



دائرة الثقافة والسياحة
DEPARTMENT OF CULTURE
AND TOURISM



HOLIDAY HOMES PERMIT

User Guide

Applying for a Holiday Homes Permit

User Guide

Step 1:

To register as a user on the system. On the landing page, click the “REGISTER” button

Holiday Homes License System

Reference to the Decree No. (54 / 2016) on the Events Licensing System in the Emirate of Abu Dhabi. The Abu Dhabi Events Licensing System is a holistic platform which streamlines, facilitates and collates event registration and licensing procedures providing a unified registry and permit approval mechanism from all government entities for all types and kinds of events including exhibitions, conferences, training courses, workshops, meetings etc., that are conducted in Abu Dhabi.

This permit aims to make organising events in Abu Dhabi easier through providing event planners with a single entity for approval, while maintaining accurate statistics and to manage all types of (business) events within the emirate, with the overall goal of developing the events industry.

Applicants need to apply through the Abu Dhabi Events Licensing System. Applications with speakers must be submitted at least 3 working days prior to the date of the event.

Only venue owners and event organisers can register on the Abu Dhabi Events Licensing System. To register, you should have a trade license for activities related to organising events or exhibitions, or you should be a venue owner.

For any enquiries please call: 800 555 or info@dctabudhabi.ae

[LOGIN](#) [REGISTER](#)

Step 2:

Fill in your personal information and submit

VISIT ABU DHABI EVENTS CALENDAR CONVENTION BUREAU TOURISM & CULTURE AUTHORITY

دائرة الثقافة والسياحة
DEPARTMENT OF CULTURE
AND TOURISM

WHO WE ARE WHAT WE DO DOING BUSINESS WITH US EVENTS MEDIA CENTRE E-SERVICES CONTACT US

NEW REGISTRATION

All fields denoted by an asterisk are mandatory, the rest are optional.

USER NAME *	EMAIL *
<input type="text" value="johndoe"/>	<input type="text" value="johndoe@me.com"/>
<small>Please enter the login user name.</small>	<small>Please enter valid email address. The above email address will be used for account activation and for upcoming communications.</small>
PASSWORD *	CONFIRM PASSWORD *
<input type="password"/>	<input type="password"/>
<small>Please enter the password.</small>	<small>Please enter the confirm password.</small>
FIRST NAME *	MIDDLE NAME
<input type="text"/>	<input type="text"/>
<small>Please enter the first name, only characters are allowed.</small>	<small>Please enter the middle name.</small>

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Step 3:

With your newly registered account, go back to the homepage to login

Holiday Homes License System

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[LOGIN](#) [REGISTER](#)

Step 4:

Applying for the Holiday Homes Permit.

Before you begin, have the following information and documentation:

1. Tawtheeq number
2. Insurance Certificate
3. Tawtheeq Copy

Click on Apply for HH Permit.

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عربي Demo

Holiday Homes License System



Apply For HH Permit
Apply for new HH Permit

Application Number	Tawtheeq No	Expires On	Status	Action
You don't have any permits yet.				

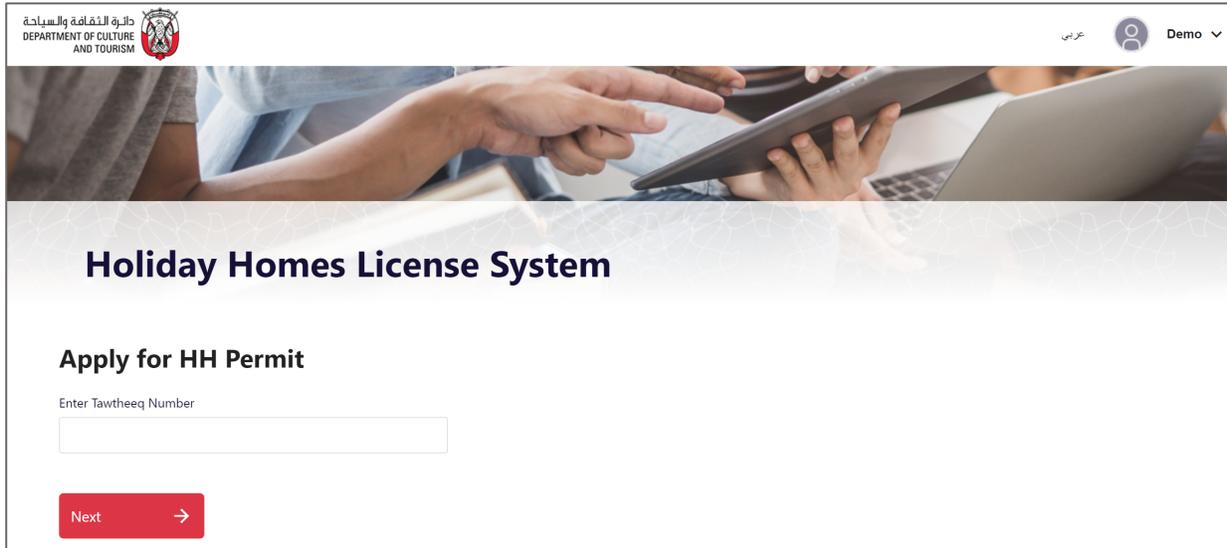
<< >> Total Rows : 0

Applying for a Holiday Homes Permit

User Guide

Step 5:

Enter Tawtheeq Number



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تسجيل
Demo

Holiday Homes License System

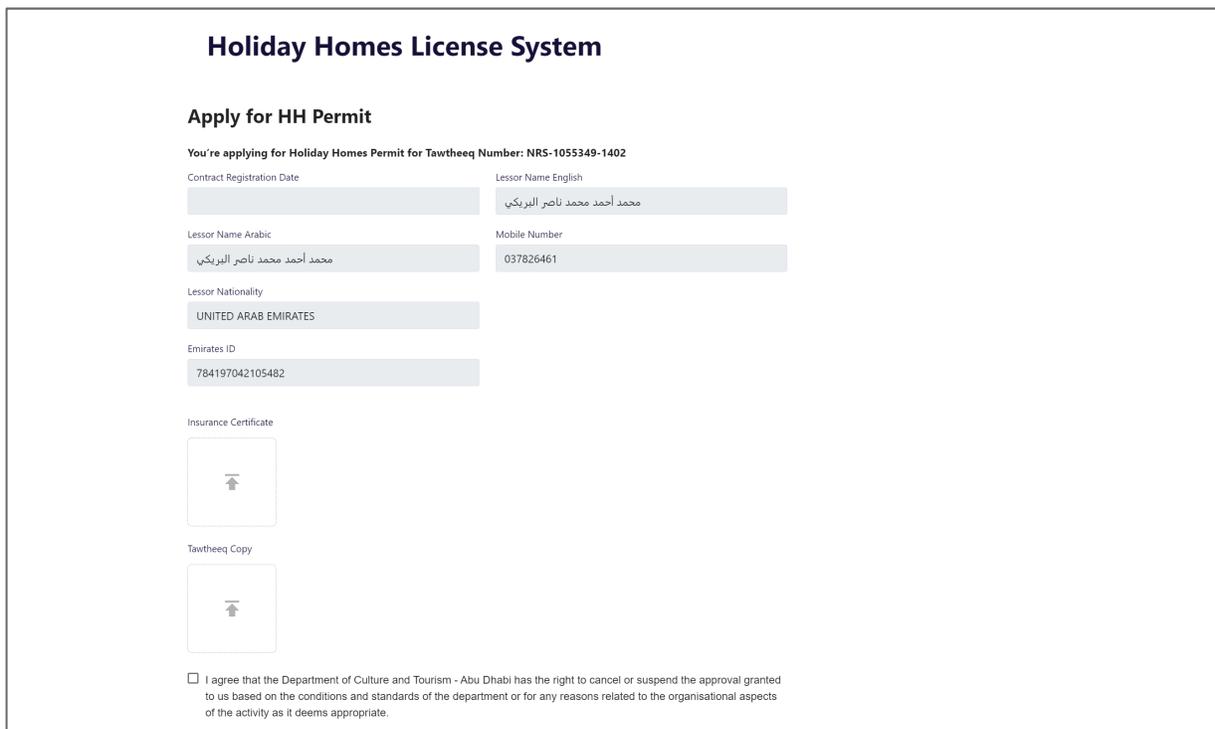
Apply for HH Permit

Enter Tawtheeq Number

Next →

Step 6:

Confirm contract information and upload insurance certificate and Tawtheeq copy. Agree to the terms and conditions and click submit.



Holiday Homes License System

Apply for HH Permit

You're applying for Holiday Homes Permit for Tawtheeq Number: NRS-1055349-1402

Contract Registration Date	Lessor Name English
	محمد أحمد محمد ناصر البريكي
Lessor Name Arabic	Mobile Number
محمد أحمد محمد ناصر البريكي	037826461
Lessor Nationality	
UNITED ARAB EMIRATES	
Emirates ID	
784197042105482	

Insurance Certificate

Tawtheeq Copy

I agree that the Department of Culture and Tourism - Abu Dhabi has the right to cancel or suspend the approval granted to us based on the conditions and standards of the department or for any reasons related to the organisational aspects of the activity as it deems appropriate.

Applying for a Holiday Homes Permit

User Guide

Step 7:

Submission Confirmation page

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AND TOURISM

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Holiday Homes License System



Permit Submitted Successfully!

Reference No: **PER21000006** | Submitted On **6/14/2021**

You have applied for a permit number PER21000006

[HOME](#)

Step 8:

Your Holiday Homes Permit is now under process. You can view the status from your homepage.

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Holiday Homes License System

 **You may have an existing HH application in progress/review, approved or pending cancellation** 

You can have 1 active permit or application in progress/review at a time



Apply For HH Permit
Apply for new HH Permit

Application Number	Tawtheeq No	Expires On	Status	Action
PER21000006	380359		SubmittedForApproval	View

Applying for a Holiday Homes Permit

User Guide

Step 9:

You will receive an email notification once your permit request is approved. You must login again and process the payment. Click pay now to make the payment and receive your Holiday Homes Permit.

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Holiday Homes License System

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Apply For HH Permit
Apply for new HH Permit

Application Number	Tawtheeq No	Expires On	Status	Action
PER21000006	380359		PendingPayment	View Pay Now

Step 10:

Review Tax Invoice, agree to terms & conditions and click Pay Now

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Tax Invoice

Customer Details

NAME	NAME AR	CUSTOMER NUMBER
Test User	التستار اختبار	13568
CITY	TELEPHONE	FAX
Abu Dhabi	97156123456	9999
P.O. BOX	VAT REGISTRATION NO.	
9999		
ADDRESS		

Invoice Details

INVOICE NUMBER	TRANSACTION NUMBER	TRANSACTION DATE
INV00089492	PER21000006	14/06/2021
PAYMENT SESSION	SYS CODE	CREATED BY
PS00034016	Holiday Homes	Holiday Homes
TIN		
100026365500003		

Item No	Description	Amount
1	Permit Amount	900.00 AED
2	VAT Line Item	45.00 AED
	Total amount before VAT	900.00 AED
	Total VAT amount	45 AED
	Total Amount	945.00 AED

Payment Terms and Conditions

- Invoice is due for immediate payment.
- A fine value of AED 500 will be charged for each returned cheques.
- When processing bank transfer please ensure that all bank charges are paid by you, the remitter, so that the amount we receive is the amount on the invoice.
- Please include the invoice number and the customer name with the payment to ensure the proper credit to your account.
- Copy of the transfer or deposit to be sent to us.
- Refunds, if applicable, are subject to the applied refund's policies terms and conditions.

I have read and accepted the above terms and conditions.

Please choose your payment option

Pay using Abu Dhabi Pay

 [Pay Now](#)

Applying for a Holiday Homes Permit

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Step 11:

After payment, go to your dashboard. You can download your receipt and Holiday Homes Permit.

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Holiday Homes License System

You may have an existing HH application in progress/review, approved or pending cancellation
You can have 1 active permit or application in progress/review at a time

Apply For HH Permit
Apply for new HH Permit

Application Number	Tawtheeq No	Expires On	Status	Action
PER21000006	380359	15 Jun 2021	Approved	View View Receipt Download Permit Cancel