



غرفة عجمان  
AJMAN CHAMBER



# Ajman Chamber Service Guide

2024

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# Introduction

This Guide has been prepared with the aim of introducing and providing ACCI@s clients with the information and mechanisms they need to ensure the completion and accomplishment of their transactions and answer their inquiries. It is worth noting that the guide displays the services provided by the Chamber, as well as raising awareness of the requirements for obtaining each service, along with all the comprehensive and detailed information about the services that can be obtained by visiting a service center, or through the website that provides (answers to inquiries about the status of the request). In addition, there are room pages on social media "As part of our commitment to reaching out to our clients from diverse backgrounds and languages, and we have launched numerous initiatives within the Ajman Chamber. These initiatives include direct meetings with Ajman Chamber leaders at various levels to listen to their opinions and suggestions. Additionally, we have conducted numerous field visits to our economic establishments. Furthermore, we have established a service level agreement that is monitored and evaluated weekly to ensure that we provide the best services to our clients and guarantee that all services are delivered according to quality and efficiency standards."





**H.E. Abdullah Mohammed Al Muwaiji**  
**Chairman of the Ajman Chamber**

"At Ajman Chamber, we firmly believe in the significance of providing specialized, high-quality information and evidence as key factors in enhancing the attractiveness of the business environment and boosting the competitiveness of the emirate's economy as a whole. The Guide to the Services of the Ajman Chamber serves as a platform to equip businesses and the broader business community with comprehensive information about the Ajman Chamber's services, procedures, requirements, and service delivery channels. This, in turn, facilitates business operations and diversifies the factors attracting foreign investments and investors."



## **H.E. Salem Al Suwaidi** **Director General**

Ajman Chamber seeks, through the launch of the "Ajman Chamber Services Guide", to provide a detailed information base on all the services provided by the Chamber to its members and customers from companies, factories and individuals, (membership services, certificates of origin, ratifications, legal services, Ajman Businesswomen Council services and Ajman Arbitration Center services), and Ajman Chamber is committed to issuing and updating guides continuously in order to provide the business community with the latest developments in applying for Services with the aim of reducing time and effort and ensuring business continuity and growth.



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# About Ajman Chamber

Ajman Chamber established in 1977 by an Emiri decree issued by the forgiven Sheikh Rashid bin Humaid bin Rashid Al Nuaimi, Allah willing. And he, may Allah have mercy on him, realized the role that the Chamber of Commerce can play in consolidating the economic position of the emirate, organizing work in the commercial, industrial and agricultural sectors, and spreading awareness of these sectors among all groups of society. In 2024, His Highness Sheikh Humaid bin Rashid Al-Nuaimi, Member of the Supreme Council of the Federation and Ruler of Ajman issued Emiri Decree No. (2), regarding the reorganization of the Chamber of Commerce and Industry, and expanding its circle of competences and activities to cope with the huge economic developments and the process of digital transformation.



# Ajman Chamber's Strategic Map

## **Our Vision**

Ajman is a dynamic city at the forefront of economic growth, committed to improving quality of life and attracting foreign investment.

## **Our Mission**

Empowering the business community in the emirate and providing an environment that fosters economic activities, aiming to achieve the highest levels of prosperity and sustainable economic diversity.

## **Strategic Goals:**

First Goal: Promoting economic growth and encouraging entrepreneurship.

Second Goal: Boosting the emirate's competitive edge and drawing foreign investment.

Third Goal: Achieving financial sustainability and managing organizational resources efficiently and effectively.

Fourth Goal: Leveraging innovation and digital transformation to enhance services and operations.

## **Our Core Values**

- Leadership and Innovation
- Leadership and Teamwork
- Partnership and Integration
- Flexibility and Pro-activity
- Readiness for the Future
- High Sustainability



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## **Definitions:**

**Service Duration:** This indicates the time required to apply and receive the service.

**Guide:** Guide to services provided to customers by an entity.

**Chamber:** Ajman Chamber (ACCI)

**Service:** A series of activities or operations carried out by the ACCI or other entities on its behalf, with the aim of meeting the needs and expectations of its customers in an effort to add significant value to customers.

**Service Structure:** It is about specifying the type of service, and whether it is a basic or subsidiary service.

**Basic Service:** It is a set of services provided by the ACCI and is considered the umbrella under which sub-services are collected.

**Service Code:** It is an identification code consisting of letters and numbers for each service in order to distinguish that service from all other services.

**Secondary Service:** These are the services that are attached to the basic services according to the type of customers or the purpose of the service.

**Service Name:** The name is used to identify the service, which distinguishes it from other services.



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**Service Description:** It is a simplified and accurate explanation of the service that enables customers to understand the type and aim of the service.

**Fees:** It is the financial amount that the customer pays to obtain the service.

**The Beneficiary of the Service:** Any one of the beneficiaries of the service, including Ajman Chamber members, investors, and individuals, though multiple groups together are, also, considered beneficiaries..

**Service Delivery Channels:** A communication channel between customers and the government entity through which services are provided, such as visiting a service center, using a website, or a smart application, and any new channels that may be developed.

**Required Documents:** They are the documents that the Ajman Chamber requests from the customer to obtain the service.

**Service Center:** The headquarters that receives customers and provides services through the authorized agent.

**Authorized Agent:** The private company or institution with which the Ajman Chamber signs a service agreement to provide its services in accordance with the terms and conditions stipulated in the aforementioned agreement.



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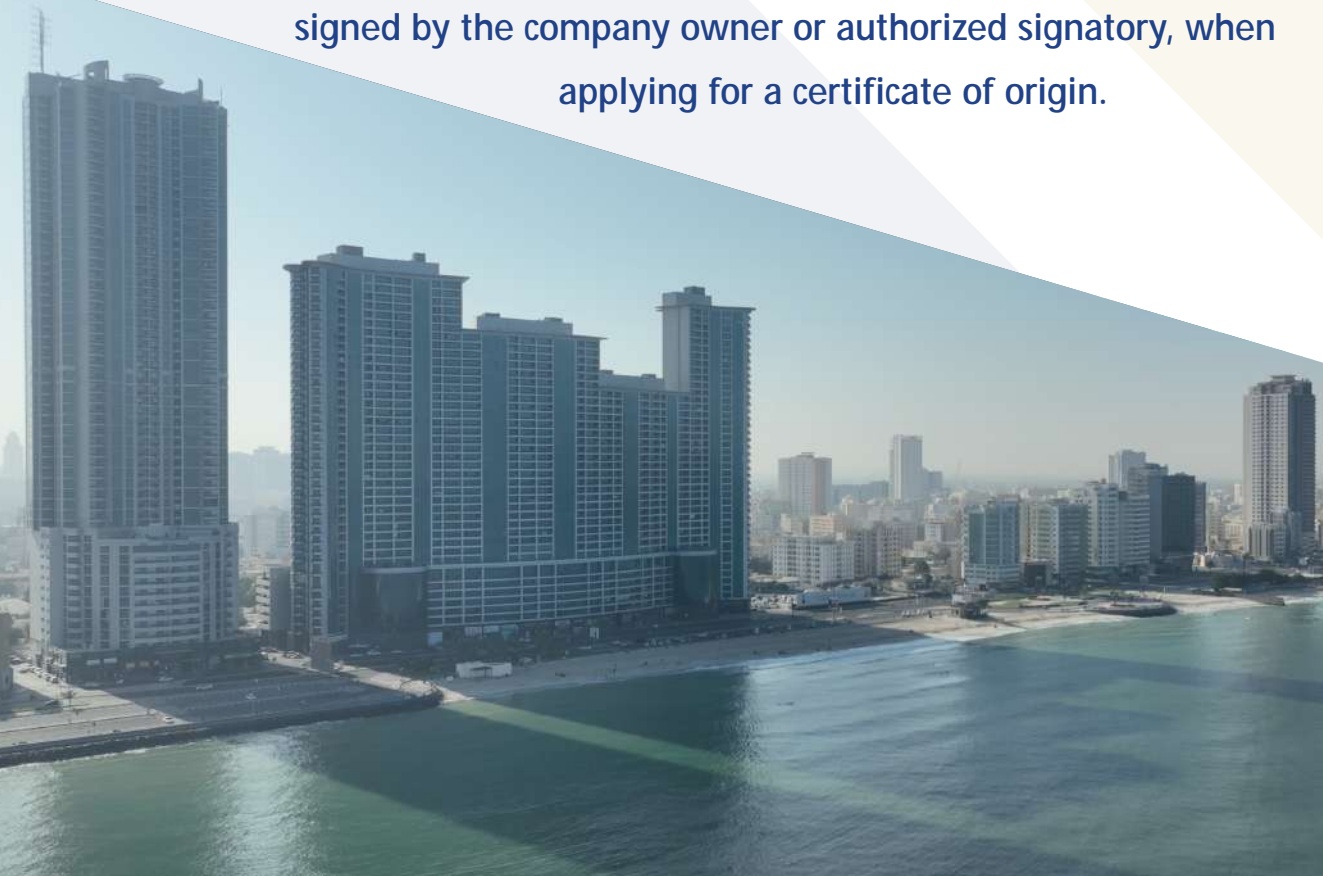
**Service Correlation:** Indicates whether there is a linkage between the Ajman Chamber® services and those offered by other organizations.

**Service Delivery Channels/Hours:** Specifies the channels through which services can be offered, including traditional, smart, and electronic channels.

**The Department Responsible for Service Delivery:** Identifies the relevant department in the Ajman Chamber which is providing a given service.

**Payment Method:** Explains the payment mechanism adopted by the Ajman Chamber, similar to Ajman® smart payment platform "AjmanPay."

**Service Terms:** It refers to the requirements stipulated by the ACCI to obtain the service, such as a goods invoice issued by the company, stamped and signed by the company owner or authorized signatory, when applying for a certificate of origin.



# Service Delivery Channels

The Ajman Chamber is considered one of the most important institutions and departments serving the private sector. It works to represent the economic interests of the sector's establishments and individuals working in it, aiming to develop and enhance their economic roles through providing various services and representing the interests of the aforementioned sector before government authorities. Furthermore, it supports and addresses any problems or difficulties faced by the sector.

## Smart and Electronic Service Channels

Website: [www.ajmanchamber.ae](http://www.ajmanchamber.ae)

Smart Application: Ajmanchamber



Service Center  
(Information Center in  
Ajman Chamber  
Building)



Monday to Saturday:  
From 08:00 AM  
To 08:00 PM



80070



[ajman.ae@80070](mailto:ajman.ae@80070)

## First: Membership of Economic Establishments

### Membership registration application for economic establishments

#### Economic Establishments Membership Services



This service enables business owners licensed to practice economic activities to register their membership in the ACCI to benefit from the services provided to them.

#### Target audience of the service

1-Business (G2B)

#### Documents required to apply for the service

1. None (under Integration Services Agreement)

#### Service Type

Secondary

#### Steps to obtain the service

1. Membership registration is automatically registered upon issuance of the license by the licensing authority in the emirate.

#### Service Classification

Procedural

#### Service Delivery Channels

Service delivery channels approved by economic licensing authorities

#### Service fees (if any)

Membership registration for establishments licensed by the Department of Economic Development, Category 1 - AED 5500  
 Membership registration for establishments licensed by the Department of Economic Development, Category 2 - AED 2500  
 Membership registration for establishments licensed by the Department of Economic Development, Category 3 - AED 2000  
 Membership registration for establishments licensed by the Department of Economic Development, Category 4 - AED 1000  
 Membership registration for establishments licensed by the Department of Economic Development, Category 5 - AED 500  
 Membership registration for establishments licensed by the Free Zones, Category A - AED 1500  
 Membership registration for establishments licensed by the Free Zones, Category B - AED 500

#### Is the service provided within a package?

No

#### Average service completion time

Instantly

#### Interconnection with Other Services

None

#### Service Limitations

Not available

#### Service Times

24/7  
 Service delivery times at centers approved by economic licensing authorities

#### Service Package

Not available

## Applying for membership renewal for economic establishments

### Economic Establishments Membership Services



This service enables business owners licensed to practice economic activities to renew their membership in the ACCI to benefit from the services provided to them.

#### Target audience of the service

1-Business (G2B)

#### Documents required to apply for the service

1. None (under Integration Services Agreement)

#### Service Type

Complementary

#### Steps to obtain the service

1. Membership is automatically renewed when the license is renewed by the licensing authority in the emirate.

#### Service Classification

Procedural

#### Service Delivery Channels

Service delivery channels approved by economic licensing authorities

#### Service fees (if any)

Membership renewal for establishments licensed by the Department of Economic Development, Category 1 - AED 5500 Membership renewal for establishments licensed by the Department of Economic Development, Category 2 - AED 2500 Membership renewal for establishments licensed by the Department of Economic Development, Category 3 - AED 2000 Membership renewal for establishments licensed by the Department of Economic Development, Category 4 - AED 1000 Membership renewal for establishments licensed by the Department of Economic Development, Category 5 - AED 500 Membership renewal for establishments licensed by the Free Zones, Category A - AED 1500 Membership renewal for establishments licensed by the Free Zones, Category B - AED 500

#### Is the service provided within a package?

No

#### Average service completion time

Instantly

#### Interconnection with Other Services

None

#### Service Limitations

Not available

#### Service Times

24/7  
Service delivery times at centers approved by economic licensing authorities

#### Service Package

Not available

## Applying for amending membership data for economic establishments

### Economic Establishments Membership Services



This service enables business owners licensed to practice economic activities to amend the data of their membership in the ACCI.

Target audience of the service

1-Business (G2B)

Documents required to apply for the service

None (under Integration Services Agreement)

Service Type

Complementary

Service Classification

Procedural

Steps to obtain the service

1. Membership data is automatically modified when the license data is modified by the licensing authority in the emirate.

Service Delivery Channels

Service delivery channels approved by economic licensing authorities

Is the service provided within a package?

No

Service fees (if any)

200 AED

Average service completion time

Instantly

Interconnection with Other Services

None

Service Limitations

Not available

Service Times

24/7  
Service delivery times at centers approved by economic licensing authorities

Service Package

Not available



## Applying for canceling membership for economic establishments

### Economic Establishments Membership Services



This service enables business owners licensed to practice economic activities to cancel their membership in the ACCI.

Target audience of the service

1-Business (G2B)

Documents required to apply for the service

1. None (under Integration Services Agreement)

Service Type

Complementary

Service Classification

Procedural

Steps to obtain the service

1. Membership will be automatically canceled when the economic license is canceled by the licensing authority in the emirate.

Service Delivery Channels

Service delivery channels approved by economic licensing authorities

Is the service provided within a package?

No

Service fees (if any)

500 AED

Average service completion time

Instantly

Interconnection with Other Services

None

Service Limitations

Not available

Service Times

24/7  
Service delivery times at centers approved by economic licensing authorities

Service Package

Not available

## Applying for smart membership certificate with high-security specifications

Economic Establishments  
Membership Services

This service enables customers to obtain a smart membership certificate with high security specifications.

Target audience of the service

1-Business (G2B)

Documents required to apply for the service

None (under Integration Services Agreement)

Service Type

Secondary

Service Classification

Procedural

Steps to obtain the service

1. Submission of the request.
2. Review the application by the management and obtain approval.
3. Paying the fees and receiving a smart membership certificate with high security specifications.

Service Delivery Channels

Service center at the Information center  
Website  
Smart Application

Is the service provided within a package?

No

Service fees (if any)

100 AED

Average service completion time

10 minutes

Interconnection with Other Services

None

Service Limitations

Not available

Service Times

Website and smart application: 24/7  
Service Center (Information center in the ACCI's building): Monday to Saturday, from 08:00 AM to : 08:00 PM

Service Package

Not available

## Requesting information about the membership of an economic establishment

### Economic Establishments Membership Services

This service enables business owners licensed to practice economic activities to obtain membership data for economic establishments in the emirate for the purpose of concluding commercial deals.

#### Target audience of the service

1-Individuals (G2C)  
2-Business (G2B)

#### Documents required to apply for the service

1. Individuals: For UAE residents: Commercial license photo, only for non-residents: Passport copy and commercial license copy.
2. Business: Not available

#### Service Type

Secondary

#### Service Classification

Procedural

#### Steps to obtain the service

1. Submission of the request.
2. Review the application by the management and obtain approval.
3. Paying the fees and receiving a message with the economic establishment's membership data electronically.

#### Service Delivery Channels

Service center at the Information center  
Website  
Smart Application

#### Is the service provided within a package?

No

#### Service fees (if any)

100 AED

#### Average service completion time

10 minutes

#### Interconnection with Other Services

None

#### Service Limitations

Not available

#### Service Times

Website and smart application: 24/7  
Service Center (Information center in the ACCI's building): Monday to Saturday, from 08:00 AM to : 08:00 PM

#### Service Package

None

## Second: Certificates of Origin and Attestations

### Request to issue a certificate of origin

### Certificates of Origin and Attestation Services



This service enables customers to issue a certificate of origin for the goods to be exported, and the issuance shall be in accordance with the invoice attached to the application.

#### Target audience of the service

1-Business (G2B)

#### Service Type

Secondary

#### Service Classification

Procedural

#### Service Delivery Channels

Service center at the Information center  
Website  
Smart Application  
Ajman One Platform

#### Is the service provided within a package?

No

#### Average service completion time

10 minutes

#### Interconnection with Other Services

None

#### Service Times

Website, smart application, and platform : 24/7  
Service Center (Information center in the ACCI's building): Monday to Saturday from 08:00 AM to : 08:00 PM

#### Documents required to apply for the service

1. The goods invoice issued by the company with the seal and signature of the company owner or the person authorized to sign.
2. Packing list (if customer requires approval of packing list)
3. Factory invoice for non-manufacturers (if the goods are manufactured in the United Arab Emirates)
4. Factory license for non-manufacturers (if the goods are manufactured in the United Arab Emirates)
5. Vehicle Export Certificate from the Roads and Transport Authority or Customs Declaration Card (in case of vehicle export)

#### Steps to obtain the service

1. Submission of the request.
2. Review the application by the management and obtain approval.
3. Payment of fees and receipt of the electronic certificate of origin.

#### Service fees (if any)

AED 35, for bills of AED5000  
AED 85, for bills between AED5000 up to AED40,000  
AED 105, for bills between AED 40,000 up to AED 100,000  
AED 155, for bills between AED 100,000 up to AED 500,000  
AED 205, for bills between AED 500,000 up to AED 1,000,000  
AED 405, for bills between AED 1,000,000 up to AED 3,000,000  
AED 505, for bills between AED 3,000,000 up to AED 5,000,000  
AED 605, for bills above AED 5,000,000

#### Service Limitations

Not available

#### Service Package

Not available

## Request to issue a certificate for whom it may concern

### Certificates of Origin and Attestation Services



This service enables customers to obtain a specific permit from the ACCI as proof that the applicant has/does not have a job.

#### Target audience of the service

1-Individuals (G2C)  
2-Business (G2B)

#### Documents required to apply for the service

1. Individuals: A copy of the applicant's national ID card (for non-ACCI members).
2. Business: Not available

#### Service Type

Secondary

#### Service Classification

Procedural

#### Steps to obtain the service

1. Submitting the application and attach the required documents.
2. Reviewing the application by the competent management and obtaining approval.
3. Paying the fees and receiving an electronic "To Whom It May Concern" certificate.

#### Service Delivery Channels

Service center at the Information center  
Website  
Smart Application  
Ajman One Platform

#### Is the service provided within a package?

No

#### Service fees (if any)

100 AED

#### Average service completion time

10 minutes

#### Interconnection with Other Services

None

#### Service Limitations

None

#### Service Times

Website, smart application, and platform : 24/7  
Service Center (Information center in the ACCI's building): Monday to Saturday, from 08:00 AM to : 08:00 PM

#### Service Package

Not available

## Request for signature verification

### Certificates of Origin and Attestation Services



This service enables customers to verify the authenticity of the signatures of those authorized to sign by the ACCI on the submitted documents to be authenticated.

#### Target audience of the service

1-Business (G2B)

#### Documents required to apply for the service

1. Documents to be authenticated.
2. A card of authorized signatories.
3. A copy of the applicant's national ID.

#### Service Type

Secondary

#### Service Classification

Procedural

#### Steps to obtain the service

1. Submit the application and attach the required documents.
2. Reviewing the application by the competent management and obtaining approval.
3. Paying the fees and receiving the electronically certified document.

#### Service Delivery Channels

Service center at the Information center  
Website  
Smart Application  
Ajman One Platform

#### Is the service provided within a package?

No

#### Service fees (if any)

100 AED

#### Average service completion time

10 minutes

#### Interconnection with Other Services

None

#### Service Limitations

Not available


#### Service Times

Website, smart application, and platform : 24/7  
Service Center (Information center in the ACCI's building): Monday to Saturday, from 08:00 AM to : 08:00 PM

#### Service Package

Not available

## Third: Legal Services



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### Legal Services

#### Request for commercial mediation

This service enables customers to resolve commercial disputes amicably with the assistance of the ACCI's legal advisors.

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Target audience of the service</b></p> <p>1-Business (G2B)</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Service Type</b></p> <p>Secondary</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Service Classification</b></p> <p>Procedural</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Service Delivery Channels</b></p> <p>Website / Smart Application/Ajman Chamber Service Center</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Is the service provided within a package?</b></p> <p></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Average service completion time</b></p> <p>35 minutes</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Interconnection with Other Services</b></p> <p>None</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Service Times</b></p> <p>24 hours a week/Service times at the center on official working days: 7:30 AM to 3:30 PM</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Documents required to apply for the service</b></p> <ol style="list-style-type: none"> <li>1. All documents related to the dispute (contracts, invoices, any other supporting documents)</li> <li>2. A copy of a valid membership certificate from the UAE Chambers of Commerce (if the applicant is not a member of the ACCI)</li> </ol> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Steps to obtain the service</b></p> <ol style="list-style-type: none"> <li>1. Fill out the application (5 minutes)</li> <li>2. Studying the application and obtain initial approval from the competent department (1 working day)</li> <li>3. Pay the fess (5 minutes)</li> <li>4. Setting a date for a meeting with the disputing parties to listen and discuss solutions to resolve the existing dispute (-75 working days)</li> <li>5. Reaching a solution to the existing conflict (20 working days)</li> <li>6. Close the request (working day)</li> </ol> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Service fees (if any)</b></p> <ol style="list-style-type: none"> <li>1. Request for dispute resolution up to AED 50,000:  <ul style="list-style-type: none"> <li>* Submitted by one member against another member =AED 200</li> <li>* Submitted by a non-member to a member =AED 400.</li> </ul> </li> <li>2. Request to resolve a dispute of more than AED 50,000 and up to 100,000 for members and non-members =AED 500</li> <li>3. Request to resolve a dispute of more than AED 100,000 for members and non-members =AED 1,000</li> </ol> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Service Limitations</b></p> <p>None</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Service Package</b></p> <p>None</p> </div>
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## Fourth: Ajman Arbitration Center Services

### Request to register an arbitration case

A service for resolving commercial disputes through arbitration tribunals established for this purpose, which issue final and "binding" rulings on all parties.

### Mediation and Arbitration Services



#### Target audience of the service

1-Individuals (G2C)  
2-Government entities(G2G)  
3-Business (G2B)

#### Documents required to apply for the service

1. A copy of the arbitration agreement or the contract that is the subject of the dispute
2. Claim Form
3. Any other documents related to the case
4. A copy of the ID document
5. Legal agency if any

#### Service Type

Secondary

#### Service Classification

Procedural

#### Steps to obtain the service

1. Receiving the case documents (5 minutes)
2. Filling out the application by the claimant (10 minutes)
3. Payment of case registration fees of AED 500 (5 minutes)
4. Notification to the second party (5 minutes) 21 days by the second party
5. Payment of administrative fees and arbitrators' fees by the first party (5 minutes). The customer may be late in paying.
6. Appointment of an arbitrator by each party or authorization of the center to do so (1 working day)
7. Notification of arbitrators (5 minutes)
8. Issuing the ruling (6 months)
9. Closing the request (1 working day)

#### Service Delivery Channels

Website / Smart Application  
/Ajman Chamber Service Center

#### Is the service provided within a package?

No

#### Service fees (if any)

1. Case registration fees: 500 AED non-refundable
2. Administrative fees: 2% of the claim amount, with a minimum of AED 5000 and a maximum of AED 100000
3. Arbitration fees: According to the schedule applied at the time of application

#### Average service completion time

Working day

#### Interconnection with Other Services

None

#### Service Limitations

None

#### Service Times

24 hours a week/Service times at the center on official working days:  
7:30 AM to 3:30 PM

#### Service Package

None



## Preliminary Expert Registration Request

A service provided to individuals with expertise in commerce, finance, engineering, accounting, law, or other technical or professional fields, and made available to individuals and arbitration bodies upon request.

## Mediation and Arbitration Services



### Target audience of the service

1-Individuals (G2C)

### Service Type

Secondary

### Service Classification

Procedural

### Service Delivery Channels

Website / Smart Application/Ajman Chamber Service Center

### Is the service provided within a package?

No

### Average service completion time

Working day

### Interconnection with Other Services

None

### Service Times

24 hours a week/Service times at the center on official working days:  
7:30 AM to 3:30 PM

### Documents required to apply for the service

1. Academic qualifications, resumes, certificates of scientific experience, training, professional memberships, etc. (if any) related to the field of expertise.
2. A copy of the ID document
3. Police Clearance Certificate, passport-sized photograph
4. Any other relevant documents or certificates that prove the applicant's experience in the field of arbitration.

### Steps to obtain the service

1. Fill out the application (10 minutes)
2. Pay a registration fee of AED 200
3. Studying the application and obtaining initial approval by the center's committee (20 working days)
4. Attend a personal interview before the center's committee (30 minutes)
5. Pay the remaining registration fees and complete the registration file (1 day) 100
6. Receive a statement of affiliation to register experts (1 working day)
7. Close the request (1 working day)

### Service fees (if any)

300 AED

### Service Limitations

None

### Service Package

None

## Preliminary Arbitrator Registration Request

## Mediation and Arbitration Services

A service provided to individuals with expertise in arbitration, commerce, finance, engineering, accounting, law, or other technical or professional fields, and made available to individuals and arbitration bodies upon request.

### Target audience of the service

1-Individuals (G2C)

### Service Type

Secondary

### Service Classification

Procedural

### Service Delivery Channels

Website / Smart Application/Ajman Chamber Service Center

### Is the service provided within a package?

No

### Average service completion time

Working day

### Interconnection with Other Services

None

### Service Times

24 hours a week/Service times at the center on official working days:  
7:30 AM to 3:30 PM

### Documents required to apply for the service

1. Academic qualifications, resumes, certificates of scientific experience, training, professional memberships, etc. (if any) related to the field of expertise.
2. A copy of the ID document
3. Police Clearance Certificate, passport-sized photograph
4. Any other relevant documents or certificates that prove the applicant's experience in the field of arbitration.

### Steps to obtain the service

Fill out the application (10 minutes)  
Pay a fee of AED 200 to register the application  
Studying the application and obtaining initial approval from the center's committee (20 working days) Delay from the committee  
Attend a personal interview before the center's committee (30 minutes)  
Take the oath before the committee (1 working day)  
Pay the remaining registration fees and complete the registration file (1 day) 400  
Receive a statement of affiliation to register arbitrators (1 working day)  
Close the request (1 working day)

### Service fees (if any)

600 AED

### Service Limitations

None

### Service Package

None

## Fifth: Ajman Business Women Council Services (AJBWC)

Request for approval to issue a Bidayat license		Ajman Business Women Council Services	
<p>This service enables businesswomen and professionals to obtain approval for a Bidayat license, a three-year, fee-exempt home-based economic license issued to Emirati women in coordination with the Ajman Business Women Council and the Department of Economic Development.</p> 			
Target audience of the service	1-Individuals (G2C) 2-Business (G2B)	Documents required to apply for the service	<ol style="list-style-type: none"> <li>1. Valid Emirates ID.</li> <li>2. A copy of the passport and a valid family record (including the first page and the unified number page).</li> <li>3. A copy of the home ownership and the unique property number.</li> </ol>
Service Type	Complementary	Steps to obtain the service	<ol style="list-style-type: none"> <li>1. Applying for approval to obtain a Bidayat license.</li> <li>2. Provision of the necessary documents and papers.</li> <li>3. Filling out the administrative approval form.</li> <li>4. Payment of fees.</li> <li>5. Issuing a letter of approval for the Bidayat license addressed to the Department of Economic Development.</li> <li>6. Receive the golden membership card from the Ajman Business Women Council.</li> </ol>
Service Classification	Procedural	Service fees (if any)	AED 1000 (Council Fee)
Service Delivery Channels	Website/Smart Application	Service Limitations	None
Is the service provided within a package?	No	Service Package	None
Average service completion time	23 minutes	Interconnection with Other Services	Economic License Issuance Service from the Department of Economic Development
Service Times	Service hours at the center on official working days: 7:30 AM to 3:30 PM		

## Request for approval to amend a Bidayat license

Ajman Business Women Council Services



This service enables businesswomen and professional women to obtain approval to amend a Bidayat license. (Such as changing the trade name to suit the activity, adding an activity to suit the previous activities, or adding a partner.

Target audience of the service

1-Business (G2B)

Documents required to apply for the service

1. A copy of a valid license

Service Type

Complementary

Service Classification

Procedural

Steps to obtain the service

1. Submit a request for approval to amend a Bidayat license.
2. Provision of the necessary documents and papers.
3. Submit a request for approval to amend a Bidayat license data.

Service Delivery Channels

Website/Smart Application

Is the service provided within a package?

No

Service fees (if any)

None

Average service completion time

7 minutes

Interconnection with Other Services

Economic License Amendment Service from the Department of Economic Development

Service Limitations

None

Service Times

Service hours at the center on official working days:  
7:30 AM to 3:30 PM

Service Package

None

## Request for approval to renew a Bidayat license

Ajman Business Women Council Services



It is a service that enables home-based business owners to obtain a No Objection Letter (approval letter) to renew their Bidayat license.

Target audience of the service

1-Business (G2B)

Documents required to apply for the service

1. A copy of the expired Bidayat license
2. Valid Emirates ID
3. Copy of passport and valid family book (including the first page with the unified number)
4. Copy of home ownership and the unique property number

Service Type

Complementary

Steps to obtain the service

1. Submit a request for approval to renew a Bidayat license
2. Attach the required documents and papers
3. Pay the fees
4. Issuing a letter of approval to renew the Bidayat license addressed to the Department of Economic Development

Service Classification

Procedural

Service Delivery Channels

Website/Smart Application

Is the service provided within a package?

No

Service fees (if any)

1000 AED

Average service completion time

8 minutes

Interconnection with Other Services

Letter of approval for the Bidayat license addressed to the Department of Economic Development

Service Limitations

None

Service Times

Service hours at the center on official working days:  
7:30 AM to 3:30 PM

Service Package

None

## Request for approval to cancel a Bidayat license

Ajman Business Women Council Services



This service enables the holder of a home-based business Bidayat license to obtain approval to cancel the license.

Target audience of the service

1-Business (G2B)

Documents required to apply for the service

1. Copy of Bidayat license
2. Valid proof of identity (ID/passport).

Service Type

Secondary

Steps to obtain the service

1. Apply for cancellation of home-based business Bidayat license.
2. Approval of the request to cancel the Bidayat license
3. Submitting a letter requesting cancellation of the Bidayat license.

Service Classification

Procedural

Service Delivery Channels

Website/Smart Application

Is the service provided within a package?

No

Service fees (if any)

NoFees

Average service completion time

7 minutes

Interconnection with Other Services

Economic License Cancellation Service from the Department of Economic Development

Service Limitations

None

Service Times

Service hours at the center on official working days:  
7:30 AM to 3:30 PM

Service Package

None

## Request for membership registration of Ajman Business Women Council

Ajman Business Women Council Services



This service enables female citizens and residents to obtain their membership in the Ajman Business Women Council to benefit from the services and programs provided by the Council

Target audience of the service

1-Individuals (G2C)  
2-Business (G2B)

Documents required to apply for the service

1. Individuals:  
Valid proof of identity (ID/passport).  
2. Business:  
A copy of a valid license.

Service Type

Secondary

Service Classification

Procedural

Steps to obtain the service

1. Submitting a request for membership registration of Ajman Business Women Council.  
2. Submitting the required documents and papers.  
3.Payment of fees.  
4.Receiving the Ajman Business Women Council membership card (Platinum or Silver).

Service Delivery Channels

Website/Smart Application

Is the service provided within a package?

No

Service fees (if any)

1. AED500 - for Platinum membership (for home-based business and other commercial licenses).  
2. AED250 - for Silver membership.

Average service completion time

10 minutes

Interconnection with Other Services

None

Service Limitations

None

Service Times

Service hours at the center on official working days:  
7:30 AM to 3:30 PM

Service Package

None

## Request for membership renewal of Ajman Business Women Council

Ajman Business Women Council Services



This service enables female citizens and residents to renew their membership in the Ajman Business Women Council to benefit from the services and programs provided by the Council

Target audience of the service

1-Business (G2B)

Documents required to apply for the service

1. Individuals:  
Valid proof of identity (ID/passport).
2. Business:  
A copy of a valid license.

Service Type

Complementary

Service Classification

Procedural

Steps to obtain the service

1. Submitting a request for membership renewal of Ajman Business Women Council.
2. Attaching the required documents and papers.
3. Payment of fees.
4. Receiving the Ajman Business Women Council membership card (platinum or silver).

Service Delivery Channels

Website/Smart Application

Is the service provided within a package?

No

Service fees (if any)

1. AED500 - for Platinum membership (for home-based business and other commercial licenses).
2. AED250 - for Silver membership.

Average service completion time

10 minutes

Interconnection with Other Services

None

Service Limitations

None

Service Times

Service hours at the center on official working days:  
7:30 AM to 3:30 PM

Service Package

None