

STAGES OF DTEC APPLICATION (Version August 2017)

No.	Stages / Procedures	No. of days to process (maximum of working days)	Processor
1	Application review and assessment	2	DTEC
2	Eligibility review and approval	2	DTEC
3	Trade Name Reservation	2	DTEC
4	*10% Advance Payment / Reservation Fee.	2 to 5	Applicant
5	Online registration of the applicant through DSOA Customer Portal which further instruction will be sent	2 to 5	Applicant
6	CID Background verification request	10 to 21 or depends with the processing time of CID	DTEC / 3 rd Party
7	Obtaining Initial Approval from DTEC Management	2	DTEC
8	Generation of Commercial Invoices (Lease, License and Establishment Card) to be sent to the Applicant	2	DTEC
9	*Payment of Commercial Invoices thru DSOA Customer Portal or other payment options	2 to 5	Applicant
10	Schedule of meeting for signing and preparation of legal documents	2	DTEC / Applicant
11	**Signing of Board Resolution and other legal documents to be forwarded to Licensing Dept. (ALL Shareholders / Manager / Director / Secretary are required to be present in person)	2 to 10	DTEC and Applicant(s)
12	Issuance of Service License	5	DTEC
13	Issuance of Establishment Card	As per GSD process	GSD
14	Employment Visa / Non-sponsored ID card of Manager application thru the portal	As per GSD process	DTEC / Applicant(s)
15	Opening of Company's Bank Account	As per Bank process	DTEC / Applicant(s) / Bank

Notes:

- * - Application will be cancelled if clients will not be able to pay latest 1 week after issuance of invoices.
- ** - Application will be cancelled if clients will not be able to sign the legal documents 2 weeks after invoices are paid which payment made is not refundable.