

# **KHDA Document Preparation Checklist**

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## **Required Documents for KHDA Approval**

### **1. Trade Name Reservation Certificate**

Issued by the Department of Economy and Tourism (DET) to confirm your approved business name.

### **2. Initial Approval from DET**

A no-objection certificate from DET that allows you to proceed with licensing steps.

### **3. Detailed Business Plan**

Outlines your training center's mission, target audience, course structure, and delivery model.

### **4. Academic Plan**

Includes course outlines, objectives, duration, and assessment methods. Must align with KHDA standards.

### **5. Passport Copies of Shareholder**

Valid passport copies for all business partners and designated training center manager.

### **6. Emirates ID of Local Partner or Manager**

If applicable, include Emirates ID copy for local partner or authorized manager.

### **7. Tenancy Contract and Ejari**

A registered tenancy contract for your approved training center location.

### **8. Civil Defence Approval (if required)**

May be required depending on the location and structure of your facility.

### **9. KHDA Undertaking Letter**

Signed commitment to comply with KHDA regulations and operational standards.

### **10. Director's CV and Qualifications**

Updated resume and certificates proving experience and qualifications of the center director.

### **11. Course Instructor Profiles**

CVs and certifications of trainers delivering the programs. KHDA will verify qualifications.

### **12. Organisational Structure**

Chart showing the internal hierarchy and roles within your training center.

