

## Renew TDRA Supplier Registration

### About the Service/Feature

Renew your registration as TDRA supplier

### Service steps

**STEP 1** → click on Start Service and log in to the portal

**STEP 2** → Update the form data available on the website and attach an electronic copy of all required documents

**STEP 3** → Receiving approval for renewal through the system

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| Type               | Not available                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Expected Time      | 3 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Fees               | Free of charge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Audience           | All suppliers licensed for commercial activity in the UAE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| About              | The Supplier Registry Renewal Service allows the customer to upload the newly valid supporting documents to be reviewed and approved by the authorized persons in the Authority, subject to the documentation validity. The system provides a mean of communication with the Authority to inquire about the status of the renewal request                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Channels           | Not Available                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Payment Channels   | Not Available                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Terms & conditions | <p>Companies with 51% or higher ownership by UAE nationals and registered with the Ministry of Economy, municipalities and chambers of commerce in the UAE.</p> <p>To be licensed to conduct business in the country</p> <p>It should not be deprived from participating in tenders and practices by any federal Entity</p> <p>Foreign companies own countries signed free trade agreements with the state based on the Ministerial Decision No. (278) for 2009</p> <p>Should not be Federal contracted employees, and not to be relatives to the fourth degree, with any of the officials involved in contracting</p> <p>Branches of free zone foreign private companies located within the borders of the UAE and outside the free zone.</p> <p>Branches of computer software companies, technical, financial and administrative consulting offices and firms etc., with branches located within the borders of the UAE and registered with the Ministry of Economy in accordance with the resolution of the Minister of Economy No. (278) for 2009.</p> |

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|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Required Documents</b></p>           | <p>A copy of the business license issued by the Economic Department in addition to the partners' extension</p> <p>Banking details of the company and attach letter issued from the Bank</p> <p>Approved letter stating list of Authorized Signatories details</p> <p>A copy of the company's certificate of membership between the supplier and supporting institutions for the development of small and medium-sized enterprises if the company was a member of it. And shall be exempt from registration fees until license expiry date</p> |
| <p><b>Results Require Office Visit</b></p> | <p>No</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |