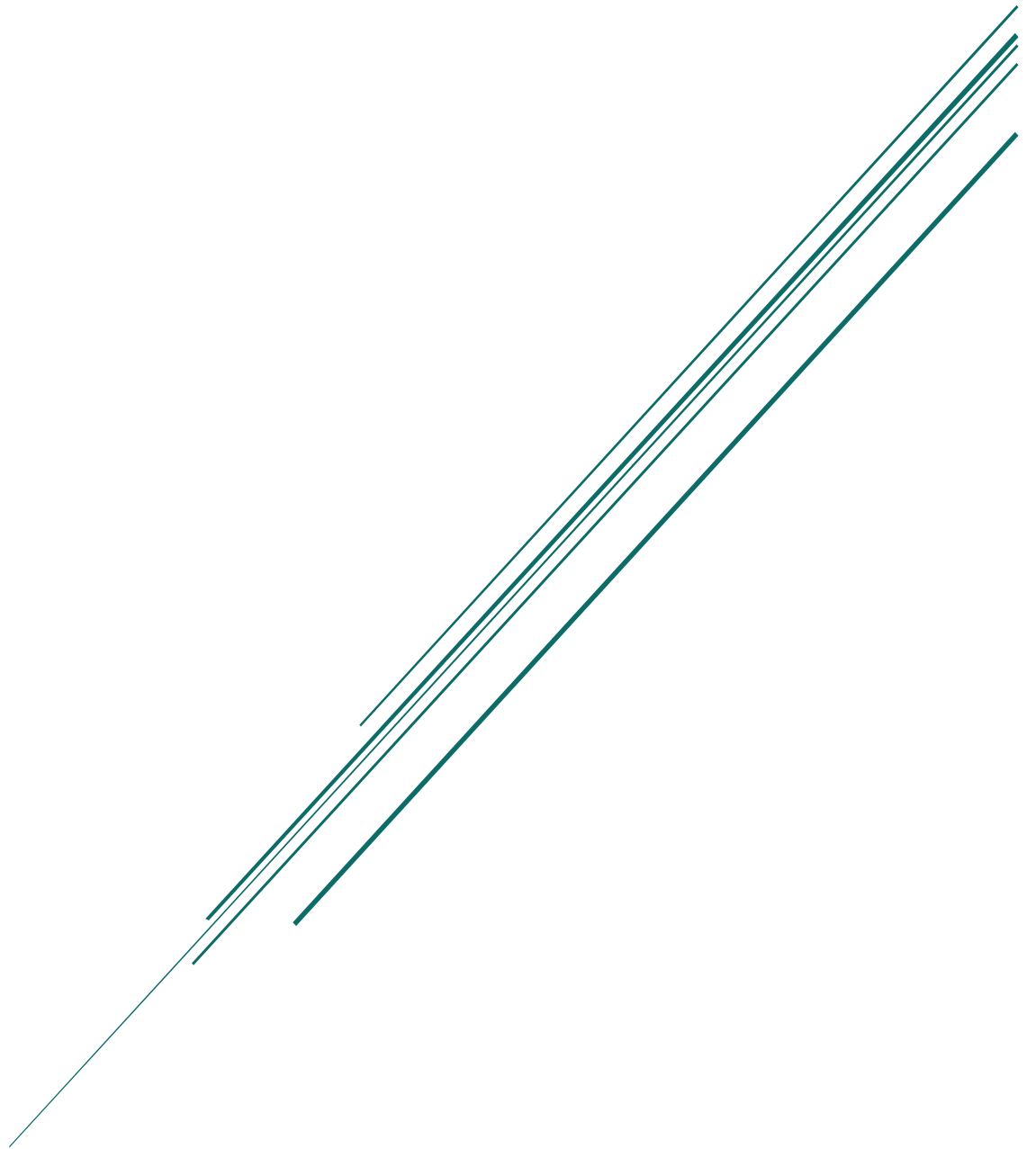


# GUIDE TO DDA REGISTRATION

Step-by-step process for contractor/consultant registration



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2025

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## 1. Introduction

Registering as a **Contractor** with the **Dubai Development Authority (DDA)** is a mandatory step for companies operating within DDA-regulated zones that offer construction, technical, or interior services. This registration enables businesses to legally undertake projects, apply for zoning approvals, and maintain compliance with DDA's regulatory framework.

This guide is specifically designed for entrepreneurs and business owners who are registering their company as a contractor through the DDA portal. It simplifies the official process into clear, actionable steps, and includes real-world insights to help navigate common challenges.

By following this guide, you will be able to:

- Understand the contractor registration workflow
- Prepare and organize the required documentation
- Submit your application correctly through the DDA portal
- Troubleshoot issues and communicate effectively with DDA support

Whether you're launching a new technical services company or aligning an existing Free Zone entity with DDA requirements, this guide will help you complete the registration confidently and efficiently.

## 2. Pre-Registration Requirements

Before initiating the registration process on the DDA portal, contractors must ensure they have the following documents and information readily available. These are essential for completing the online form and uploading supporting files without delays.

### 2.1 Required Documents

#### 2.1.1 *Valid Trade License*

- Issued by a recognized UAE authority
- Must be current and clearly state the business activity (e.g., technical services, contracting)

#### 2.1.2 *Emirates ID* of the authorized signatory

#### 2.1.3 *Passport Copy* of the authorized signatory (if applicable)

### 2.1.4 Company Contact Details

- Email address
- Mobile and landline numbers
- Website (if available)

### 2.1.5 Company Address

- In both English and Arabic
- Including Emirate and city

## 2.2 Account Setup Prerequisites

- A working email address for registration and communication
- A secure mobile number for verification
- A preferred username and password for portal login
- An alternate email for recovery and notifications
- Selection of a secret question for account security

## 2.3 Portal Access

- Visit the official DDA registration portal:

<https://webzoning.dda.gov.ae/Zoning/Registration/Registration>

ZONING E-SERVICES

NEW REGISTRATION

1-Company Details > 2-Master User Details > 3-Upload Required Documents > 4-Pay Fees

Registration is accepted for Consultants, Contractors having a valid trade license issued by DED or DDA.

Type of Company:

Consultant  Contractor

Trade Licence Authority:

Select

Trade Licence No:

Next

Figure 1. New Registration

### 3. Step-by-Step Registration Process

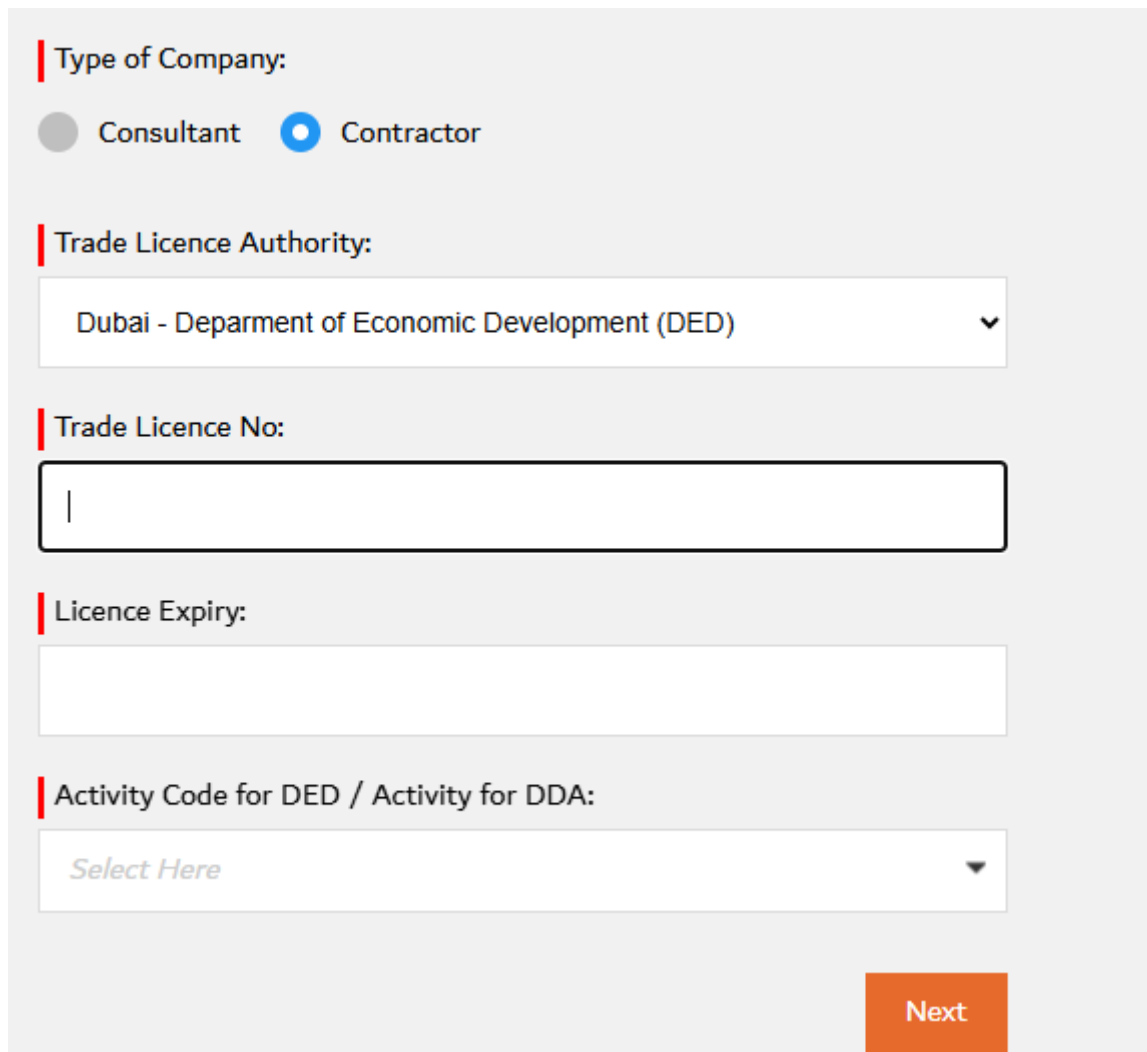
This section outlines the exact steps contractors must follow to complete their registration on the Dubai Development Authority (DDA) portal.

#### 3.1 Step 1: Access the Portal

- Go to the official DDA registration site: <https://webzoning.dda.gov.ae>
- Click on “Contractor Registration” under the Services tab

#### 3.2 Step 2: Create an Account

- Select “New User Registration”
- Select Type of company
- Provide details and activities of the company as shown in the figure below.



The screenshot displays a registration form with the following fields and options:

- Type of Company:** Radio buttons for "Consultant" (unselected) and "Contractor" (selected).
- Trade Licence Authority:** A dropdown menu with "Dubai - Department of Economic Development (DED)" selected.
- Trade Licence No:** An empty text input field.
- Licence Expiry:** An empty text input field.
- Activity Code for DED / Activity for DDA:** A dropdown menu with "Select Here" as the placeholder text.
- Next:** An orange button at the bottom right of the form.

Figure 2. Company Details

- After clicking Next fill the company details:
  - Company Name in English
  - PO Box No.
  - Office Phone No.
  - Company Email ID

### **3.3 Step 3: Enter Master User Details**

- Provide:
  - First Name
  - Last Name
  - Designation
  - Nationality
  - Emirates ID Number
  - ID Expiry
  - Email ID (It will be the login ID)
  - Mobile Number
  - Gender
- Upload required documents:
- For New Registration
  - Copy of Master User valid Emirates ID (back and front).
  - Master User Delegation of Authority (to be submitted in company letterhead).
  - Copy of valid Trade License
  - Registration Certificate from Dubai Land Department (for Building Surveyor Activity only)
- For Registration Renewal
  - Copy of valid Trade License
  - Registration Certificate from Dubai Land Department (for Building Surveyor Activity only)

### 3.4 Step 4: Fee Payment

After submitting your contractor registration form on the DDA portal, you'll be prompted to pay the registration fee. Here are the details:

- The annual registration fee is mandatory and must be paid to process the application.
- If the company is already registered and active, no fee is required during re-registration.
- The fee amount is displayed in the Service Fee area on the right-hand side of the portal page.

### 3.5 Step 5: Payment Options

You may choose one of the following methods:

#### *3.5.1 Pay Online (Recommended)*

- Click Pay Now under the Pay Online option.
- You'll be redirected to the Dubai ePay Payment Gateway.
- Supported payment modes include:
  - Credit Card
  - E-Dirham
  - Direct Debit
  - OneClick Pay
  - Noqodi
- A notification will confirm whether the payment was successful or failed.

#### *3.5.2. Pay at Counter / Pay Offline*

- Select Counter Payment to generate a Payment Voucher and Tracking Number.
- Visit the Customer Service Counter to complete payment.
- Registration will remain on hold until payment is received.
- Payment must be made within 14 working days to avoid cancellation.

Even if you selected counter payment, you can still pay online later via the portal's Other Services section:

- Choose **CCRS** from the dropdown
- Enter your **CCRS Number**
- Proceed with payment

### *3.5.3 Payment Confirmation*

- A confirmation email will be sent to both the Company Email and the Delegated Master User.
- Once payment is successful, the DDA Registration Confirmation Page will appear with a Tracking Number.

You'll receive an acknowledgment once the payment is successful, followed by feedback from DDA within approximately 2 working days.

## **4. Logging into DDA Zoning E-Services**

After registration approval:

- You'll receive an email with:
  - Your **Username** (Master User's email ID)
  - A **Reset Password Link**

### **4.1 Login Instructions**

- Go to the DDA portal login page
- Enter your registered email in the Username field
- Reset and enter your new password
- Click Login to access the portal

Registering as a contractor with the Dubai Development Authority (DDA) is more than a procedural task—it's a foundational step toward operating legally and professionally within Dubai's regulated zones. While the portal process may seem technical or occasionally unclear, this guide breaks it down into manageable steps backed by real experience. By preparing documents carefully, following payment protocols, and responding proactively to feedback, companies can navigate the system with confidence. Whether you're a first-time registrant or refining your compliance strategy, this documentation ensures you're equipped to meet DDA standards and build a resilient business in the UAE.