

## Online Application Procedure

### Step 1 Online Registration

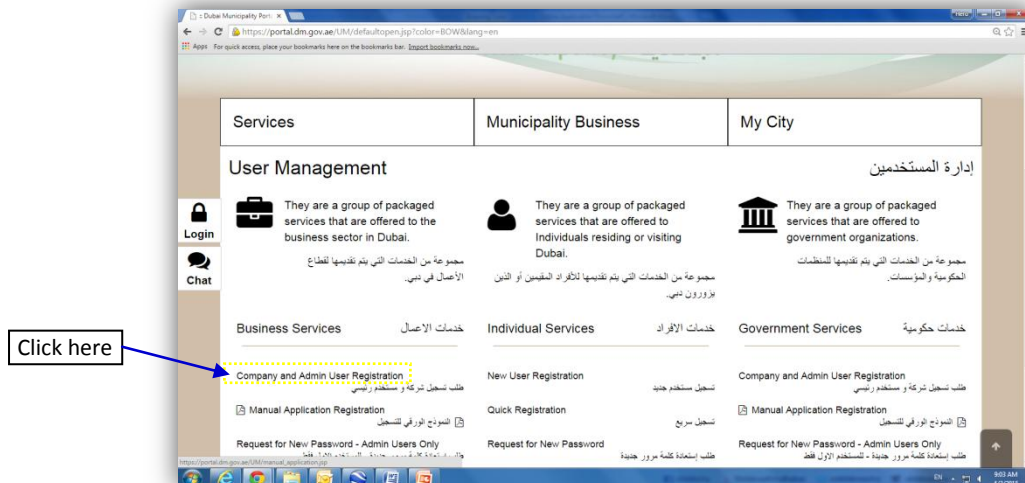
- Access the public Dubai Municipality portal ([www.dm.gov.ae](http://www.dm.gov.ae))
- Click on the button LOGIN on the left portion on the window



- Click on the button “Register” in the LOG-IN area



- Select the option “Company and Admin User Registration” under the Business Services



- Complete the Company Registration Form carefully ensuring all the mandatory details are provided, without any error. Fill the Company Details, Company Address Details and Company Activities.

business sector in Dubai. مجموعة من الخدمات التي يتم تقديمها لقطاع الأعمال في دبي.

Company Registration Form

أكمل النموذج أدناه وانقر على متابعة. الحقول التي تحمل علامة النجمة (\*) ماركس مع النجوم (\*) هي مطلوبة. يرجى ملء النموذج بالإنجليزية.

ملفات تسجيل الشركة

Business Services خدمات الاتصال

Company and Admin User Registration ملف تسجيل شركة و مستخدم رئيس

Login

Manual Application Registration النموذج الورقي للتسجيل

Request for New Password - Admin Users Only ملف استمارة كلمة مرور جديدة - للمستخدمين الإداريين فقط

Chat

Access for Business Users دخول المستخدم إلى الخدمات الإلكترونية

Registration Manual مكتب تسجيل الشركات

DM User Registration تسجيل مستخدمين بلدية دبي

FAQ استشارة متكررة

Company Details

Company Name \* (اسم الشركة) Company Name (اسم الشركة)

Arabic Company Name \* (اسم الشركة بالعربية) Arabic Company Name (اسم الشركة بالعربية)

Manager Name \* (اسم المدير) Manager Name (اسم المدير)

Owner \* (المالك) Owner (المالك)

Trade License Number \* (رقم الرخصة التجارية) Trade License Number (رقم الرخصة التجارية)

Company Registered in DED \* (شركة مسجلة في الدائرة الاقتصادية) Yes (نعم) No (لا)

Issue Date \* (تاريخ الإصدار)

Fill-in the form with complete details

- Select “Waste Disposal Service” under Environment Department and other services that the company wishes to access.

Dubai Municipality Portal - U...

Environment department

- Request for Environmental Permit for Well Drilling
- Request for NOC to Discharge Groundwater into Temporary Lagoons
- Request for Environmental NOC for Desert Camp
- Permit For constructing An Artificial Reef
- Permit for discharging ground water to the sea
- Request for permit to draw water from marine environment
- Permit to operate tourist vessel at Dubai Creek and coastal
- Request for NOC for Construction of Coastal Structures within The Coastal Zone & Inland Waterways
- Request for NOC for Dredging within the Coastal Zone
- Request for NOC for Sand Excavation within the Coastal Zone
- Request for Marine Data
- Application for Beach Activity Permit
- Temporary Over-The Side Minor/Emergency Hot Work Permit
- Request for Sewage withdrawal and transfer by the use of tanks
- Environmental Clearance for Industrial Projects
- Importation of Dangerous Goods
- Recreational Fishing License
- Permit for Soil Transportation
- Waste Disposal Services**
  - Permits to Visit Wildlife Sanctuaries
  - Request for Permit to Store Dangerous goods

Abattoirs department

Assets Management Department

HR Department

Municipality centers department

Dubai central laboratory department

Legal Affairs Department

Geographic Information Systems Department

Accreditation Department

Click here

- After reading Terms and Conditions and Privacy Policy, tick this option and click Next button.

### Step 2: Required Documents to be submitted to the e-government counter

- Proceed to the E-Government Counter and submit the following:
  - Copy of company's trade license
  - Printed copy of the on-line registration form (signed and with company stamp)

### Step 3: Using the Online Services

- Dubai Municipality will send an e-mail containing the "admin" user name and password to the account provided in the registration form.
- Using the provided user name and password, log-in to the DM's E-Service.
- Create a Business User from “User Management”
- Assign “Waste Disposal Service” to the Business User

#### Step 4: Apply for the Waste Disposal Service

- Scan properly all required documents in black and white. Scanned documents must be saved as tif or pdf files with dedicated names that represent each attachments.
- List below are the required documents needed to be scanned per category of waste:

### Wastewater

#### Required Attachments

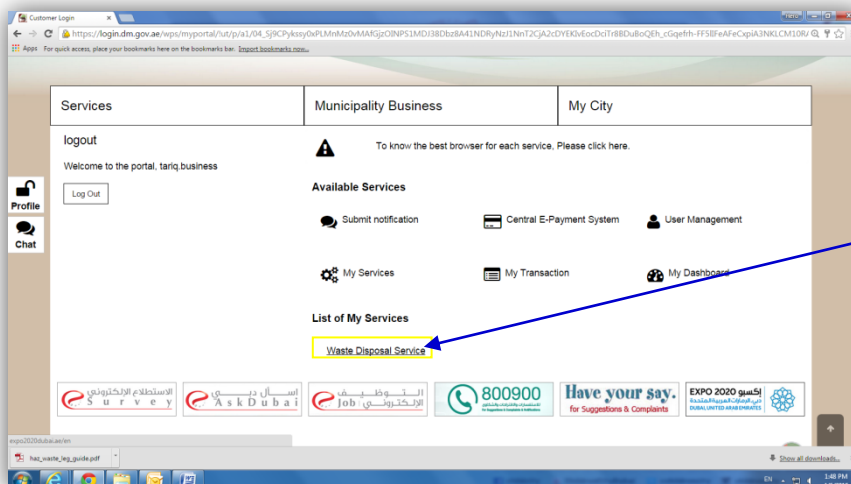
- Analytical Laboratory Report representing the waste (not more than 30 days)
- Accident Report, in cases that waste is generated as a results of an accident.
- Following attachments are required for the first time submission of application online, unless requested otherwise.
  1. Description with flowchart of the process sources of waste.
  2. Description of on-site treatment and collection of the waste before disposal
  3. Drawing details of waste treatment system plus details of wastewater holding tanks with connection to sewer lines (if any)
  4. Location plan of the premises and site drainage plan.

### Other Waste

#### Required Attachments

- Importation Documents
  - ✓ Bill of Lading
  - ✓ Certificate of Origin
  - ✓ Packing List
- Court Orders, if goods were confiscated by court.
- Material Safety Data Sheet (MSDS) and information documents (for expired goods).
- Accident report (if relevant)

- Open DM website: [www.dm.gov.ae](http://www.dm.gov.ae), Click on e-Services. Log in using your business user name and password.
- Under available services and list of My Services, click Waste Disposal Service;



- A new window will appear with numbers of command buttons;
- Click on “Apply for Waste Disposal”



- The next window will appear showing a form. The upper portion of the form is company details. Make sure that the details are completely filled-up.

**Waste Disposal Services** خدمات النخلص من النفايات

Home > Waste Disposal Form

**Waste Disposal Request** طلب النخلص من النفايات

Complete the form below and click 'Continue' to proceed.  
Fields marked with asterisks ( \* ) are required.

Company Details	Field	Value
	Company Name	DUBAI MUNICIPALITY
	License Number	G00003
	Contact Person	Tariq Mahmoud Borini
	Type of Trade/Business	
	P.O. Box	
	Telephone Number	
	Mobile Number	0500000000
	Fax Number	
	E-Mail Address	tmborini@dm.gov.ae

- Select the type of waste in the middle portion of the form as either wastewater (liquid waste) or other waste

Waste Details	* Waste Type	Value
		Please Select
		Please Select
		Waste Water
		Other Wastes

- The lower portion of the form is waste details. Fill this form completely.

○ **Wastewater / Liquid Waste**

<b>Waste Details</b>	* Waste Type	Waste Water	Description of waste (example: oily wastewater, coolant water, etc.)	
<b>Waste Water Details</b>	* Waste Description		The process where the waste generated (vehicle washing, glass polishing, etc.)	
	* Source/Process		The address/location of the waste	
	* Waste Location		Wastewater Holding tank, number of tanks, type	
	* Packaging Details & Number of Packages		Wastewater volume generation per day/ month/ year	
	* Liquid Wastes (volume)	cubic meter/day		Amount of wastewater applying to be disposed
		cubic meter/month		
		cubic meter/year		
	* Holding Tank Capacity And Type	cubic meter		Amount of wastewater applying to be disposed 1 metric ton ≈ 1000m <sup>3</sup>
	* Total Weight (metric tons)			
				Please enter any remarks or notes that you would like to be acknowledged by the Environment

○ **Other Wastes**

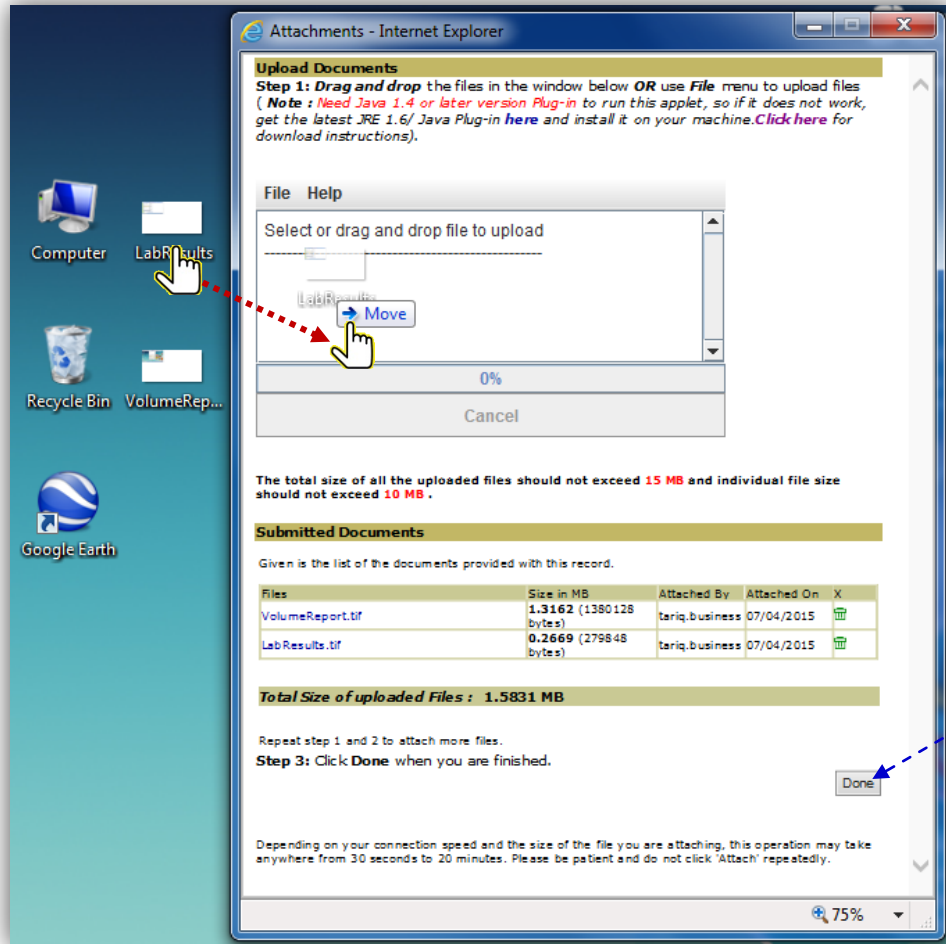
<b>Waste Details</b>	* Waste Type	Other Wastes	Description of waste (example: empty chemical containers, oil sludge, etc...)
<b>Other Wastes Details</b>	* Waste Description		The process where the waste generated (vehicle washing, glass polishing, etc.)
	* Source/Process		The address/location of the waste
	* Waste Location		Waste container description (example: skips, 1 ton fabric bag, etc..)
	* Packaging Details & Number of Packages		Amount of waste applying to be disposed
	* Total Weight (metric tons)		
	* Disposal Certificate Required (AED 250)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Remarks	Please enter any remarks or notes that you would like to be acknowledged by the Environment Protection and Safety Section (EPSS).		

- At the bottom part is the link for attaching the required documents

* Required Attachments	Please read the <b>instructions</b> here before uploading the attachments. Please click <b>here</b> to attach documents.	Click here to upload the required documents
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- A new window will appear for the uploading required attachments.
- You can select the "drag and drop" option or you can click the "file" button and the select file to attach; don't forget to click on "DONE" button; Note: The system accepts a maximum of 10 MB only



- Click on the small box "I accept the terms & conditions....." button and click "Continue".



- You must finally click on “Submit” button;

DUBAI Municipality | LOGOUT

**Waste Disposal Services** خدمات التخلص من النفايات

Home > Waste Disposal Form > Request Preview

**Waste Disposal Request Preview** عرض طلب التخلص من النفايات

<b>Company Details</b>	Company Name	DUBAI MUNICIPALITY
	License Number	G00003
	Contact Person	Tariq Mahmoud Borini
	Type of Trade/Business	
	P. O. Box	
	Telephone Number	
	Mobile Number	050000000
	Fax Number	
	E-Mail Address	tmborini@dm.gov.ae
<b>Waste Details</b>	Waste Type	Waste Water
<b>Waste Water Details</b>	Waste Description	Oily Waste water
	Source/Process	Vehicle Washing
	Waste Location	DM Transport Garage, Garhoud
	Packaging Details & Number of Packages	2 Tanker at 10,000 gal/tank
		1 cubic meter/day
	Liquid Wastes (volume)	25 cubic meter/month
		300 cubic meter/year
	Holding Tank Capacity And Type	45 cubic meter
	Total Weight (metric tons)	90
Remarks	Trial Application Only	

Back View Attachments **Submit**

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Click here to submit application

- There will be notification that your application has been sent successfully. And a notification the the application has been approved or if some amendment needed.

DUBAI Municipality | LOGOUT

**Waste Disposal Services** خدمات التخلص من النفايات

Home > Waste Disposal Request Confirmation

**Waste Disposal Request Confirmation** تأكيد تقديم طلب التخلص من النفايات

Thank you for using Waste Disposal Services.

Your request has been submitted and the request reference number is  
[WDS-15-02141]

You shall receive feedback regarding your application within 24 hours

You will shortly receive an e-mail confirming your transaction.

You may print your request details for your reference.

Click [here](#) to go to Waste Disposal Services Home Page

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***Step 5: Payment of Disposal Fee***

- Pay online

***Step 6: Print Permit***

- Print permit once payment is finished

***Step 7: Proceed to disposal***

- Coordinate with the disposal site for the schedule of transport.