

UNITED ARAB EMIRATES
MINISTRY OF INDUSTRY
& ADVANCED TECHNOLOGY



الإمارات العربية المتحدة
وزارة الصناعة
والتكنولوجيا المتقدمة

Modify the initial approval certificate

User Manual



Modify the initial approval certificate

This service allows the applicant to update and modify the information of the initial approval certificate, to apply just press (**Start Service**) button.

Industrial Licensing Services
Status Online

Modify the initial approval certificate

Last updated on 23/06/2021

This service allows the establishment to update and modify the information of the initial approval certificate.

Start Service

Service Procedure ^

- Login or Register to the Ministry services digital platform
- Apply to "Modify the initial approval certificate"
- Application review by the designated employee
- Approval of the modification if the data and attachments of the application are correct and compatible
- Reject the application if the data and attachments of the application are inconsistent


Requirements ^

- Initial Approval or Industrial License from a local licensing department (Mainland)

General Documents ^

[Directory of digital services for the](#)
[Directory of digital services for the Ministry of](#)

Service Overview v

| | |
|--|--|
| Service Category Industrial Licensing Services |  <small>Open the service card on mobile or tablet.</small> |
| Service Sub-Category Initial Approval Certificate | |
| Service Type Transactional | |
| Target Audience Companies | |

Service Fees

Free Renewal

Service Time

3 Working Days

Service provision times

24 hours a day, 7 days a week

Package

N/A

| | |
|---------------------|----------------------------|
| No. of Users | No. of Transactions |
| 4 | 6 |

Service Execution Steps

1- The applicant modifies the initial approval certificate data, then press (Next)

☰
Modify Initial Approval Certificate

1
Form Filling

2
Auto Check

3
Under Review

▶
Closed

Record Number: IA030002
Issue Date: 26/10/2022
Expiry Date: 25/10/2023

Factory Details

Emirate *

Local Licensing Authority *

Local Initial Approval Number (Valid) *

The Industrial License Number that is issued by authorized local licensing authorities (e.g. Departments of Economy).

Trade Name (English) *

Trade Name (Arabic) *

Phone Number *

Phone Number is required starting with [02,03,04,06,07,09,050,052,054,056,058]

Factory Email *

Legal Entity *


City *

Area *

Address *

Factory Website

Location Map - (Factory Locator Online) * Please enable your location services to select the map location



Number of Employees Local *

Estimated

Number of Employees GCC *

Estimated

Number of Employees Foreign *

Estimated

Total Capital Investment (AED) *

Estimated

Valid copy of Local Licensing Authority Initial Approval Certificate *

Drag and Drop files here

(jpg, jpeg, png, pdf) extensions are allowed with maximum 2 file(s)

.pdf Certificate.pdf
723 kB

✕

Factory Manager Details

Name of Factory Manager (New)

Nationality

Mobile Number

Mobile Number is required starting with [05]

Email Address

Email Address is required with this format {xxx@xxxx.xx}

- 1- After the applicant updates initial approval data then read the Terms and Conditions and accept them, then press **(Next)** to submit or **(Save and Continue Later)** to save draft version or cancel the application.

Activities
+ Add New

Main Activity
Remove

27 | Manufacture of electrical equipment

Predominant Activity of the factory to be selected first

Sub Activity
Remove

2710001 | Electric Motors Manufacturing
2710003 | Electric Distribution Transformers Manufacturing

Main Activity must be selected to show sub activities

Owner Details
+ Add New

Owner Information - Person (1)
Remove

Person Name (English)

Person Name (Arabic)

Nationality

Emirates ID number

Emirate ID is 15 numeric characters starting with 784

Share %

Contribution Amount

Emirates ID Copy

Drag and Drop files here

(jpg, jpeg, png, pdf) extensions are allowed with maximum 2 file(s)

Document.pdf
156 KB

Passport Copy

Drag and Drop files here

(jpg, jpeg, png, pdf) extensions are allowed with maximum 2 file(s)

Document.pdf
156 KB

Visa for Expats

Drag and Drop files here

(jpg, jpeg, png, pdf) extensions are allowed with maximum 2 file(s)

Document.pdf
156 KB

I undertake that the information and data stated in this application and which have been submitted by us are correct and true. Accordingly, I am committed with not requesting the refunding of the amounts or claiming them in case there have been mistakes in the application. Also I will be committed with all the terms and requirements stated in the laws and decisions issued by the Ministry of Industry and Advanced Technology against all the services provided by the Ministry.

Accept Terms and Conditions

96.30%

Form
Completion

✓ Submit

📄 Save and Continue Later

✕ Cancel

2- The applicant evaluates the service and provide suggestions and feedback.

The screenshots illustrate the 'Customer Pulse Survey' process. The first screen asks 'Overall, how satisfied are you about the service?' with a progress bar showing 'Extremely Satisfied' and a 'Next' button. The second screen asks 'Based on your experience in getting the service, To what extent do you agree on the following statements?' and lists 10 statements with star ratings from 1 to 5. The third screen asks 'Is there anything else you would like to share with us?' and provides options for 'Compliment', 'Suggestion', or 'Complaint', along with a 'Submit' button and a 'Previous' button.

3- A successful message will be appeared, and the applicant can choose to return to (My Application)



Application follow-up

The applicant can follow-up the submitted application status from (My Applications) tab in the menu and can track application updates from website notifications and E-mail messages.

The screenshot shows the 'My Applications' dashboard. On the left is a sidebar with navigation options: DASHBOARD, SWITCH FACTORIES, MY APPLICATIONS (highlighted with a red box), MY CERTIFICATES, and MY PAYMENTS. The main area has a search bar with 'Keyword (Application Number, Record Number, Receipt Number)' and a dropdown menu for 'Service Name' set to 'Modify Initial Approval Certificate (MAC)'. Below are filters for 'Application Status' (set to '-Select-'), 'Date From', and 'Date To'. A 'Search' button and 'Reset Filters' button are present. The results show 1 entry. The application details for 'Modify Initial Approval Certificate' (ID: MAC00000003) are shown in a red-bordered box, indicating it is 'In Progress' and 'Active' (26 Oct 2022 - 25 Oct 2023). It includes application date, last updated date, submitted by, and updated by information. A progress indicator shows 'Form 100%' and 'Process 30%'. A timer shows '1 Minute(s), 16 Seconds In Time'.