



Hotel Establishments' Information System Registration and Renewal (According to the Emiri Decree 13/2007)

Hotel Establishments' Information System Registration:

1. Representatives shall attend in person with a letter, including the hotel information and classification, from the Tourism Authority directed to the General Command of Ras Al Khaimah Police.
2. Representatives shall receive **operational system requirements** sample (computer - scanner - internet line).
3. Log in and register in the **Ras Al Khaimah Police website**, and create a username and password for the hotel establishment, and then select the Electronic Services icon --> Business Sector Services --> Community Policing Services -> Hotel Establishments System Registration and Renewal, select a new icon and fill in the new form with the hotel's data, and attach the documents (copy of the tourist or commercial license + letter from the Tourism Authority) then click Submit.
4. Technical inspection by the Electronic Services Section of the Electronic Services and Telecommunications Department.
5. The Electronic Services Section creates a file for the hotel establishment in the **hotel establishments' information system**. The representative of the hotel establishment will be given the user name and password, and then he will be trained on the hotel establishments' information system to enter the facility's guest data.
6. Security inspection of the hotel establishment according to the security requirements and standards, then starting the procedures of security approval when all requirements are met.
7. 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.
8. Concerned employees collect the prescribed fees according to the hotel establishment category.



9. Hand the hotel establishment representative a **no-objection certificate** for completing the procedures at the Ras Al Khaimah Tourism Authority after collecting fees in the Financial Affairs Department.



Renewing the Hotel Establishments' Information System:

1. Enter the hotel's username and password in the Ras Al Khaimah Police website. Then select the E-Services icon --> Business Sector Services -> Community Policing Services --> Hotel Establishments System Registration and Renewal - Select Renewal icon and fill in the details and attach the documents (a copy of the tourist or commercial license + letter from the Tourism Authority) then click Submit.
2. Technical inspection on the hotel establishment according to specified technical requirements and standards, then gaining approval when all the requirements are met.
3. Security inspection on the hotel establishment 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 hotel establishment category.
6. Hand the Car Rental office representative a **no-objection certificate** for completing the procedures at the Ras Al Khaimah Tourism Authority after collecting fees in the Financial Affairs Department