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Service Guide for TAMM portal

Request to Add a Branch to a local Engineering Firm Registry





This procedure aims to add a branch owned by a local parent firm to the Firm registry

Service Link: [Request to Add a Branch to a Local Engineering Firm Registry](#)



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**ADD BRANCH ECONOMIC
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Request to Add a Branch to a local Engineering Firm Registry

In order to add a branch to a local engineering firm, insert the economic license number of the branch.

After entering the branch's economic license number, the system verifies that this economic license is valid, effective, and identified as a branch of the main firm. If the verification is successful, the "Add Branch" button is activated. Click the button, so the branch can be defined in the main firm record.

After that, the branch office must open an account for itself in the classification system as a branch through "Open an Engineering Firm Account" service, and then creates a Firm Record through "Create or Update the Record of an Engineering Firm" service.

Note: The branches of local firm are not classified by themselves and are not required to establish Classification Criteria register in the classification system. The classification of the main parent firm is given to the activities listed in its register among the activities of the main parent firm taking into account the necessity of doing the following:

- 1- First, the main parent firm must add the branches through the "Add Branch" button.
- 2- After that, the branch office opens an account for itself in the classification system as a branch through "Open an Engineering Firm Account" service, and then creates a Firm Record through "Create or Update the Record of an Engineering Firm" service.
- 3- The main parent firm can benefit from the engineers registered in the branches on the activities that it wants to classify by inviting them through the classification application using a system feature which allows engineers invitation from outside Firm or from Branch.

Request to Add a Branch to a Local Engineering Firm Registry

Add Branch Economic Licence Details

The table below displays the existing branches, if any. You can add a new branch by clicking 'Add New Branch' and entering your branch Economic Licence number.

Parent Firm Name	Parent Licence Number
CN-1097206 TEST	CN-1097206

Parent Company Branch List

Economic Licence Number of Branch	Name of the Branch	Date of Branch Addition
No Results Found		

[ADD NEW BRANCH](#)

Process

- 1 Add Branch Economic Licence Details
- 2 Application Submission

Relevant Entity



ADDRESS
Al Mamoura (B) Building, 7th
Floor, Al Muroor Street, Abu Dhabi

PHONE NUMBER
800 555

WEBSITE
<https://www.dpm.gov.ae/en>

Request to Add a Branch to a Local Engineering Firm Registry

Branch Economic Licence

Please enter your branch Economic Licence number.

BRANCH ECONOMIC LICENCE NUMBER

e.g. CN-0000000

[SAVE](#)

[Cancel](#)

Relevant Entity



ADDRESS
Al Mamoura (B) Building, 7th
Floor, Al Muroor Street, Abu Dhabi

PHONE NUMBER
800 555

WEBSITE
<https://www.dpm.gov.ae/en>

EMAIL



Request to Add a Branch to a local Engineering Firm Registry

Dashboard- Configurations - Branches - Add Branch

You can also access this procedure by logging into the **"TAMM"** platform and going to your control panel, you can see the **"Configurations"** button in orange as shown on the screen.

When you press the **"Configurations"** button, a page is displayed that contains a list of settings for the firm, including **"Branches"** option whereas the data of the branches that belong to the current parent local firm are displayed. The information will include:

- Parent company name
- Parent company license number
- Branch Name
- The economic license number of the branch
- Date of adding the branch

To add a branch owned by a local parent firm, press the **"Add Branch"** button, and the Add Branches page will appear.

The screenshot shows the 'Configurations' page in the TAMM platform. At the top right, there is a navigation bar with 'TEMPLATES', a settings gear icon, and a notification bell icon. A red box highlights the 'Configurations' button in the top right corner, with a red arrow pointing down to the main content area. Below the navigation bar, there is a 'BACK' button and the title 'Configurations' with a subtitle 'View the configuration details below by navigating through the tabs.' A horizontal tab bar contains several options: 'PARTNERS', 'CORPORATE PARTNERS', 'ENGINEERS (MOHRE)', 'ENGINEERS (EPLS)', 'ENGINEERS REGISTERED IN ANOTHER COMPANY', 'USERS', and 'BRANCHES'. The 'BRANCHES' tab is highlighted with a red box. Below the tabs, there is a 'FILTERS' section with a search bar and a 'Filter by' dropdown menu. A table with the following columns is shown: 'Parent Company Name', 'Parent Licence Number', 'Name of the Branch', 'Economic Licence Number of Branch', and 'Date of Branch Addition'. The table currently displays 'No Results Found'. At the bottom left, there is a prominent orange 'ADD BRANCH' button, which is also highlighted with a red box. On the right side of the page, there is a vertical sidebar with four orange icons: a smiley face, an envelope, a lock, and a document with a pencil.

THANK YOU



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ABU DHABI DIGITAL AUTHORITY