

Tourism License Checklist for Travel Agencies in Dubai

Step 1: Business Activity Selection

Choose the right license: Inbound, Outbound, or Travel Agent

Step 2: Choose Jurisdiction

Mainland (DET) or Free Zone

Decide legal structure: LLC, Sole Proprietorship, or Civil Company

Step 3: Initial Approval

Submit business plan + owner passports

Obtain Initial Approval Certificate

Step 4: Trade Name Reservation

Reserve a unique trade name with DET or Free Zone authority

Ensure it complies with UAE naming regulations

Step 5: Office Space / Physical Address

Mainland: Lease office & register Ejari

Free Zone: Lease approved office or flexi-desk



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Step 6: Qualified Management & Staff

Appoint experienced manager

Ensure staff have required certifications

Step 7: Required Documentation

Owner & manager passports

Visa copies (if applicable)

Emirates IDs

Business plan & company structure

Proof of office lease

Bank reference/financial statements (if requested)

Step 8: Insurance & Bonding

Obtain professional indemnity insurance

Arrange financial guarantee or bond (if required)

Step 9: Final Approval

Submit application to DET or Free Zone authority

Pay final fees & obtain official tourism license

