

Figure 1

**Statistical Frames Manual**

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**Introduction**

In its pursuit to achieve the highest levels of quality of statistical data, the Dubai Statistics Center (DSC) developed many statistical manuals and methodologies covering all aspect of statistics work.

In this context, DSC has developed the “Statistical Framework Manual” (SFM)which includes the methodology for the framework of buildings, residential units and households, and the methodology of the Business Register for economic and social establishments.

SFM is important as it is the cornerstone in the design of samples of various statistics surveys and carrying out all their subsequent phases. Indeed, the success of the inspection program depends mainly on the availability of modern and appropriate frameworks for the design of the sample, in addition to providing essential data on buildings, residential units, households, and establishments.

SFM introduces the methodology for the preparation of the framework of buildings and residential units, the framework of households, and the business register. It also includes definitions and terms used in this manual, the data sources, the accredited international references, and the outputs of these frameworks. All these data will be used to be a guide for the design of samples of economic, social, demographic, and opinion surveys carried out by DSC annually.

This methodology is a supplementary document to the Surveys, Researches and Opinion Polls Management System Policy, the requirements of the coding system of the Industrial Standard

International Classification (ISIC4) and the requirements of the look ups table adopted by DSC should be observed.

1. **Buildings, Residential Units and Households Manual**

**Register of Buildings, Residential Units and Households**: It is a modern and comprehensive framework for all types of buildings, residential units, households, and residential communities of employees and workers in Dubai.

**Goals of the Register:**

1. To update the database of buildings, residential units, households and residential communities of employees and workers (Based on field surveys and electronic connectivity sources through cooperation with the Dubai Municipality, the Dubai Land Department and Dubai Electricity and Water Authority “DEWA”).
2. To update the framework of buildings of all types.
3. To update the framework of housing units of all types.
4. To update the framework of households of all types and residential communities of employees and workers.
5. To provide a sound and up-to-date framework for sampling demographic and social surveys and opinion polls.

**1-1 Definitions and Terms Used**

Drawing up specific definitions sed in statistical surveys is so critical to unify the concepts and definitions that would lay the foundation for a uniform basis for the field surveys that DSC oversees its implementation to serve the desired goals.

While drafting them, reference was made to the relevant international and national definitions and terms, taking into consideration adopting those fit with the prevailing conditions in the UAE society in general and Dubai in particular.

**Geographical Manual:**

Sector: It is a zoning and planning boundaries developed by the Dubai Municipality identified by the main roads or natural features and includes several planning areas. The Emirate of Dubai has been divided into primary (9) planning sectors that include (226) planning areas.

**Planning Area:** It is a geographical area well-defined by the Dubai Municipality and identified by the main roads or natural features. It includes a group of build-up and unused plots and a group of residential and non-residential buildings. Each area has a code of 3 digits.

**Plot Number (Unique Number):** This is an identification guide for the plot developed by the Dubai Municipality and consists of seven numbers not repeated at the level of the planning area.

The first three digits from the left indicate the number of the planning area, while the remaining four digits indicate the sequence of the number of the plot in the planning area.

**Building Status:**

It is a description of the status of the existing building. It has four classifications:

1. **Completed Building**: A permanently or temporarily existing building that is used for housing or work.
2. **Building Under Maintenance**: It is the existing building with no occupants or facilities and maintenance works are in progress.
3. **Building Under Demolition**: It is the existing building with no occupants or facilities, and its doors and windows are removed, surrounded by a fence and ready for demolition.
4. **Building Under Construction**: It is the building where construction work has started and is currently in progress.

**Buildings:**

**A Building:** It is any independent free-standing structure permanently affixed to the land and comprising one or more rooms and has an entrance. A building should have foundations and walls. The building is intended for dwelling or work or both purposes together regardless whether it is inhabited or uninhabited at the time reference moment. Buildings in the Emirate of Dubai are classified into nine significant types and as follows:

**The main types of buildings are:**

1. **One Storey Building**: A building consisting of one storey and usually contains one or more residential units. These residential units might be a flat or independent rooms or independent flats and rooms. The following types of buildings do not fall within this category: villas, Arabic houses, sheds (intended to be a house) where each has been dealt with as a distinct type of building.
2. **Multi-Storey Building**: It is a building comprising two storeys and more recurrent storeys. They are used for residential, residential/ commercial, hotels or hotel flats purposes. The typical components of this type of buildings are units (flats, independent rooms, or flats and rooms) regardless of using some of them for non-residential purposes or they have shops and commercial offices within their premises. Such type of building is called (A Multi-Storey Building).
3. **Floor Area Ratio Building**: It is a building consisting of two storeys or more and the storeys are usually recurring and non-recurring, multiple and high. They are built in the shape of a triangle, cone or L-shape … etc. This type of building could be used for residential, residential/ commercial, hotels, or hotel flats. The major components of

this building are units (flats, independent rooms, flats, and separate rooms or collective resident) regardless of the occasional use as a non-residential building or it

has shops and commercial offices within its premises. If the floor area ratio building is multiple and connected to a joint base (podium) at one floor or more, while they have other independent levels, then it is called (buildings complex. Each one is considered a building and dealt with as a separate building in terms of the building type and the number of levels given that the podium is regarded as one of the building levels. The podium is usually placed above the ground or mezzanine floors. The residential units are counted per building independently.

1. **Private Villa**: A building comprising one or two floors and, in some cases, it has three storeys connected by an internal staircase and is intended for residential purposes and inhabited by one or more families. It is surrounded by a wall and often has a garden. The private villa and its supplements are dealt with ass one residential unit unless the supplement is occupied by a different household and in this case, it is dealt with as a second residential unit. The type of tenure of the private villa is owned, rented or business benefits. Government and popular housing built with government funding is considered private residential villas. Palaces have special treatment and exceptionally are considered private villas but, in the remarks, block it should be jotted down that it is a palace.
2. **Investment Villa**: It is a building consisting of one or two storeys, and in some cases it has three storeys usually connected by an internal or external staircase. It is designed to be inhabited by one or more households. Several investment villas are typically built on one plot or several plots surrounded by a single wall. They often have an identical architectural design and are leased or sold for investment purposes. In some instances, investment villas are adjacent to each other horizontally or vertically, and this is usually observed when they are built in freehold areas. In this case,

investment villas are constructed vertically, but have separate entrance and not connected by a staircase. They are considered one building but classified as an investment villa with a unique number assigned for the one-story villa and recurrent storey. The number of residential units are two with separate entrances, and each is classified as villa. If there are households inhibiting theses villas, the first household inhibits the ground floor, and the unit is classified as a villa. The second household inhibits in the recurrent first floor which is also classified as a villa. The type of tenure is investment villa which is self-owned, leased or part of the work benefits.

1. **The Arabic House:** It is a one-story building usually, or in some cases it is only a two-story building. The building has a U or L shape, and the vacuum is one-sided or in the middle. The Arabic house is allocated for its Emirati owners, or for lease and owners construct it by their funds. The Arabic house is one building, even if it is divided into parts with independent entrances. A single-entrance Arabic house is classified as as a single residential unit also if it is inhibited by more than one household. However, if each division has its independent entrance, then each division is considered a residential unit and is called (Part of Arabic House).
2. **Establishment Building**: It is a building of one or more storeys intended primarily to be occupied by one or more establishments, such as (commercial office building, banks,

mosques, schools, hospitals, sports clubs, social clubs, charities, diplomatic buildings). This type of buildings may comprise several shops and one or more residential units.

1. **Industrial Building**: It is a one or multiple storeys building intended to be occupied by one or more industrial or artisanal establishments, such as factory buildings, industrial and

craft workshops … etc. They are typically located in industrial zones and may contain a residential unit or more.

1. **Other Buildings**: They are often of one storey buildings and in rare cases can be of two storeys such as Sandaka, Caravans, Sheds, … etc. The prevailing material used in constructing them are bricks, iron structure, wood, or tin.

**Building Address:**

* The owner’s name or the trade name of the building
* Street name and number
* Government or private building number
* The spatial number of the building (addressing system):

It is an introductory guide to the geographical location of the building adopted by the Dubai Municipality. It consists of ten digits placed on the main or sub-entrance of the building.

**Residential Units:**

**Residential Unit** (Dwelling): A building or part of a building originally intended for the residence of a household or a group of workers or a public dwelling. It has a door or a separate entrance or more than one entrance leading to a pathway or public corridor without passing through another residential unit. The residential unit might not construct to be inhibited, but it was found inhabited at the time of the survey. It might be used for housing or work, or both or it might be closed or empty. It also might be occupied by one or more households at the time of the survey.

The residential units are classified into eight types, and as follows:

1. **Flat**: A residential unit consisting of one or more rooms and has its own utilities (bathroom/ or toilet and kitchen). The flat and its facilities have one main door. Flats are usually located within one-storey, multi-storeys or floor area ratio buildings.
2. **Villa**: It is a residential unit consisting of more than one room and has its utilities and concrete fence walls. The villa and all its attachments are considered one building and one residential unit.
3. **Villa Supplement**: It is part of the villa (supplement) used by a different household of the household inhibiting the villa and has a private entrance. It is considered a residential unit. Assigning the supplement for a member of the household or the maids does not mean it is a different residential unit. Therefore, the villa and its supplement are dealt with as one residential unit.
4. **Arabic House**: The Arabic house is considered one residential unit even if it is inhibited by multiple households, except there are separate entrances for some of its parts. In this case, the residential units are counted based on on the available independent entrances for the units designed to be inhibited by a household, even if they are found vacant at the time of conducting the survey. In this case, they are called (part of the Arabic house).
5. **Part of Arabic House**: It is considered a residential unit if it has an independent entrance and is inhibited by a household other than the household inhibiting the Arabic house.
6. **A Room or Separate Rooms**: It is one or more rooms intended for housing purposes. It is not flat and has shared (kitchen- bathroom). These rooms have their doors but not an external one for all of them. For example, rooms of the guards of buildings, rooms of the Imam and Muezzin of mosques, rooms of farmworkers, and rooftop rooms. A group of rooms assigned for single household is considered one residential unit.
7. **Collective Residence**: It is one or more buildings intended for the permanent residence of a group of individuals (50) and more, such as individuals in the residential communities of employees and workers (housing of employees and workers of private or government sectors, housing of female nurses or teachers, permanent residence of the police or armed forces members inside military camps… etc.), or a public residence designated for the temporary accommodation of a group of individuals (such as: hotels, hotel flat buildings, hospitals, prisons, female students residences … etc.).
8. **Other Residential Units**: These are residential units including sandaka, caravans, sheds or places and rooms not intended for housing but inhibited by households at the time of conducting the survey.

**Alignment and Cross-Referencing Rules Between Buildings and Residential Unit Types**

|  |  |
| --- | --- |
| **Building Type** | **Residential Unit Type** |
| One-Storey Building | Flat/ Room(s)/ Collective Residence |
| Multiple-Storey Building | Flat/ Collective Residence/ Room(s) |
| Floor Area Ratio Buildings | Flat/ Collective Residence/ Room(s) |
| Private Villa | Villa/ Villa Supplement |
| Investment Villa | Villa |
| Arabic House | Arabic House/ Part of Arabic House |
| Facilities Building | Room(s)/ Collective Residence/ Others |
| Industrial Building | Room(s)/ Others |
| Other | Others (Shed, Caravan, Sandaka … etc.) |

**Location of the Residential Unit:**

1. **The Statistical Number of the Residential Unit**: It is an e-identification guide developed by DSC for the residential unit located in Dubai.
2. **Entire Building/ Entire Entrance**: It is a location for residential units of the type of (villa, Arabic house, villa supplement, part of Arabic house).
3. **Residential Unit Number**: The location of the residential unit in the building (displayed electronically).
4. **DEWA Real Estate Number (Dubai Electricity and Water Authority):** It is an identification guide placed on the door of the flat, or placed on the electricity gauge for villas or the Arabic house. This number consists of nine digits (the first three digits number of the planning area and the rest Figures is an identification guide to the residential unit developed by DEWA).

**Alignment and Cross-Referencing Rules Between the Residential Unit Type and its Location within the Building**

|  |  |
| --- | --- |
| **Residential Unit Type** | **Location within the Building** |
| Flat/ Collective Residence | Flat No. ( ) Storey No. ( )/ Entire Building |
| Villa/ Villa Supplement | Entire Building/ Entire Entrance |
| Arabic House/ Part of Arabic House | Others (Shed, Caravan, Sandaka … etc.) |
| Independent Room(s) | Room(s) at Storey ( ) |
| Others (Shed, Caravan, Sandaka … etc.) | Entire Building |

**Usage of the Residential Unit:** The residential unit is used as per the following cases:

1. **Lodging**: If the residential unit is inhabited by a household permanently, then the residential unit is used as a lodging.
2. **Lodging** Non-Resident: If the residential unit is inhibited by a household temporarily, then the residential unit is used as (lodging non-resident).
3. **Business**: If the residential unit is used only for business (facility, lawyer office, clinic… etc.) then the residential unit is used for (business).
4. **Lodging and Business**: If the residential unit is used for business and lodging, which a rare case, and is prohibited by law, then, if any, it is used for (lodging and business). For example (clinic where a nurse resides or a bellboy resides at a law firm … etc.).
5. **Vacant**: If the residential unit is not inhibited, vacant and has not been used, then it is classified as (vacant).
6. **Employees/Laborer Residential Communities**: If the residential unit is assigned as a collective residence for a permanent employees/laborer lodging compound, for example (female nurses residence, female teachers residence, municipal laborers
7. residence, … etc.), then the residential unit is used as (Employees/Laborers Residential Communities).
8. **Public Lodging**: If the residential unit is assigned as temporary collective residence, such as (hotel, hospital, hotel flats, … etc.), then the residential unit is used as (public residence).
9. **Temporary Closed**: If the residential unit is inhibited by a household, but the time of conducting the survey they were outside their home or traveling or spending their vacation abroad the emirate, then it is classified as (temporary closed) and the team should pay a visit to the unit more than once in different times during the time allotted for conducting the survey.

**Number of Rooms at the Residential Unit:**

1. **Number of Bedrooms**: It is the number of sleeping rooms in the residential unit.
2. **Number of Other Rooms**: It is the number of other rooms not intended for sleeping, such as living rooms, lounge and the Majlis (saloon).
3. Total Number of Rooms in the Residential Unit: the sum of all types of rooms.

**Type of Tenure for the Residential Unit:** Tenure of residential units falls within the following types:

1. **Common Rent**: In this case, the residential unit is rented by a household or one of its members and the rent amount is paid periodically (monthly, quarterly, six months, or yearly) to the landlord or the household owning it.
2. **Furnished for Rent**: The residential unit is rented by a household or one of its members and the rent amount is paid periodically (monthly, quarterly, six months, or yearly) to the landlord or the household owning it.
3. **Owned**: The residential unit is owned by the household living in it or by one of its members.
4. **Provided by the Employer**: It is the residential unit provided by the public or private sectors, whether for free, against nominal rent or through deducting part of the employee’s salary as one of the benefits granted to the employees.
5. **Other**: It is the residential unit which a household does not own it and not paying a rent, such as the lodging provided by a father to his son or provided to a poor household by a rich person and is considered a grant or gift.
6. **Not Acquired**: It is the residential unit that is not inhibited by a household or business and not leased and is vacant at the time of conducting the survey.

**Definitions of Households/ Residential Communities:**

**Household**: A household is one or more individuals who share lodging, food, and more than one aspect of living arrangements together. The majority might be relatives, and in this case, they have a head of household, or they might not be relatives and so they have no father in the case of the collective households. As a consequence of the diversity of social conditions and the impact of external migration on the components of households in Dubai, they are classified into three types, namely the Emirati, non-Emirati and collective households, in addition to the so-called employees and laborers residential communities.

**The Emirati Household**: One or more UAE nationals who share lodging and food together. The majority of them are relatives and have a grown-up adult as the head of household agreed upon among them.

The household is considered an Emirati if the following conditions are met:

* If the head of the household is a UAE national.
* If the head of the household is non-Emirati and has Emirati children residing with her and she is not married to a non-Emirati male at the time of conducting the survey.
* If the head of the household is non-Emirati and his wife is Emirati who has Emirati children from a previous marriage and does not give birth to children of her non-Emirati husband.

**The Non-Emirati Household**: One or more non-UAE nationals who share lodging and food together. The majority of them are relatives and have a grown-up adult as the head of household agreed upon among them.

The household is considered non-Emirati if the head of the household is non-Emirati and the wife is non-Emirati who has Emirati children from a previous marriage. If the wife is Emirati and has Emirati and non-Emirati children, then the household remains non-Emirati as long as

the head of the family is non-Emirati. Meanwhile, if the head of the household is an Emirati female, the household is considered Emirati.

**The Collective Household**: A group of individuals (2 or more), regardless of their nationality, who share lodging but not food. They usually are not relatives and do not have a head of household and they are often from same sex, male or female.

**The Employees and Laborers Residential Communities**: A group of individuals (50) and more working in one establishment who share a collective residence but not food. The residential community is supervised by the employer (public or private sectors) and it is

usually (one-storey building, multi-storey building, separate rooms, caravans, sheds … etc.). The buildings of the communities are often owned by the employer or rented.

1. **Characteristics of Households**
2. Number of Households: One or more households may be accommodated in the residential unit.
3. Name of the Head of the Household: It is the full name of the head of the family consisting of three names.
4. Phone of the Head of the Household: the phone number of the of the head of the household (optional).
5. Gender of of the Head of the Household: The gender of the of the head of the household shall be male or female.
6. Nationality of the Head of the Household: It would be included in the Nationalities Guide.
7. Number of male members of the Emirati household.
8. Number of female members of the Emirati household.
9. Number of non-Emirati individuals in the Emirati households.
10. The Total: The total number of male and female members of an Emirati household.
11. Number of male members of the Non- Emirati household.
12. Number of female members of the Non- Emirati household.
13. Total number of non-Emirati household members: It is the total number of male and female members of a non-Emirati household.
14. Number of members of a collective household by nationality: It is the number of members of the collective household by the individual’s nationality.
15. Number of Employees and laborers of the collective residential communities by sex and nationality.
    1. **Field and Office Audit**

The aim of the audit is to identify mistakes and correct them on an ongoing basis during the filed activities. It is also meant to ensure the conformity of the cross referencing and alignment rules electronically along with leading the researchers at each stage to ensure the comprehensiveness, accuracy and consistency of data, as well as to ensure adhering to the instructions and definitions of the Manual of the Training Book.

Both types of audits are intensified in the first days of each stage to detect common and recurring mistakes and inform all researchers to avoid committing them again. In certain cases, the frequent mistakes committed by certain researchers might result in retraining or replacing them when repeating mistakes and that it would not be feasible to keep them in the team.

Field audit of researchers' work is done in two ways:

* Visiting the work area and making sure that the survey processes are comprehensive, accurate and cover all buildings, residential units, households. Filed visits is meant also to ensure that all categories including the researcher himself/ herself is conducting it as per the instructions.
* Re-collection of certain basic data about the community subject matter of the study (building/ residential unit/ household …etc.) by someone other than the original researcher (field supervisor/ field audit office). Then these data are to be matched with the data collected by the researcher and make the appropriate corrections and guidance.

1. **Field Audit**

The field audit aims to ensure the inclusion of buildings, residential units and households located in the researcher's work area according to:

* + The accuracy of the spatial path assigned to the researcher according to the unique numbers of the plots and as per the pre-set instructions.
  + Ensuring the comprehensiveness and accuracy of identifying buildings, residential units and households without duplications or exclusions.
  + At the end of each day, the supervisor must visit all buildings where the households were surveyed to identify any errors and correct them accordingly. Likewise, the field operations supervisor is tasked to conduct the field audit processes as per the (field traffic system), to detect any mistakes, and to notify the field supervisor to inform the researcher to make the necessary corrections.

1. **Auditing the Researcher’s Work**

The field audit aims to verify the inclusion of all buildings, residential units and households located in the researchers’ area of ​​work. This could be done through:

* + The accuracy of the spatial path of the researcher within his/her area of responsibility according to the cadastral map and that he/she follows the instructions in collecting the characteristics of units and households lodging in the surveyed residential units of families. The process should include all residential units and households residing in each building.
  + Ensuring the comprehensiveness and accuracy of identifying buildings, residential units and households.
  + The field supervisor and the Field Audit Office are tasked to conduct the field audit processes as per the (field traffic system), to detect any mistakes, and to notify the researcher to make the necessary corrections.
  + The survey should include all the characteristics of residential units and households.

1. **Technical Audit is Divided into Two Types:**
   1. **Formal Audit**

This type of audit is carried out by the researcher himself/herself and the field supervisor, to ensure that:

* + The geographical and identification data and the unique numbers of plots located in the researcher's work area are complete.
  + The sequenced serial numbers of the residential units. If there are any errors, they are to be corrected as per the pre-set instructions.
  + There is an answer in all fields assigned to each building and residential unit, each household, residential community, or the presence of (/) in the case of mismatches… etc.
  1. **Substantive Audit**

Substantive audit of the data of surveyed buildings, residential units and households aims to ensure consistency of data of the building/ residential unit/ household.

**Identifying Residential Units and Households at the Level of the Building:**

1. Verify the type of the building (one-storey building, multi-storey building, floor area ratio building, private villa, investment villa, Arabic house, facilities building, industrial building, other), the number of storeys and the number of residential units in the building.
2. Verify the type of residential unit (flat, villa, villa supplement, Arabic house, part of Arabic house, room (s), collective residence, other).
3. **Determine** the characteristics of the residential units in terms of unit type, location (the entire building or the entire entrance, flat number and storey number, room(s) of the storey, multiple flats, multiple storeys). **Verify** the purpose of unit usage (lodging, lodging non-resident, business, lodging and business, vacant, employees and laborers residential communities, public lodging, closed). **Ensure** the type of tenure (common rent, furnished rent, owned, provided by employers, other, not acquired) to match the use of the residential unit of the type of lodging, lodging and business, employees and laborers residential communities. **Check** the type of the household using an independent serial sequence, the number of household members distributed by sex (males and females) and permanent residents of the household. As for the collective households, data on the number of their members should be by their sex and nationality.

**1-3 Outputs of the Register of Buildings, Residential Units and Households**

* Distribution of buildings by building status and planning area- Emirate of Dubai
* Distribution of buildings by type and planning area- Emirate of Dubai
* Distribution of buildings by type of building and number of storeys- Emirate of Dubai
* Distribution of buildings by type, number of storeys and planning area- Emirate of Dubai
* Distribution of residentialunits by type and planning area- Emirate of Dubai
* Distribution of residentialunits by type and type of residentialunit usage- Emirate of Dubai
* Distribution of residentialunits by type of unit usage and planning area- Emirate of Dubai
* Distribution of residential units by type of building and planning area- Emirate of Dubai
* Distribution of residentialunits by type, number of bedrooms and other- Emirate of Dubai
* Distribution of residentialunits by type, number of bedrooms, other and planning area- Emirate of Dubai
* Distribution of members of households by their gender and sex and the planning area- Emirate of Dubai
* Distribution of members of the Emirati households by their sex, nationality and planning area- Emirate of Dubai
* Distribution of of members of the non-Emirati households by sex, nationality and planning area- Emirate of Dubai
* Distribution of members of the collective households by sex, nationality and planning area- Emirate of Dubai
* Distribution of residentialunits by type, number of rooms, households, households’ members and planning area- Emirate of Dubai

1. **Business Register**

**Register Name: Statistical Business Register**

**Definition of Business Register:** It is a list of the licenses of establishments issued by various licensing authorities in the Emirate of Dubai, in addition to government economic establishments, such as Emirates Airlines and non-profit entities.

* 1. **Licensing Authorities in the Emirate of Dubai**

1. **DAFZA-** Dubai Airport Free Zone.
2. **DCCA-** Dubai Creative Clusters Authority
3. **DHCC-** Dubai Healthcare City.
4. **DIFC-** Dubai International Financial Centre**.**
5. **DMCC-** Dubai Multi Commodities Center
6. **DSO-** Dubai Silicon Oasis
7. **IHC-** International Humanitarian City
8. **JAFZA-** Jebel Ali Free Zone**.**
9. **DS -** Dubai South**.**
10. **DWTC-** Dubai World Trade Center.
11. **Meydan.**
12. **DED-** Department of Economic Development
13. **Trakhees.**
14. **MoCD-** Ministry of Community Development.
15. **CDA-** Community Development Authority**.**
16. **IACAD-** Islamic Affairs and Charitable Activities Department.
17. **Dubai Sports Council.**

**2-2 Goals of the Register**

1. To record all commercial licenses issued by various licensing authorities in the Emirate of Dubai.
2. To provide basic data on the economic establishments operating in the Emirate of Dubai (economic activity, licensing authority, legal entity, area, number of employees ... etc.).
3. To provide a modern and comprehensive frame for all establishments for the purposes of drawing samples of economic surveys and opinion polls.
4. To fulfill requests made by strategic partners and other customers through the data of the commercial licenses.
5. To provide key indicators for business statistics.
6. To provide the necessary data to classify projects into micro, small and medium projects.

**Reference Period**

Annual

**Classification Guides Used in The Project**

* The Industrial Standard International Classification (ISIC4).
* Country Guide for Classification of License and Partner Nationality

**Inclusiveness**

Includes all licenses issued by all the aforementioned licensing authorities in the Emirate of Dubai.

* 1. **Mechanism of Updating the Business Register**

The Business Register should be created according to the following mechanism:

* Identifying the needs of the data users through their data requests.
* Receiving trade license data through electronic linkage with the majority of licensing authorities (Department of Economic Development and Free Zones).
* Addressing letters to the licensees Authorities that do not have an electronic link to obtain the licenses data issued at the previous year.
* Following up the licensing authorities to receive the data.
* Auditing the data completeness after receiving them.
* Communicating with the licensing authorities to complete the missing data and correct mistakes, if any.
* Coding of economic activities and other variables for the new licenses and licenses whose data have been modified.
* Auditing the coding of variables.
* Updating the number of employees based on the databases of the General Directorate of Residence and Foreigners Affairs and the Economic Surveys.
* Uploading the Business Register data on the Business Register System.
* Conducting a final audit of the Business Register data before submitting them to the E-Statistics Systems.
* Uploading the register data on the E-Statistics Systems- the Development Environment.
* Extracting tables with different variables for a time series and audit them to validate their accuracy and consistency.
* Making appropriate adjustments in case if there are mistakes in the data or they are inconsistent.
* Uploading the data on the E-Statistics System- external environment after examining the data accuracy and consistency.
* Uploading data on the Statistics Indicators System and audit data and fees on the system.
* Feeding Data Portal of Statistical Frames to make them accessible to the strategic partners and be able to use them.
* Extracting the indicators of the Business Register and Dubai Strategic Plan.
* Publishing a group of tables on the website and in the Dubai Statistics Yearbook produced by DSC.
* Preparing the Business Statistics Bulletin.

**2.4 Variables Included in the Statistical Business Register:**

**Definitions and Concepts of the Statistical Business Register**

* **Commercial Name of the Establishment**

It is the name registered by the establishment in the license issued by the licensing authorities (Department of Economic Development, Free Zones, … etc.).

* **License Number**

It is the license number issued by the licensing authority to practice a certain economic activity or activities and it is a unique number used by the licensing authority.

* **Licensing Authority**

It is entity authorized to issue commercial licenses to practice various economic activities in the Emirate of Dubai.

* **Sub-Licensing Authoirty:**

Certain free zones have sub-zones reporting to them, such as JAFZA. This free zone has affiliates, including the Textile City, Automotive City, the National Industries Complex, Gold and Diamond Park. Additionally, the Dubai Creative Clusters Authority has affiliates from the sub-free zones, such as the Internet City, Dubai Media City, Dubai International Academic City, … etc.

* **License status**

It means the status of the license as shown below:

* + New
  + Renewal
  + Canceled
  + Under establishing
  + Under cancellation
  + Under renewal
  + Frozen
  + Completed
  + Modification
  + Under processing
  + Active
  + Not indicated
* **Date of Obtaining the License**

It is the date on which the establishment obtained a license from the competent authorities to practice its activities.

* **Expiry Date of the License**

It is the date specified for the expiry of the license, after which the establishment cannot legally practice its activity.

* **Number of Employees**

It means all employees working in the establishment registered in the database of the General Directorate of Residence and Foreigners Affairs for the year of the register.

* **Establishment Address**

The place where the establishment is located including building, street and area.

* **The Planning Area**

It is a part of the urban space that is most often defined by main roads or natural features. Each area is represented by three decimal digits. In most cases, the planning area includes more than one neighborhood.

* **Legal Entity of Establishments**

It means the legal status of the ownership of the capital of a profit organization. It includes sole proprietorship, general partnership, special partnership, limited liability company, private shareholding company, public shareholding company, and foreign companies. It might be in one of the following forms:

* Sole Proprietorship
* Limited Liability Company
* Private Shareholding Company
* Public Shareholding Company
* Special (Limited) Partnership
* Partnership Limited by Shares
* Branch of a Foreign Company
* Branch
* Civil Business
* Free Zone Company
* Free Zone Establishment
* Public Sector Facility
* Non-Profit Entities
* Branch of Free Zone Company/ Establishment
* Not indicated
* **Type of Establishment**

It means the organization of the establishment in terms of being (Sole without Branches, Headquarter with Branches, Head Office/ Supportive Units, Local Branch Holds Separate Accounts, Local Branch without Separate Accounts).

* + **Sole without Branches**

A sole establishment standing-alone and has no other branches either inside or outside the emirate and is not affiliated with another establishment.

* + **Head Office with Branches**

An establishment that has the General Administration within its premises. It is engaged in an economic activity or activities and has a branch(s) in UAE.

* + **Local Branch Holds Separate Accounts**

An establishment reporting to a main center that operates in the UAE. It might be a sales office or exhibition, … etc. It holds accounts that are independent of the main center accounts.

* + **Local Branch Without Separate Accounts**

An establishment reporting to a main center that operates in the emirate. It might be a sales office or exhibition, … etc. It holds accounts that are not independent of the main center accounts.

* + **Branch of a Foreign Establishment**

Branch of a foreign establishment operating in the Emirate of Dubai while its head office or parent company is registered outside the UAE.

* **The Plot Number**
* Plot Number (Unique Number): it is an identification guide for the plot developed by the Dubai Municipality and consists of seven numbers not repeated at the level of the planning area. The first three digits from the left indicate the number of the planning area, while the remaining four digits indicate the sequence of the number of the plot in the planning area.
* **Parent Number (Main license Number)**

It is the number that serves as the umbrella for the licenses numbers of the establishment branches.

* **Account Number**

It is the number that serves as the umbrella for all licenses numbers of the establishment.

* **Means of communication**
  + Phone number
  + Fax number
  + E-mail
  + Website
* **Paid-up Capital**

The amounts paid against the value of the shares offered for subscription as in the case of shareholding companies. As for the other companies, it is the value of the capital actually paid by the partners or the owner of the project at incorporation, plus any increases or decreases up until the date of licensing.

* **Revenues**

 They include the establishment income generated from main activity, sub-activities and other income sources. Revenues are recorded in dirhams.

* **Main Economic Activity**

It is the major economic activity that the establishment practices and generates the optimal production or returns for it.

* **Activity Classification**

The economic activity classified according to the International

Standard Industrial Classification of All Economic Activities ISIC 4

**2-5 Reviewing and and Auditing**: The data of the commercial licenses are subject to many audits and reviews to filter them for mistakes, and as follows:

* **Field Audit**

Data of establishments are often verified either by telephone or field visits.

* **Office Audit**

The office audit is conducted according to the rules of office audit of the business register as shown below:

**Audit Rules of the Statistical Business Register**

As part of the efforts exerted to ensure the quality of the Statistical Business Register, its data is audited and verified to provide accurate and reliable facts that lead to creating a sound and defects-free register. Such procedures result in having a register that can serve as a valid frame for sampling the economic surveys, in addition to providing accurate basic data on the business sector in the Emirate of Dubai.

The following are the most important rules for auditing the data of the Statistical Business Register, whether the raw data is extracted from the licensing authorities, the data of the register after its creation or its output data:

1. To audit the inclusion data to verify the availability of data of the various licensing authorities and data of the various variables.
2. To verify that the license certificate is available to all licenses issued by the licensing authorities.
3. To verify the existence of the commercial name of all licenses in Arabic or English languages.
4. To verify the existence of the description of the activity provided by the authority and for all licenses issued by all licensing authorities.
5. To verify that the license number is not duplicated at the level of the licensing authority.
6. In case the name of the establishment is duplicated, but the license has a different number at the level of the licensing authority, the auditor shall refer to the licensing authority to ensure that they are actually two separate licenses or one license. The auditor is to correct mistakes, if any.
7. To verify that the number of the main license is available to all licenses issued by the Department of Economic Development.
8. To verify that the account number is available to all licenses issued by the free zone authorities (JAFZA, Dubai Multi Commodities Center). These authorities use this method of numbering (the license number and the account number are shared for all licenses issued in the name of the establishment. It should be noted that the account number is sometimes registered in the field assigned for the registration number).
9. To verify that the capital of the establishment is not less than AED 300,000 for limited liability company, not less than AED 2 million for private shareholding companies, not less than AED 10 million for public shareholding companies and and so on all legal entities of companies according to the definitions of legal entities.
10. To refer to the licensing authorities to obtain the data on the capital of the establishment which are not complete, in addition to the licenses whose registered capital is illogical such as (1, 5, 10, 1000 .... etc.).
11. To refer to the licensing authorities to obtain the data of the licensing date and the expiry date of the license. Also, the auditor should identify the date of license cancelation if it does not meet the requirements and if the auditor could not obtain any data for whatever reason. In the latter case, the remedy actions could be as follows:

* If the license date (the date of issuing the license) is not available and the status of the license is new, the date of the license shall be the same as the year of the register and should be recorded in the field of the license issuance date.
* If the license expiry date is not available and the license status is active, new or renewed, the license expiry date shall be the year later than the license issuance date.
* If the license status is canceled or under cancellation and the date of cancellation is not available, it is linked with the register of the previous year. If the license was valid during the previous year of the register year and cancelled in the year of the register, the cancellation date shall be the same as the year of the register.

1. Zone Data: If the zone data are not available, its number is presumed based on the Plot number. The zone number is the first three digits to the left of the unique number. The name of the zone is obtained from the Dubai Administrative Divisions Guide and it could be obtained through the address where the name of the zone is registered in the address. If it is unfeasible to identify the name of the zone, the auditor should refer to the licensing authority to obtain the required details.
2. Auditing the Legal Form Data: if the legal form is not stated in the license, it is identified through the commercial name as the abbreviations of the legal form are usually coupled with the commercial name, such as:

Company ... (LLC) is a Limited Liability Company

Company .... (PSC) is a public shareholding company

FZCO Free Zone Company

FZE Free Zone Establishment

If the legal form of the name could not be identified through the commercial name, the auditor should refer to the licensing authority to obtain the required details.

1. To verify the availability of the details of the employees number: The auditor is to refer to the licensing authority if the number of employees is not completed at the level of the account number if the licensing authorities are (JAFZA, DMCC). Free and non-profit bodies. The auditor is to refer to the licensing authority if the number of employees is not completed at the level of the license in the remaining free zones and non-profit organization.

The number of employees is updated for licenses issued by the Department of Economic Development and if they are issued by Trakhees (DED System), they are updated through the database of the General Directorate of Residence and Foreigners Affairs.

1. To audit the availability of the data of the license status (new, under renewal, canceled, … etc.). Also, the auditor is to refer to the licensing authorities to complete this important data if they are not available. It should be taken in consideration that upon auditing the license status if it is a new license, the license year must be corresponds to the register year. The license status should be new if it is licensed in the register year and the data shall be amended accordingly.
2. To audit the name of the issuing authority and to verify that the license belongs to the right authority as in the case of free zones and non-profit organizations and other entities licensed by the system of economic development.

It should be taken into account to intensify the audit procedures to verify that their license numbers or names are not duplicated. DSC might receive data from DED and licensing authorities which issue licenses through the Department of Economic Development System .

1. Following the completion of the audit processes and the validation of the data accuracy, the variables are coded according to the adopted guides. The audited data are then uploaded on the business register system.
2. Following the completion of the process of uploading the data on the business register system, a copy of the register in the form of an Excel Sheet is extracted to further audit and verify the data accuracy. This process is to be done as sometimes there might be a technical malfunction results in changing the data structure and so has an adverse impact on the outputs (Shifting).
3. After verifying the integrity of the data available on the business register system, they are uploaded to the electronic statistical system to extract the output tables by COGNOS software.
4. The extracted tables are audited to verify the accuracy, consistency and logic of the data. If there are errors in the data of the tables, the partial data with errors have to be re-audited to be corrected and upload them again to the system. Tables are extracted yet again to ensure they are error-free.
5. If it turns out that the data is correct and that the error occurred due to a technical glitch, the case is referred to the Systems Development Department to handle the malfunction. The process is repeated to ensure the accuracy, validity and integrity of the data tables.
6. In addition to the aforementioned audit processes, electronic audits are carried out based on cross-referencing and validation rules that help reduce errors and filter the database.
7. After verifying the accuracy of the data, the output of the current register is compared with the outputs of the previous year’s register to verify the logic and consistency of the data, as well as comparing them with the data of the licensing authorities.

* **Automated Auditing**: Automated auditing is carried out using cross-referencing and validation rules to clean-up and correct data from errors. The rules designated for this purpose are as follows:

|  |  |  |
| --- | --- | --- |
| Details | Description | Ser. |
| 1 - 22,98,99 and as shown in LOOKUP | Licensing Authority | 1 |
| 7-10 digits | Phone No. | 2 |
| 7 -10 digits | Fax No. | 3 |
| * If the license authority= 1, the license number consists of 6 digits and does not accept letters and digits and does not start with zero. * Numbers are not duplicated at the licensee level. * The license number may include letters in the case of DMCC and non –profit institution | License No. | 4 |
| 1 - 5 | License Type | 5 |
| It shall not be later than the year for which the data are collected and shall be less than or equal to that year. | Date of Issuance | 6 |

|  |  |
| --- | --- |
| It shall not be prior to the date of issuing the license. | License Expiry Date |
| 1. 13 if the license category = 1, the license year shall be the same year for which the data are collected | License Status |
| As per the Nationalities Guide adopted by DSC | Owner’s Nationality |
| According to the Administrative Divisions Guide adopted by DSC  Consists of 7 digits, the three digits from the left are identical to the zone number. | Establishment Address   * Zone Name and Number * Plot Number |
| 1 - 6 | * Sector Type |
| 1 - 17 | * Legal Entity |
| 1 - 6 | Establishment Type |
| The legal Entity = 13  The legal Entity = 8, the establishment type = 5  The legal Entity = 14 | If the sector type = 1  If the sector type = 4 If the sector type = 15 |
| Total number of Emirati and non-Emirati employees | Employees |

|  |  |
| --- | --- |
| The economic activity is coded according the fourth limit in compliance with ISIC 4. It has 4 digits. | Main Economic Activity |

**2-6 Outputs of the Statistical Business Register:**

* 1. Number of licenses by economic activity and licensing authority.
  2. Number of employees by economic activity and licensing authority.
  3. Number of licenses by economic activity and legal Entity
  4. Number of employees by economic activity and legal Entity
  5. Number of licenses by economic activity and number of employees groups.
  6. Number of licenses by licensing authority and categories of employees groups
  7. Number of licenses by economic activity and planning area.
  8. Number of licenses by economic activity and licensing year.
  9. Number of licenses and employees by economic activity and year.
  10. Number of licenses and employees by licensing authority and year.
  11. Number of new licenses by economic activity and licensing authority.
  12. Number of new licenses by economic activity and year.
  13. Number of new licenses by licensing authority and year.
  14. Number of Employees in new establishments by economic activity.
  15. Number of Employees in new establishments by licensing authority.
  16. Number of canceled licenses by licensing authority.
  17. Number of SMEs by economic activity.
  18. Number of employees in SMEs by economic activity.
  19. Categories of establishments lifetime.
  20. Number of partners by nationality.
  21. Number of partners by economic activity.

The data user authorized to access the interactive statistical system could extract more tables as needed.

**2-7 Methods of Displaying and Publishing the Outputs**

1. Publishing data on DSC website.
2. Publishing data on DSC e-statistics systems.
3. Statistical Frames Portal.
4. Publishing within the Dubai Statistical Yearbook.
5. Business Statistics Bulletin