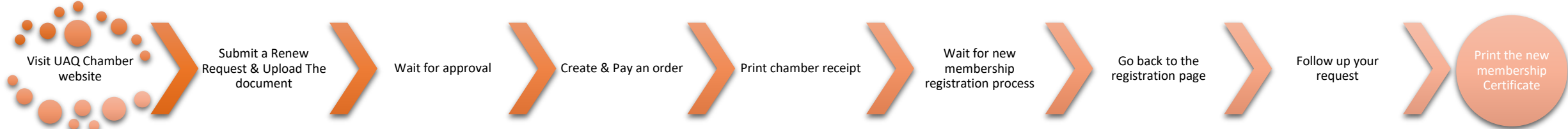
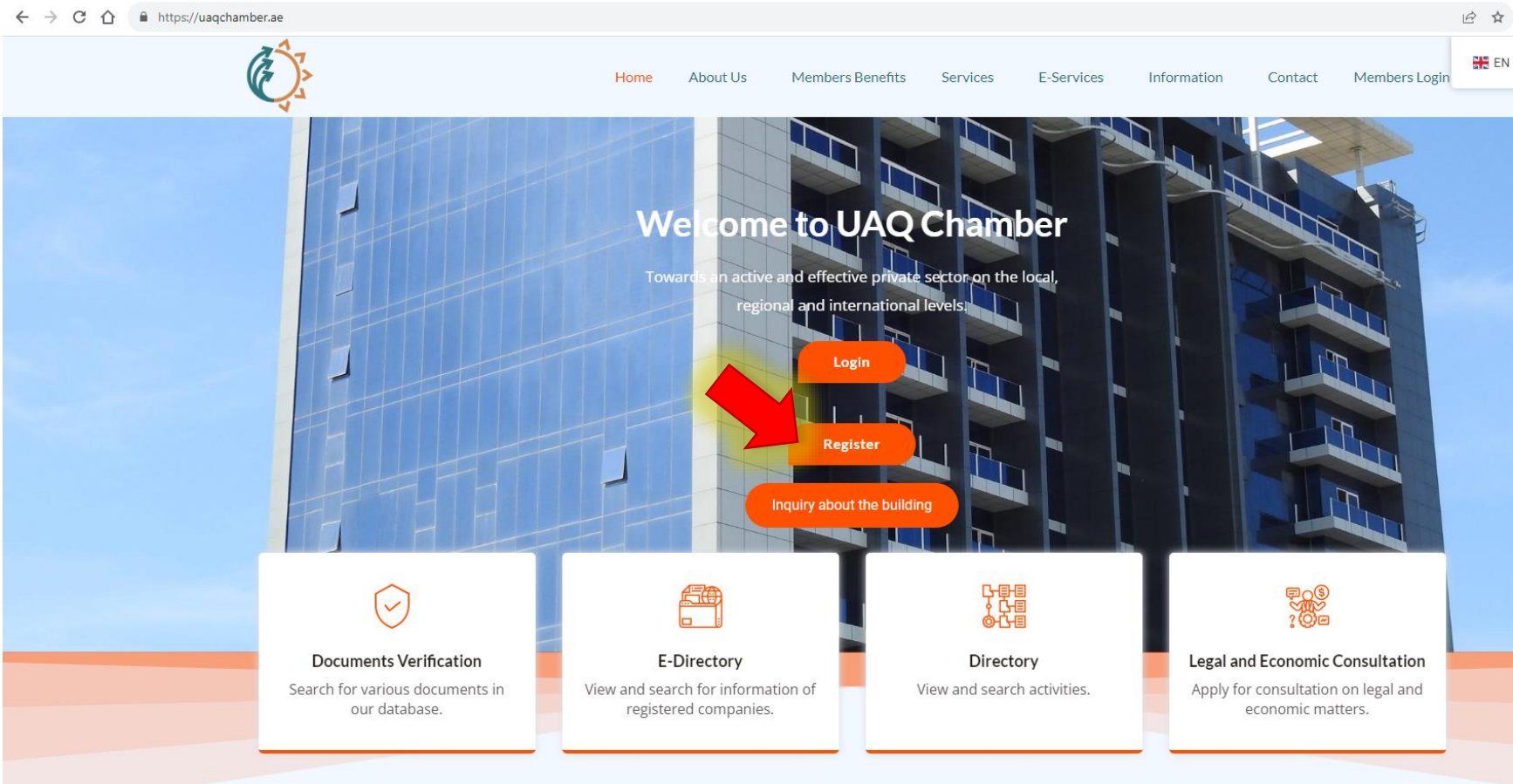


How to apply for a New Membership Request?



Visit UAQ Chamber website

New customers can submit a new membership request by visiting the UAQ Chamber website (<https://www.uaqchamber.ae>). Then Click on “Register”



Submit a New Request & Upload The document

To submit a new membership Request, you need to fill All the fields and prepare the documents required and got a soft copy of it all in one PDF File and the file size should be less than 5MB.

Membership

To conduct a commercial activity in the Emirate of Umm Al Quwain and engage in commercial business, the entrepreneur must obtain the Chamber of Commerce membership and benefit from its services. Documents required for registration:

Sole Proprietorship	Companies	Membership renewal	The free zone
Passport photo. Initial Approval (DED).	Passport photo. Initial Approval (DED). Articles of Association.	A copy of the trade license from the DED.	Umm Al Quwain Free Zone Commercial License. A copy of the passport with a copy of the identity of the owner and partners (if any). Articles of Association.

Full Name	<input type="text"/>	←	الاسم الكامل
Mobile Number	<input type="text"/>	←	الهاتف المتحرك
E-mail	<input type="text"/>	←	البريد الالكتروني
Documents (Example: License, Contract) All in one PDF	<input type="button" value="Choose File"/> No file chosen	←	المستندات (مثال: الرخصة، عقد التأسيس) الكل في ملف واحد
File should be PDF Format, A4 Size and less than 5MB size	<input type="button" value="Submit Request / ارسال الطلب"/>		وأقل من 5 ميغابايت A4 وحجم PDF يجب أن يكون الملف بصيغة

After a successfully submitting the request, a request number will be generated, keep it for later follow up.

12345

متابعة الطلب / Follow up request

Create & Pay order

To follow up your request or to pay the fees after the approval, Click on “Follow up request”

Membership

To conduct a commercial activity in the Emirate of Umm Al Quwain and engage in commercial business, the entrepreneur must obtain the Chamber of Commerce membership and benefit from its services. Documents required for registration:

Sole Proprietorship	Companies	Membership renewal	The free zone
Passport photo. Initial Approval (DED).	Passport photo. Initial Approval (DED). Articles of Association.	A copy of the trade license from the DED.	Umm Al Quwain Free Zone Commercial License. A copy of the passport with a copy of the identity of the owner and partners (if any). Articles of Association.

Full Name	<input type="text"/>	الاسم الكامل
Mobile Number	<input type="text"/>	الهاتف المتحرك
E-mail	<input type="text"/>	البريد الالكتروني
Documents (Example: License, Contract) All in one PDF	<input type="button" value="Choose File"/> No file chosen	المستندات (مثال: الرخصة، عقد التأسيس) الكل في ملف واحد
File should be PDF Format, A4 Size and less than 5MB size	<input type="button" value="Submit Request / ارسال الطلب"/>	وأقل من 5 ميجابايت A4 وحجم PDF يجب أن يكون الملف بصيغة

Fill one of the fields to search for your request.

We recommend using the “Request Number”.

Request Number	<input type="text" value="0"/>	رقم الطلب
Mobile Number	<input type="text"/>	الهاتف المتحرك
E-mail	<input type="text"/>	البريد الالكتروني
<input type="button" value="Search / بحث"/>		

Create & Pay order

Check the request details and if the request status is "Approved" then click on "Pay Fees" after checking the fees field that need to be paid. If the status is "Rejected", please check the notes and consider it when submitting a new request.

Request Number	<input type="text"/>	رقم الطلب
Mobile Number	<input type="text"/>	الهاتف المتحرك
E-mail	<input type="text"/>	البريد الالكتروني
Search / بحث		

Request Number	<input type="text"/>	رقم الطلب
Request Type	New	نوع الطلب
Name	<input type="text"/>	الاسم
Request Date	<input type="text"/>	تاريخ الطلب
Request Status	Approved	
Notes	<input type="text"/>	
Fees (AED)	0	
Mobile	<input type="text"/>	
Email	<input type="text"/>	البريد الالكتروني

The status of the Request:
Opened: The request Submitted and wait for a response from the chamber
Approved: Means that you need to pay and complete the order.
Rejected: Means that the Request rejected and you need to apply again.
Paid: Means that you already paid the request fees and your request will be processed within 24 hours.
Completed: Means that the process of your request is completed.

Fees amount need to be paid to complete the request

Notes will be added if the request status rejected

Pay Fees button will be visible only if the request status is "Approved". Click to complete the payment of the fees

View the submitted document to ensure this the correct request, so the membership will be generated with this details.


View Document / عرض المستندات
Pay Fees / دفع الرسوم

Click "Continue To Pay Fees", Then the system will generate a new order and redirect you to the Order page.

Please make sure to enter the contact information that will be communicated with you regarding the request correctly.
 The request will be answered within 24 hours.
 You can view the application update by logging in to my requests.
 For more information and assistance, please check the user guide

الرجاء التأكد من ادخال معلومات الاتصال التي سيتم التواصل معكم عليها بشأن الطلب بشكل صحيح سيتم الرد على الطلب خلال 24 ساعة
 يمكنكم الاطلاع على تحديث الطلب من خلال الدخول على طلباتي
 للمزيد من المعلومات و المساعدة الرجاء الاطلاع على دليل المستخدم

Pay the order



عرفة أو القويين
UAQ Chamber

بيانات الطلب / Order Details

Order Number	22	رقم الطلب
Order ID	8619e067-234b-4b4d-9119-c32c30af60e4	معرف الطلب
Order Date	3/28/2023	تاريخ الطلب
Client Name	تجريبية للعرفة	اسم العميل
Membership No.	0	رقم العضوية
Total	100	المجموع
Discount Percentage	0	نسبة الخصم
Chamber Fees	100	رسوم الغرفة

رقم التفصيل \ Detail ID	النوع \ Type	الوصف \ Description	الرسوم \ Fees
333309309	coo	رسوم شهادة منشأ / Certificate Of Origin fees	100

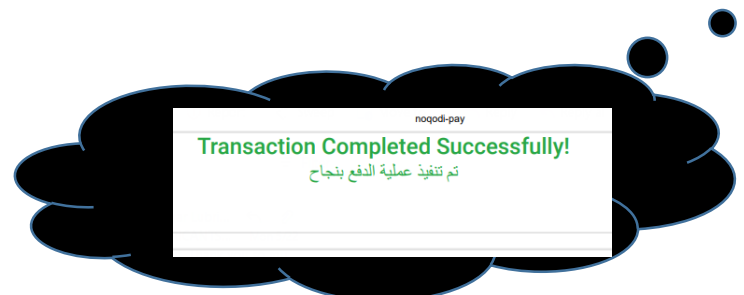
[دفع / Pay](#)



You can pay by Noqodi Wallet or any payment card.

If the payment failed or cancelled you will be redirected to the page that displays error. You can close the page and try again.

After payment successfully, When you in the page "Payment done successfully". **DON'T CLOSE THE PAGE UNTIL IT REDIRECTS YOU TO CHAMBER PAGE.** It may take less than 60 sec.




Noqodi Payment Gateway

Wallet | Card | Net Banking

Please enter required parameters

Payment Details	Digital wallet ID/Username
Amount payable 100.00 AED	<input type="text"/>
noqodi charges 0.00 AED	Password
5% (VAT on charges) 0.00 AED	<input type="text"/>
Sum Payable 100.00 AED	<input type="button" value="Login"/> <input type="button" value="Cancel"/>

[Don't have a wallet? SignUp](#)




Wallet | Card | Net Banking

Please enter required parameters

Payment Details	Card Number
Amount payable 100.00 AED	<input type="text" value="0000 - 0000 - 0000 - 0000"/>
noqodi charges 0.00 AED	Expiry Date
5% (VAT on charges) 0.00 AED	Month <input type="text"/> Year <input type="text"/>
Sum Payable 100.00 AED	CVV <input type="text" value="***"/>
	Card holder name <input type="text" value="enter card holder name"/>
	Email ID <input type="text" value="enter valid email id"/>
	Contact number <input type="text" value="enter valid contact number"/>

[Terms and Conditions](#)



Print chamber receipt

If you completed the payment successfully, you will be redirected to the payment confirmation page where you can print the chamber receipt.



غرفة ام القيوين
UAQ Chamber

بيانات الطلب / Order Details

Order Number	21	رقم الطلب
Order ID	ca8c7dde-37cb-4062-9c61-6119aaa7fcfb	معرف الطلب
Order Date	3/21/2023	تاريخ الطلب
Client Name	تجريبية للغرفة	اسم العميل
Membership No.	0	رقم العضوية
Category	شهادة منشأ	التصنيف
Order Status	Paid	حالة الطلب
Total	100	المجموع
Discount Percentage	0	نسبة الخصم
Discount Reason		سبب الخصم
Chamber Fees	100	رسوم الغرفة

رقم التفصيل \ Detail ID	النوع \ Type	الوصف \ Description	الرسوم \ Fees
3264987	coo	رسوم شهادة منشأ / Certificate Of Origin fees	100

طباعة إيصال الغرفة / Print Chamber Receipt



After printing the chamber receipt you can go back to the registration page to follow up your request.
When the request status is “Completed”, that’s mean that your membership is registered successfully and you will receive the “Membership Certificate” on the registered E-mail.

For any technical support, please contact: itsupport@uaqchamber.ae

