

Service Guide for TAMM portal

Create or Update the Record of an Engineering Firm



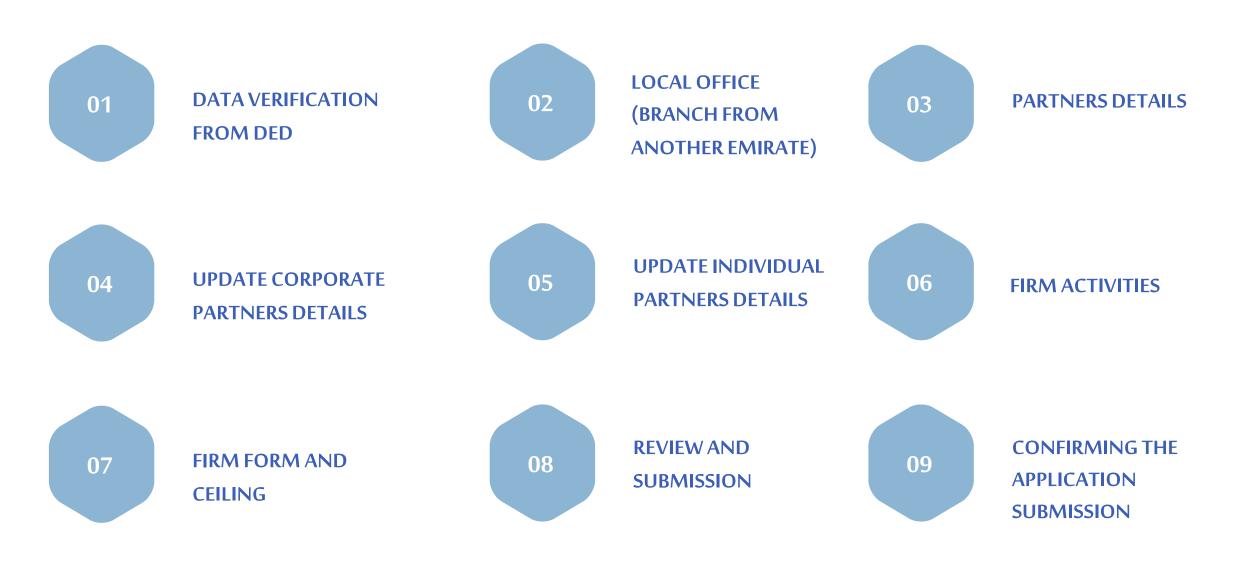


This service aims to verify the data received from the Department of Economic Development and create a registry for the firm as a consultant or contractor according to the verification result. It is a must after opening the account for the facility at the beginning of registration on the system.

Service Link: Create or Update the Record of an Engineering Firm

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### **Process Steps**



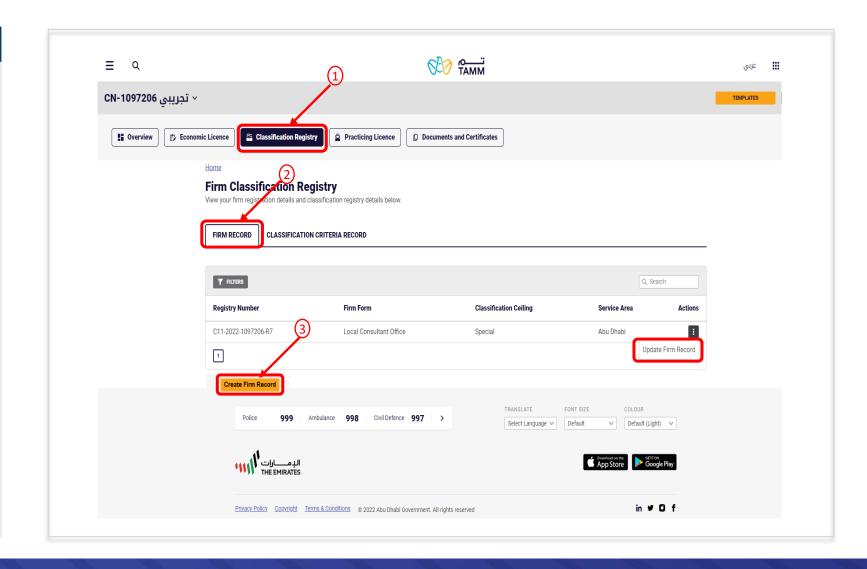


This service is a real-time service for the purpose of verifying the data received from the Department of Economic Development and will be used only once at the beginning of the registration on the system. The system does not require access to this service except in the event of any modification in the economic license data.

To create a record of the firm:

- 1- Click on "Classification Registry" from the control panel.
- 2- Click n the "Firm Record" card.
- 3- Click on the "Create firm Record" button.

Or you can go directly to the search screen in the Tamm platform and search for the service under the name "Create or Update the Record of an Engineering Firm".

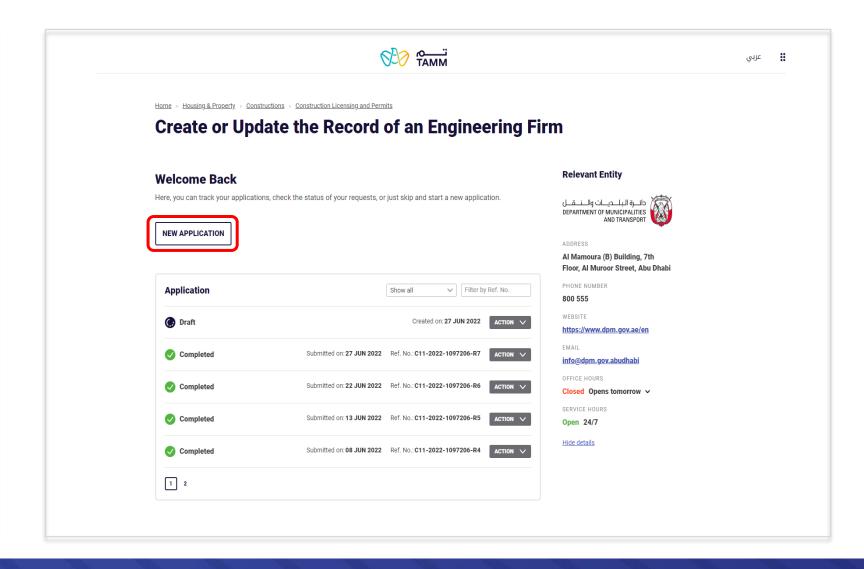




If you want to create a new request to create or update the current engineering firm record, you can click on the "New Application" button to create an application

To create a record for an engineering facility, five 5 stages will be passed in order to verify the firm data and the registered commercial activities in order to reach the shape of the firm

We will learn about these stages / steps in the following screens...



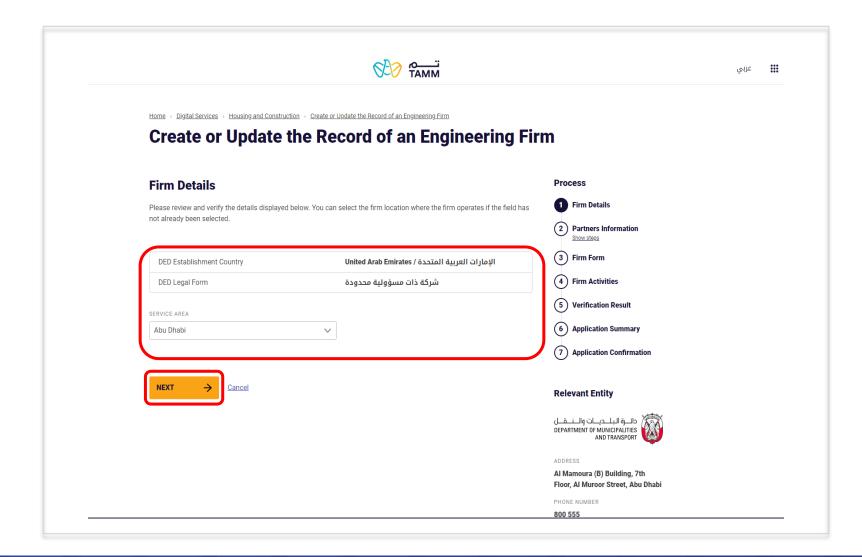


**Data Verification from DED** 

The First verification step is to identify the **Economic License Details:** 

- **DED Establishment Country**
- **DED Legal Form**
- Service Area

When you click "Next", you will go to the next step...





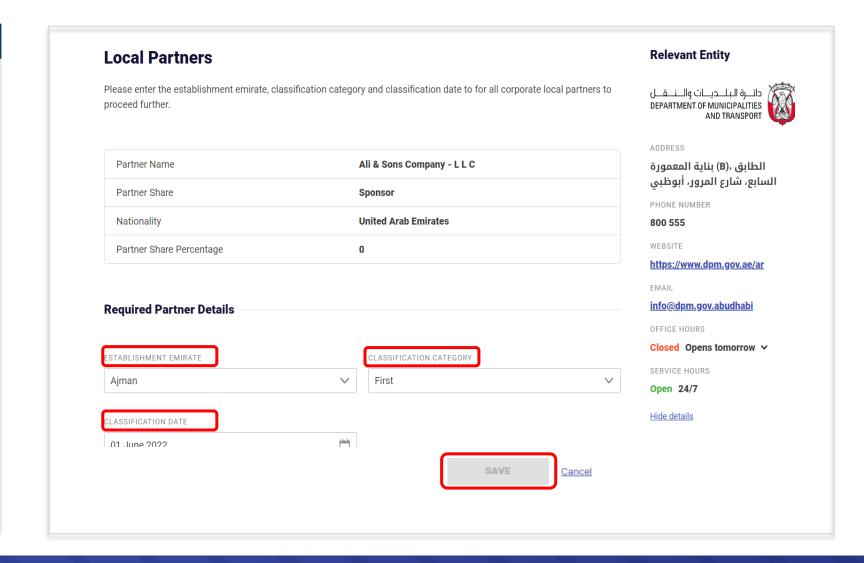
Local Office (Branch from another Emirate)

If the Engineering Consulting Office is established in other Emirate than Abu Dhabi, the system will verify the following:

- 1) Legal Form from DED: must be a branch
- 2) Branch Type: Established in another Emirate

If the firm is classified in the chosen emirate, the following is required to be filled by applicant:

- 1- Establishment Emirate: select from list of emirates and note that the firm must be classified in the chosen emirate.
- **2-** Classification Category: this is the Equivalent Abu Dhabi classification category that meet the classification category in the origin emirate.
- 3- Classification Date: this is the first-time classification in the emirate of Origin.





#### **Partners Details**

The next step is to review the partners Data Retrieved from Trade license according to their Nature, Type of contribution, and percentage of their participation in the engineering firm

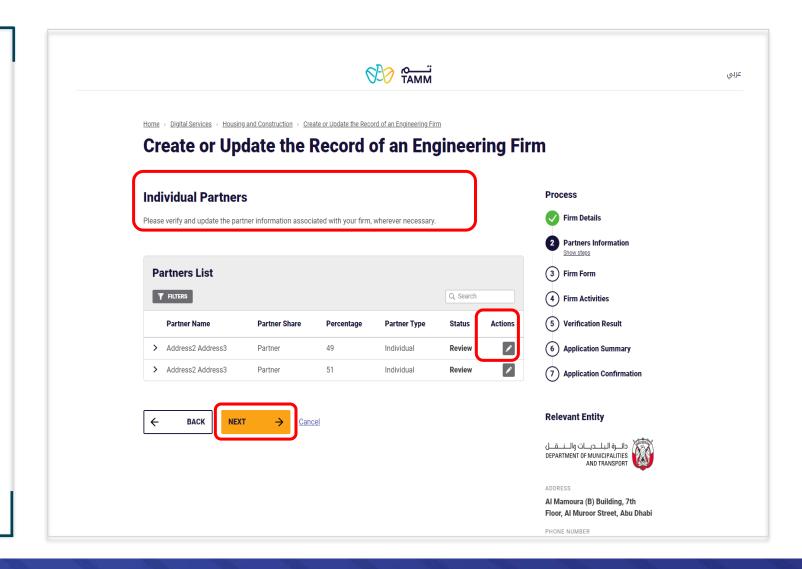
In general, we have 3 types of partners:

- Individual partners
- **Corporate Local partners**
- **Corporate Foreign partners**

According to the data retrieved from the trade license, the type of firm is determined according to the classification basics mentioned previously.

\* In case some data coming from the DED are not available, the customer can update these data by clicking the update button under the "Actions" so you will the next slide to update the partner details.

After updating the partners data, you can press button "Next" to go to next step.





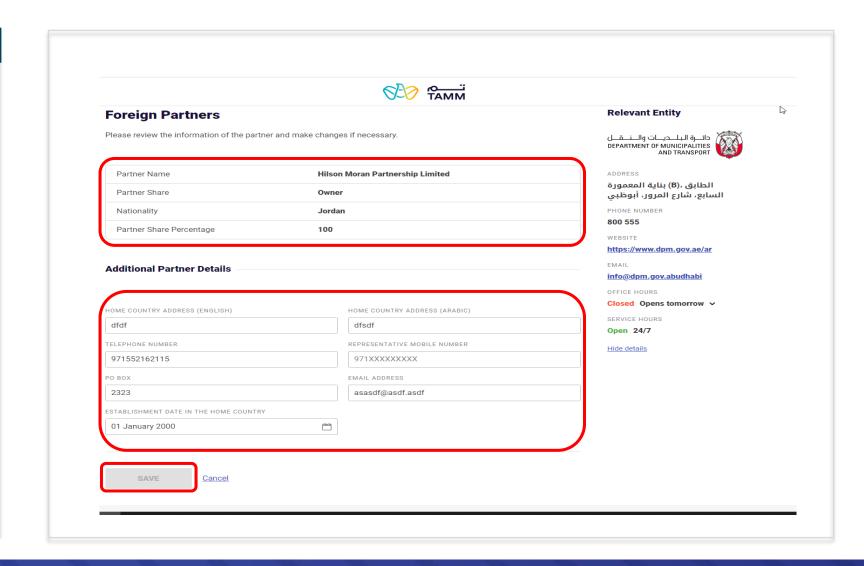
**Update Corporate Partners Details** 

#### **Update the data of Corporate partners**

As shown, the data of foreign corporate partners is updated so that the following fields are entered:

- Home Country Address (English)
- Home Country Address (Arabic)
- **Telephone Number**
- Representative Mobile Number
- E-mail Address
- Establishment Date in the home country

After updating the partner data, click on the "Save" button.





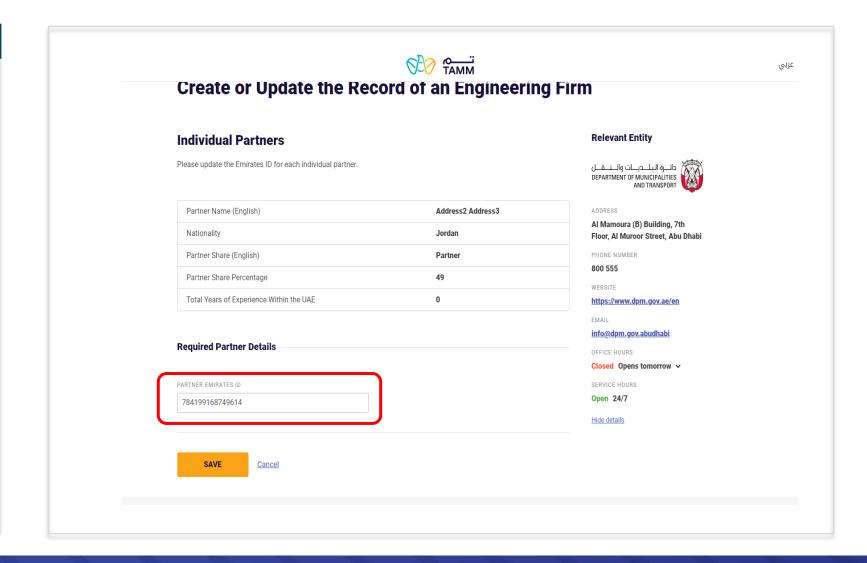
**Update Individual Partners Details** 

### Update the data of individual natural

As shown, the data of the individual partners is updated in the event the individual partner is required to be a registered engineer so that the partner Emirates ID number must be entered.

After entering the partner's ID number, the system verifies that the owner of this ID is a registered engineer by linking with the engineers' licenses system

After verifying the validation of the data, you can press the "Save" button to save the changes and return to the Partners page.





#### Firm Activities

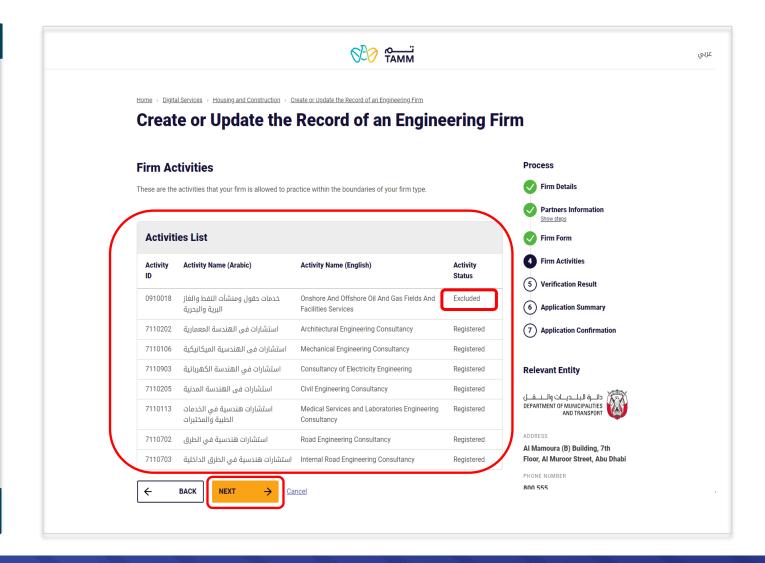
The next step is to review the activities in the trade license and identify the approved engineering activities and can be classified according to the type of firm, whether it is consultancy office or contracting company, the non-engineering commercial activities (if any) and activities that are not compatible with the shape of the firm will be excluded

So when choosing an engineering office, any activities related to the field of contracting or activities that are not approved for classification or do not fit the shape of the selected office are excluded, as shown in this example.

If the trade license registered in DED as an immediate license, the following steps shall be followed:

- 1 The system recognizes the instant license, and the applicant has to add his activities using the button "Add Activity" button.
- 2 The screen of selecting activities will appear and you will choose from it the desired activity to be added to the engineering office record.

Then the "Next" button is pressed.





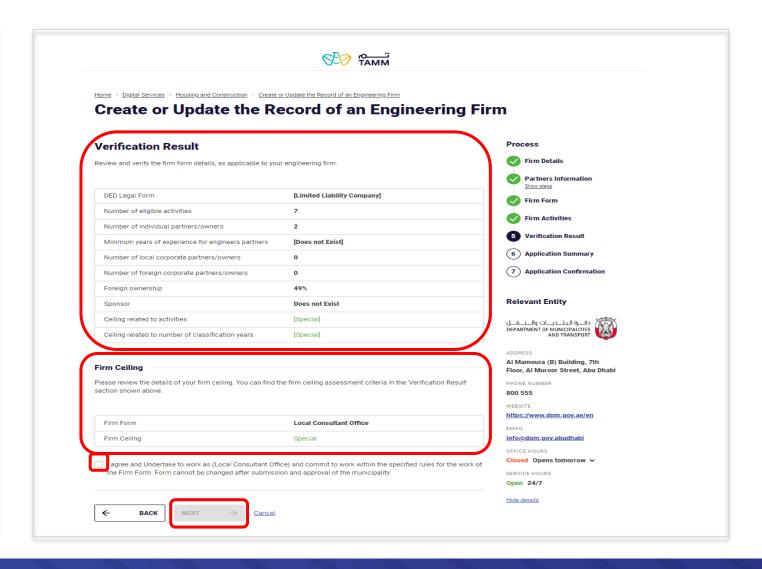
### Firm Form and Ceiling

After completing all the verifications, the system recognizes the form of the firm, and based on the results of the verifications, the options that the customer chooses are shown, according to which the classification category ceiling is calculated, which is the highest category that can be classified according to the terms of each form.

We have several options that we will review next:

- 1- Local Engineering office: Not classified before (Second or First Category based on conditions)
- 2- Local Engineering office: with a previous classification (up to Special Category based on conditions)
- 3- A branch of a foreign Engineering office (Special Category)
- 4- An Associate Engineering office (Special Category)
- 5- Peer-Review Engineering office (Special Category)

You should choose carefully as your choices will affect the classification of the Firm

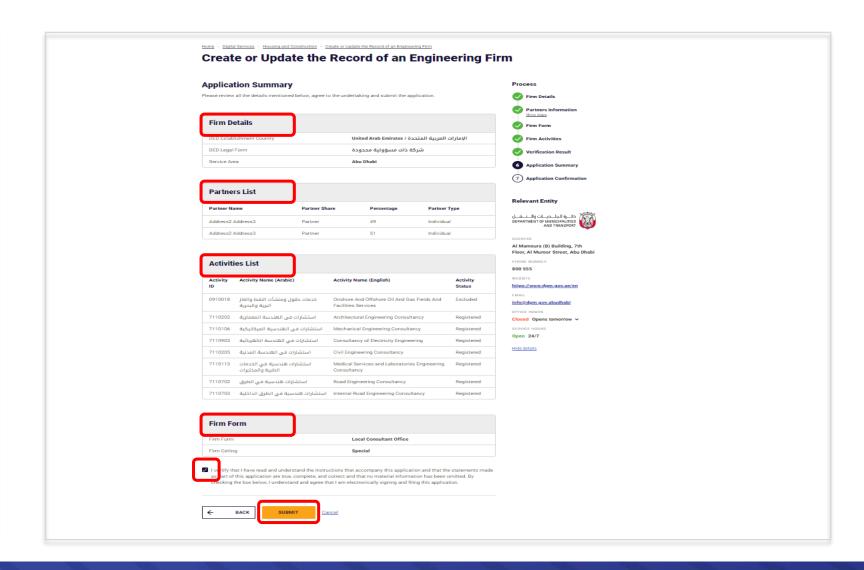




Review and Submission

This page displays a summary of the request to create or update the firm record is, which includes the firm's data, the list of partners and the facility's form, the ceiling category The applicant must acknowledge that the he has read and understood the attached instructions by clicking on the declaration checkbox at the bottom of this page After reviewing the data and acknowledgment,

You will be able to press the "Submit" button, and thus the application will be submitted and approved automatically...



Confirming the Application Submission

After applying to the service, the record is created/updated, and the completion of the electronic application is confirmed with the application reference number as shown. After that, you can complete the work by going to the main dashboard by pressing the "Visit Dashboard" button.

And through the main dashboard you can create or update classification criteria record.

