

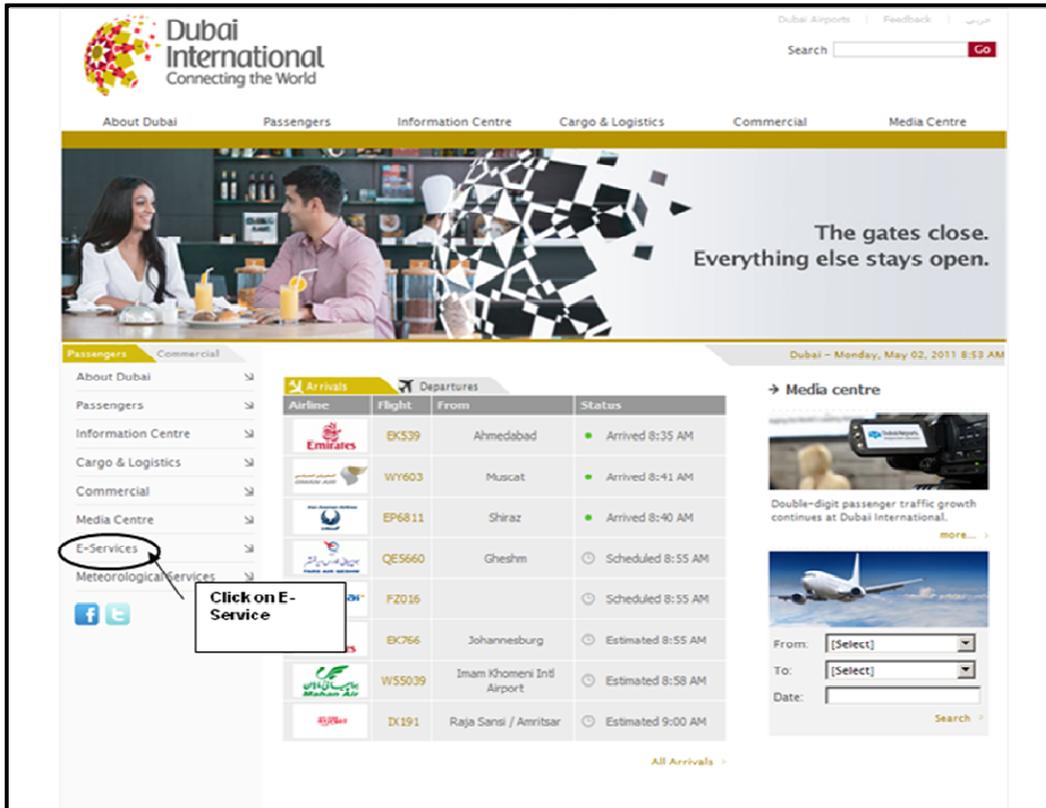


Dubai Airports

Health, Safety, Security & Environment Unit (HSSE)

Online Company Registration Process

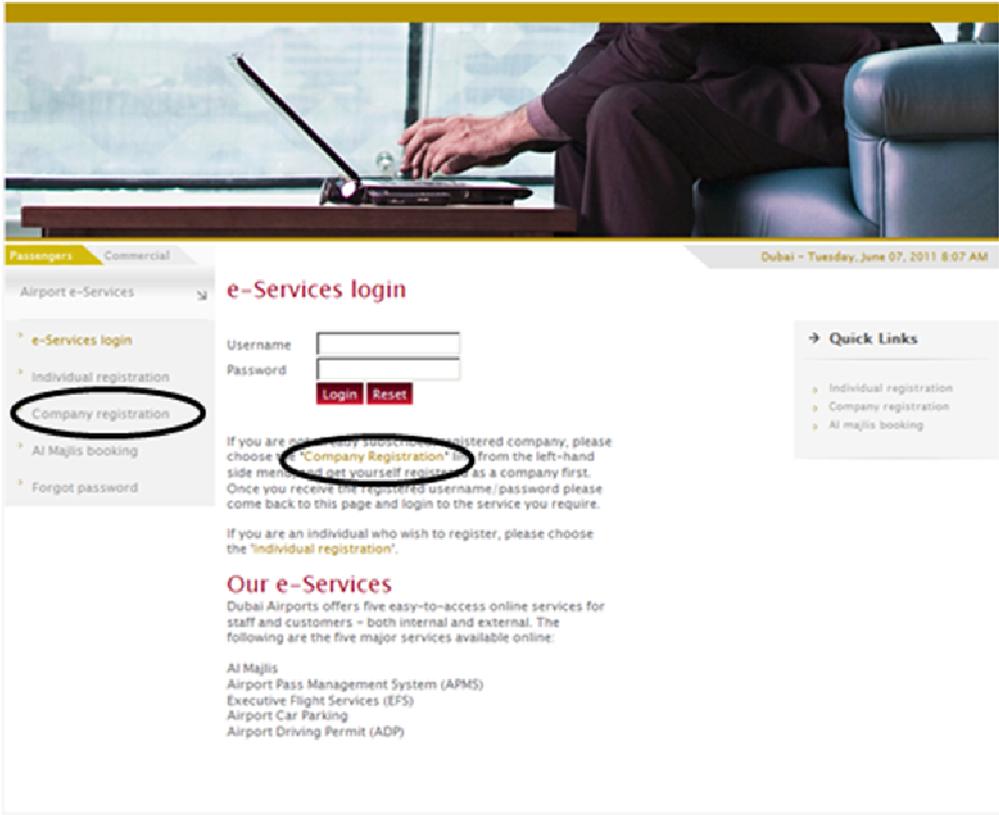
In order to use our service in Dubai Airports, you have to enter the website of Dubai Airports and then click on E-Services (www.dubaiairport.com)



The screenshot shows the Dubai International website interface. The top navigation bar includes links for About Dubai, Passengers, Information Centre, Cargo & Logistics, Commercial, and Media Centre. A search bar is located in the top right corner. The main banner features a couple at a cafe with the text "The gates close. Everything else stays open." Below the banner, there are tabs for Passengers and Commercial. A left-hand navigation menu lists various services, with "E-Services" circled in red and a callout box pointing to it that says "Click on E-Service". The main content area displays a table of flight arrivals and departures, and a media centre section on the right.

Airline	Flight	From	Status
Emirates	EK539	Ahmedabad	Arrived 8:35 AM
WY603	WY603	Muscat	Arrived 8:41 AM
EP6811	EP6811	Shiraz	Arrived 8:40 AM
QES660	QES660	Geshm	Scheduled 8:55 AM
FZ016	FZ016		Scheduled 8:55 AM
EK766	EK766	Johannesburg	Estimated 8:55 AM
W55039	W55039	Imam Khomeini Intl Airport	Estimated 8:58 AM
DX191	DX191	Raja Sansi / Amritsar	Estimated 9:00 AM

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.



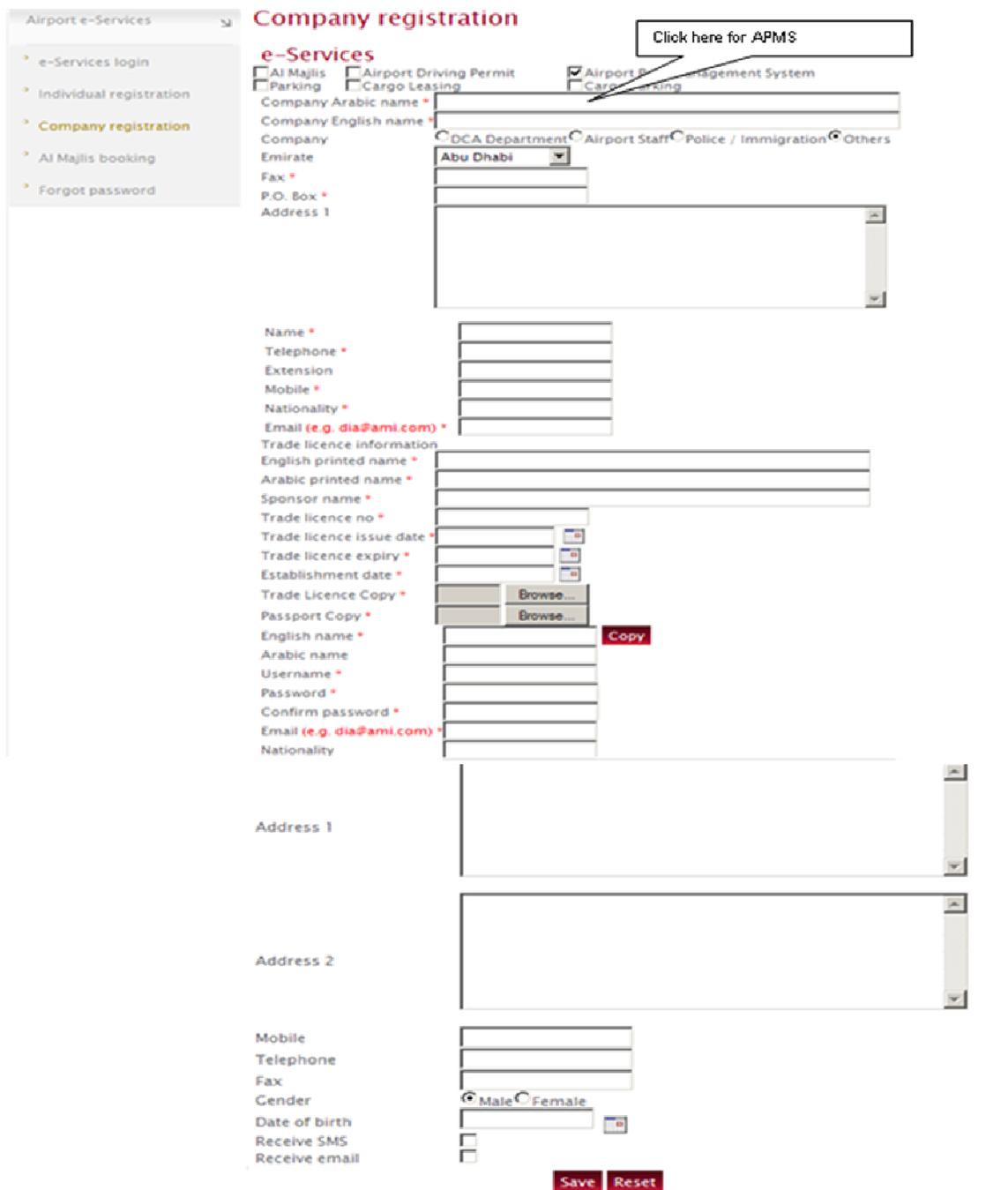
The screenshot displays the Dubai Airports e-Services login page. At the top, there is a banner image of a person using a laptop. Below the banner, the page is divided into several sections:

- Navigation:** A left-hand menu under 'Airport e-Services' includes 'e-Services login', 'Individual registration', 'Company registration' (circled in red), 'Al Majlis booking', and 'Forgot password'.
- Header:** 'Dubai - Tuesday, June 07, 2011 8:07 AM' is displayed in the top right corner.
- Form:** A central login form with 'Username' and 'Password' input fields, and 'Login' and 'Reset' buttons.
- Text:** Instructions for company and individual registration. The 'Company Registration' link in the instructions is also circled in red.
- Quick Links:** A right-hand section with 'Quick Links' including 'Individual registration', 'Company registration', and 'Al majlis booking'.
- Footer:** 'Privacy Policy | Disclaimer | Sitemap | Contact us' and '2011 © Dubai Airports. All Rights Reserved'.

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 registration

e-Services

Al Majlis Airport Driving Permit Airport Management System
 Parking Cargo Leasing Cargo Parking

Company Arabic name *
 Company English name *
 Company Emirate: DCA Department Airport Staff Police / Immigration Others
 Emirate:
 Fax *
 P.O. Box *
 Address 1

Click here for APMS

Name *
 Telephone *
 Extension
 Mobile *
 Nationality *
 Email (e.g. dia@ami.com) *
 Trade licence information
 English printed name *
 Arabic printed name *
 Sponsor name *
 Trade licence no *
 Trade licence issue date *
 Trade licence expiry *
 Establishment date *
 Trade Licence Copy *
 Passport Copy *
 English name *
 Arabic name
 Username *
 Password *
 Confirm password *
 Email (e.g. dia@ami.com) *
 Nationality

Address 1
 Address 2

Mobile
 Telephone
 Fax
 Gender: Male Female
 Date of birth
 Receive SMS
 Receive email

Save Reset

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.

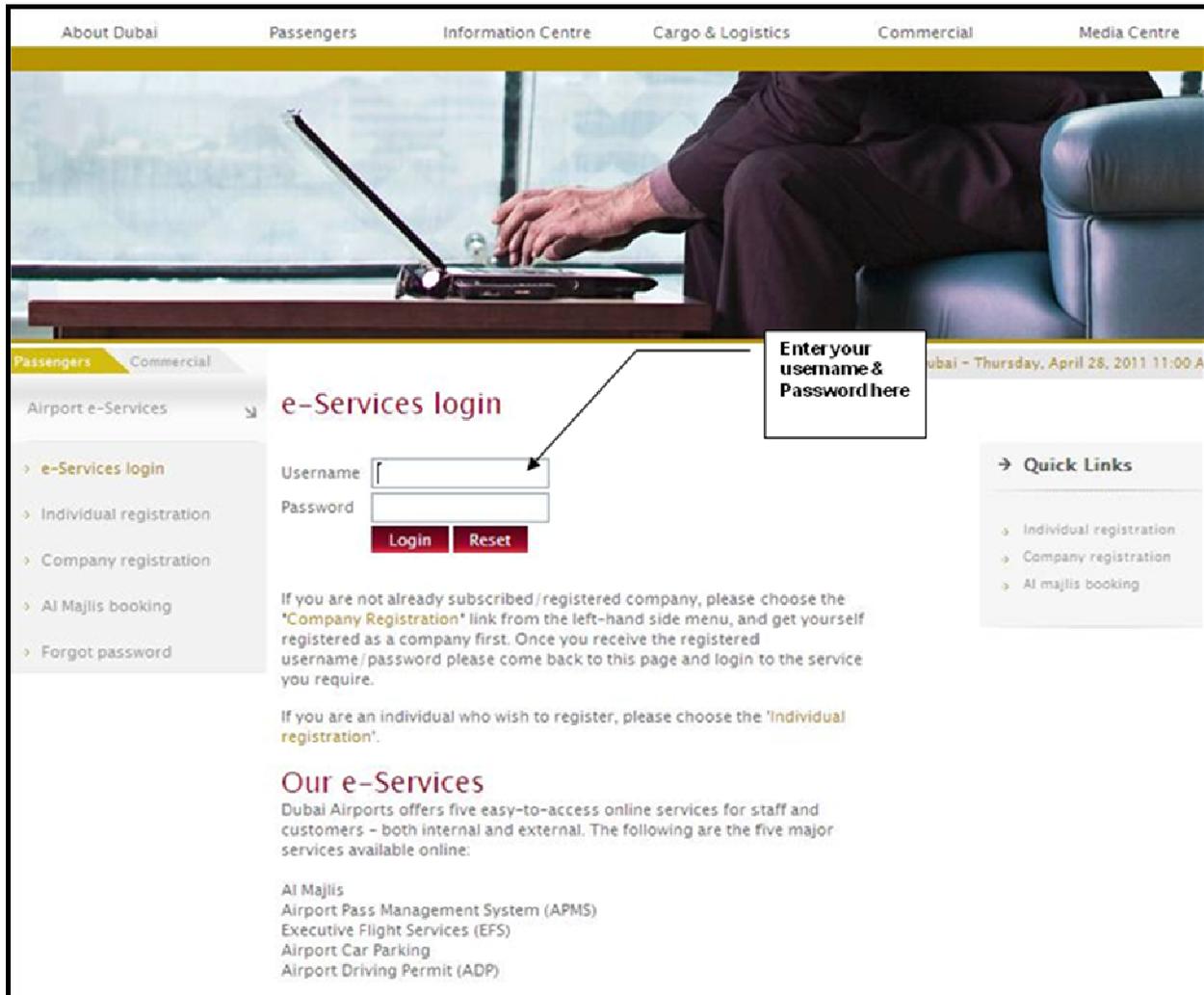
15. **Establishment date:** a calendar that gives the user the ability to select the Establishment Date by clicking on the small calendar icon.
16. **Trade License Copy:** required field where the user attach copy of trade license
17. **Passport Copy:** required field where the user attach copy of
18. 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**

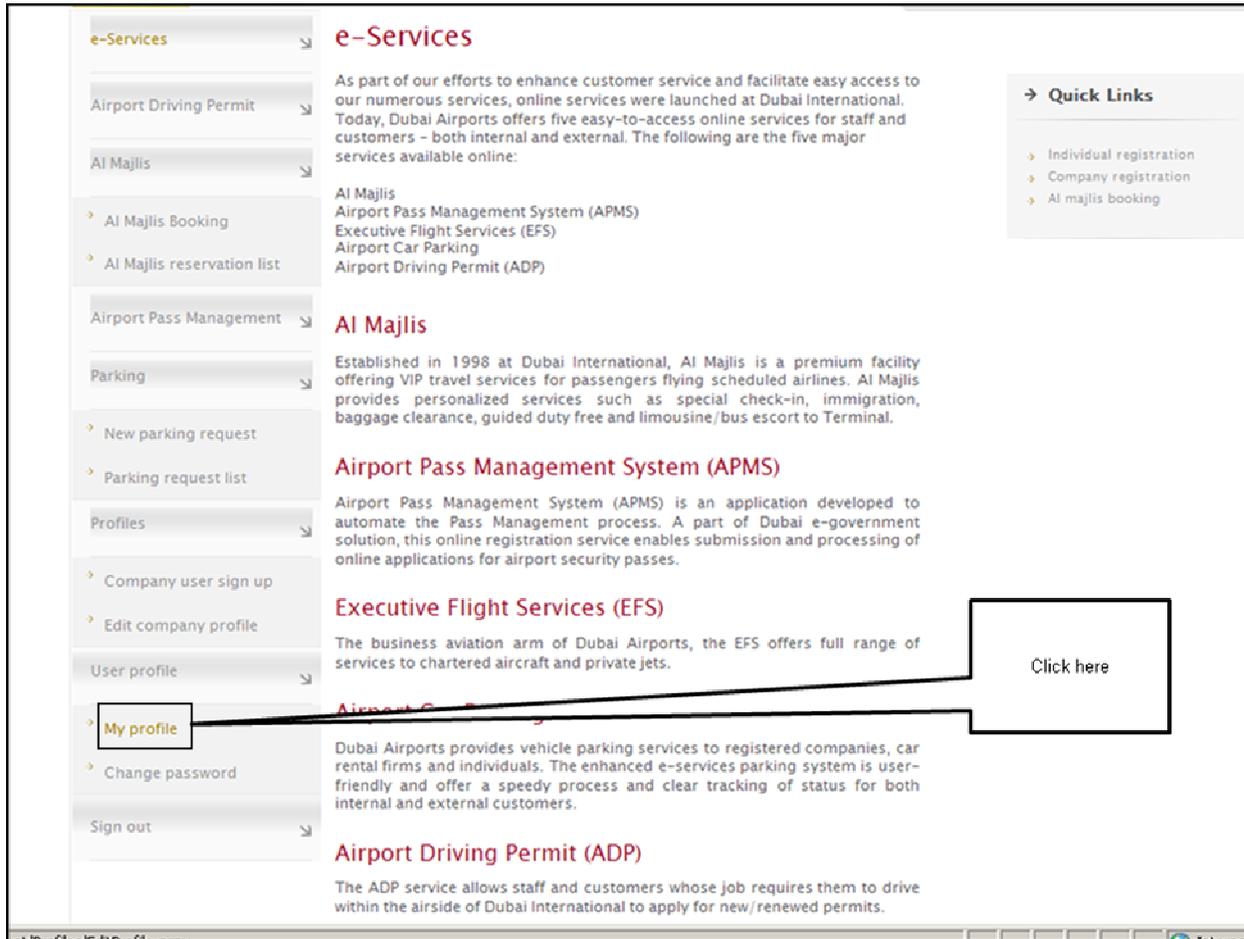
If you have already registered your company and you wish to edit or change details then you have to take the following steps

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



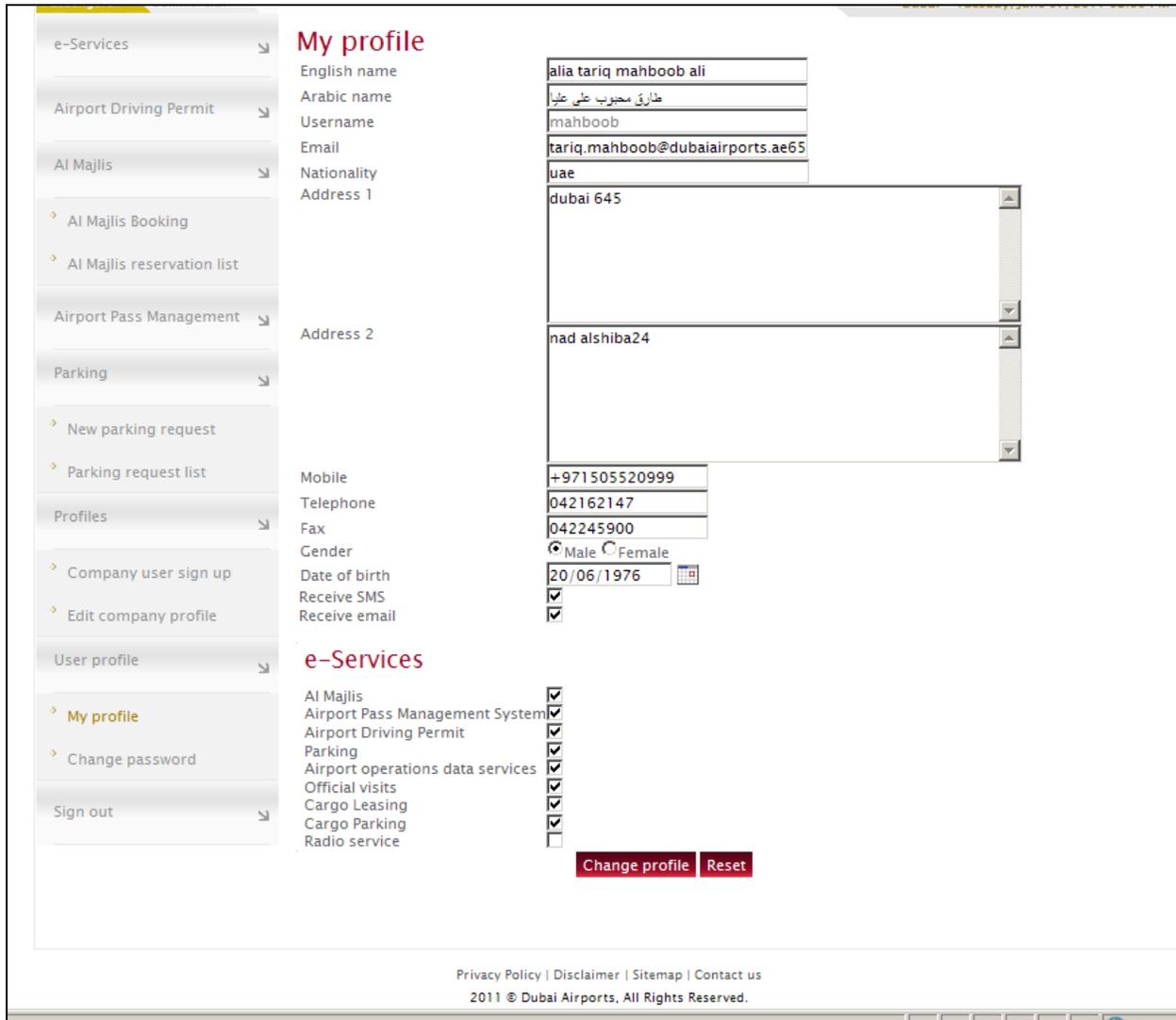
The screenshot shows the Dubai Airports website's e-Service login page. At the top, there is a navigation bar with links for 'About Dubai', 'Passengers', 'Information Centre', 'Cargo & Logistics', 'Commercial', and 'Media Centre'. Below this is a banner image of a person in a dark uniform sitting at a desk with a laptop. The main content area is titled 'e-Services login' and features a login form with 'Username' and 'Password' input fields, and 'Login' and 'Reset' buttons. A callout box with an arrow points to the Username field, containing the text 'Enter your username & Password here'. To the left of the login form is a sidebar menu with options: 'Airport e-Services', 'e-Services login', 'Individual registration', 'Company registration', 'Al Majlis booking', and 'Forgot password'. To the right is a 'Quick Links' section with options: 'Individual registration', 'Company registration', and 'Al majlis booking'. Below the login form, there is explanatory text: 'If you are not already subscribed / registered company, please choose the "Company Registration" link from the left-hand side menu, and get yourself registered as a company first. Once you receive the registered username / password please come back to this page and login to the service you require.' and 'If you are an individual who wish to register, please choose the "Individual registration"'. Below this is a section titled 'Our e-Services' which lists: 'Dubai Airports offers five easy-to-access online services for staff and customers – both internal and external. The following are the five major services available online: Al Majlis, Airport Pass Management System (APMS), Executive Flight Services (EFS), Airport Car Parking, and Airport Driving Permit (ADP)'. The page footer shows the date 'Dubai - Thursday, April 28, 2011 11:00 A'.

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



The screenshot displays the 'e-Services' portal interface. On the left, a vertical sidebar lists various services, with 'My profile' highlighted in a yellow box. A callout box with a black border and the text 'Click here' points to this 'My profile' option. The main content area is titled 'e-Services' and contains several sections: 'Airport Driving Permit', 'AI Majlis' (with sub-sections for booking and reservation list), 'Airport Pass Management', 'Parking' (with sub-sections for new request and list), 'Profiles' (with sub-sections for company sign up and edit profile), 'User profile', 'Airport Car Parking', and 'Airport Driving Permit (ADP)'. A 'Quick Links' box on the right lists 'Individual registration', 'Company registration', and 'AI majlis booking'.

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



My profile

English name: alia tariq mahboob ali

Arabic name: طارق محبوب علي عليا

Username: mahboob

Email: tariq.mahboob@dubaairports.ae65

Nationality: uae

Address 1: dubai 645

Address 2: nad alshiba24

Mobile: +971 505520999

Telephone: 042162147

Fax: 042245900

Gender: Male Female

Date of birth: 20/06/1976

Receive SMS:

Receive email:

e-Services

Al Majlis
 Airport Pass Management System
 Airport Driving Permit
 Parking
 Airport operations data services
 Official visits
 Cargo Leasing
 Cargo Parking
 Radio service

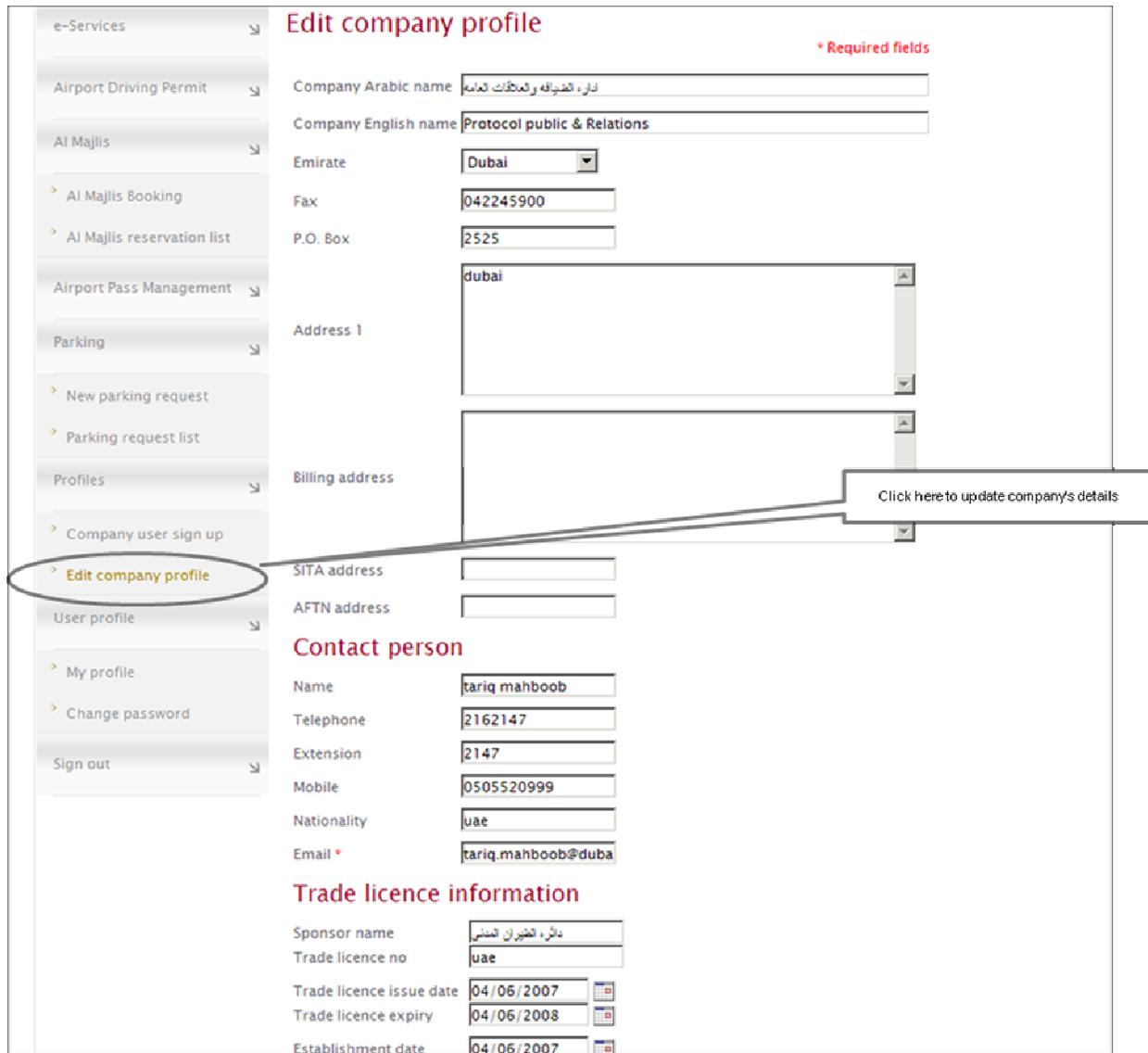
[Change profile](#) [Reset](#)

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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.



Edit company profile * Required fields

Company Arabic name:

Company English name:

Emirate:

Fax:

P.O. Box:

Address 1:

Billing address:

SITA address:

AFTN address:

Contact person

Name:

Telephone:

Extension:

Mobile:

Nationality:

Email:

Trade licence information

Sponsor name:

Trade licence no:

Trade licence issue date:

Trade licence expiry:

Establishment date:

Click here to update company's details



Trade licence information

Sponsor name:

Trade licence no:

Trade licence issue date:

Trade licence expiry:

Establishment date:

Click on save once you finish

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