



سلطة مدينة إكسبو دبي  
EXPO CITY DUBAI AUTHORITY

# How to obtain your Business Operation Permit in Expo City Dubai



## Expo City Dubai

Expo City Dubai is a sustainable, innovation-driven, people-centric city of the future. It is an integral part of the Dubai 2040 Urban Master Plan, which emphasises the need for sustainable growth and greener, healthier communities.

Expo City Dubai is an integrated community to work, live and play. A city built on sustainability and designed for wellbeing, where all daily needs are within a 15-minute walk or bike ride.

As a blueprint for eco-conscious urban planning, Expo City Dubai expects entities operating within the city to align with its goals in creating a balanced community that thrives in harmony with the environment.

Expo City Dubai is a purpose-driven community that comprises premium offices, unique event venues, stunning green spaces, exercise grounds, cultural and entertainment attractions, hotels, restaurants and residential units, all within a tech-enabled environment fully focused on sustainability.

## Business Operation Permit

Clients holding a valid Dubai mainland licence and wishing to operate temporarily or for a pre-determined period of time within Expo City Dubai (hereinafter known as ECD) may apply for an ECD Business Operation Permit (hereinafter known as a BOP). The ECD BOPs are available for a duration of one day up to twelve (12) months.

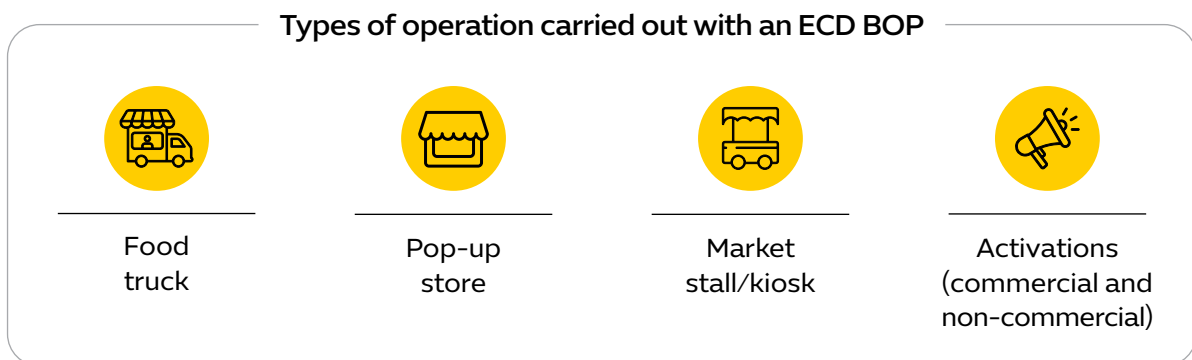


Figure 1 Types of operation carried out with an ECD BOP

To obtain an ECD BOP, the client must submit the mandated legal documents to the Expo City Dubai Authority (hereinafter known as ECDA) and complete the steps below. ECD will assign each client an Account Manager to support and manage their permit journey.

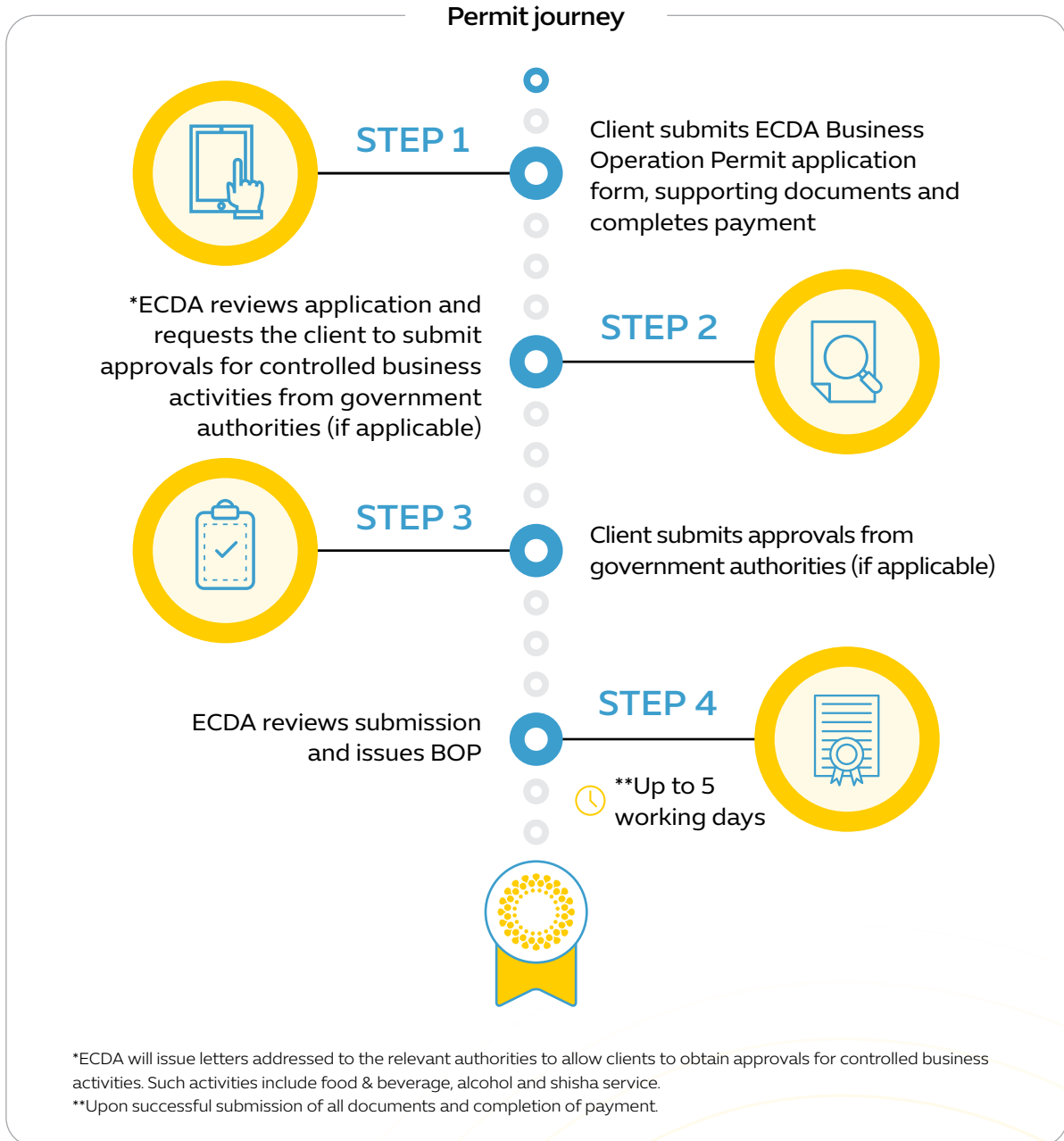











Figure 2 Permit journey

## STEP 1

The first step of the process requires the client to submit the ECDA Business Operation Permit application form along with the below listed documents to the designated Account Manager and complete full payment for the BOP. Controlled business activities are any activities that require additional approval from governing authorities. Such activities include, but are not limited to, food and beverage, alcohol and shisha service. Clients that will operate with controlled business activities will be required to submit additional documents and obtain approvals from relevant governing authorities.

Required documents for BOP		
ECDA Business Operation Permit application form		
Proposed BOP Manager, as per parent company's Dubai mainland licence	<ul style="list-style-type: none"><li>&gt; Passport copy with specimen signature</li><li>&gt; United Arab Emirates visa copy</li><li>&gt; Emirates ID copy (both sides)</li></ul>	
Copy of the Parent Company Licence, as per Dubai mainland licence (with minimum 3 months validity)		
No Objection Certificate (NOC) to operate in ECD from the parent company (to be on company letterhead, stamped and duly signed by the authorised signatory)		
Copy of the signed ECD Lease Agreement		
Copy of Power of Attorney for authorised signatories (if applicable)		
Copy of approvals from government authorities (if applicable) for any controlled business activities for the parent company, including but not limited to, food and beverage, alcohol, shisha and events.*		
Brand Ownership Document or Franchise Agreement (if applicable)		

\*Please refer to the 'Expo City Dubai controlled business activities: food and beverage, shisha and alcohol' guide for details.

Table 1 Required documents for BOP

## STEP 2

The ECDA team will carry out a review of the submitted BOP application form and supporting documents. If additional approvals from government authorities are not required, ECDA will complete the review and issue the ECD BOP to the client.

For controlled business activities, ECDA will issue NOC letters to the relevant authorities to allow clients to obtain the necessary approvals.

## STEPS 3 AND 4

Once the client submits to ECDA the necessary approvals from government authorities for any controlled business activities, the documents will undergo a final review and the ECD BOP will be issued.

ECD BOP requirements are subject to change and the client may be required to provide additional documentation to complete the permit process. Please refer to the latest requirements as set out in the 'How to obtain your Business Operation Permit in Expo City Dubai' guidelines.

For any further queries or clarifications please contact the Expo City Dubai Authority Client Relations Centre at [CRC@expocitydubai.ae](mailto:CRC@expocitydubai.ae) or contact your ECD Account Manager.