

Guideline IO 8.0: Online Company Admin Registration and Online Submission for Obtaining Operation Fitness Certificate (OFC) or NOC for Activity Verification

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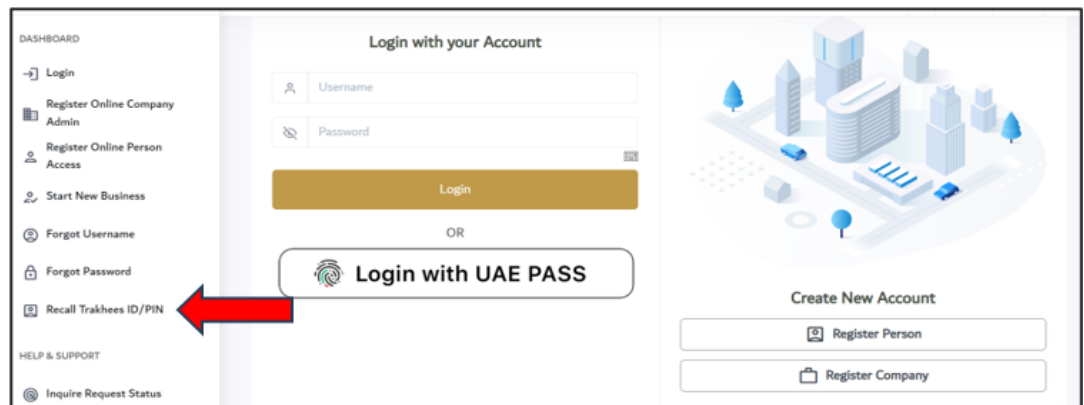
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These Guideline are intended to inform and guide all licensee and occupiers of the following:

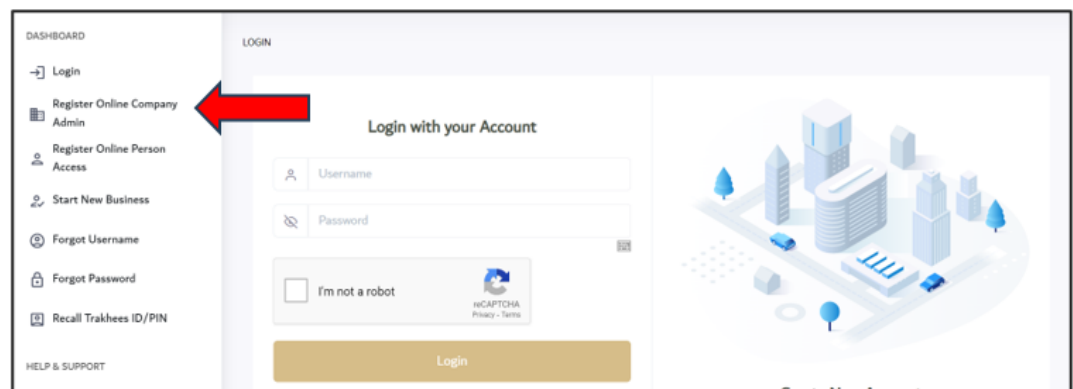
8.1 Company Online Admin Registration:

8.1.1 For PCFC-TRAKHEES and JAFZA License

- Access online services <https://online.trakhees.ae/>
- Recall TRAKHEES ID/ PIN, ensure that your registered email address is working & accessible.



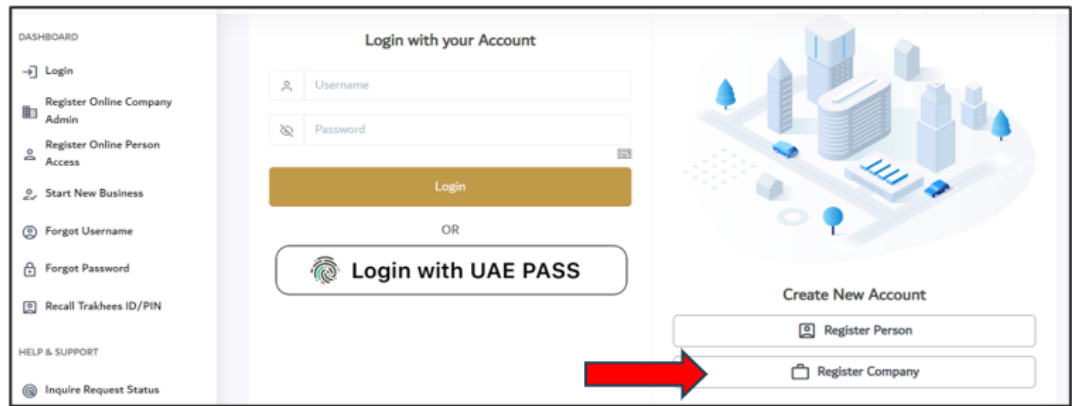
- Go back to HOME page and click “Register Online Company Admin”.



- d. Use the Trakhees ID and PIN provided on your registered email address.
- e. You are required to create new username/password and upload valid documents (trade license & valid ID of registered manager or Owner), you will get auto reply along with reference number C-XXXXX of your request.
- f. You will receive a notification from the administrator once the registration is successful. It may take 2 working days for approval/rejection.

8.1.2 For DED License registration:

- a. Access online services <https://online.trakhees.ae/>



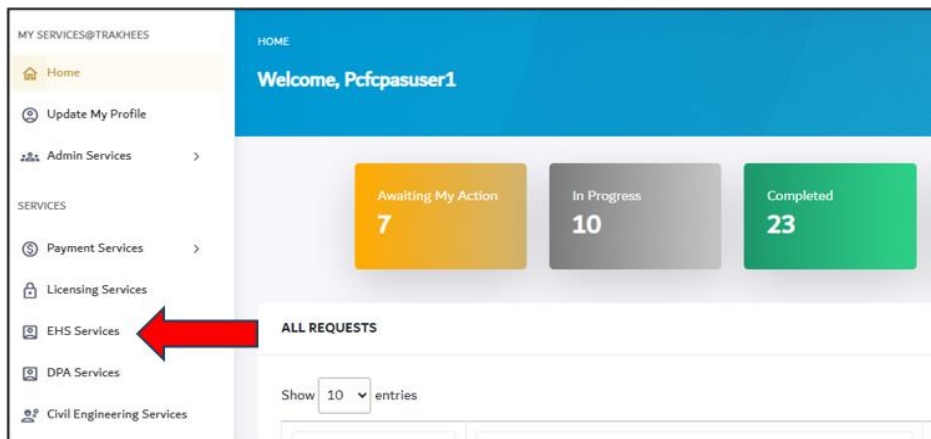
The screenshot displays the Trakhees online portal interface. On the left is a navigation menu with options like 'Login', 'Register Online Company Admin', 'Register Online Person Access', 'Start New Business', 'Forgot Username', 'Forgot Password', 'Recall Trakhees ID/PIN', and 'Inquire Request Status'. The main content area is titled 'Login with your Account' and features input fields for 'Username' and 'Password', a 'Login' button, and an 'OR' separator. Below this is a 'Login with UAE PASS' button. To the right, there is a 'Create New Account' section with two buttons: 'Register Person' and 'Register Company'. A red arrow points to the 'Register Company' button.

- b. Click on “**Register Company**” and fill-out the required information.
- c. You are required to create new username/password and upload valid documents (trade license & valid ID of registered manager or Owner), you will get auto reply along with reference number C-XXXXX of your request.
- d. You will receive a notification from the administrator once the registration is successful. It may take 2 working days for approval/rejection.

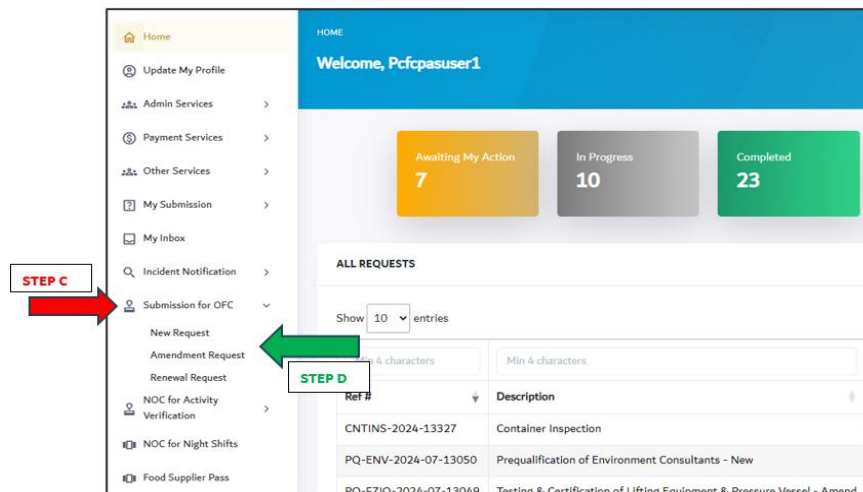
8.2 Submission of Operation Fitness Certificate (OFC) Request:

8.2.1 For NEW (First time issuance only) or AMENDMENT Request:

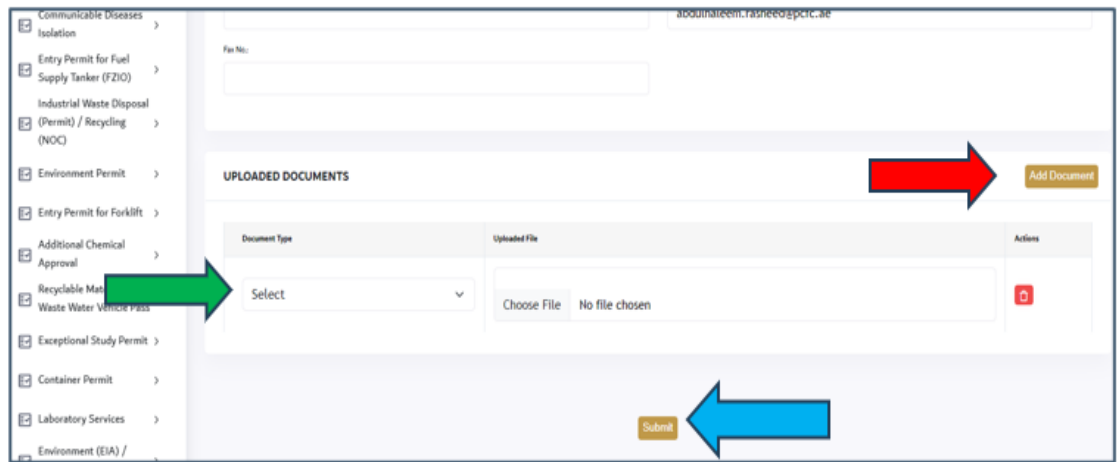
- Access online services <https://online.trakhees.ae/>
- Access your Online account using the USERNAME & PASSWORD and click “EHS Services”.



- Look for “Submission for OFC” and click, the drop-down will appear (New Request, Amendment Request, Renewal Request)
- Choose “New Request” (for first issuance) or “Amendment Request” (if any additional activity, expansion of facility, additional machinery, additional chemicals).



- e. Provide required details, click **“Add Documents”** then **“Select”** to upload copy of:
- Trade License
 - Completion Certificate (if applicable)
 - Then **“Submit”** your request.



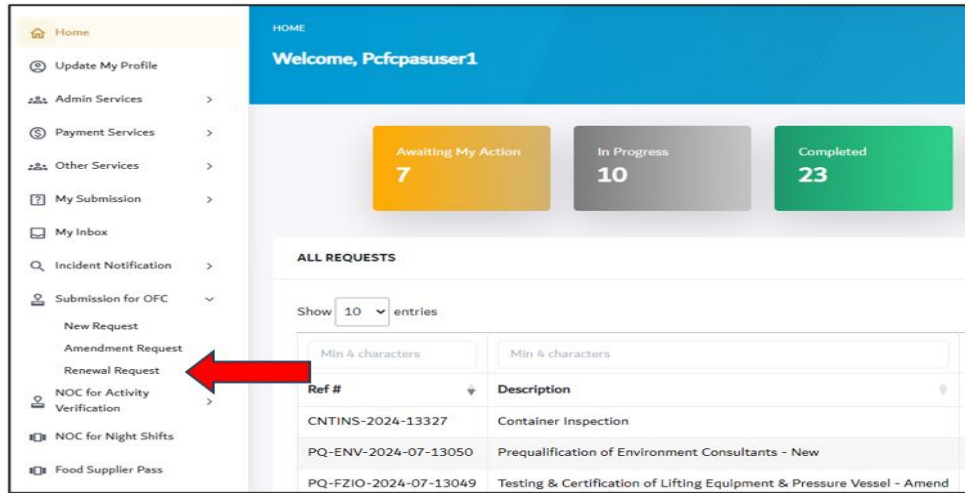
- f. Payment Advice will be available in your account, and it will be sent to the registered email ID within 02 working days.
- g. Once the fees is settled, EHS Officer will inspect the facility and provide the inspection report that need to be responded to point by point to satisfactory comply and close all pending comments refer to [section 8.4 - Accessing Inspection Report in Online Portal](#)

8.2.2 For Renewal Request:

- a. Only After satisfactory complying and closing all pending comments from EHS routine inspection reports (refer to section [8.4 Accessing Inspection Report in Online Portal](#)), move to next step.



- b. Access your Online account using the USERNAME & PASSWORD and click “EHS Services”.
- c. Look for “Submission for OFC” and click, the drop-down will appear (then choose “Renewal Request”)

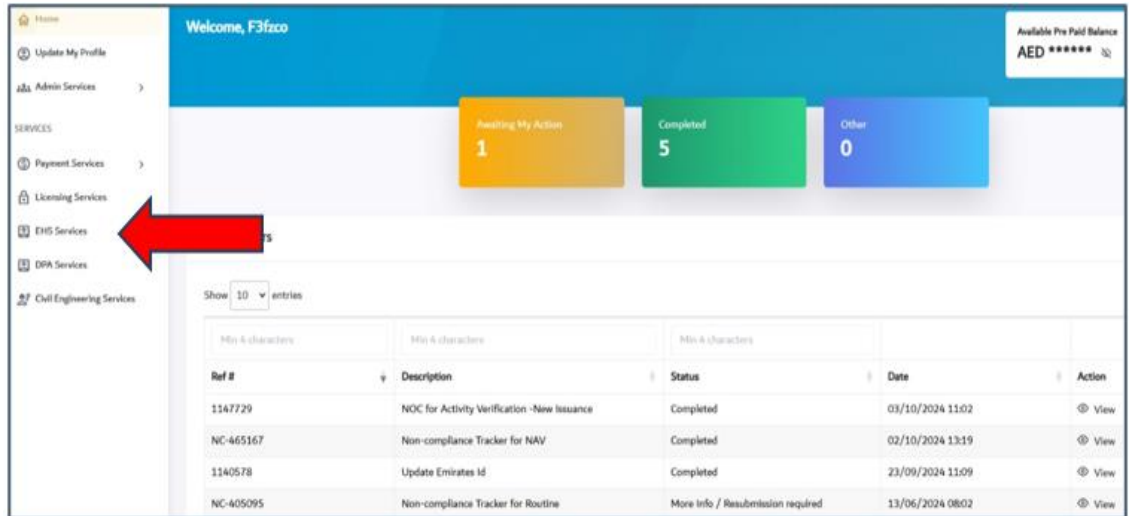


- d. Select location/ Plot number or leave as blank.
- e. Provide contact/ telephone number, then “Submit”.
- f. Payment advice will be generated, and it will be sent to your registered email ID within 2 working days.
- g. Settle the fee to proceed with issuance of OFC.
- h. Refer [section 8.5](#) for downloading of document.

8.3 Submission of NOC for Activity Verification (NOC-AV) Request

8.3.1 For NOC-AV New Request:

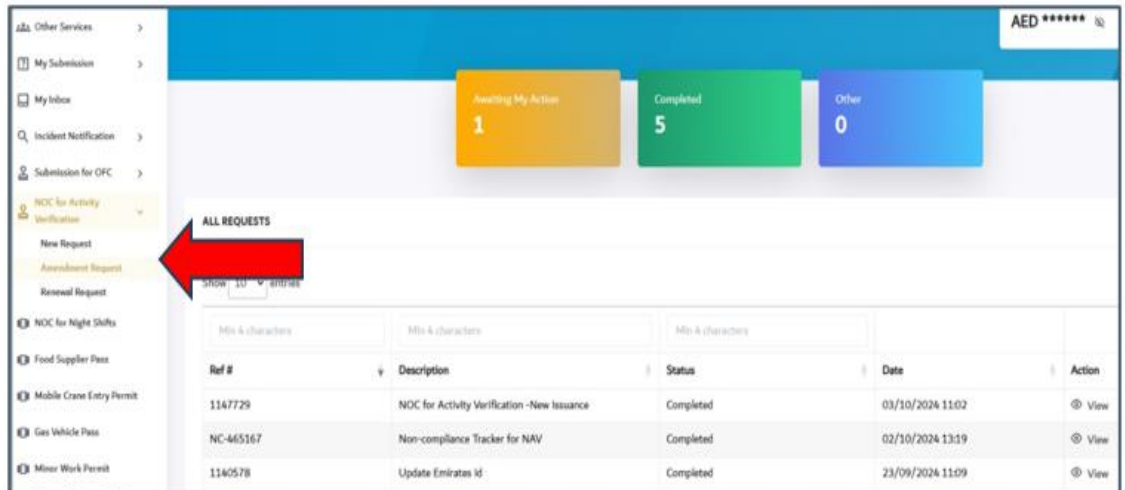
- Access online services <https://online.trakhees.ae/>
- Access your Online account using the USERNAME & PASSWORD and click “EHS Services” or directly look for “NOC for Activity Verification”.



The screenshot shows the user interface of the online services portal. The user is logged in as 'F3fzco'. The dashboard displays statistics: 'Awaiting My Action' (1), 'Completed' (5), and 'Other' (0). A red arrow points to the 'EHS Services' menu item in the left sidebar. Below the dashboard, there is a table of requests:

Ref #	Description	Status	Date	Action
1147729	NOC for Activity Verification -New Issuance	Completed	03/10/2024 11:02	View
NC-465167	Non-compliance Tracker for NAV	Completed	02/10/2024 13:19	View
1140578	Update Emirates Id	Completed	23/09/2024 11:09	View
NC-405095	Non-compliance Tracker for Routine	More Info / Resubmission required	13/06/2024 08:02	View

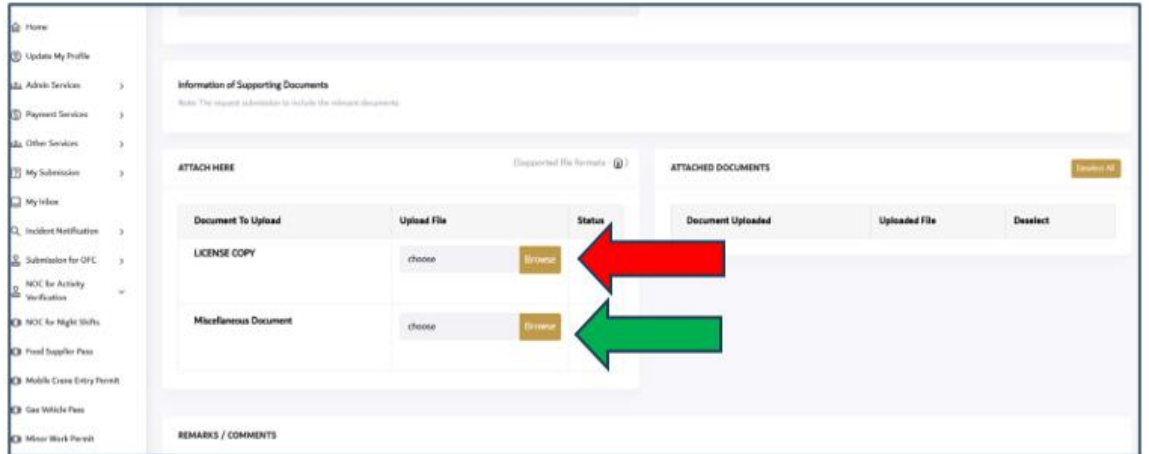
- Click “NOC for Activity Verification” and choose “New Request”.



The screenshot shows the user interface of the online services portal. The user is logged in as 'F3fzco'. The dashboard displays statistics: 'Awaiting My Action' (1), 'Completed' (5), and 'Other' (0). A red arrow points to the 'NOC for Activity Verification' menu item in the left sidebar. Below the dashboard, there is a table of requests:

Ref #	Description	Status	Date	Action
1147729	NOC for Activity Verification -New Issuance	Completed	03/10/2024 11:02	View
NC-465167	Non-compliance Tracker for NAV	Completed	02/10/2024 13:19	View
1140578	Update Emirates Id	Completed	23/09/2024 11:09	View

- d. Provide required details, click **“Browse”** to upload trade license and for other document such as Completion Certificate (if applicable) can be uploaded in **“Miscellaneous Documents”** – then **“Submit”** your request.



Document To Upload	Upload File	Status
LICENSE COPY	choose	Browse
Miscellaneous Document	choose	Browse

- e. Payment Advice will be available in your account, and it will be sent to the registered email ID within 02 working days.
- f. Once the fee is settled, EHS Officer will inspect the facility and provide the inspection report that need to be responded to point by point to satisfactory comply and close all pending comments refer to **section 4 - Accessing Inspection Report in Online Portal**

8.3.2 For NOC-AV Renewal Request:

- a. Only After satisfactory complying and closing all pending comments from EHS routine inspection reports (refer to [section 4 - Accessing Inspection Report in Online Portal](#)), move to next step.
- b. Access your Online account using the USERNAME & PASSWORD and click **“EHS Services”** or directly look for **“NOC for Activity Verification”**.

- Choose **“Renewal Request”**.
- Select location/ Plot number or leave as blank.
- Provide contact/ telephone number, then **“Submit”**.
- Payment advice will be generated, and it will be sent to your registered email ID within 2 working days.
- Settle the fee to proceed with issuance of **NOC for Activity Verification (NAV)**.
- Refer [section 8.5](#) for downloading of document.

8.4 Accessing Inspection Report in Online Portal:

- Access online services <https://online.trakhees.ae/>
- Access your Online account using the USERNAME & PASSWORD
- In **HOME** page, see **“Non-Compliance Tracker for Routine”** with status of **“More info/Resubmission Required”**.
- Click **“View”** to see inspection comments.

Ref #	Description	Status	Date	Action
NC-101753	Non-compliance Tracker for Routine	More info / Resubmission required	27/01/2021 14:55	View
NC-102085	Non-compliance Tracker for Routine	Resubmission required	24/06/2024 10:24	View
NC-102473	Non-compliance Tracker for Routine	Request Submitted	24/06/2024 10:58	View
NC-80849	Non-compliance Tracker for Routine	Completed	17/09/2024 11:19	View

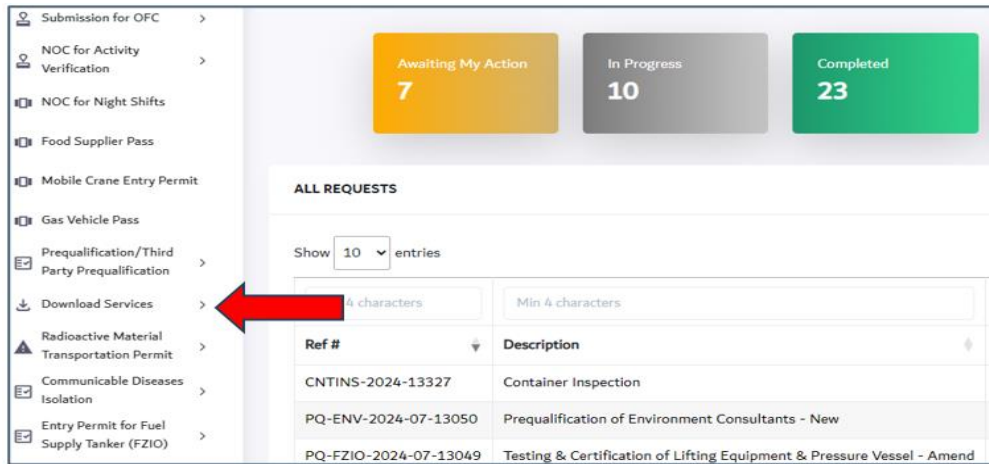
- In the **“Feedback”** cell, provide response to the comment. For attaching required document, click the icon.

Sr No	Severity	Comment	Feedback
1	Critical	Gas Free Permit Not obtained for Confined Space	<input type="text"/>

- f. Click **“Submit”**, the status of NC-Tracker will change to **“Under Review”**.
- g. EHS Officer will review the submission and provide feedback (if any), this will show the status of NC-Tracker as More info/Resubmission Required, it means that the response and/or follow-up inspection is not satisfactory. Then repeat **step a to f**.
- h. Otherwise, if satisfactory, the NC-Tracker will be closed, and the status will show as **“Completed”**.
- i. All NC-Tracker needs to be responded, and satisfactorily completed in order to not have any pending open reports or any delays in renewal of the OFC/NOC-AV that may affect the renewal process of the License.

8.5 Downloading of OFC or NOC-AV:

- a. Access online services <https://online.trakhees.ae/>
- b. Access your Online account using the USERNAME & PASSWORD and click **“EHS Services”**.
- c. Look for **“Download Services”**, click the same and choose **“Download EHS Certificate”**.



The screenshot shows the user interface of the online services portal. On the left is a sidebar menu with various service categories. The main area displays a dashboard with three status boxes: 'Awaiting My Action' (7), 'In Progress' (10), and 'Completed' (23). Below this is a section titled 'ALL REQUESTS' with a search bar and a table of requests. A red arrow points to the 'Download Services' option in the sidebar menu.

Ref #	Description
CNTINS-2024-13327	Container Inspection
PQ-ENV-2024-07-13050	Prequalification of Environment Consultants - New
PQ-FZIO-2024-07-13049	Testing & Certification of Lifting Equipment & Pressure Vessel - Amend

d. Click the “Download”.



For any further inquiries in this regard, please contact:

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