

## Operation license renewal (general transportation)

**Step (1)** submit an application for renewal of operation license through Online Services- Land services- operating license – national permanent license- renew.

[www.fta.gov.ae/online](http://www.fta.gov.ae/online)

### **Documents required for the renewal of operating license:**

- Copy of the owner's Emirates ID.
  - Copy of the trade license.
  - Vehicles list from Traffic Department.
  - Letter from Department Of Economic Development to adjust the activity of general transportation for the transportation using Heavy Trucks or Light Trucks, and mention any other amendments in address or owners of the company.
- Renewal Fee: AED 500 for each activity
  - Delay fee: AED 50 per activity for each month after 30 days of expiration date of the operation license.

**Step (2)** after completion of the payment process for renewal; add new activities by Choosing (land services) then choose (operating license) then select (add activity) to add new activities (transportation using light or heavy trucks). After that, choose (remove activity) to remove general transportation.

### **Documents required to add and remove activity:**

- Copy of the owner's Emirates ID.
  - Copy of the trade license.
  - Vehicles list from Traffic Department.
  - Letter from Department Of Economic Development to adjust the activity of general transportation for the transportation using Heavy Trucks or Light Trucks, and mention any other amendments in address or owners of the company.
- Adding Activity Fee: AED 500 for each activity.
  - Removing Activity Fee: AED 100 for each activity.

**Step (3)** the issuance or renewal of operating cards for vehicles of the company through online services, choose land services – vehicle operating card- national vehicles - card issuance (new) / renew (if the vehicle has a previous operating card).

**Documents required for the renewal/issuance of operating card:**

- A copy of a valid vehicle ownership.
- Vehicles list from Traffic Department.
  - Renewal Fees for card: AED 100 for each card in addition to 10 dirhams per ton, or 40 dirhams per 1,000 gallons.
  - Delay Fees: AED 50 per card for each month of delay after 30 days of expiration date of the operation card.
  - In case of the sale or write-off of any vehicle with an operating card; you should cancel the card to avoid bearing fines and fees of the delay.

After completion of the payment process; you can print the operating license and operating cards for vehicles through online.

**If you need any assistance or inquiry please do not hesitate to contact the toll free number 8005678.**

## For activities other than general transportation

**Step (1)** submit an application for renewal of operation license through Online Services- Land services- operating license – national permanent license- renew.

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**Documents required for the renewal of operating license:**

- Copy of the owner's Emirates ID.
- Copy of the trade license.
- Vehicles list from Traffic Department.
- Letter from Department Of Economic Development and mention any amendments in address or owners of the company.
  - Renewal Fee: AED 500 for each activity
  - Delay fee: AED 50 per activity for each month after 30 days of expiration date of the operation license.

**Step (2)** the issuance or renewal of operating cards for vehicles of the company through online services, choose land services – vehicle operating card- national vehicles - card issuance (new) / renew (if the vehicle has a previous operating card).

**Documents required for the renewal/issuance of operating card:**

- A copy of a valid vehicle ownership.
- Vehicles list from Traffic Department.
  - Renewal Fees for card: AED 100 for each card in addition to 10 dirhams per ton, or 40 dirhams per 1,000 gallons.
  - Delay Fees: AED 50 per card for each month of delay after 30 days of expiration date of the operation card.
  - In case of the sale or write-off of any vehicle with an operating card; you should cancel the card to avoid bearing fines and fees of the delay.

After completion of the payment process; you can print the operating license and operating cards for vehicles through online.

**If you need any assistance or inquiry please do not hesitate to contact the toll free number 8005678.**