هيئة أبوظبي الرقمية
ABU DHABI DIGITAL AUTHORITY



2026

Service Guide for TAMM portal

Amend an Engineer Licence Card Service User Manual

DEPARTMENT OF MUNICIPALITIES AND TRANSPORT

Sep 2026

Open

Introduction

As part of Abu Dhabi government initiative to move all government services under a single portal for government services (TAMM), all Engineering Professionals Licensing System (EPLS) services have been moved to TAMM Portal.

https://www.tamm.abudhabi/

The goal of this document is to help the users with accessing and navigating EPLS services on TAMM Portal.

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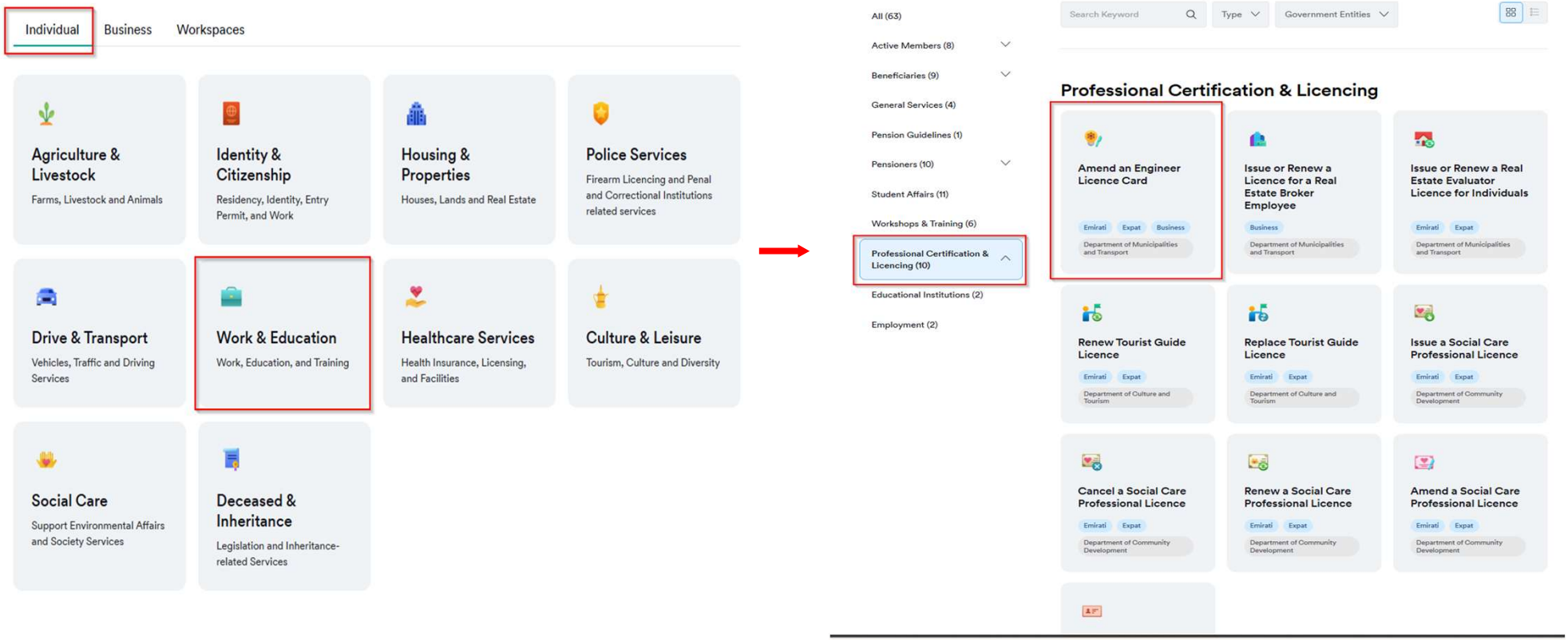
EPLS Services List on TAMM Portal.

EPLS Services: Applications are being created from the services list on TAMM Portal	
1-	Issue an Engineer Licence Card
2-	Amend an Engineer Licence. Card
3-	Renew an Engineer Licence. Card
4-	Suspend an Engineer Licence. Card
5-	Update Engineer Temporary Licence Status
6-	Issuing To Whom It May Concern Certificate - Engineer Licence

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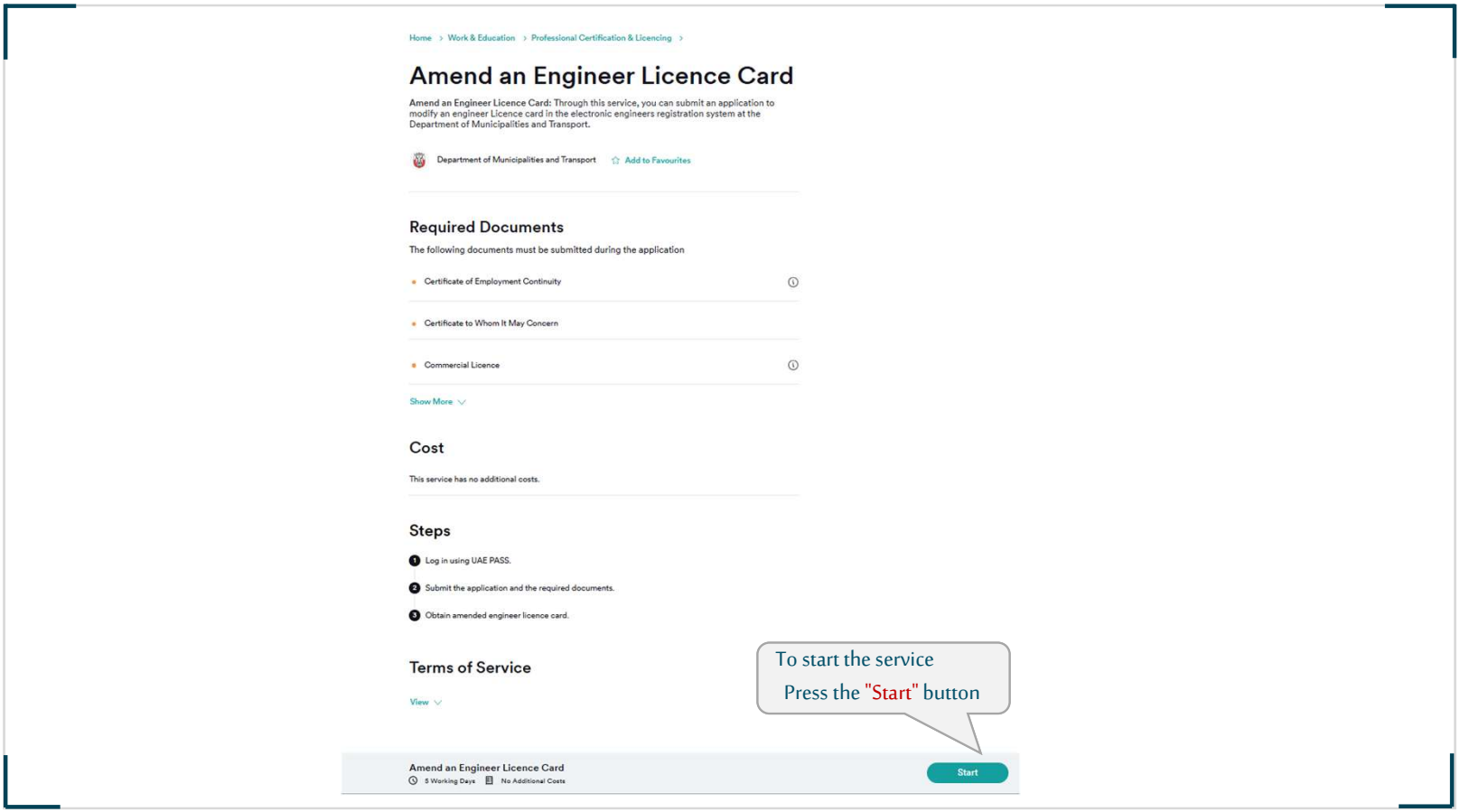
Access EPLS Services on TAMM

Users can navigate to EPLS services on TAMM under "Work & Education" category on TAMM homepage → Work & Education → Professional Certification & Licencing.



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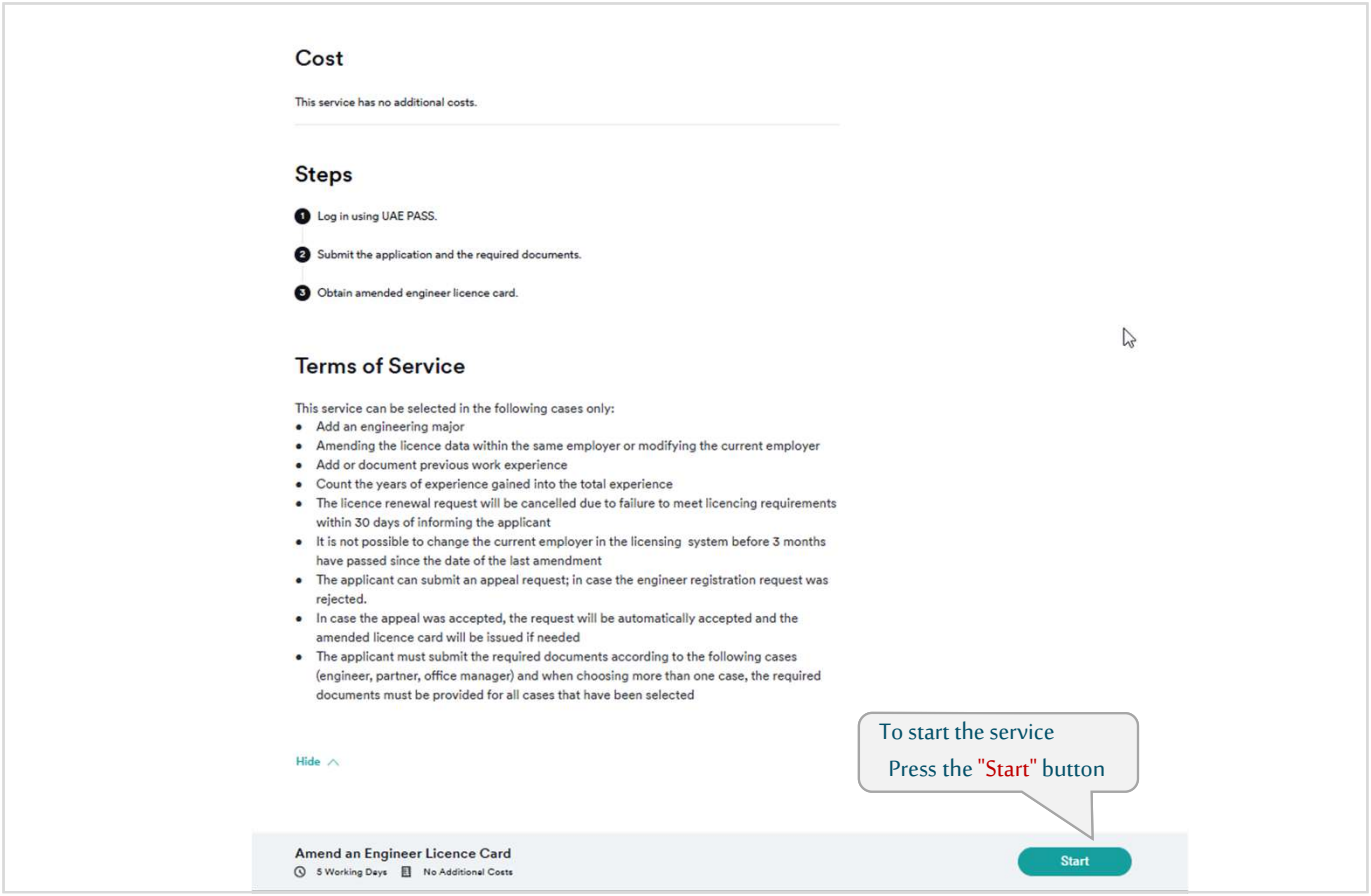
Amend an Engineer Licence Card - Start Page



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Service Card Details

The maximum period for reviewing a service request is 5 working days.



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Service Card Details

Required Documents

The following documents must be submitted during the application

- Certificate of Employment Continuity
- Certificate to Whom It May Concern
- Commercial Licence
- Experience certificates
- Good conduct certificate
- Labor card
- Proof of Membership
- Residence Visa
- Resignation letter
- Signature authorisation
- The Engineer Card
- Trade Licence Cancellation
- University Degree

Show Less

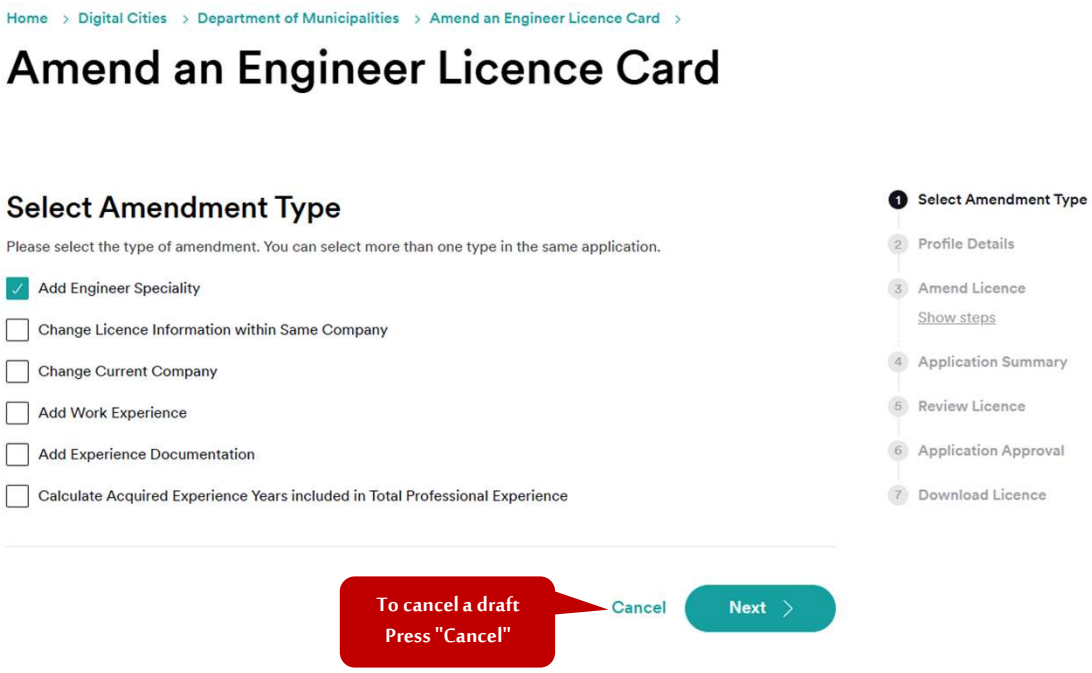
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Once a new request is selected, the system will request to choose the type of amendment required as follows:

1 . Add Engineer speciality
2. Change licence information within same company
3 . Change current company
4 . Add work experience
5. Add experience documentation
6. Calculate acquired experience years included in total professional experience.

Each option will be reviewed on the following pages.

The engineer can choose more than one option at the same time and then click the "Next" button at the bottom of the screen.



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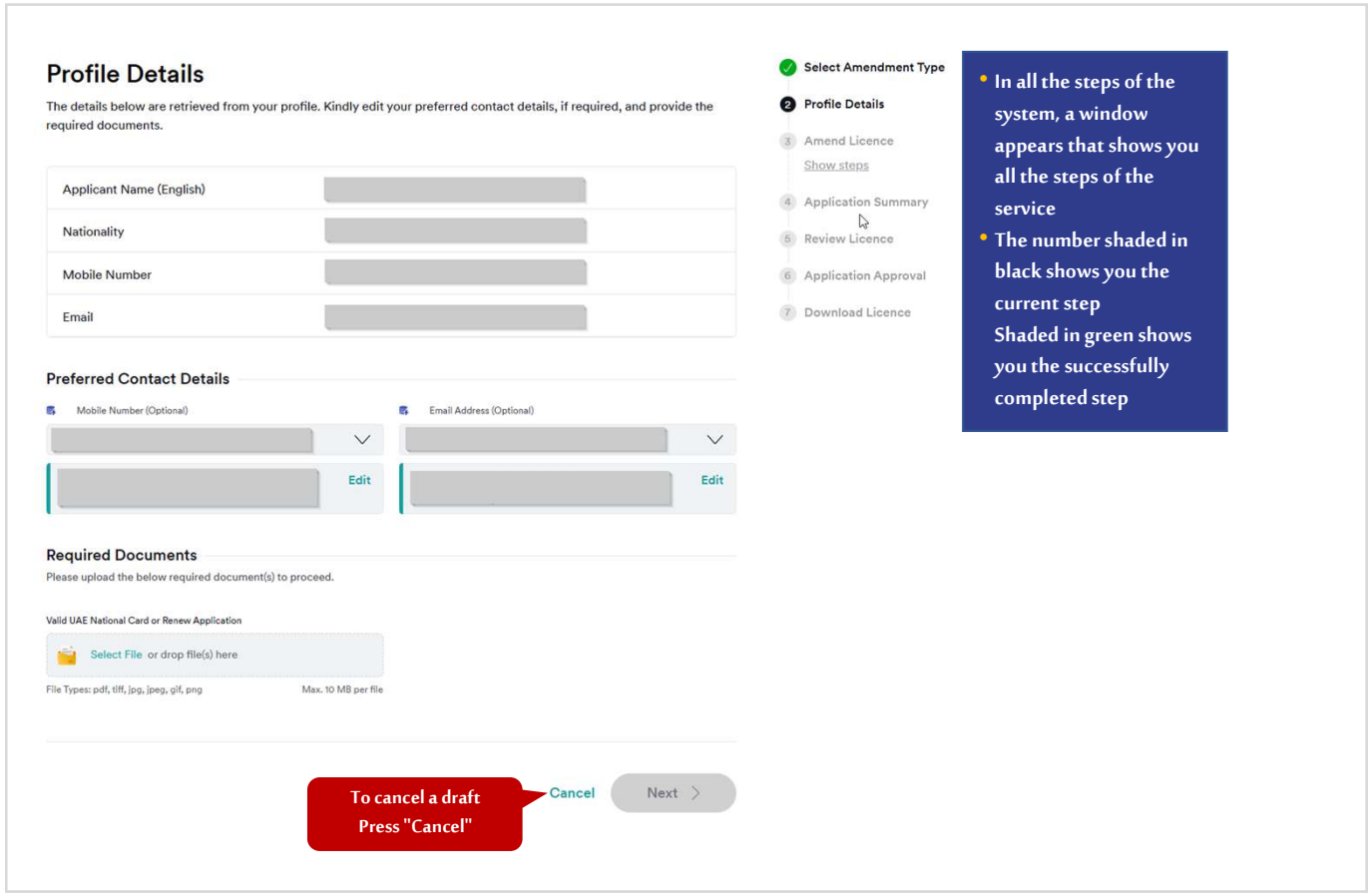
The Customer's Journey with the Service (1.2)

Amend an Engineer Licence Card - Applicant Data

In this step, the applicant's data, which was read from his UAE Pass data, is reviewed.

And he can enter the preferred means of communication, whether the phone number or email.

Next, attach the Certificate of Good Conduct (Criminal Status Certificate) , then click on "Next" .

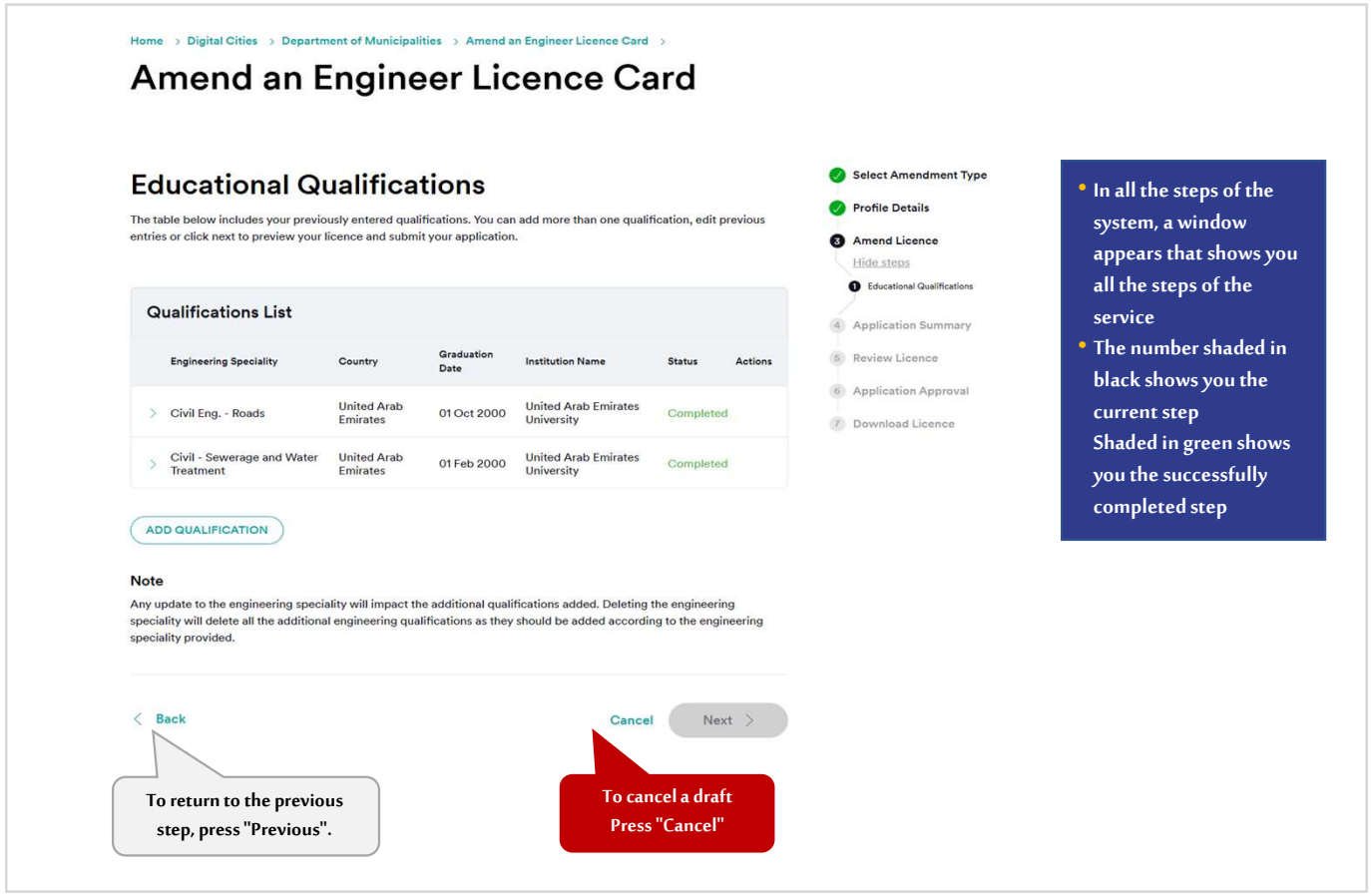


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The Customer's Journey with the Service (1.2)

Amend an Engineer Licence Card - Add Educational Qualifications

This screen displays the educational qualification associated with the applicant's account, you can add new educational qualification, then click the "Next" button at the bottom of the screen to complete the application.



- In all the steps of the system, a window appears that shows you all the steps of the service
- The number shaded in black shows you the current step
  Shaded in green shows you the successfully completed step

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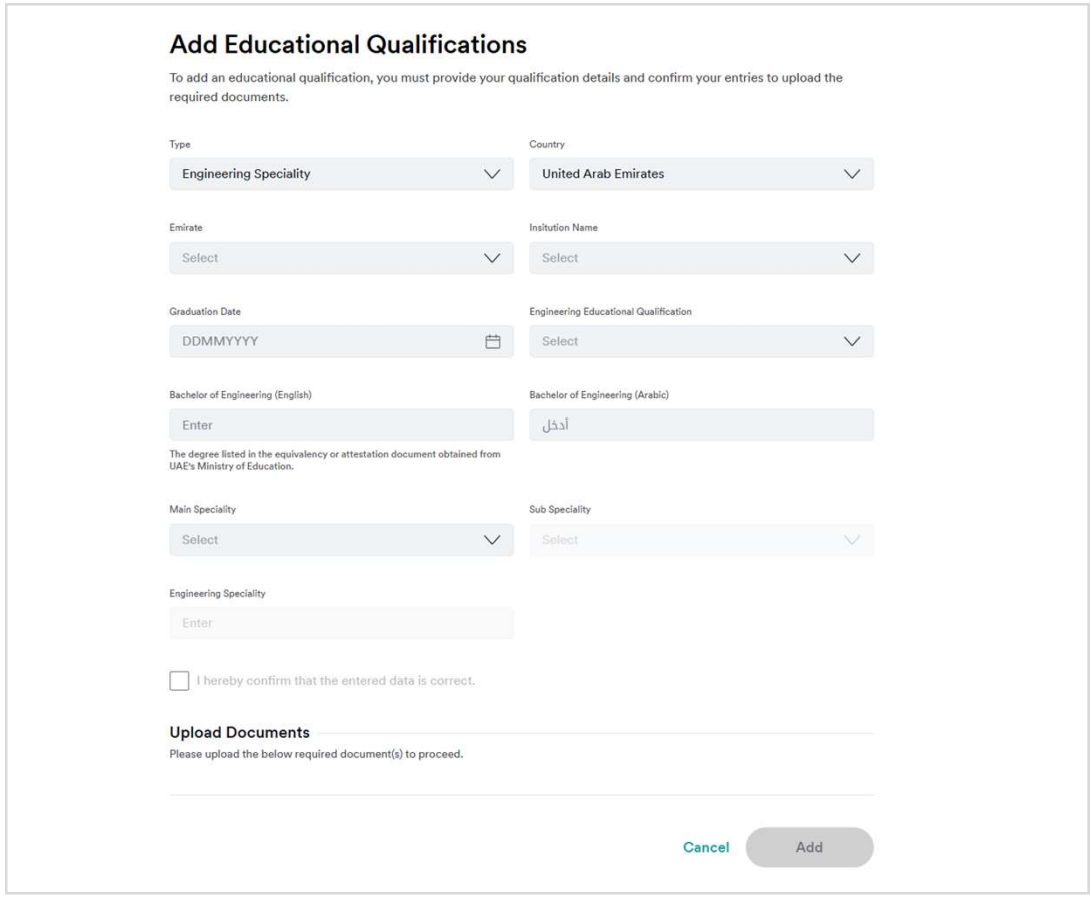
In this step, the educational qualification data is entered according to the previous choices as follows:

1- The Country
2- The name of the scientific institution (university) in Arabic and English
3- Graduation date
4- Engineering educational qualification
5- The title of bachelor of Engineering in Arabic and English
6- Main specialety
7- Sub specialety

Therefore, the engineering specialization will be extracted automatically
Then the data must be validated.
Then upload the required documents that change according to the previous choices.

1- In the case of graduating from a govermental university within the country, an engineer qualification certificate will be requested only
2- In the case of graduating from a private university inside the country, an engineer qualification certificate will be requested, in addition to the attestation from the Ministry of Education.
3- In the case of graduating from a university outside the country, an engineer's qualification certificate will be requested, in addition to the equivalency of the certificate from the Ministry of Education

Then click on "Add" at the bottom of the screen.



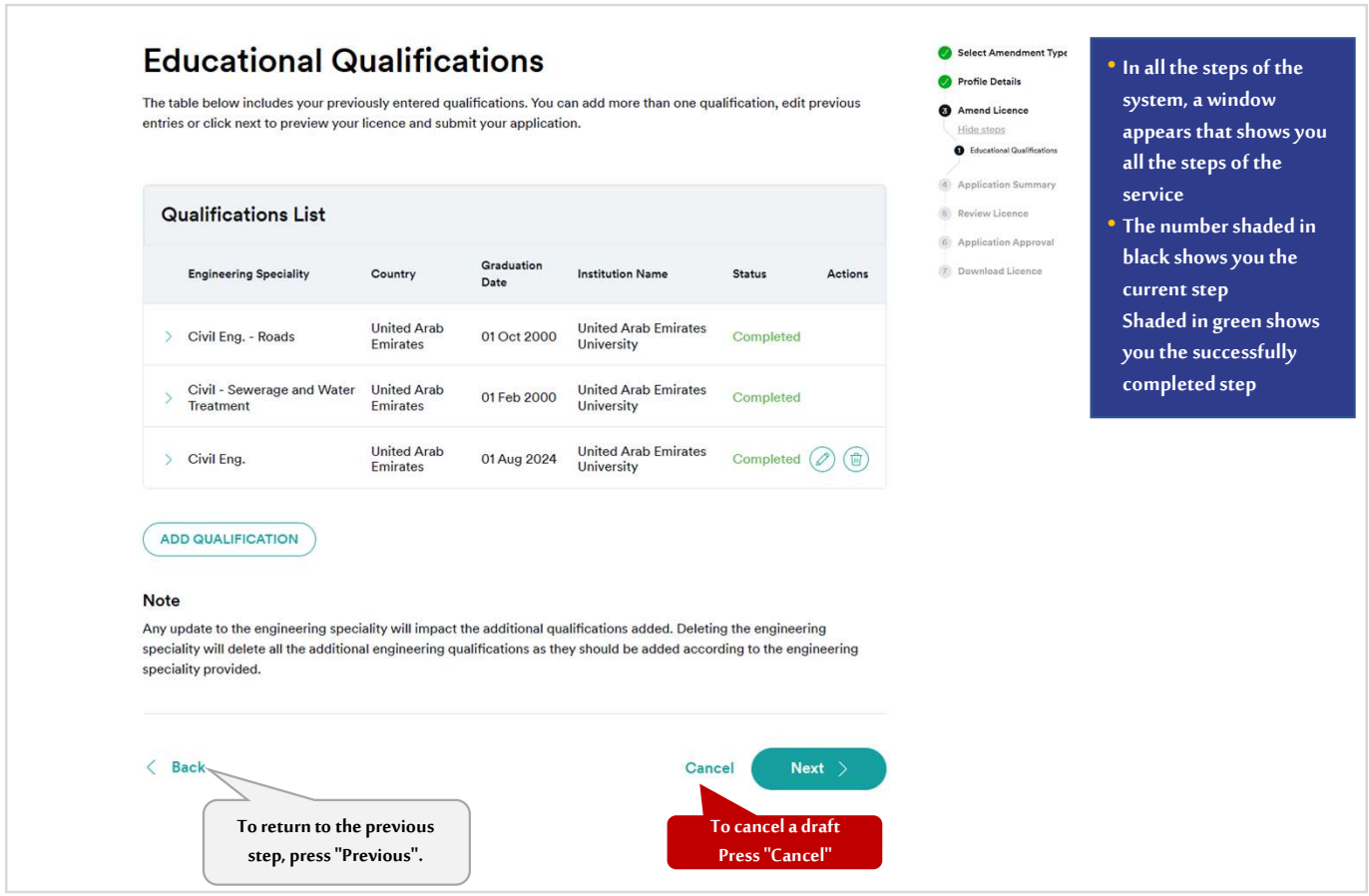
The Customer's Journey with the Service (1.2)

Amend an Engineer Licence Card – Add Educational Qualifications

After pressing add, a summary of the educational qualifications data that was entered in the previous screen appears and the procedures that can be implemented are:

Edit or cancel

To complete the service request, click "Next" or you can add another educational qualification.

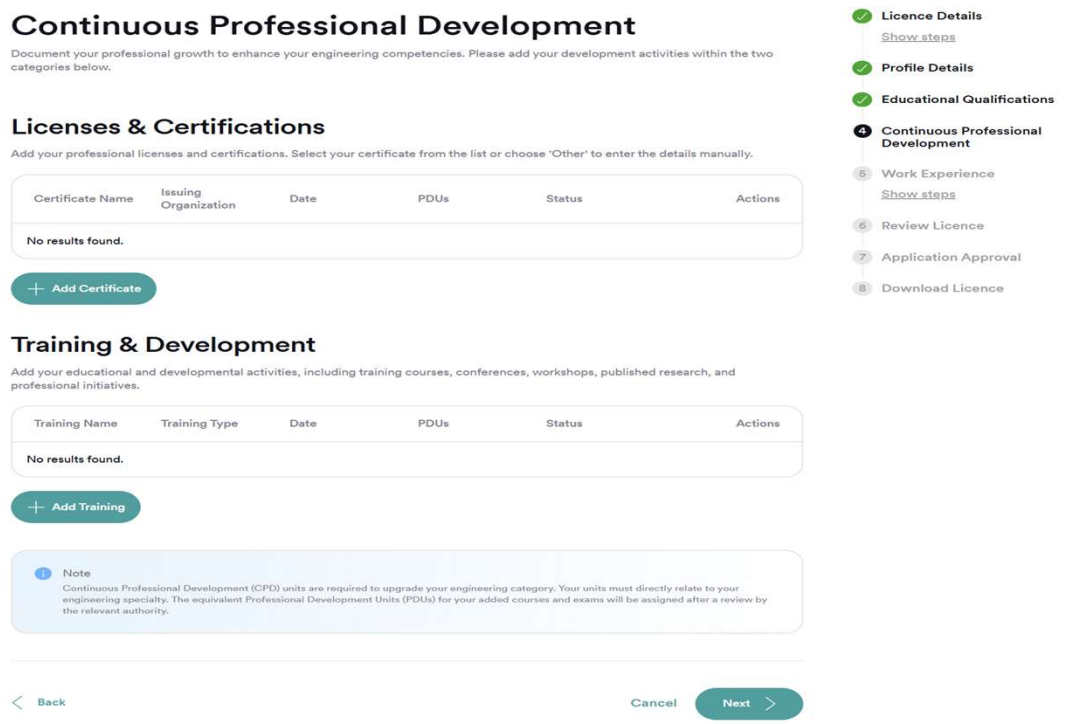


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Continuous Professional Development

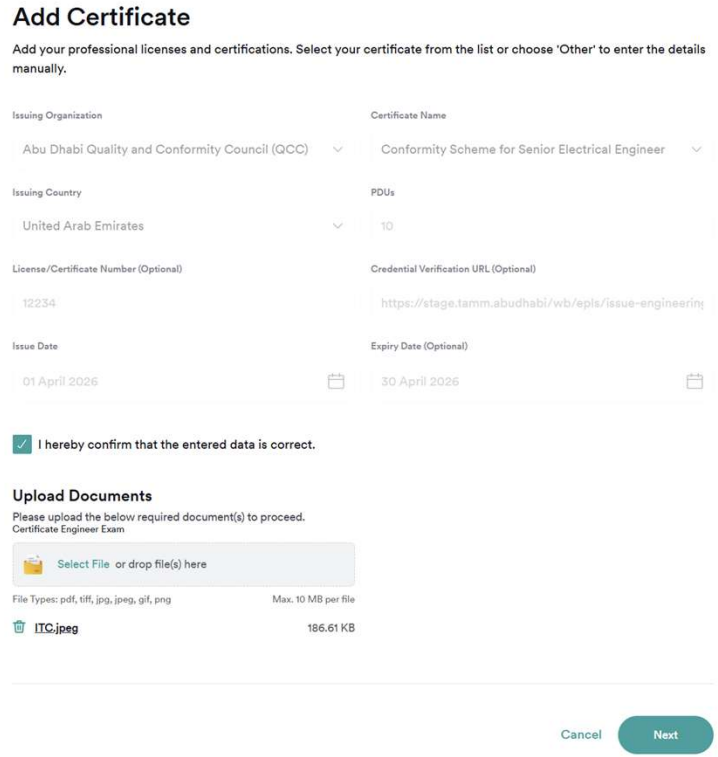
In this step, the certificate or training data for the engineer is entered by clicking on Add Certificate or Add Training

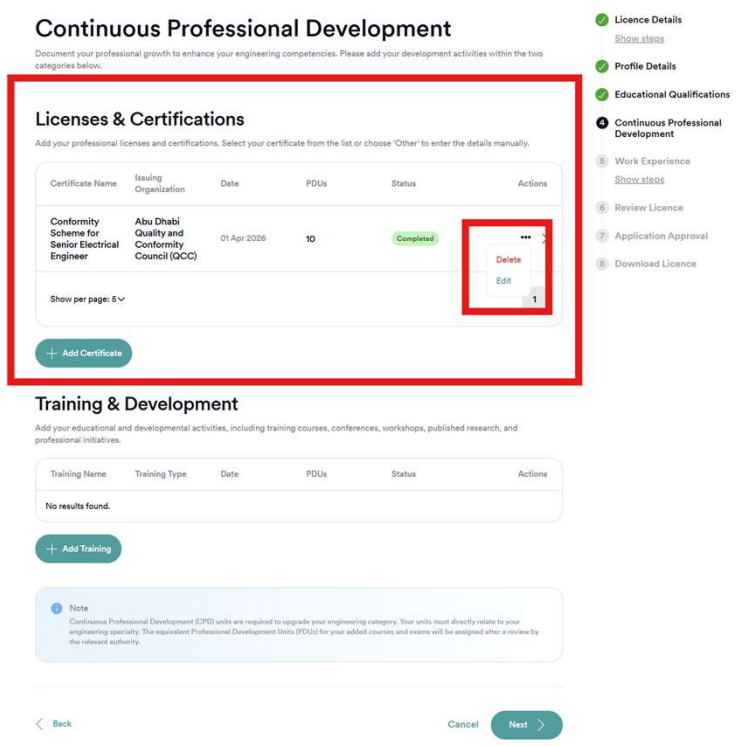


Continuous Professional Development

In this step, the certificate details are entered so that the system automatically calculates the Professional Development Units (PDU) based on its type. A copy of the certificate is then attached for review, and "Next" is clicked to complete the process.

The certificate will appear in the list of added certificates, and the engineer can edit its details or delete it.

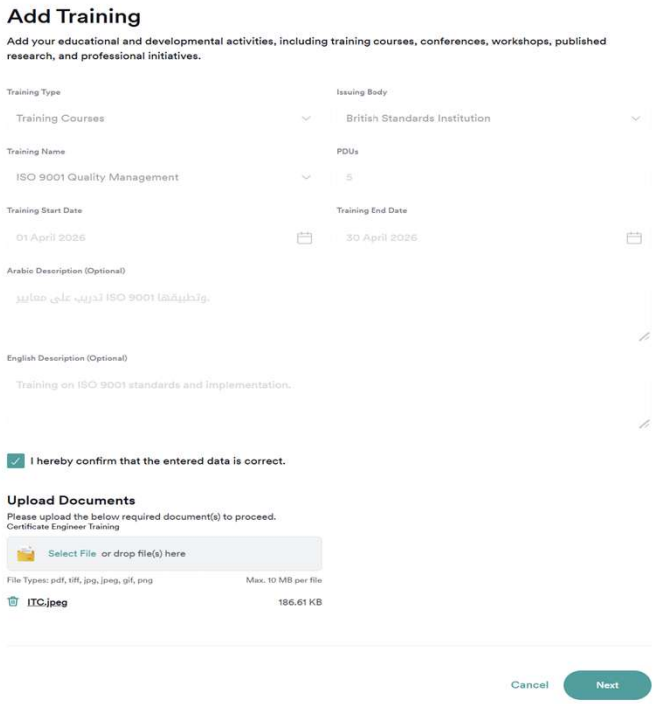


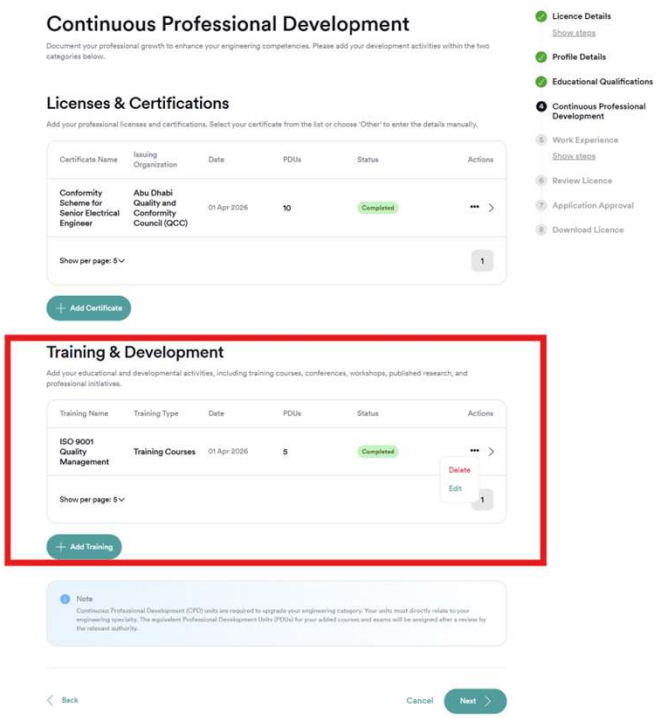


Continuous Professional Development

In this step, the training details are entered so that the system automatically calculates the Professional Development Units (PDU) based on its type. A copy of the training is then attached for review, and "Next" is clicked to complete the process.

The training will appear in the list of added trainings, and the engineer can edit its details or delete it





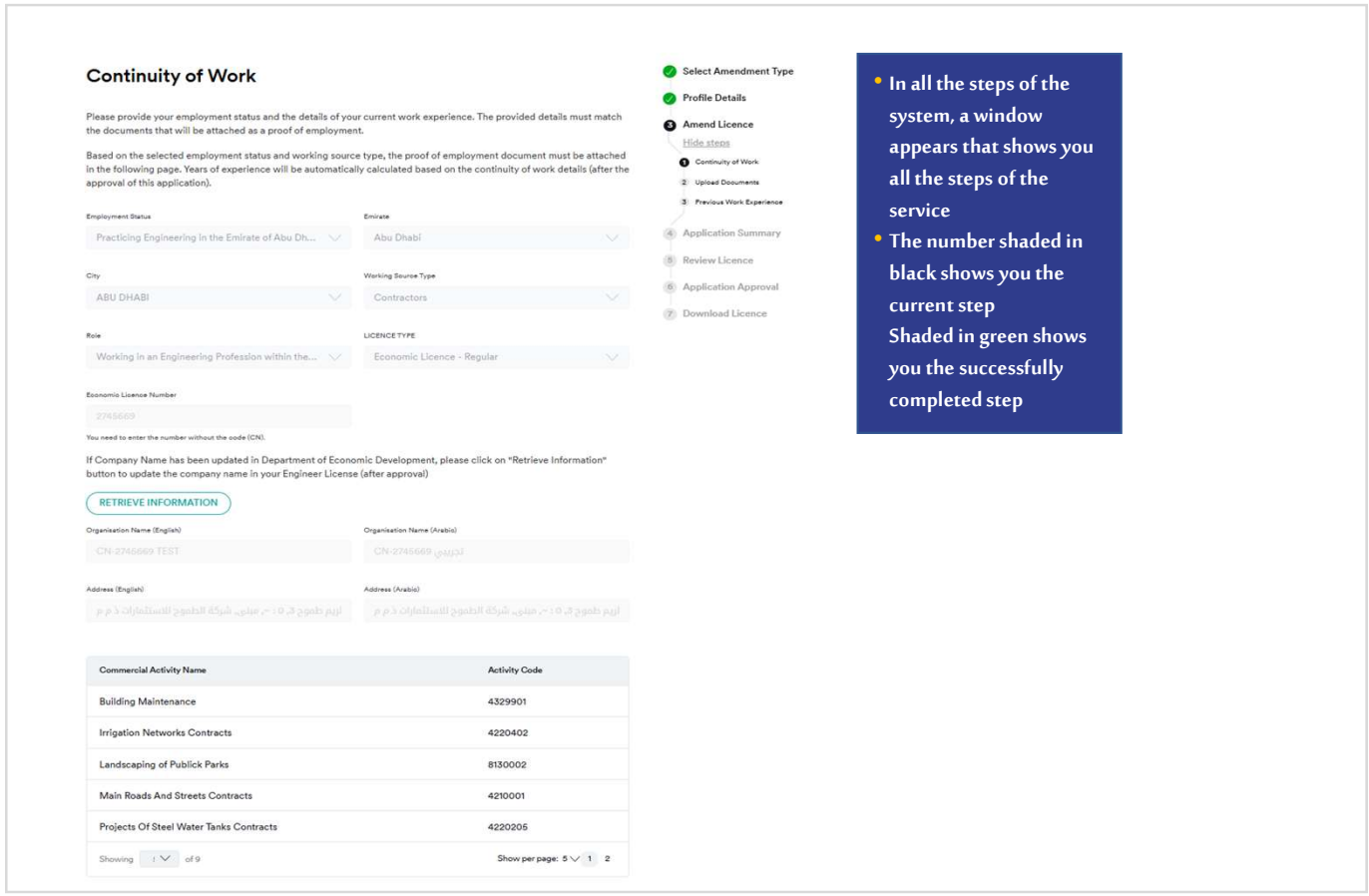
The Customer's Journey with the Service (1.3)

Amend an Engineer Licence Card –Change licence information within same company

The work continuity section is opened, and the data previously entered (shown in the upper part No. 1 and 2 .) is shown And Part 3 shows the data that can be modified, which are as follows:

1. Relationship (partner / engineer / technical director in the case of an engineering office)
2. Partnership ratio when choosing the type of partner relationship
3. Engineering speciality: You can choose between the specialization previously entered in the qualifications
4. Engineering profession: it is possible to choose from activities compatible with the engineering specialization that was chosen from the activities in the commercial licence

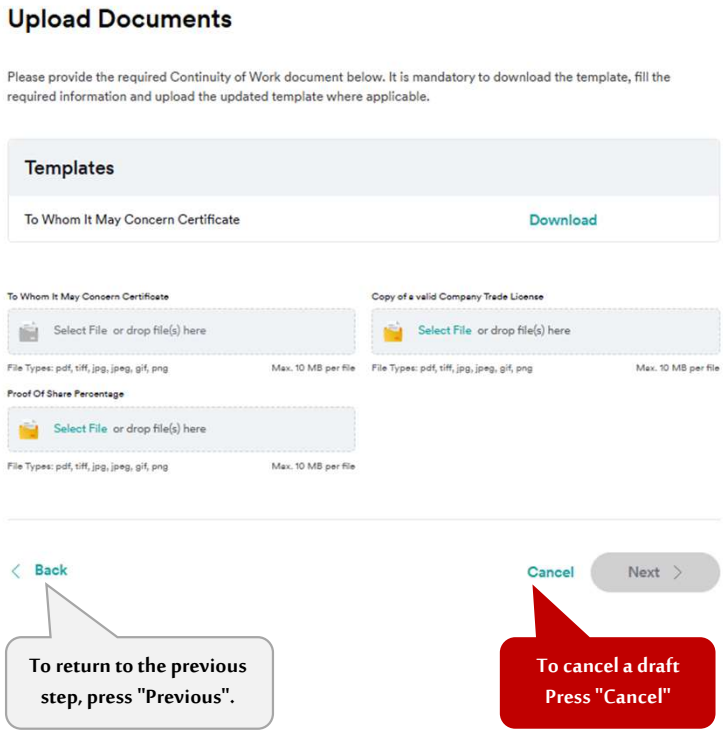
After that, confirm the validity of the data, then click on the "Next" .



- In all the steps of the system, a window appears that shows you all the steps of the service
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After modifying the data to be modified, a certificate form for To Whom It May Concern is downloaded, filled out and re-uploaded within the step of uploading the required documents according to the relationship.
Then click the "Next" button.

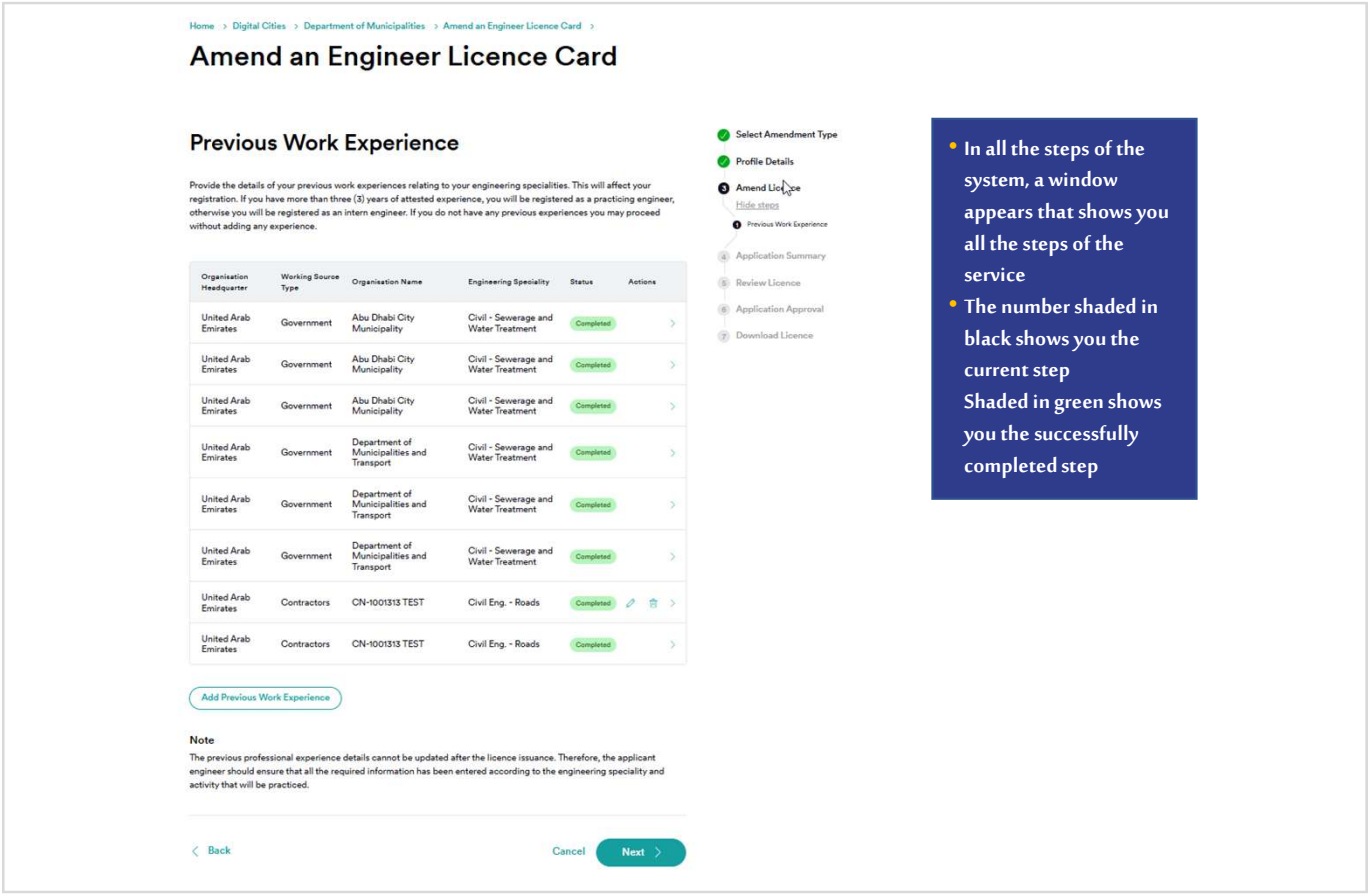


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The Customer's Journey with the Service (1.3)

Amend an Engineer Licence Card –Add work experience

When you choose to add previous experiences, the previous work experience section will be entered, and the experiences that were previously entered will appear.
To add other experiences, click on the "Add previous work experience" .
Please note that no experience prior to the date of graduation will be accepted.



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The Customer's Journey with the Service (1.3)

Amend an Engineer Licence Card–Add work experience

When choosing a contracting company for example
You will be considered an engineer within the company's technical staff and can be licensed as an engineer and partner/investor/owner)
Then you fill in the following data:

1 - Type of licence (regular)

2 - commercial licence number

3 - Click on the "Retrieve information" button, which retrieves the company's data from the Department of Economic Development (the company's name, address, and engineering activities in the commercial licence).

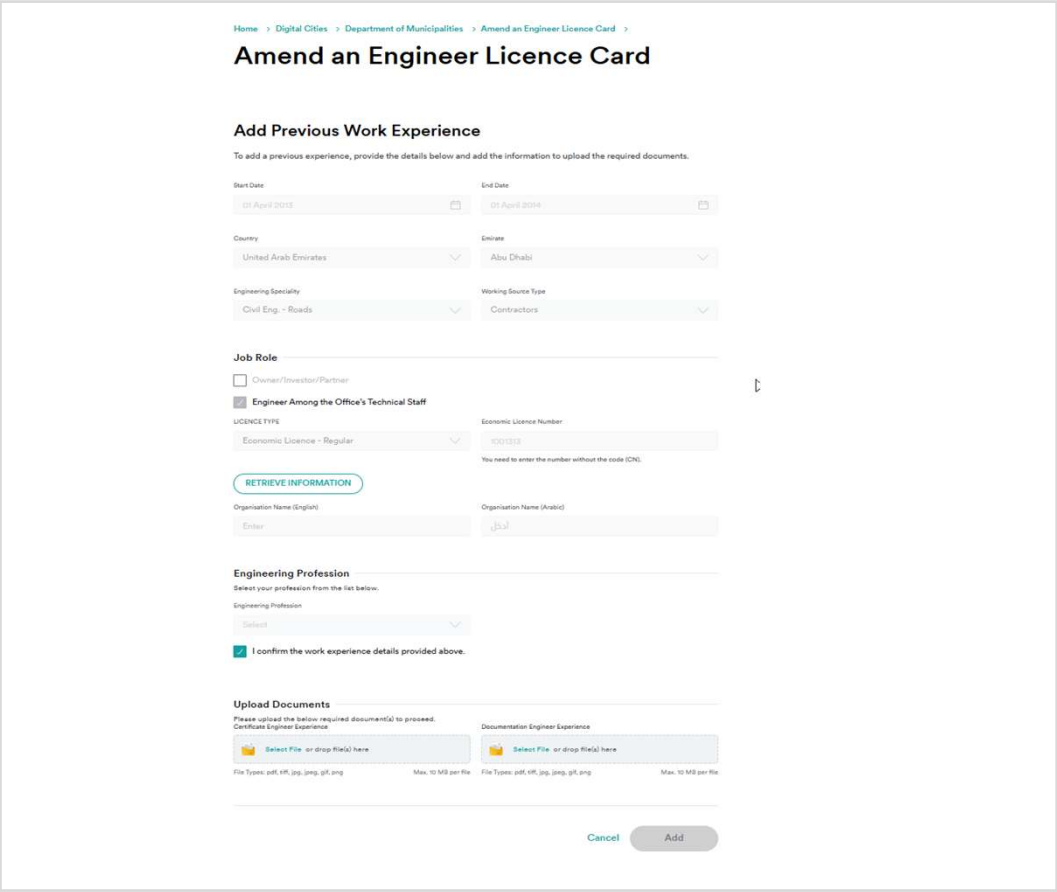
Economic (company name, address and engineering activities in the commercial licence)

The system provides the engineering profession options by matching the engineering commercial activity that is compatible with the engineering specialization in the commercial licence

The customer must choose one of the engineering profession values in the list.

After that, confirmation of the validity of the data and uploading of documents (certificate of experience with experience and documentation of practical experience).

Then click on "Add".

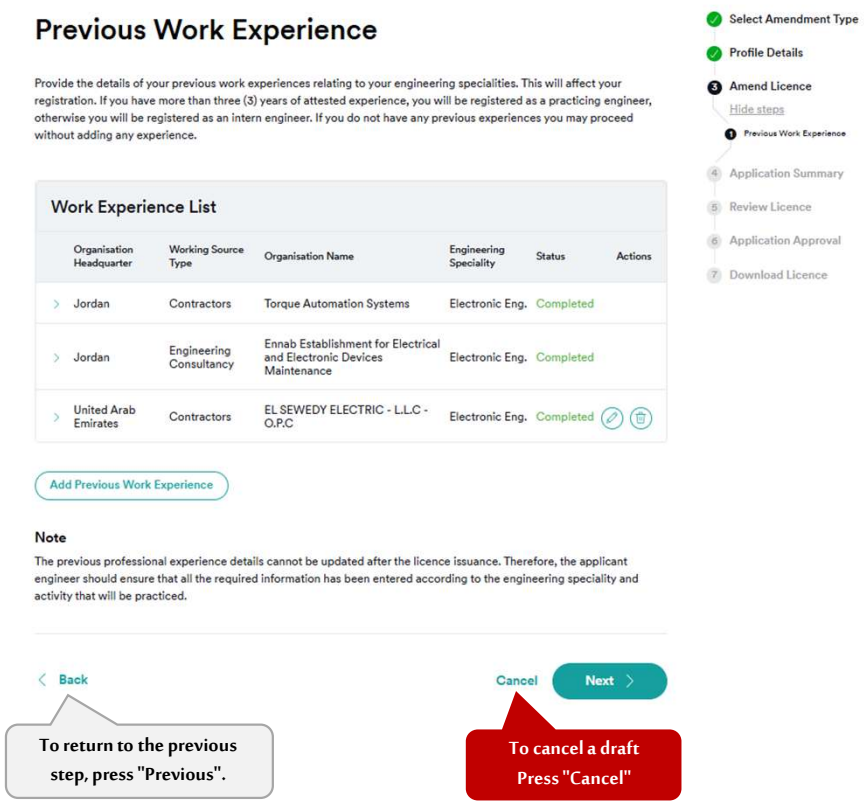


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After pressing add, a summary of the previous work experience data that was entered in the previous screen appears and the procedures that can be implemented are :

Edit or Cancel

To complete the service request, click on "Next" or you can add another experience in the same way.

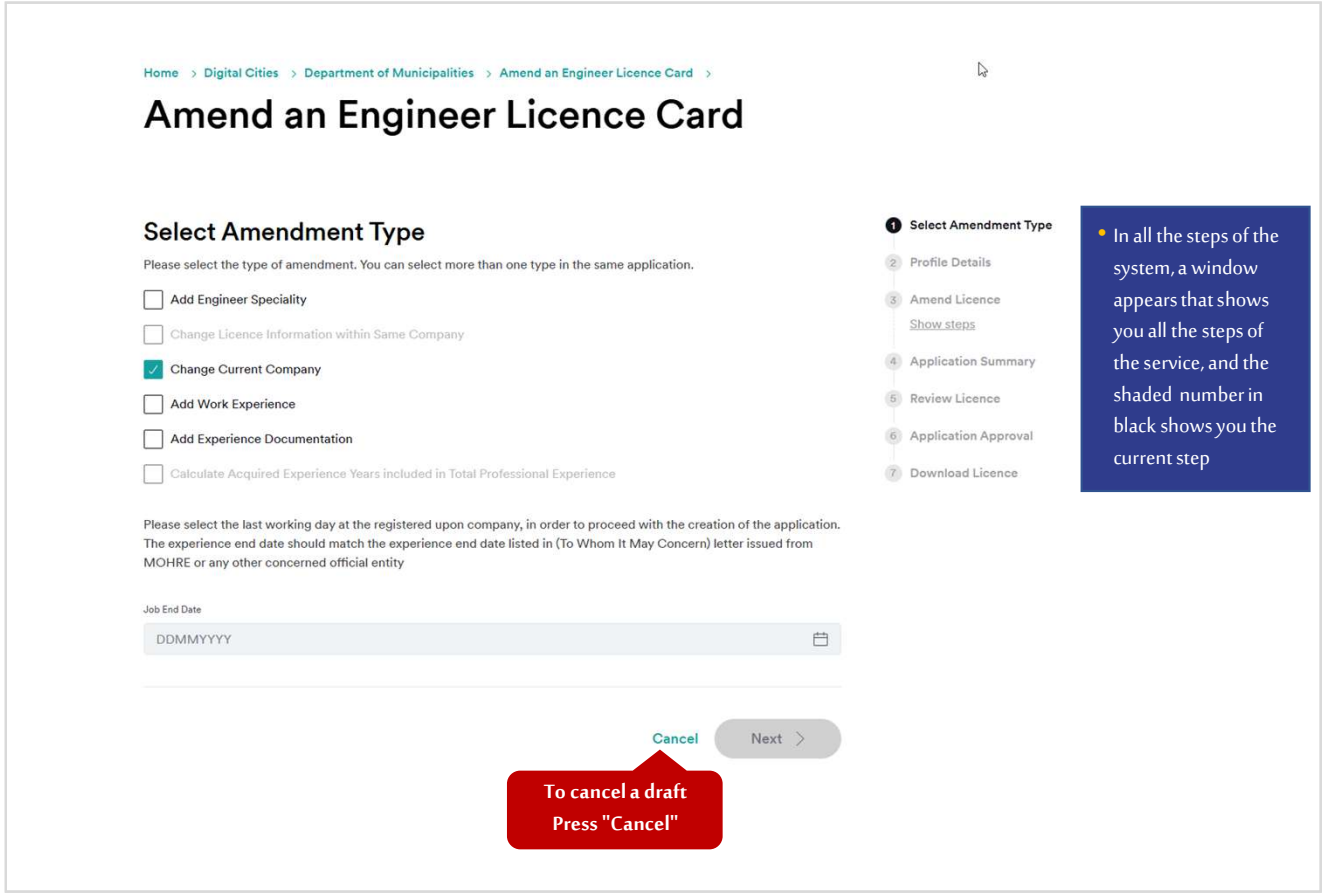


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The Customer's Journey with the Service (1.4)

Amend an Engineer Licence Card–Change current company

When choosing the type of amendment "change current company" ,the date of leaving work in the previous entity in the work continuity section is inquired before requesting the amendment
It should be noted that correct data must be entered according to the date of cancellation of the work or residence permit, according to the type of the previous workplace
When changing the employer from a governmental entity or company, a document must be uploaded proving leaving work in the governmental entity or company, with the condition that the date of leaving the work to be entered matches the date of leaving the work in the attached document
Then click on the "Next" button.
And follow the same steps of entering the work continuity data mentioned in the user manual of Service Issuance of an Engineer Licence.

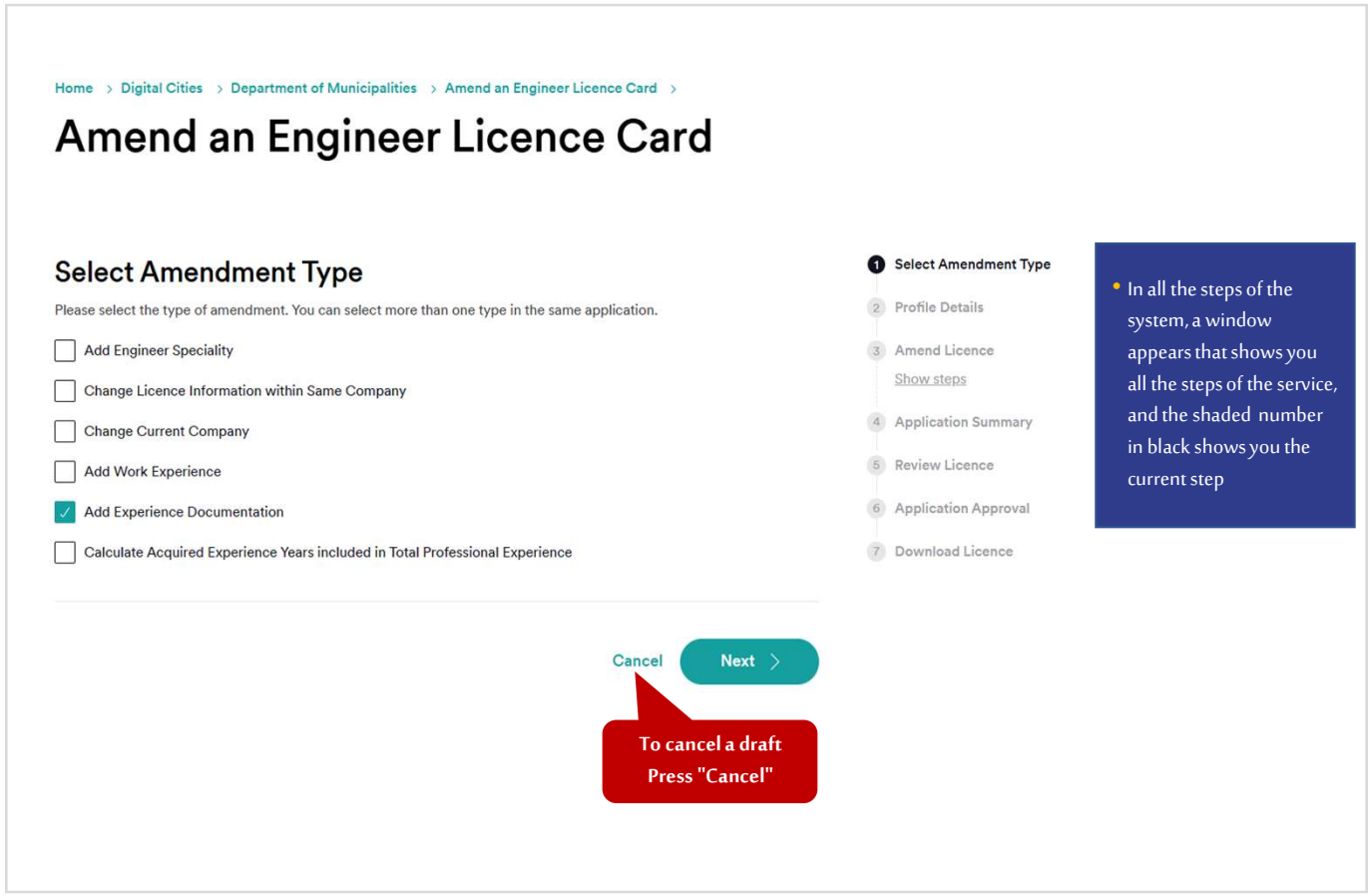


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The Customer's Journey with the Service (1.5)

Amend an Engineer Licence Card –Add experience documentation

This option is available only to those who issued their card in the transitional period that ended at the end of 2019 when the Engineers Licensing services were launched, as it allowed them to enter previous undocumented work experiences, from which a percentage is calculated as documented experiences
This option let them to add documentation of these experiences so that the entire period of experience is calculated as documented experience
Then click on "Next" button.
The previously entered undocumented practical experiences are shown to us, and a document documenting these experiences is attached.



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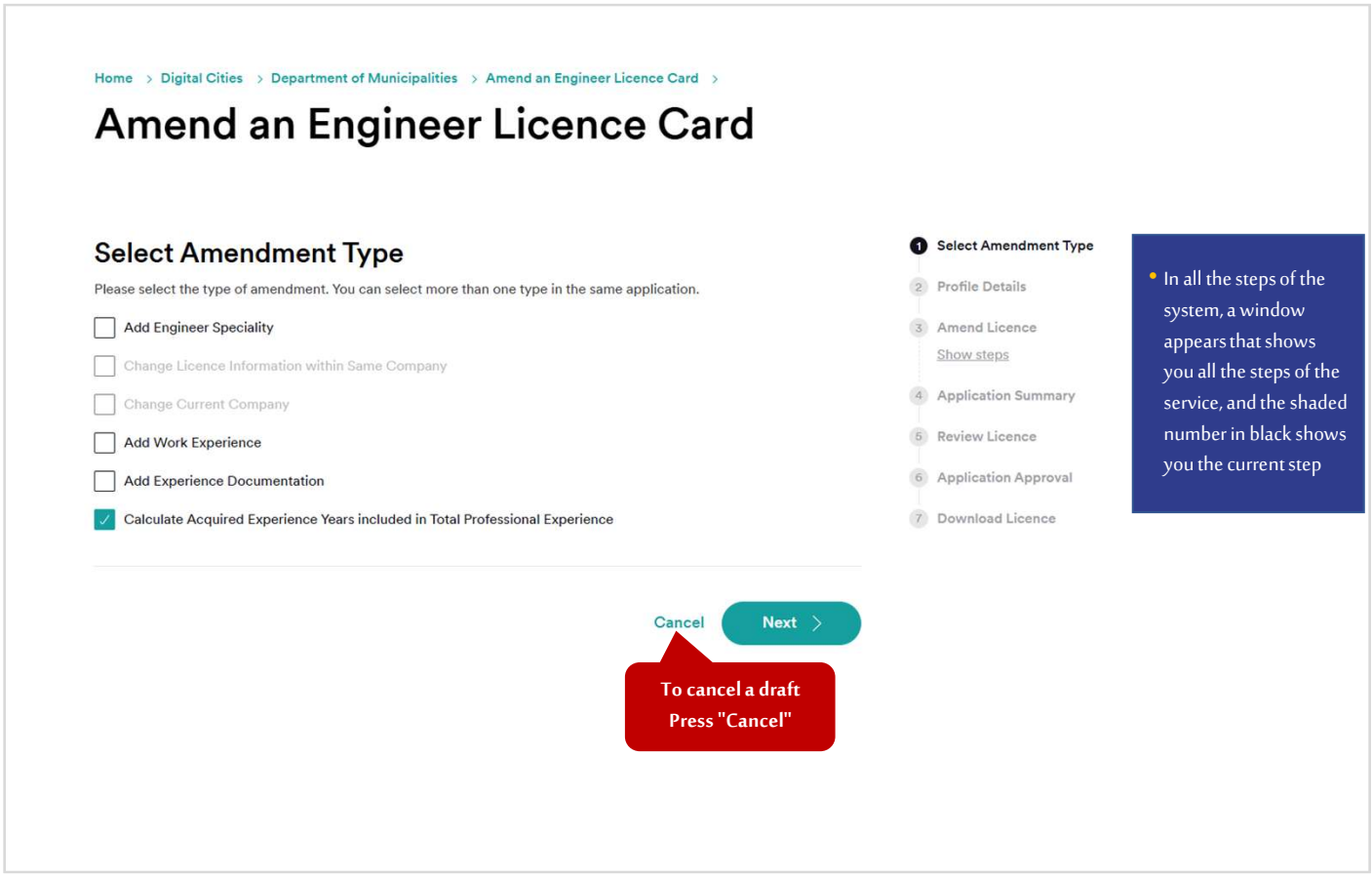
The Customer's Journey with the Service (1.6)

Amend an Engineer Licence Card–Calculate acquired experience years in total professional experience

This option allows you to gain the experience period from the date of issuance of the card or to modify the work status until the date of applying for the service.

Example:

An engineer who when submitting an application for the issuance of a Engineer licence, entered experiences for a period of 4 years, and after a year from the issuance of the card, he can use this option to gain experience in the same workplace, bringing his total work experience to 5 years, he attaches the required documents to prove that he continues working in the same entity.



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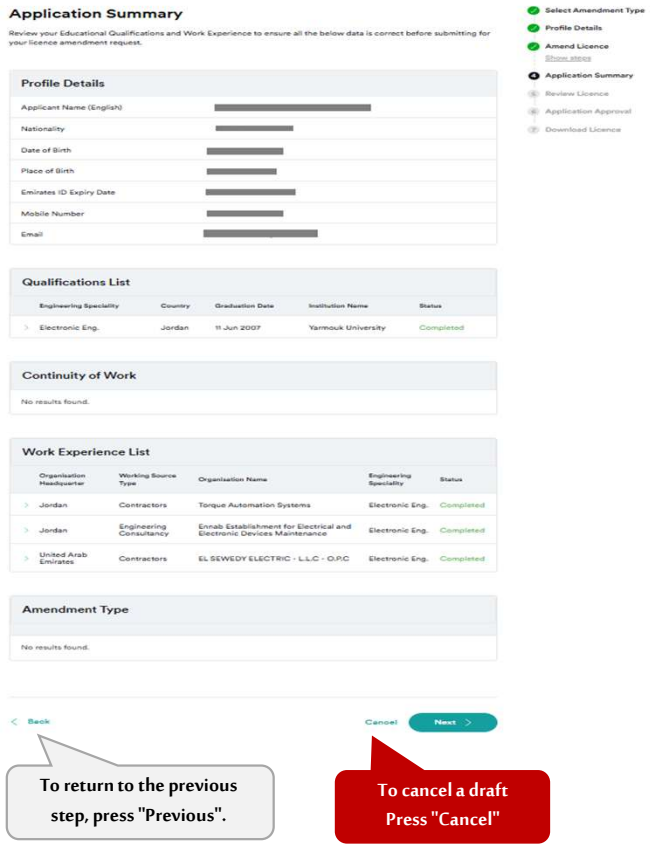
The Customer's Journey with the Service (1.7)

Amend an Engineer Licence Card – Application Summary

After completing all modifications
The system reviews the application summary for amending the engineer licence. The data that has been amended is clarified at the level of each section for review before submitting the request as follows:

1. Profile details
2. Qualifications
3. Contiuity of work
4. Work experience list
5 . Amendment type

After reviewing all the data,
click on "Next".



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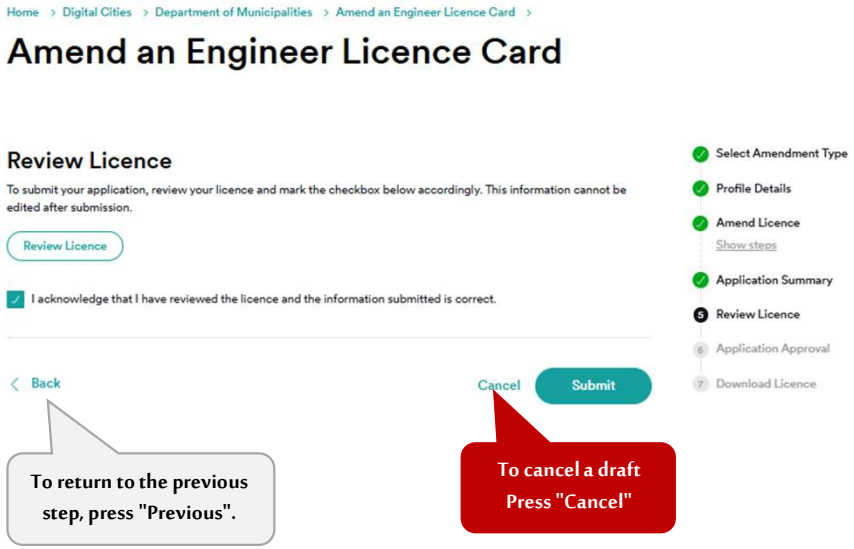
The Customer's Journey with the Service (1.8)

Amend an Engineer Licence Card – Review Licence

The last step is to review the engineer licence based on the data entered and make sure it is correct.
Then acknowledgment of reviewing the licence, then submitting the application

The application is reviewed by the concerned municipality within 5 days.

Congratulations, you have obtained an amended Licence card.
You can view it within your documents in the personal account on the TAMM platform or download it as soon as the notification of completion of the transaction arrives from the concerned municipality.



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THANK YOU

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