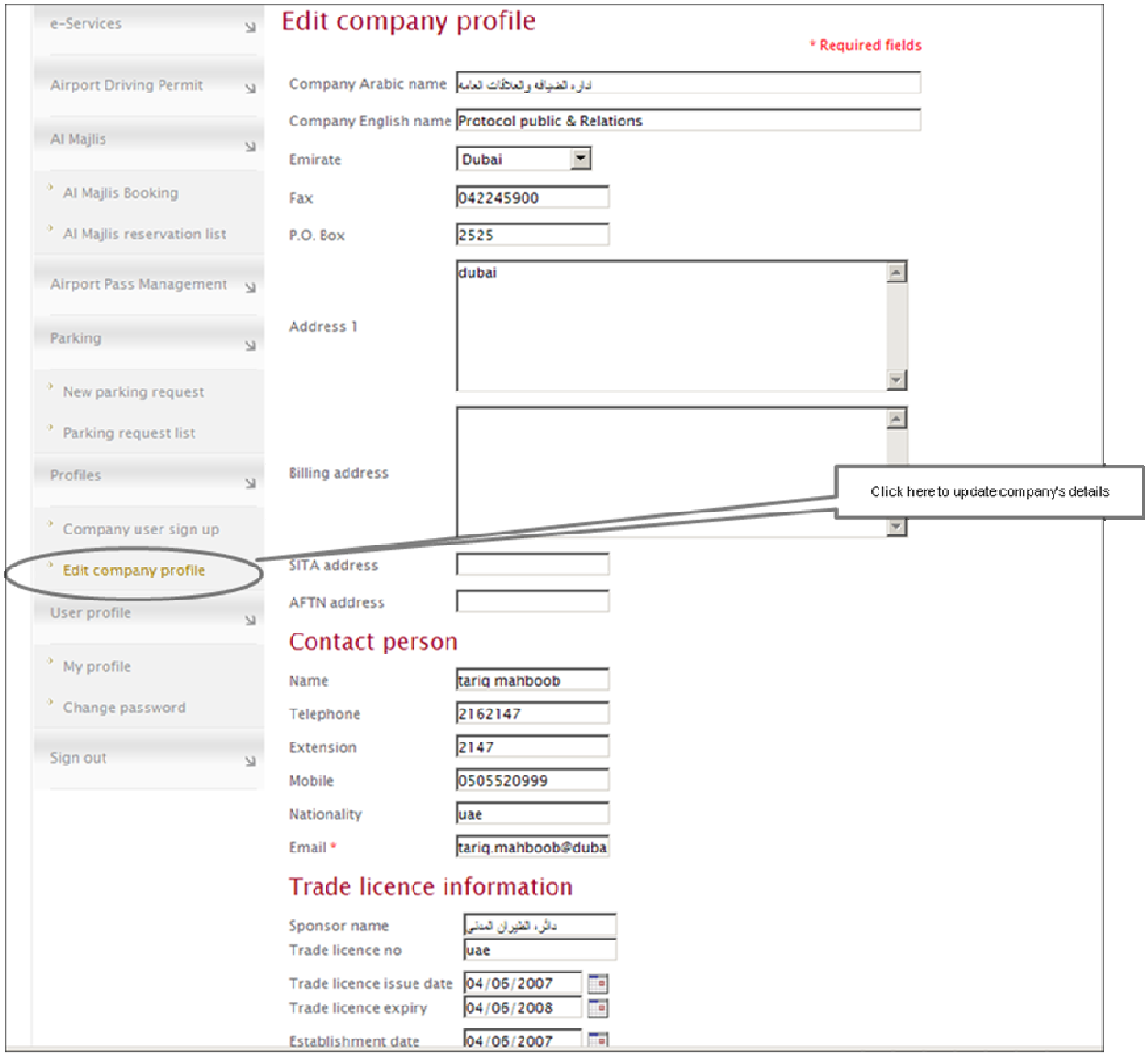
When you click on **My profile** the following page will appear to you. Here you can edit on the details which you want.



From the **e-Services** you can choose other services which you wish to have such as Airport Driving Permits. You have to tick the service which you would like to have for your company. After you edit on the profile make sure that you click on Change profile in order to save your edition.

If you would like to update on company profile you have to click on **Edit company profile**.

And once you finish updating on company profile make sure to click on save.



If you need any assistant please do not hesitate to contact Security Pass Office on ASP@dubaiairports.ae or 04/5045036-5045038