

Dubai Municipality
Health and Safety Department
Registration & Permits Section

Company & User Registration Procedure
(Montaji System)

DM-HSD-P1-CURP2

 GOVERNMENT OF DUBAI	Organization Unit: Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي DUBAI MUNICIPALITY	
	Document title:	Company & User Registration Procedure (Montaji System)		عنوان الوثيقة:
	Doc Ref.	DM-HSD-P1-CURP2		رقم الوثيقة:

Contents

	Page number
1. Purpose	3
2. Prerequisites	3
3. Register a User	3
4. Register a Company	5
5. Tutorials	6

 GOVERNMENT OF DUBAI	Organization Unit: Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي DUBAI MUNICIPALITY	
	Document title:	Company & User Registration Procedure (Montaji System)		عنوان الوثيقة:
	Doc Ref.	DM-HSD-P1-CURP2		رقم الوثيقة:

1. Purpose

This document aims to explain the steps for registration of new user/company in Montaji system.

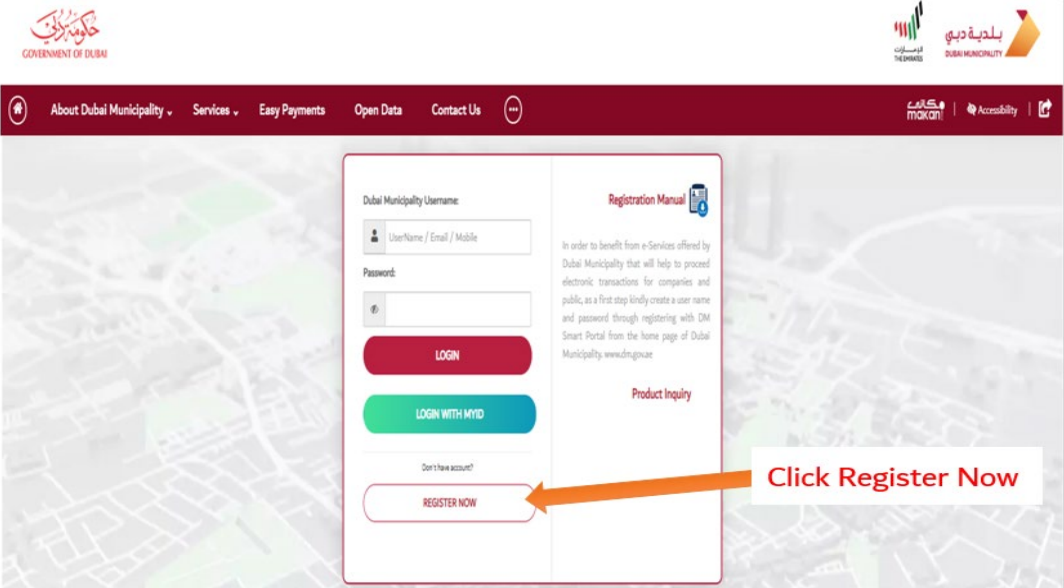
2. Prerequisites

- You must be a registered company in DM Portal and must have your company Admin User ID to register in Montaji
- If you are not registered, please register through the link hub.dm.gov.ae/link/registrationservices

3. Register a User

Scenario 1: If you don't have valid Dubai MYID

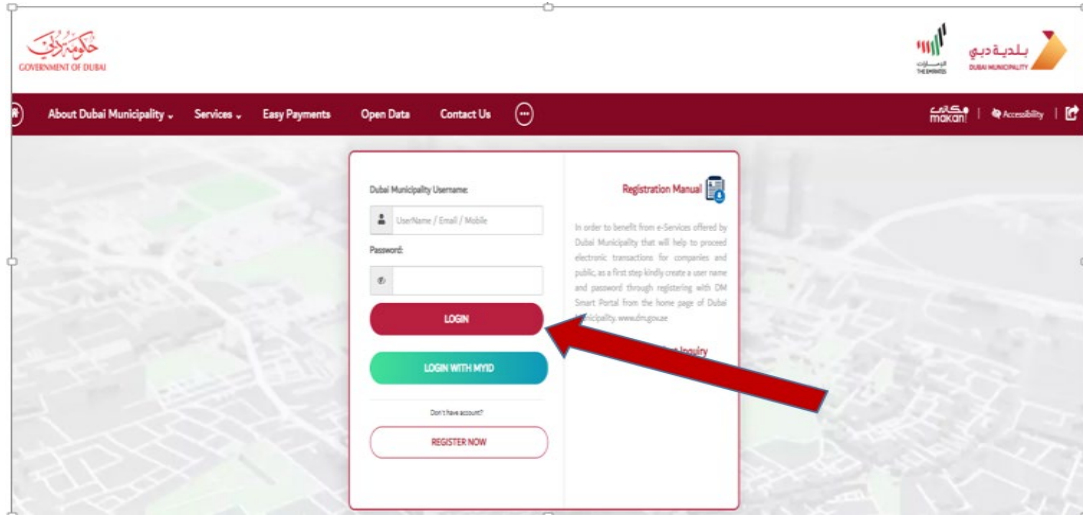
Visit: <https://montaji.dm.gov.ae/Consumer/Login>




Issue date: 04/10/2021	OPEN DATA / بيانات مفتوحة	V 1.0
Supersedes Issue Date: New		Page 3 of 6

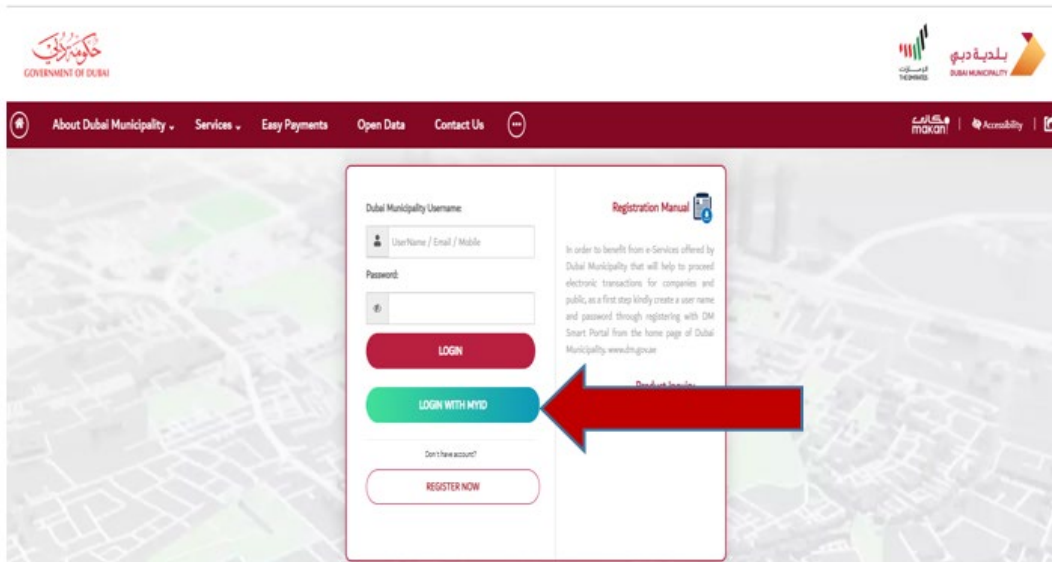
 GOVERNMENT OF DUBAI	Organization Unit: Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي DUBAI MUNICIPALITY	
	Document title:	Company & User Registration Procedure (Montaji System)		عنوان الوثيقة:
	Doc Ref.	DM-HSD-P1-CURP2		رقم الوثيقة:

- After filling all the required information successfully (mandatory fields), Now you can login to Montaji
- Enter user name and password and Click Login Button on the Left



Scenario 2: If you have valid Dubai MYID

Visit: <https://montaji.dm.gov.ae/Consumer/Login>

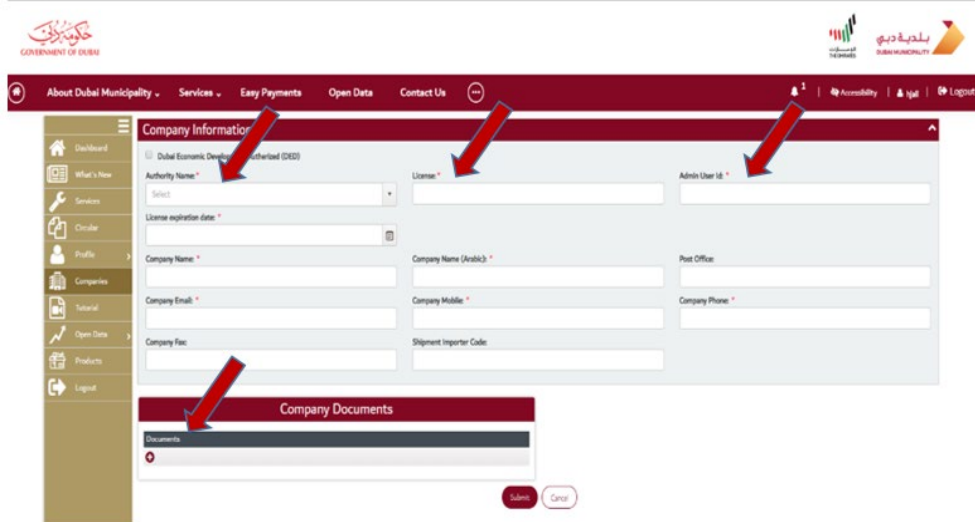
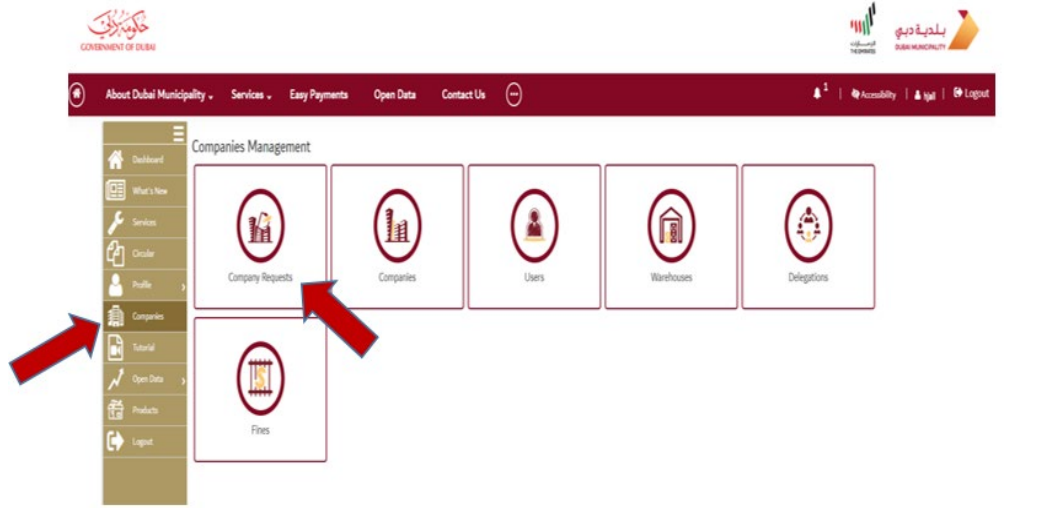


Issue date: 04/10/2021	OPEN DATA / بيانات مفتوحة	V 1.0
Supersedes Issue Date: New		Page 4 of 6

 GOVERNMENT OF DUBAI	Organization Unit: Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي DUBAI MUNICIPALITY	
	Document title:	Company & User Registration Procedure (Montaji System)		عنوان الوثيقة:
	Doc Ref.	DM-HSD-P1-CURP2		رقم الوثيقة:

4. Register a Company

- Once logged in, from the left-hand side Menu, Click Companies
- Then Click the icon Company Requests

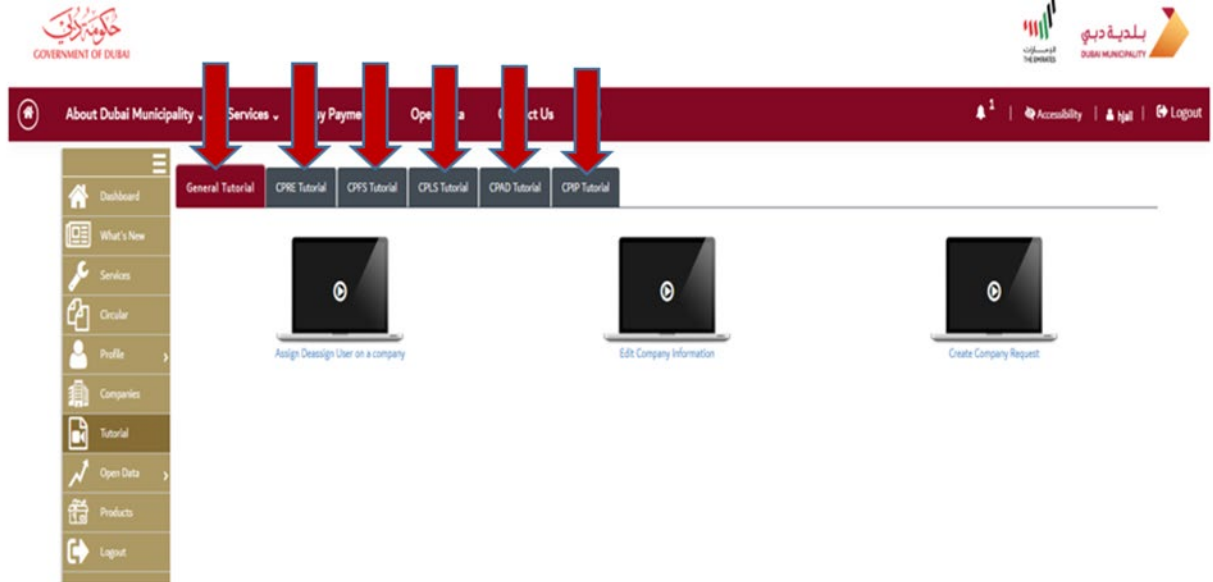


- If your company registered in Dubai Economic Department “DED”, select the check box and enter company license number without letters. Otherwise, don't select the check box and select from the drop down list the prefix (i.e. JFZ: Jabal Ali Free Zone)
- Enter company details, all details are mandatory
- Make sure you enter your existing company admin user ID (same as in Dubai Portal). If you don't have user in DM Portal then you have to create company account first.
- Make sure you attach company commercial license.
- Once done Click, Submit, your application will be sent for review by Dubai Municipality
- You can try login after 24 hours and you should be able to start using Montaji

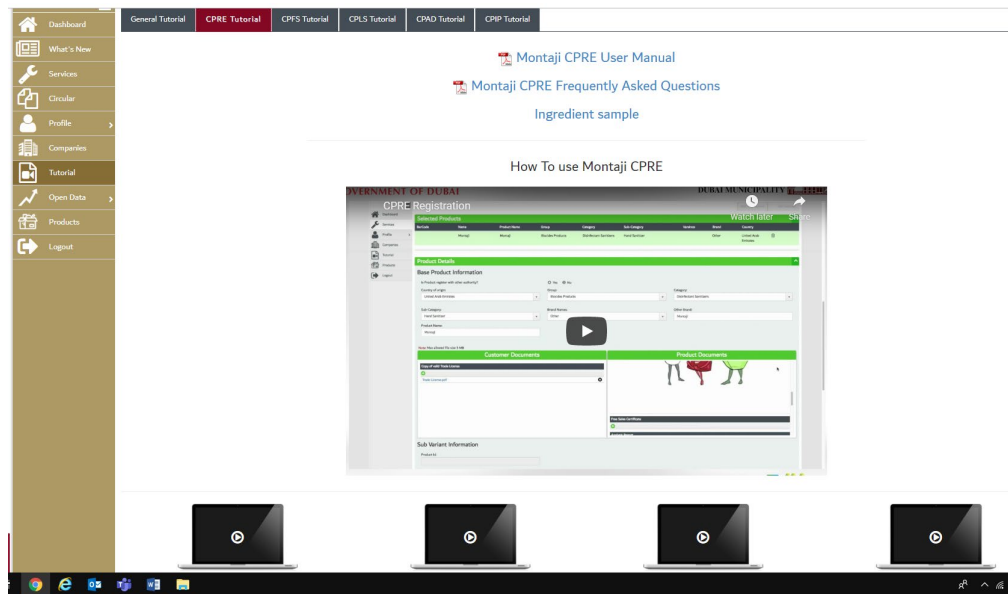
Issue date: 04/10/2021	OPEN DATA / بيانات مفتوحة	V 1.0
Supersedes Issue Date: New		Page 5 of 6

 GOVERNMENT OF DUBAI	Organization Unit: Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي DUBAI MUNICIPALITY	
	Document title:	Company & User Registration Procedure (Montaji System)		عنوان الوثيقة:
	Doc Ref.	DM-HSD-P1-CURP2		رقم الوثيقة:

5. Tutorials



- You Can use the available tutorials to learn how to register new product , how to use Montaji CPFS, How to use Montaji CPLS, how to use Montaji CPAD & how to create CPIP application.



For any further information, please contact:

Dubai Municipality

☎ 800900

✉ montaji@dm.gov.ae

Issue date: 04/10/2021	OPEN DATA / بيانات مفتوحة	V 1.0
Supersedes Issue Date: New		Page 6 of 6