



Car Rental Offices Online System Registration and Renewal (According to the Emiri Decree 13/2007)

Car Rental Offices Online Registration:

1. Representatives of Car Rental offices shall attend in person to the Ras Al Khaimah Drivers and Vehicles Licensing Department with authorized cars list directed to the General Command of Ras Al Khaimah Police, including the office name, traffic code, statement letter indicating the non-existence of traffic codes for new car rental offices.
2. Representatives shall receive operational requirements sample for the **car rental online system** (computer - scanner - internet line).
3. Log in and register in the **Ras Al Khaimah Police website** and create a username and password for car rentals offices and then select the Electronic Services icon --> Business Sector Services -> Community Policing Services -> Car Rental Offices online System Registration and Renewal, select a new icon and fill in the new form with the required data and attach the documents (copy of the tourist or commercial license + cars list) then click Submit.
4. The Electronic Services Section **creates a file for the car rental office** in the Car Rental Online System. The representative will be given the user name and password, and then he will be trained on the system to enter the office customers' data.
5. Security inspection on the car rental office according to the required security requirements and standards, then starting the procedures of security approval when all requirements are met.
6. An e-mail shall be sent to the concerned person to attend to the Ras Al Khaimah Police GHQ and complete the procedures of fees payment.
7. Concerned employees collect the prescribed fees according to the category of each office as per the office classification: the first class (0 – 10) cars, second category (101 – 500) cars, third class (501 – 1000) cars, and the fourth class (1001+) cars.



8. Hand the car rental office representative a **no-objection certificate** for completing the procedures at the Ras Al Khaimah Economic Department after collecting fees in the Financial Affairs Department.



Car Rental Offices Online Renewal:

1. Enter the car rental office's username and password on the Ras Al Khaimah Police website. Then select the E-Services icon --> Business Sector Services -> Community Policing Services --> Rental Car offices Registration and Renewal - Select Renewal icon and fill in the details and **attach** the documents (a copy of the tourist or commercial license + Cars List) then click Submit.
2. Technical inspection on the car rental office according to specified technical requirements and standards, then gaining approval when all the requirements are met.
3. Security inspection on the car rental office according to the specified security requirements and standards, then gaining approval when all the requirements are met.
4. An e-mail shall be sent to the concerned person to attend to the Ras Al Khaimah Police GHQ and complete the procedures of fees payment.
5. Concerned employees collect the prescribed fees according to the office classification: the first class (0 – 10) cars, second category (101 – 500) cars, third class (501 – 1000) cars, and the fourth class (1001+) cars.
6. Hand the car rental office representative **a no-objection certificate** for completing the procedures at the Ras Al Khaimah Economic Department after collecting fees in the Financial Affairs Department.