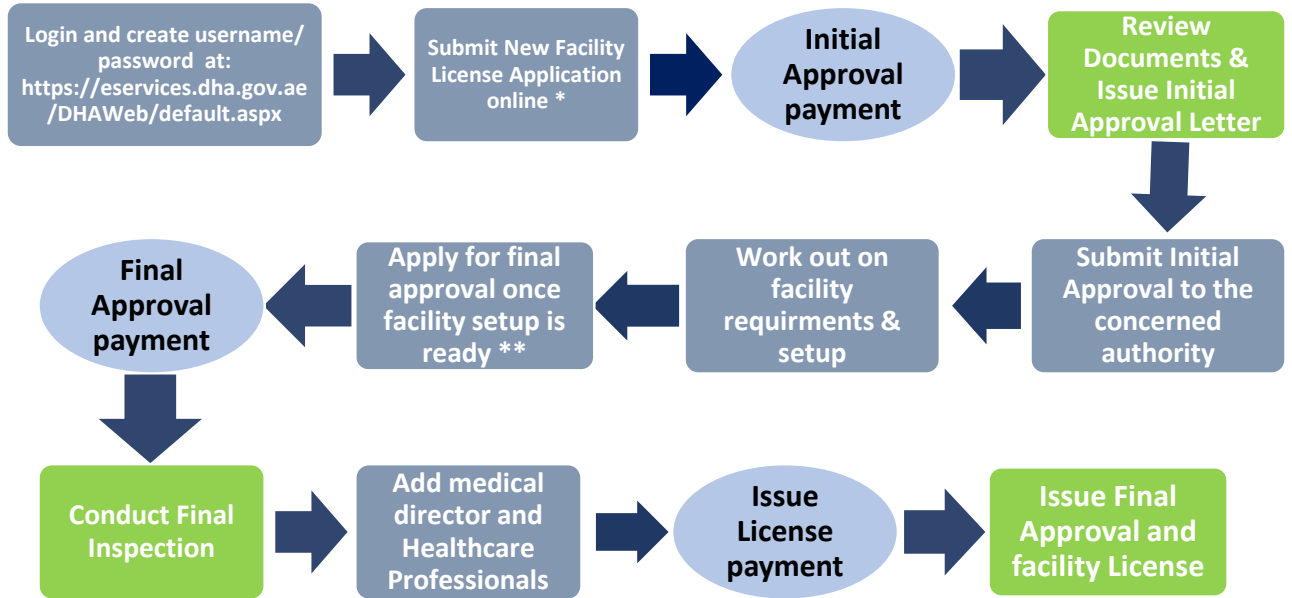


New Healthcare Facility License

Process Map:



* Initial Requirements:

1. Passport copies for owner / partners
2. Visa copy for owner / partners
3. Emirates ID for owner / partners
4. Layout/floor plan for facility
5. Proposal letter from owner / or partners / or who have power of attorney
6. Affection plan from Ejari or Dubai Municipality
7. Name Reservation from Dubai Economic Department (DED) or Free zone
8. DHA undertaking letter from owner / or partners / or who have power of attorney.

Note:

- Initial Approval: At this stage health, regulation team will review the application and it will be either: approved or reject or need more documents.
- If approved: then Initial Approval letter will be issued which will be valid for six month for all hospital subcategories except for hospital/DSC which will be valid for one year.
- Based on the initial approval letter from health regulation department, DED will issue Trade license for the facility

**** Final Requirements:**

1. Applicant needs to submit this step within the allowable limit time based on the initial approval letter. Then HRD will review and if everything was complete, the application will be send to the inspection team to schedule a visit for the facilityNo objection certificate (NOC) letter from owner to assign medical director (MD)
2. Final Trade license from Dubai Economic Department (DED) or Free zone
3. Medical director
4. Valid building contract

Note:

- After inspection visit: if everything was based on the plan, final approval letter (Facility license) will be issued
- Facility license won't be given unless facility add the medical director and professionals
To view the facility licensing criteria and documents needed check below link:
<http://www.dha.gov.ae/EN/SectorsDirectorates/Directorates/HealthRegulation/HealthFacilities/LicensingServices/Pages/Newfacilitylicense.aspx>

Fees:

- Initial Approval:
 1. Hospital/DSC/Convalcance: 2020
 2. Others: 1020
- Final Approval:
 1. Hospital/DSC/Convalcance: 4020
 2. Others 2020
- Issue license:

Depend on facility subcategory, kindly check the DHA fees list, it is available on that link:

<https://www.dha.gov.ae/EN/SectorsDirectorates/Directorates/HealthRegulation/MedicalComplaint/Documents/New%20HRD%20Fees-2012.pdf>

Timeframe:

- Timeframe is mainly depend on applicant completion documents
- Initial Approval: HRD review will be within 10 working days
- Final approval: mainly depend on the inspection team schedule but usually it take from 10-15 working days