



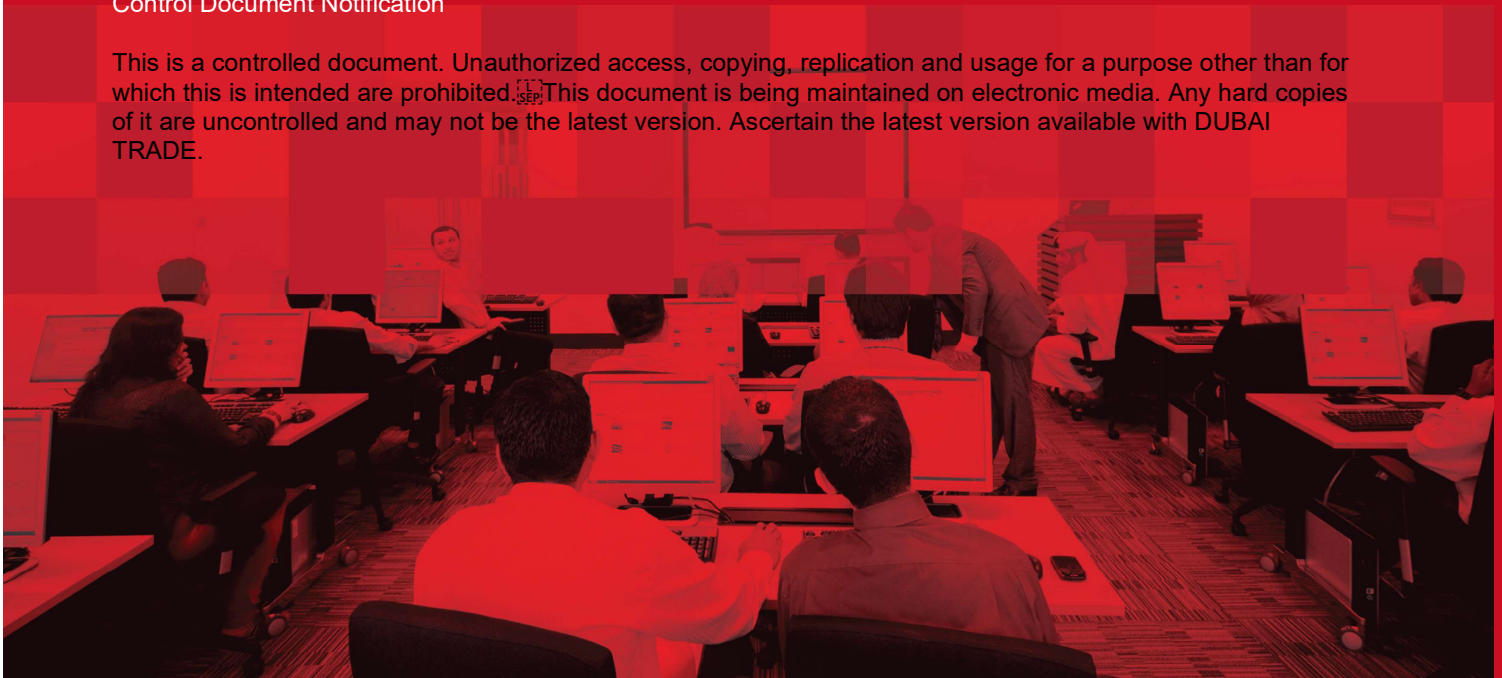
DP World DP WORLD Registration User's Manual

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DP WORLD Registration

DOCUMENT DETAILS

Document Information

Document Name	DP WORLD Registration
Project Name	DP WORLD Registration
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	07 th Jan 2021
Current Version	1.0

Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

DP WORLD Registration

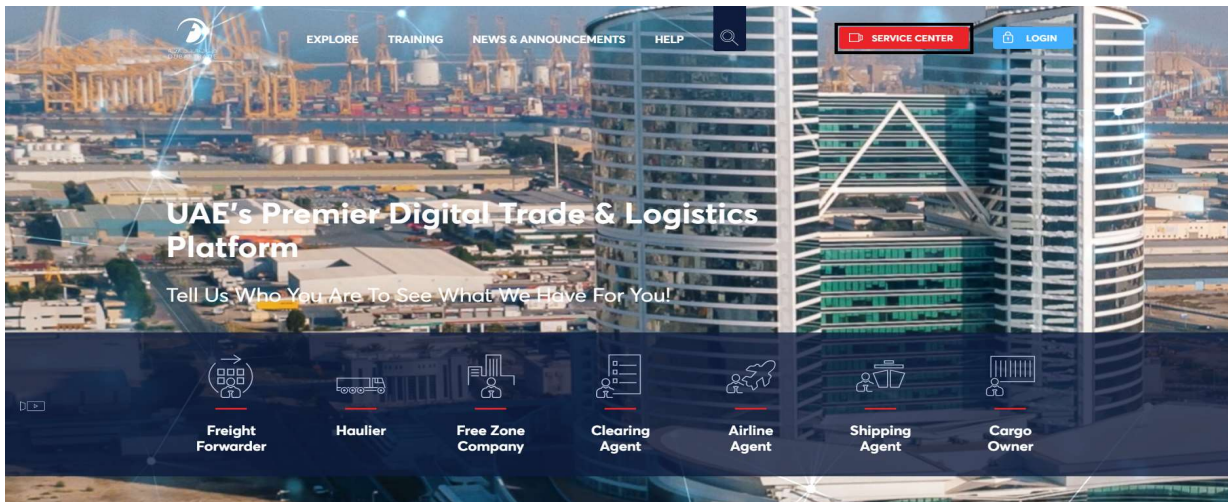
This service enables Shipping Agents, Freight Forwarders and Hauliers to Register with DP World.

Business Rules and System Validations:

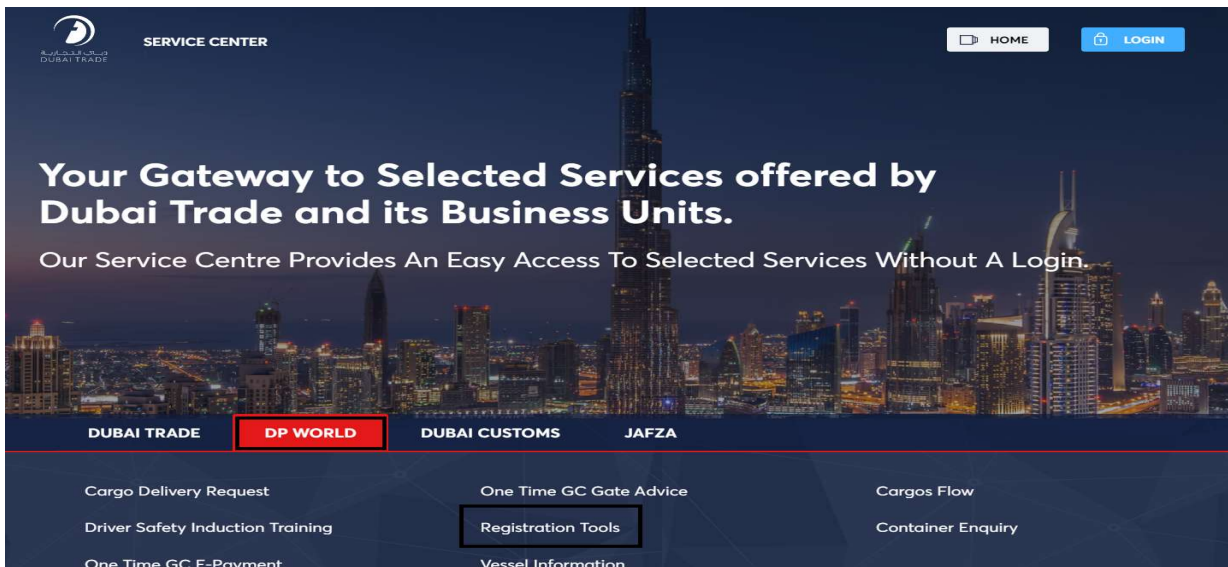
- There are 3 roles:
 1. **Shipping Agent:** Vessel Agent/Owner or Container Agent/Owner
 2. **Freight Forwarder:** Non-Vessel Operating Common Carrier (NVOCC) who doesn't have own Vessel or Container and is only a Cargo Agent
 3. **Haulier:** Transportation Company that own Trailer(s)/Truck(s) which are used to receive/deliver Shipping Containers from and to port.

Navigation:

1. Go to www.dubaitrade.ae
2. Go to **SERVICE CENTER**



3. Then under **DP WORLD** click **Registration Tools**



DP WORLD Registration

4. Click New Registration

Introduction Modify Registration **New Registration** Registration Inquiry

Do you want your trade and logistics company to be registered with DP World? Want to access a DP World's unique service offerings? Our Registration Tools will help you get registered with us seamlessly.

With the registration tool, you can apply for a New Company Registration for Shipping Agent, Freight Forwarder and Hauler.

How does it work?
By filling in the basic details in registration form, company can easily become DP World's esteemed customers.
Modify and Enquiry services enable our customers to modify or enquire registration details.
The registration process is very quick and efficient with quick approval.

Once approved, the company can easily access DP World's unique services.

Steps to Follow

New Registration

- Click on the 'New Registration' tab
- Enter Trade License Details by filling on mandatory fields in the form
- List the Activities under this License by selecting the activities
- Click on Next button and proceed to fill out your company details
- Move to the next step to Select the 'Roles' of the company
- Enter complete Contact details of the company and click on Next
- Enter Admin details and move to the last step
- Attach all required documents as listed
- Click on Submit after rechecking all details
- A reference number will be generated once successfully submitted

The below screen will be displayed

1 **2** **3** **4** **5** **6**
TRADE LICENSE COMPANY DETAILS ROLES CONTACT PERSON ADMIN DETAILS REQUIRED DOCUMENTS

* Indicates a required field

Trade License Details

Trade Zone * Local Trading License

Issuing Authority *

License Number *

License Owner Name *

Issued Date * DD-MM-YYYY

Expiry Date * DD-MM-YYYY

Non VAT Customer ☐

VAT Account Number

License Activities

Activities in this License

Please Select from following Activities

Code	Description
393	ACCESS CRADLES MANUFACTURING
1164	ACCIDENTS & LIABILITIES INSURANCE
1277	ACCOUNTING & BOOKKEEPING
1226	ACCOUNTING & OFFICE MACHINERY RENTAL
204	ACID MANUFACTURING

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Procedure:

The Registration form has 6 pages:

1. Trade License: Enter all Mandatory Trade License information and then click Next

1 **2** **3** **4** **5** **6**
TRADE LICENSE COMPANY DETAILS ROLES CONTACT PERSON ADMIN DETAILS REQUIRED DOCUMENTS

* Indicates a required field

Trade License Details

Trade Zone * Local Trading License

Issuing Authority * DEPARTMENT OF ECC

License Number * TEST123456

License Owner Name * TEST

Issued Date * 01-Jan-2021

Expiry Date * 01-Jan-2022

Non VAT Customer ☐

VAT Account Number

License Activities

Activities in this License

GENERAL TRADING

Please Select from following Activities

Code	Description
1473	GENERAL CLINIC
1467	GENERAL HOSPITAL
567	GENERAL MAINTENANCE
1488	GENERAL SURGERY CLINIC
999	GENERAL TRADING

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DP WORLD Registration

2. Company Details: Enter all Mandatory Company information and then click **Next**

1 TRADE LICENSE **2** COMPANY DETAILS **3** ROLES **4** CONTACT PERSON **5** ADMIN DETAILS **6** REQUIRED DOCUMENTS

* Indicates a required field

Company/Organisation Details

Company Name * TEST LLC

Branch Company ☐ Yes ☒ No

Address Line 1 * ENTER OFFICE ADDRESS

Street address

Address Line 2

Building, apartment, floor, etc.

Select Country * U.A.E.

(If for UAE P.O.Box is mandatory, for other countries either P.O.Box or Zip Code is mandatory)

Emirate/City * DUBAI

P.O. Box * 00000

Zip

Telephone 1 * 971 04 0000000

Telephone 2 971 04

Fax 971 04

Email * TEST@TEST.ae

Website

Brief about your Business

Previous Next

3. Roles: Select the Role(s) and then click **Next**

1 TRADE LICENSE **2** COMPANY DETAILS **3** ROLES **4** CONTACT PERSON **5** ADMIN DETAILS **6** REQUIRED DOCUMENTS

* Indicates a required field

Roles

Select Roles * :

☐ Shipping Agent

☐ Freight Forwarder

☐ Haulier/Trucker

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4. Contact Person (Authorized and Normal Person): Enter all Mandatory Contact Person information (Authorized Signatory), click **Save and Add New**, Enter all Mandatory Contact Person Information (Normal/Regular Contact), click **Save and Add New** and then click **Next**

1 TRADE LICENSE **2** COMPANY DETAILS **3** ROLES **4** CONTACT PERSON **5** ADMIN DETAILS **6** REQUIRED DOCUMENTS

* Indicates a required field.

Minimum of 1 contact is required for each type under the "Contact Type" field.

Contact Person Details

Contact Type * Authorized Signatory Of Company

First Name * Normal/Regular Contact of Company

Middle Name

Last Name *

Designation *

Nationality * U.A.E.

Passport Number *

Passport Expiry Date * DD-MM-YYYY

NIC

Telephone 1 * 971 04

Telephone 2 971 04

Mobile * 971 950

Fax 971 04

Email *

Available Contact Persons

Contact Type	First Name	Last Name	Designation	Nationality	NIC
--------------	------------	-----------	-------------	-------------	-----

Previous Save and Add New Next

Contact Persons information requires information of 2 persons.
1 - Authorized Signatory of Company
2 - Normal / Regular Contact of Company

DP WORLD Registration

5. **Admin Details:** Enter all Mandatory Administrator information (If you already an existing Dubai Trade User, click **Account Information** to retrieve User Details) , Enter Login Credentials and then click **Next**

1 TRADE LICENSE **2** COMPANY DETAILS **3** ROLES **4** CONTACT PERSON **5** ADMIN DETAILS **6** REQUIRED DOCUMENTS

Already Registered with Dubai Trade?

If you are a registered user with (DMCC, Dubai Customs or JAFZA), click on "Account Information".
For non-registered users, kindly fill in the form below.

Account Information

* Indicates a required field

Admin Details

Title

First Name

Middle Name

Last Name

Designation

Office Telephone

Direct Telephone

Fax

Mobile

Email

Login Credential

User Name

Password

Confirm Password

Hint Question

Hint Answer

Previous Next

6. **Required Documents & Submit:** Upload the Documents and then click **Submit**

1 TRADE LICENSE **2** COMPANY DETAILS **3** ROLES **4** CONTACT PERSON **5** ADMIN DETAILS **6** REQUIRED DOCUMENTS

Required Documents

For New Registrations Trade Licence is mandatory.
Please provide the following documents.

Letter from General Manager Upload

Trade License Upload

Passport Copy - Authorized Person Upload

VAT Registration Certificate Upload

Previous Submit

The below confirmation page will be displayed.

Confirmation

موانئ دبي العالمية DP WORLD

Thank you for registering with DP World.
Your request has been sent for approval.
An email with your registration details has been sent to @dubaitrade.ae.
Reference Number for this request is 322168.

Print Page

DP WORLD Registration

www.dubaitrade.ae