



هيئة أبوظبي للرقمية  
ABU DHABI DIGITAL AUTHORITY

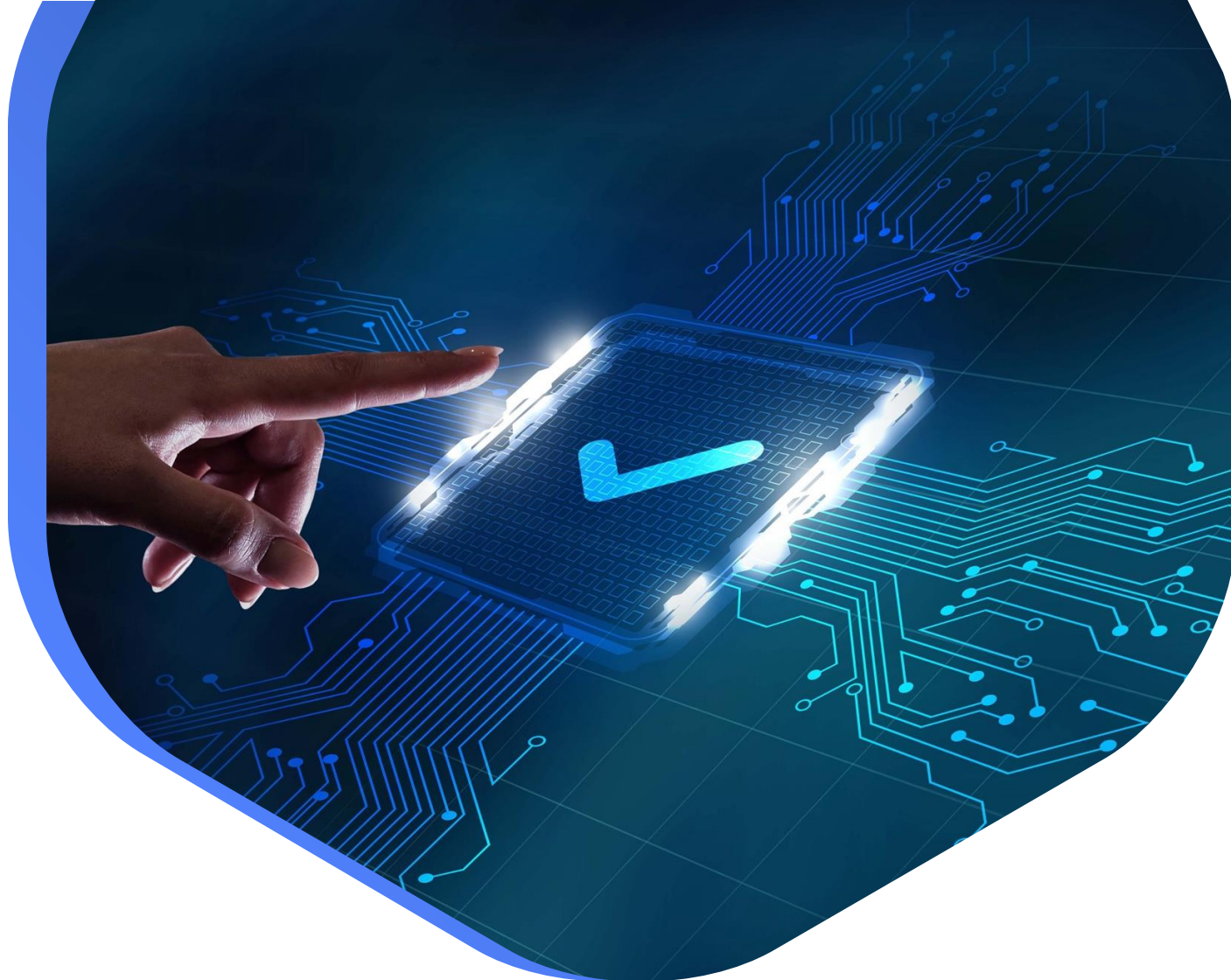
20  
22

## Service Guide for TAMM portal

### Request the Issuance of an Engineer Licence

DEPARTMENT OF MUNICIPALITIES AND TRANSPORT

Oct 2022





**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.**



## EPLS Services List on TAMM Portal.

<b>EPLS Services: Applications are being created from the services list on TAMM Portal</b>	
1-	<a href="#"><u>Request the Issuance of an Engineer Licence.</u></a>
2-	<a href="#"><u>Request to Amend an Engineer Licence.</u></a>
3-	<a href="#"><u>Request to Renew an Engineer Licence.</u></a>
4-	<a href="#"><u>Request to Suspend an Engineer Licence.</u></a>
5-	<a href="#"><u>Request Status Update of Engineer Temporary Licence.</u></a>
6-	<a href="#"><u>To Whom It May Concern Certificate Request - Engineer Licence.</u></a>
7-	<a href="#"><u>Invitation Request Status Update.</u></a>
<b>EPLS Services: Applications are being created on MeCS and received in engineer inbox on TAMM.</b>	
8-	<a href="#"><u>Engineer Invitation to Join the Engineering Staff of an Engineering Firm.</u></a>
9-	<a href="#"><u>Cancel Role Assignment.</u></a>



# Access EPLS Services on TAMM

Users can navigate to EPLS services on TAMM under **“Housing & Property”** category on TAMM homepage → **Building and Construction** → **Construction Permits**.

The screenshot shows the TAMM homepage with various service categories. The 'Housing & Property' category is highlighted with a red box. Other categories include Benefits for Emiratis, Business Events & Advertising, Start & Manage a Business, Consultations & Training, Education & Training, Entertainment & Events, Environment & Agriculture, Exploring & Planning, Family & Community, Finance & Taxation, Health & Safety, Importing & Exporting, Investing in Abu Dhabi, Laws & Regulations, Moving & Leaving, People of Determination, Religion & Culture, Vehicles & Transportation, and Work & Employment.

The screenshot shows the 'Housing & Property' category page. The 'Building and Construction' sub-category is highlighted with a red box. Other sub-categories include Constructions, Buy a Home, Property Ownership, Safety, Rent a Home, and Utilities and Maintenance. The page also features a search bar, cycle time filters, type filters, persona filters, and government entities filters.

The screenshot shows the 'Construction Permits' page. The 'Request to Suspend an Engineer Licence' service is highlighted with a red box. Other services include Request the Issuance of an Engineer Licence, Request to Amend an Engineer Licence, Request to Renew an Engineer Licence, Request Status Update of Engineer Temporary Licence, Request for Permission to Use a Tower Crane or Personnel and Equipment Crane Outside Plot Limits, and Request for Permission to Extend the Authorized Hours of Work. The page also features a search bar, cycle time filters, type filters, persona filters, and government entities filters.



# Request the Issuance of an Engineer Licence Start Page

[Home](#) > [Housing & Property](#) > [Building and Construction](#) > [Construction Permits](#)

## Request the Issuance of an Engineer Licence

START

🕒 Cycle time **5 Working Days**

### Description

Through this service, you can request to obtain an engineer licence, either temporary or permanent, where you will be registered in the Engineering Registry at the Department of Municipalities and Transport as a trainee, practitioner, or professional.

### Eligibility

Please log in to see if you are eligible for this service.

### Conditions

- If the attested practical experience of the applicant exceeds 3 years, the applicant will be categorised as practicing engineer, otherwise the applicant will be categorised as a trainee engineer
- The service should be selected to obtain a temporary licence in case where a Bachelor of Accredited Engineering Program is obtained while there is a delay in issuing the equivalency certificate from UAE's Ministry of Education
- Engineer licence request will be canceled due to failure to meet registration requirements within 30 days for temporary Licence and 90 days for Permanent Licence
- The applicant must submit the required documents according to the following cases (engineer, partner, office manager) and when choosing more than one case, the required documents must be provided for all cases that have been selected

### Relavant Entity

دائرة البلديات والنقل  
DEPARTMENT OF MUNICIPALITIES  
AND TRANSPORT



PHONE NUMBER

**800555**

WEBSITE

<https://www.dmt.gov.ae>

EMAIL

[contact@tamm.abudhabi](mailto:contact@tamm.abudhabi)

OFFICE HOURS

**Open** Closes at 3:30 pm ^

Sunday	Closed
Monday	7:30 AM - 3:30 PM
Tuesday	7:30 AM - 3:30 PM
Wednesday	7:30 AM - 3:30 PM
<b>Thursday</b>	<b>7:30 AM - 3:30 PM</b>
Friday	7:30 AM - 12:00 PM
Saturday	Closed

SERVICE HOURS

**Open** Closes at 3:30 pm v

[Hide details](#)



The service level agreement states the maximum period for reviewing a service request.

[Home](#) > [Housing & Property](#) > [Building and Construction](#)

## Request the Issuance of an Engineer Licence

START

🕒 Cycle time 5 Working Days

To start the service  
Press the "Start" button

### Eligibility

Your eligibility for this service is determined based on the status of your [documents in MyLocker](#).

- **Documents may have to be submitted during the service**
  - Academic Transcript that States the Students Course Credit and GPA.
  - Certificate of employment continuity.
  - Certificate of share ownership.
  - Experience certificates.
  - Good Conduct Certificate.
  - Labor card. [Learn More](#)
  - Proof of Membership.
  - Residency Visa.
  - Signature Authorization.
  - To Whom it May Concern Certificate.
  - Trade Licence. [Learn More](#)
  - Trade Licence Cancellation. [Learn More](#)
  - University Degree.



# Service Card Details

## Conditions

- If the attested practical experience of the applicant exceeds 3 years, the applicant will be categorised as practicing engineer, otherwise the applicant will be categorised as a trainee engineer
- The service should be selected to obtain a temporary licence in case where a Bachelor of Accredited Engineering Program is obtained while there is a delay in issuing the equivalency certificate from UAE's Ministry of Education
- Engineer licence request will be canceled due to failure to meet registration requirements within 30 days for temporary Licence and 90 days for Permanent Licence
- The applicant must submit the required documents according to the following cases (engineer, partner, office manager) and when choosing more than one case, the required documents must be provided for all cases that have been selected

## Process

- 1 Apply for the service through the available channels
- 2 Upload the required documents
- 3 Receive approval or rejection notice
- 3 Receive issued engineer licence

## Fees

Description	Cost
Request the Issuance of an Engineer Licence	AED 0

## Required Documents

Document	Document Description
Academic Transcript that States the Student's Course Credit and GPA	<p>If one of the following qualifications was obtained : copy</p> <ul style="list-style-type: none"><li>• Bachelor of Architecture/Architectural Engineering</li><li>• Bachelor of Arts in Architecture</li></ul> <p>A document must be attached to fulfilling the study period requirement (which indicates that the engineer has completed a period of no less than 5 academic years in educational institutions that adopt the annual system, or (160) credit hours according to the semester system, or (240) credit hours according to the quarterly system, or (360) units according to the European system)</p>
Certificate of employment continuity	<p>- To Whom It May Concern Letter stating the continuation of work - for engineers working in private or government sector and office managers or partners copy</p> <p>- In the case of an outsourcing employee in a government entity or company, a letter from the outsourcing company and a letter from the government entity or company is required in addition to the labour card</p> <p>- In the case of working for a government company from another emirate, a To Whom It May Concern certificate issued by the government company must be authenticated by the concerned entity</p>
Certificate of share ownership	Evidence of the firm's ownership percentage of not less than 15% of the capital for residents during the period of experience copy



# The Customer's Journey with the Service

## Login

Like all services of the Tamm platform, you must be logged in with a UAE PASS  
For more information, please review the UAE PASS website

<https://selfcare.uaepass.ae/>

To start the service  
Press the "Start" button

[Home](#) > [Housing & Property](#) > [Building and Construction](#)

## Request the Issuance of an Engineer Licence

START

🕒 Cycle time **5 Working Days**

### Login required

For a personalised experience, sign in to access My Locker, your documents, continue services and so much more. Don't have an account?

 Sign in with UAE PASS

A single trusted digital identity for all citizens, residents and visitors.



# The Customer's Journey with the Service (1.1)

## Licence Card Data - Type of Engineering Qualification

After logging in through UAE PASS, the license card data is filled in, where the system begins to ask a set of questions to determine the category of the license card that you can obtain as follows:

At first, the type of engineering qualification should be selected, and the appropriate qualification is selected. Then press the "Next" button at the bottom of the screen. The steps involved will be explained for each of the different cases.

### Licence Details

Answer the following questions to identify the licence you are eligible for.



#### 1. Type of the Engineering Educational Qualification

Bachelor in Architecture/Architectural Engineering

Bachelor of Arts in Architecture or Bachelor of Science in Architectural Engineering

**Bachelor of Engineering**

Bachelor of Science in Engineering

Any Other Degree

NEXT → [Cancel](#)

### Process

- 1 Licence Details**  
[Hide steps](#)
  - 1 Check Eligibility
  - 2 Terms and Conditions
  - 3 Eligibility Status
- 2 Profile Details
- 3 Educational Qualifications
- 4 Work Experience  
[Show steps](#)
- 5 Review Licence
- 6 Application Approval
- 7 Download Licence

- In all the steps of the system, a window appears that shows you all the steps of the service, and the shaded number in black shows you the current step

### Relevant Entity

دائرة البلديات والنقل  
DEPARTMENT OF MUNICIPALITIES  
AND TRANSPORT

[Show details](#)



# The Customer's Journey with the Service (1.1)

## Licence Card Data - Type of Engineering Qualification

When choosing any of these two options and being graduated from a university other than the UAE University, the user must later provide proof of the study period according to the following options:

- 1-5 academic years for educational institutions that follow the yearly system
- 2 - The equivalent of (160) credit hours for universities that follow credit hour systems
- 3- The equivalent of (240) hours according to the quarterly system
- 4 - The equivalent of (360) units according to the European system

When choosing one of these two options, any of the engineering disciplines other than architecture and architecture can be chosen according to the availability of at least the following:

- 1 - 4 academic years for educational institutions that follow the yearly system
- 2 - The equivalent of (140) credit hours for universities that follow credit hour systems
- 3 - The equivalent of (210) hours according to the quarterly system
- 4 - The equivalent of (280) units according to the European system

In case of obtaining a certificate of a supporting engineering program in applied sciences or engineering technology or any supporting engineering program, it will not be accepted except in the following cases:

- 1 - 4 academic years for educational institutions that follow the yearly system
- 2 - The equivalent of (140) credit hours for universities that follow credit hour systems
- 3 - The equivalent of (210) hours according to the quarterly system
- 4 - The equivalent of (280) units according to the European system

And you must choose "any other certificate" and then click on "Next"

**Bachelor in Architecture/Architectural Engineering**

**Bachelor of Arts in Architecture or Bachelor of Science in Architectural Engineering**

**Bachelor of Engineering**

**Bachelor of Science in Engineering**

**Any Other Degree**



# The Customer's Journey with the Service (1.1)

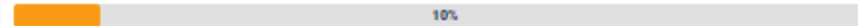
## Licence Card Data - Type of Engineering Qualification

### Scenario 1: Selecting a Bachelor of Architecture/Architecture Engineering/Arts in Architecture/Sciences in Architecture Engineering

In this scenario, the first (or second) option will be chosen as shown in the figure and shaded in blue. Then press the "Next" button at the bottom of the screen.

#### Licence Details

Answer the following questions to identify the licence you are eligible for.



#### 1. Type of the Engineering Educational Qualification

**Bachelor in Architecture/Architectural Engineering**

Bachelor of Arts in Architecture or Bachelor of Science in Architectural Engineering

Bachelor of Engineering

Bachelor of Science in Engineering

Any Other Degree

NEXT



Cancel

#### Process

##### 1 Licence Details

[Hide steps](#)

1 Check Eligibility

2 Terms and Conditions

3 Eligibility Status

##### 2 Profile Details

##### 3 Educational Qualifications

##### 4 Work Experience

[Show steps](#)

##### 5 Review Licence

##### 6 Application Approval

##### 7 Download Licence

#### Relevant Entity

دائرة البلديات والنقل  
DEPARTMENT OF MUNICIPALITIES  
AND TRANSPORT



[Show details](#)

- In all the steps of the system, a window appears that shows you all the steps of the service, and the shaded number in black shows you the current step.



# The Customer's Journey with the Service (1.1)

continued

## Scenario 1: Selecting a Bachelor of Architecture/Architecture Engineering/Educational Institute Outside the UAE

Here, the type of higher education institution awarding the academic qualification is chosen

Then press the "Next" button at the bottom of the screen, and we can return to the previous step by pressing the "Previous" button as desired.

In the current example, is selected "A scientific institution outside the United Arab Emirates" and then press the Next button highlighted in yellow.

### Licence Details

Answer the following questions to identify the licence you are eligible for.



#### 2. Educational Institute providing the Engineering Qualification

An Educational Institute outside the UAE

United Arab Emirates University

Higher Colleges of Technology

Private Educational Institute in the United Arab Emirates

← PREVIOUS    NEXT →    Cancel

To return to the previous step, press "Previous".

To cancel a draft Press "Cancel"

### Process

#### 1 Licence Details

Hide steps

1 Check Eligibility

2 Terms and Conditions

3 Eligibility Status

#### 2 Profile Details

#### 3 Educational Qualifications

#### 4 Work Experience

Show steps

#### 5 Review Licence

#### 6 Application Approval

#### 7 Download Licence

### Relevant Entity

دائرة البلديات والنقل  
DEPARTMENT OF MUNICIPALITIES  
AND TRANSPORT



Show details

- In all the steps of the system, a window appears that shows you all the steps of the service, and the shaded number in black shows you the current step



# The Customer's Journey with the Service (1.1)

continued

Follow the first scenario: selecting a Bachelor of Architecture / Architectural Engineering: a scientific institution outside the country / providing the equivalency

Here the question is asked about providing the equivalency of the Bachelor of Engineering degree, since the educational qualification is issued from outside the country, and the equivalency certificate must be obtained by applying for the service of requesting the equivalency of the scientific qualification on the website of the Ministry of Education. If the applicant selected "Yes", he will be directed to issue a permanent License card (two years), but if the equivalency is not available, the he will be directed to issue a temporary License card (6 months). then press "Next".

## Licence Details

Answer the following questions to identify the licence you are eligible for.

66%

3. Have you obtained the Bachelor of Engineering degree Equivalency?

Yes

No

### Process

- 1 Licence Details Hide steps
- 2 Profile Details
- 3 Educational Qualifications
- 4 Work Experience Show steps
- 5 Review Licence
- 6 Application Approval
- 7 Download Licence

In all the steps of the system, a window appears that shows you all the steps of the service, and the shaded number in black shows you the current step

← PREVIOUS

NEXT →

Cancel

To return to the previous step, press "Previous".

To cancel a draft Press "Cancel"



# The Customer's Journey with the Service (1.1)

continued

Follow the first scenario: selecting a Bachelor of Architecture / Architectural Engineering: a scientific institution outside the country / providing the equivalency

Here, the duration of the study or its equivalency is chosen according to the qualification's rules approved by the Ministry of Education, and this is as follows:

- 1 - Not currently activated
- 2 - Not currently activated
- 3 - Activated in all engineering disciplines except architecture and architecture engineering and its branches
- 4 - The selection to be selected with the disciplines of architecture and architecture engineering and its branches.

## Licence Details

Answer the following questions to identify the licence you are eligible for.

75%

4. Please select the Academic Program duration of study in which the Educational Qualification was issued:

The interested party must have spent no less than 1 year of study or the equivalent thereof after getting the bachelor degree in an engineering specialty in order to obtain a post-graduate diploma or a master's degree.

The interested party must have spent no less than 3 years of study in any educational institution applying the annual system; or alternatively, they must have spent (120) accredited hours as per the semester system or (180) accredited hours as per the quarter system, or they must complete at least (240) credits as per the ETCS for a bachelor degree in a supporting engineering specialty.

The interested party must have spent no less than 4 years of study in any educational institution applying the annual system; or alternatively, they must have spent (140) accredited hours as per the semester system or (210) accredited hours as per the quarter system, or they must complete at least (280) credits as per the ETCS for a bachelor degree in an engineering specialty.

The interested party must have spent no less than 5 years of study in any educational institution applying the annual system; or alternatively, they must have spent (160) accredited hours as per the semester system or (240) accredited hours as per the quarter system, or they must complete at least (320) credits as per the ETCS for a bachelor degree in an engineering specialty

## Process

### 1 Licence Details

[Hide steps](#)

1 Check Eligibility

2 Terms and Conditions

3 Eligibility Status

### 2 Profile Details

### 3 Educational Qualifications

### 4 Work Experience

[Show steps](#)

### 5 Review Licence

### 6 Application Approval

### 7 Download Licence

- In all the steps of the system, a window appears that shows you all the steps of the service, and the shaded number in black shows you the current step



# The Customer's Journey with the Service (1.1)

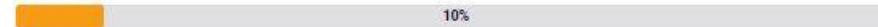
## Licence card data - Type of Engineering Qualification

### Scenario Two: Choosing a Bachelor of Engineering / Science in Engineering

In this scenario, the first (or second) option will be selected as shown in the figure and shaded in blue. Then press the "Next" button at the bottom of the screen.

#### Licence Details

Answer the following questions to identify the licence you are eligible for.



#### 1. Type of the Engineering Educational Qualification

Bachelor in Architecture/Architectural Engineering

Bachelor of Arts in Architecture or Bachelor of Science in Architectural Engineering

**Bachelor of Engineering**

Bachelor of Science in Engineering

Any Other Degree

NEXT



Cancel

To cancel a draft  
Press "Cancel"

#### Process

##### 1 Licence Details

[Hide steps](#)

1 Check Eligibility

2 Terms and Conditions

3 Eligibility Status

##### 2 Profile Details

##### 3 Educational Qualifications

##### 4 Work Experience

[Show steps](#)

##### 5 Review Licence

##### 6 Application Approval

##### 7 Download Licence

#### Relevant Entity

وزارة البلديات والتنقل  
DEPARTMENT OF MUNICIPALITIES  
AND TRANSPORT



[Show details](#)

- In all the steps of the system, a window appears that shows you all the steps of the service, and the shaded number in black shows you the current step



# The Customer's Journey with the Service (1.1)

## Licence card data - Type of Engineering Qualification

### Scenario Two: Choosing a Bachelor of Engineering / Science in Engineering / Inside the State

The option "an educational institution outside the UAE" was reviewed in the first example, and together we will review the option of the United Arab Emirates University.

The Higher Colleges of Technology option is similar, with an emphasis on the year of graduation, and both options will require, when starting the service, to attach a bachelor's degree in the engineering major that has been chosen.

While the Bachelor degree should be attested from the Ministry of Education when selecting a private educational institution in the UAE

Then press "Next".

### Licence Details

Answer the following questions to identify the licence you are eligible for.



#### 2. Educational Institute providing the Engineering Qualification

An Educational Institute outside the UAE

**United Arab Emirates University**

Higher Colleges of Technology

Private Educational Institute in the United Arab Emirates

← PREVIOUS **NEXT** → [Cancel](#)

To return to the previous step, press "Previous".

To cancel a draft Press "Cancel"

### Process

- 1 Licence Details**  
[Hide steps](#)
  - 1 Check Eligibility
  - 2 Terms and Conditions
  - 3 Eligibility Status
- 2 Profile Details
- 3 Educational Qualifications
- 4 Work Experience  
[Show steps](#)
- 5 Review Licence
- 6 Application Approval
- 7 Download Licence

- In all the steps of the system, a window appears that shows you all the steps of the service, and the shaded number in black shows you the current step

### Relevant Entity

دائرة البلديات والنقل  
DEPARTMENT OF MUNICIPALITIES  
AND TRANSPORT



[Show details](#)



# The Customer's Journey with the Service (1.1)

continued

Educational Qualifications requirements is provided; redirected to (Request for the issuance of an engineer licence) .

Here we have completed the questions related to the academic qualification, please select “Yes”, then press “Next” .

At the bottom of the screen, the previous answers appear with the applicant's selections that led to the current result.

## Licence Details

Answer the following questions to identify the licence you are eligible for.

80%

5. Based on your answers, you will be redirected to (Request to issue an Engineer Registration Card) service. Are you sure you want to proceed?

Yes

No

← PREVIOUS

NEXT →

Cancel

### Previous answers

- 4 Please select the Academic Program duration of study in which the Educational Qualification was issued: [Change](#)  
The interested party must have spent no less than 5 years of study in any educational institution applying the annual system; or alternatively, they must have spent (160) accredited hours as per the semester system or (240) accredited hours as per the quarter system, or they must complete at least (320) credits as per the ETCS for a bachelor degree in an engineering specialty
- 3 Have you obtained the Bachelor of Engineering degree Equivalency? [Change](#)  
Yes
- 2 Educational Institute providing the Engineering Qualification [Change](#)  
An Educational Institute outside the UAE
- 1 Type of the Engineering Educational Qualification [Change](#)  
Bachelor of Engineering

### Process

- 1 Licence Details [Hide steps](#)
  - 1 Check Eligibility
  - 2 Terms and Conditions
  - 3 Eligibility Status
- 2 Profile Details
- 3 Educational Qualifications
- 4 Work Experience [Show steps](#)
- 5 Review Licence
- 6 Application Approval
- 7 Download Licence

- In all the steps of the system, a window appears that shows you all the steps of the service, and the shaded number in black shows you the current step



# The Customer's Journey with the Service (1.1)

continued

All requirements for the academic qualification were selected without providing the equivalency

If the equivalency is not available, you will be directed to issue a temporary Licence card (6 months) ,then press "Next" .

## Licence Details

Answer the following questions to identify the licence you are eligible for.

66%

3. Have you obtained the Bachelor of Engineering degree Equivalency?

Yes

No

← PREVIOUS

NEXT →

Cancel

To return to the previous step, press "Previous".

To cancel a draft Press "Cancel"

### Process

- 1 Licence Details**  
[Hide steps](#)
  - 1 Check Eligibility
  - 2 Terms and Conditions
  - 3 Eligibility Status
- 2 Profile Details
- 3 Educational Qualifications
- 4 Work Experience  
[Show steps](#)
- 5 Review Licence
- 6 Application Approval
- 7 Download Licence

- In all the steps of the system, a window appears that shows you all the steps of the service, and the shaded number in black shows you the current step



# The Customer's Journey with the Service (1.1)

continued

Equivalency was not provided, redirection to (Request To Issue A Temporary Licence For An Engineer).

Here we have completed the questions related to the academic qualification, select Yes, then press "Next"

At the bottom of the screen, the previous answers appear with the applicant's selections that led to the current result

## Licence Details

Answer the following questions to identify the licence you are eligible for.

80%

5. Based on your answers, you will be redirected to (Request to issue an Engineer Temporary Registration Card) service. Are you sure you want to proceed?

Yes

No

← PREVIOUS

NEXT →

[Cancel](#)

### Previous answers

- 4 Please select the Academic Program duration of study in which the Educational Qualification was issued: [Change](#)  
The interested party must have spent no less than four years of study in any educational institution applying the annual system; or alternatively, they must have spent (140) accredited hours as per the semester system or (210) accredited hours as per the quarter system, or they must complete at least (280) credits as per the ETCS for a bachelor degree in an engineering specialty.
- 3 Have you obtained the Bachelor of Engineering degree Equivalency? [Change](#)  
No
- 2 Educational Institute providing the Engineering Qualification [Change](#)  
An Educational Institute outside the UAE
- 1 Type of the Engineering Educational Qualification [Change](#)  
Bachelor of Engineering

### Process

- 1 Licence Details [Hide steps](#)  
1 Check Eligibility  
2 Terms and Conditions  
3 Eligibility Status
- 2 Profile Details
- 3 Educational Qualifications
- 4 Work Experience [Show steps](#)
- 5 Review Licence
- 6 Application Approval
- 7 Download Licence

- In all the steps of the system, a window appears that shows you all the steps of the service, and the shaded number in black shows you the current step



# The Customer's Journey with the Service

## Terms and Conditions

The following steps should be followed for the terms and conditions screen:

- 1- Download the Charter and Ethics for Practicing the Engineering Profession
- 2- Acknowledgment to read the service card and its policy
- 3- Acknowledgment of acceptance of the rules
- 4- Acknowledgment of agreeing to the terms of the Engineers Agreement
- 5- Acknowledgment to download and read the engineering Charter and Ethics.

Then click on **"Submit Request"** to continue.

### Terms and Conditions

It is mandatory to read and accept the service policy, rules and agreement conditions, as well as downloading the Engineer's Charter and Ethics manual to issue your licence.

DOWNLOAD 

- I acknowledge that I have read the [Service Card and Policy](#), and I pledge to take full responsibility for all the information that is going to be entered.
- I acknowledge that I have read and accepted all the [Rules](#) listed.
- I acknowledge that I have read and accept the [Engineer Agreement Conditions](#).
- I have downloaded and read the Engineers' Charter and Ethics.

 **BACK** **SUBMIT** [Cancel](#)

To return to the previous step, press "Previous".

To cancel a draft Press "Cancel"

#### 1. The Ethics for Engineering Practice

- A licensed engineer shall be abide by the following rules:
- Rule (1):** Engineers shall promote the values and principals of engineering ethics and conduct it in the community. Engineers must perform under a standard of professional behavior that support the reputation and integrity of engineering locally and internationally.
  - Rule (2):** Engineers shall hold paramount the safety, health and welfare of the public and shall strive to comply with the principles of sustainable development in the performance of their professional duties.
  - Rule (3):** Engineers shall continue their professional development throughout their careers, and shall provide opportunities for the professional development of those workers under their supervision.
  - Rule (4):** Engineers shall always behave as a faithful trustees towards the interest of the employer, and shall avoid conflicts of interest in professional matters.
  - Rule (5):** Engineers shall build their professional reputation on the merit of their services and shall not compete unfairly with others.
  - Rule (6):** Engineers shall be keen to provide their opinions and ideas only in an objective and truthful manner, and upon knowledge of the facts and competence in the subject matter.

Each of the above-mentioned rules includes a set of principals, as follow:

#### Service Card and Policy

Please read the service card and policy, download and accept the Engineer's Charter and Ethics manual to issue your licence.

The engineer is engaged as per the Engineering Regulations that require the professional engineering activity that the engineer will practice in the specified engineering field.

The practicing Engineer can be listed as a Chartered Engineer for the Chartered Engineering Institute for his registered engineering activity, in the following form:

Registration Number	Registration Category	Registration Status	Registration Date
123456789	Chartered Engineer	Active	2023-01-01
987654321	Chartered Engineer	Active	2023-01-01

The Engineer's Professional Engineering Details can't be updated after the approval. Therefore, the applicant engineer should ensure that all the information is correct before submitting the application.

#### Rules

- Rule (1):** Engineers shall promote the values and principals of engineering ethics and conduct it in the community. Engineers must perform under a standard of professional behavior that supports the reputation and integrity of engineering locally and internationally.
- Rule (2):** Engineers shall hold paramount the safety, health and welfare of the public and shall strive to comply with the principles of sustainable development in the performance of their professional duties.
- Rule (3):** Engineers shall continue their professional development throughout their careers, and shall provide opportunities for the professional development of those workers under their supervision.
- Rule (4):** Engineers shall always behave as a faithful trustees towards the interest of the employer, and shall avoid conflicts of interest in professional matters.
- Rule (5):** Engineers shall build their professional reputation on the merit of their services, and shall not compete unfairly with others.
- Rule (6):** Engineers shall be keen to provide their opinions and ideas only in an objective and truthful manner, and upon knowledge of the facts and competence in the subject matter.

#### Engineer Agreement Conditions

I have read the instructions, regulations and decisions issued by Abu Dhabi's Department of Municipalities and Transport concerning the procedures of engineers' licensing in the Emirate of Abu Dhabi. In addition, as a registered engineer in the Emirate of Abu Dhabi, I hereby pledge to abide by all rules and principals of engineering ethics that preserve the dignity of the profession and enhance its values and reputation in the society. Moreover, I bear total responsibilities resulting from breaching the rules herein.



# The Customer's Journey with the Service (1.3)

## Eligibility Status

According to your previous answers, you have successfully completed the first step and qualified to start the second step

**Congratulations !**



### You Are Eligible to Apply for the Licence

Thank you for answering the questionnaire. You are now eligible to proceed with the next steps of the service based on your responses. You can continue to apply for the licence by clicking the 'NEXT' button below.



☰ Responses Summary +

#### Process

- 1 Licence Details**  
[Hide steps](#)
  - ✓ Check Eligibility
  - ✓ Terms and Conditions
  - 3 Eligibility Status**
- 2 Profile Details
- 3 Educational Qualifications
- 4 Work Experience  
[Show steps](#)
- 5 Review Licence
- 6 Application Approval
- 7 Download Licence

- 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



# The Customer's Journey with the Service (2)

## 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 the preferred email.

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

**Profile Details**

The details below are retrieved from your profile. Kindly edit your preferred contact details, if required, and provide the required documents.

Applicant Name (English)	[REDACTED]
Nationality	[REDACTED]
Date of Birth	[REDACTED]
Place of Birth	[REDACTED]
Emirates ID	[REDACTED]
Emirates ID Expiry Date	[REDACTED]
Mobile Number	[REDACTED]
Email	[REDACTED]

**Preferred Contact Details**

PHONE NUMBER (OPTIONAL) | EMAIL (OPTIONAL)

phone (default) | email (default)

phone (default) | email (default)

**Required Documents**

Upload the required documents below to proceed. The certificate of good conduct will be issued by the competent authority in the Emirate. For more information, contact the Department of Municipalities and Transport.

CLEAR CRIMINAL RECORD CERTIFICATE

SELECT FILE or drop file(s) here

File Types: pdf, hfl, xls, jpeg, gif, png | Max: 10 MB per file

1.jpg 171.6 KB

← BACK | NEXT → | Cancel



- 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



# The Customer's Journey with the Service (3)

## Academic Qualifications

In this step, the academic qualification data is entered. In all cases, a bachelor's degree must be entered first before adding any other qualification

At first, click on "Add Qualification".

### Educational Qualifications

You must add at least one Engineering Specialisation to proceed. The engineering specialisation should be linked to a Bachelor of Engineering degree. You may add additional Engineering qualifications, if available. In case of adding an additional educational qualification, the engineering specialisation should be selected and associated with a current or previous professional experience.

#### Qualifications List

You have no previous qualifications added to your account. Add a qualification to proceed with your application.

Sample text

ADD QUALIFICATION

#### Note

Any update to the engineering speciality will impact the additional qualifications added. Deleting the engineering speciality will delete all the additional engineering qualifications as they should be added according to the engineering speciality provided.



BACK

NEXT



Cancel

#### Process

-  **Licence Details**  
[Show steps](#)
-  **Profile Details**
-  **Educational Qualifications**
-  **Work Experience**  
[Show steps](#)
-  **Review Licence**
-  **Application Approval**
-  **Download Licence**

- 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



## The Customer's Journey with the Service (3)

### Academic qualifications: Adding a scientific qualification for the first time

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

- 1- The state
- 2- The name of the scientific institution (university) in Arabic and English
- 3- Graduation date
- 4- The academic qualification was chosen from the previous answers
- 5- The name of the academic qualification in Arabic and English
- 6 - Main Specialty
- 7- Subspecialty

Therefore, the engineering specialization will be extracted automatically

Then, you must verify that the data is correct

Then upload the required documents that change according to the previous choices

- 1- When graduating from a public university within the country, an engineer qualification certificate will be requested only
  - 2- When graduating from a private university inside the country, an engineer qualification certificate will be requested, in addition to the attestation of the Ministry of Education
  - 3- When graduating from a university outside the country, the engineer's qualification certificate will be requested in addition to the equivalency of the certificate from the Ministry of Education
- Then press "Add" at the bottom of the screen.

### Add Educational Qualifications

To add an educational qualification, you must provide your qualification details and confirm your entries to upload the required documents.

TYPE	COUNTRY
Engineering Speciality	Egypt
INSTITUTION NAME (ENGLISH)	INSTITUTION NAME (ARABIC)
Cairo University	جامعة القاهرة
GRADUATION DATE	ENGINEERING EDUCATIONAL QUALIFICATION
10 July 1991	Bachelor of Engineering
BACHELOR OF ENGINEERING (ENGLISH)	BACHELOR OF ENGINEERING (ARABIC)
Bachelor of Mechanic Engineer	بكالوريوس الهندسة الميكانيكية
The degree listed in the equivalency or attestation document obtained from UAE's Ministry of Education.	
MAIN SPECIALITY	SUB SPECIALITY
Mechanical Engineering or any of its Sub-Specialties	Mechanical Engineering
ENGINEERING SPECIALITY	
Mechanical Eng.	
<input type="checkbox"/> I hereby confirm that the entered data is correct.	
<b>Upload Documents</b>	
The required certificates will be displayed upon marking the confirmation box above.	
CERTIFICATE ENGINEER EDUCATION	EQUIVALENC E ENGINEER EDUCATION
<input type="button" value="SELECT FILE"/> or drop file(s) here	<input type="button" value="SELECT FILE"/> or drop file(s) here
File Types: pdf, tiff, jpg, jpeg, gif, png	File Types: pdf, tiff, jpg, jpeg, gif, png
Max. 10 MB per file	Max. 10 MB per file
<input type="button" value="ADD"/>	<input type="button" value="Cancel"/>



# The Customer's Journey with the Service (3)

## Academic qualifications

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



**Edit or cancel**

To complete the service request, press "Next".

### Educational Qualifications

You must add at least one Engineering Specialisation to proceed. The engineering specialisation should be linked to a Bachelor of Engineering degree. You may add additional Engineering qualifications, if available. In case of adding an additional educational qualification, the engineering specialisation should be selected and associated with a current or previous professional experience.

#### Qualifications List

Engineering Speciality	Country	Graduation Date	Institution Name	Status	Actions
> Mechanical Eng..	Egypt	10 Jul 1991	Cairo University	Completed	 

Sample text

ADD QUALIFICATION

#### Note

Any update to the engineering speciality will impact the additional qualifications added. Deleting the engineering speciality will delete all the additional engineering qualifications as they should be added according to the engineering speciality provided.

← BACK NEXT → Cancel

To return to the previous step, press "Previous".

To cancel a draft Press "Cancel"

#### Process

-  Licence Details [Show steps](#)
-  Profile Details
- 3** Educational Qualifications
- 4 Work Experience [Show steps](#)
- 5 Review Licence
- 6 Application Approval
- 7 Download Licence

- 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



# The Customer's Journey with the Service (3)

## Academic Qualifications (Add an additional academic qualification)

When you click on add a qualification, two options appear :

First - Adding an academic major: then the qualification data is entered in full as previously explained in Mechanical Engineering Major (which was previously chosen), and you can add a set of options shown as follows:

- 1 - Diploma (two years)
- 2 - Diploma (3 years)
- 3 - Bachelor's degree
- 4 - Postgraduate diploma
- 5 - Master's degree
- 6 - Ph.D.

Second - Adding a minor (subspecialty) to the main engineering major:

This opens a group of sub-specialties with the same data as the bachelor's degree that was entered, but in another sub-specialty.

This is as shown in the figure.

Then the required documents are uploaded as needed

Then press "Add".

### Add Educational Qualifications

To add an educational qualification, you must provide your qualification details and confirm your entries to upload the required documents.

**TYPE**  
Academic Qualification

**COUNTRY**  
Select

**ACADEMIC SPECIALISATION (ENGLISH)**  
Enter

**ACADEMIC SPECIALISATION (ARABIC)**  
أدخل

**DEGREE**  
Select

**MAIN SPECIALITY**  
Select

**SUB SPECIALITY**  
Select

**ENGINEERING SPECIALITY**  
Enter

I hereby confirm that the entered data is correct.

**Upload Documents**

The required certificates will be displayed upon marking the confirmation box above.

**First**

DEGREE

- Select
- 2 years Diploma
- 3 years Diploma
- Bachelor
- Post-Graduate Diploma
- Master
- Ph. D/Doctorate

**second**

- Mechanical Engineering
- Fuel Gas Engineering
- Fire Fighting Engineering
- Mechanical Engineering speciality Plumbing
- Mechanical Engineering speciality Air Conditioning Ventilation and Refrigeration
- Energy Conservation Engineering
- Mechanical Engineering Robotics
- Mechatronics Engineering
- Mechanical Engineering Speciality Sustainability and Green Building
- Mechanical Power Engineering and Renewable and Alternative Energy



# The Customer's Journey with the Service (4.1)

## Work Experience / Work Continuity

In this step, information about your employment situation and details of your current work experience are provided.

The system provides 3 options:

- 1 - Practitioner of an engineering profession in the Emirate of Abu Dhabi
- 2 - Residing in the emirate and not currently employed.
- 3- An engineer in another emirate.

Each choice unlocks several scenarios  
It will be reviewed on the following pages.

### Continuity of Work

Please provide your employment status and the details of your current work experience. If you are working in Abu Dhabi you will be able to retrieve the company information automatically by providing the Economic Licence Number. Otherwise you will have to provide the company details.

Note: The Continuity of Work section cannot be updated until three (3) months after the approval of the Engineer New Registration or three (3) months from the last update to the Continuity of Work.

EMPLOYMENT STATUS

Select ^

- Practicing Engineering in the Emirate of Abu Dhabi
- Resident in the Emirate of Abu Dhabi and currently Unemployed
- Engineer in another Emirate

Cancel

ENGINEERING SPECIALITY

Select v

After the approval of your request, this speciality will be registered.

### Process



- 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



# The Customer's Journey with the Service (4.1)

Practical Experience / Work Continuity / practitioner of an engineering profession in the Emirate of Abu Dhabi / government entity

When choosing a practitioner for an engineering profession in the Emirate of Abu Dhabi, the following options appear in the source of work:

- 1 - A governmental entity
- 2- Government company
- 3 - Outsourcing government entity
- 4 - Contracting company
- 5 - Engineering office

Each of the previous options opens the work field data for you according to the choice to fill in its data

When choosing a government entity, the following data will be filled in:

- 1 - Work area (municipal employee / other)
- 2 - Name of the entity (a list appears according to your choice).
- 3 - Job title of the engineer (list).
- 4- Engineering profession (list of government professions).

EMPLOYMENT STATUS  
Practicing Engineering in the Emirate of Abu Dhabi

ENGINEERING SPECIALITY  
Mechanical Eng.  
After the approval of your request, this speciality will be registered.

EMIRATE  
Abu Dhabi

CITY  
Select

WORKING SOURCE TYPE  
Government Firm

GOVERNMENT FIRM TYPE  
Select

General Administration of Customs - Abu Dhabi  
International Fund for Houbara Conservation  
National Consultative Council - Abu Dhabi  
NATIONAL REHABILITATION CENTRE - Abu Dhabi  
Abu Dhabi Government Media Office  
The Zoo and Aquarium Public Institution in Al Ain  
Abu Dhabi School of Government

ORGANISATION NAME  
Select

ENGINEERING POSITION  
Select

ENGINEERING PROFESSION  
Select

Technical Consultancy  
Permit Approval  
Classification Approval  
Technical Audit  
Service and Process Engineering  
Engineering Inspection  
Contract Management  
Project Management  
Executive Management  
Supervisory Management

## Process



- 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



# The Customer's Journey with the Service (4.1)

Practical Experience / Work Continuity / practitioner of an engineering profession in the Emirate of Abu Dhabi / government company

When choosing when choosing a government company.

It is required to specify the type of government company.

- 1- A government company operating in the government sector
- 2- A government company that works as a contractor in the private sector and has a commercial license
- 3- A government company that works as a consultant in the private sector and has a commercial licence.

Each of the previous options opens the work field data for you according to the choice to fill in its data

When choosing a government company operating in the public sector, the following data will be filled in:

- 1- The name of the company (the list of government companies appears).
- 2- Job title of the engineer (list).
- 3- Engineering profession (list of government professions).

EMPLOYMENT STATUS: Practicing Engineering in the Emirate of Abu Dhabi

ENGINEERING SPECIALITY: Mechanical Eng.

EMIRATE: Abu Dhabi

CITY: Select

WORKING SOURCE TYPE: Government Firm

GOVERNMENT FIRM TYPE: Select

ORGANISATION NAME: Select

ENGINEERING PROFESSION: Select

ENGINEERING POSITION: Select

**Process**

- ✓ Licence Details (Show steps)
- ✓ Profile Details
- ✓ Educational Qualifications
- 4 Work Experience (Hide steps)**
- 1 Continuity of Work
- 2 Upload Documents
- 3 Previous Work Experience
- 5 Review Licence
- 6 Application Approval
- 7 Download Licence

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



When choosing a government company that works as a contractor in the private sector and has a commercial licence

You will be considered an engineer within the company's technical staff, and you will fill in the following data:

- 1 - Type of license (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).

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

Then we click on "Next".

WORKING SOURCE TYPE: Government Firm

GOVERNMENT FIRM TYPE: Government Firm with Contractor activities and has ...

**Job Role**

Note: If you are working in a contracting company, you will be registered as an engineer among the technical staff. You may mark the additional options below, as applicable.

Engineer Among the Office's Technical Staff

ROLE: Working in an Engineering Profession within the off...

LICENCE TYPE: Commercial Licence - Regular

ENGINEER LICENCE NUMBER IN WORKPLACE EMIRATE: 1003595

You need to enter the number without the code (CN).

**RETRIEVE INFORMATION**

ORGANISATION NAME (ENGLISH): CN-1003595 TEST

ORGANISATION NAME (ARABIC): تجزيبي CN-1003595

ADDRESS (ENGLISH): ... (704 - 703 - 702 - ...)

ADDRESS (ARABIC): ... (704 - 703 - 702 - ...)

Commercial Activity Name	Activity Code
Demolition of Buildings and Lifting of Constructions Rubbles	4311001
Main Roads And Streets Contracts	4210001
Construction Of Industrial Facilities Contracts	4100009
Electricity Stations And Transmission Lines Contracts	4220101
Mechanical Works For Building Services Contracts	4220903

Showing 5 of 8

**Employment Details**

ENGINEERING PROFESSION: Buildings Construction Of All Types Contracts

Navigation: BACK, NEXT, Cancel



# The Customer's Journey with the Service (4.1)

Practical Experience / Work Continuity / practitioner of an engineering profession in the Emirate of Abu Dhabi / government company

When choosing a government company that works as a consultant in the private sector and has a commercial licence

You will have two relationships to work

- 1 - office manager
- 2 - An engineer within the company's technical staff

The customer must fill in the following data:

- 1 - Type of licence (regular)
- 2 - Trade license 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).

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

Then we click on "Next".

WORKING SOURCE TYPE: Government Firm

GOVERNMENT FIRM TYPE: Government Firm with Contractor activities and has ...

**Job Role**

Note: If you are working in a contracting company, you will be registered as an engineer among the technical staff. You may mark the additional options below, as applicable.

Engineer Among the Office's Technical Staff

ROLE: Working in an Engineering Profession within the offi...

LICENCE TYPE: Commercial Licence - Regular

ENGINEER LICENCE NUMBER IN WORKPLACE EMIRATE: 1003595

You need to enter the number without the code (CN).

**RETRIEVE INFORMATION**

ORGANISATION NAME (ENGLISH): CN-1003595 TEST

ORGANISATION NAME (ARABIC): CN-1003595 تدريبي

ADDRESS (ENGLISH): 704 - 703 - 702 - ...

ADDRESS (ARABIC): 704 - 703 - 702 - ...

Commercial Activity Name	Activity Code
Demolition of Buildings and Lifting of Constructions Rubbles	4311001
Main Roads And Streets Contracts	4210001
Construction Of Industrial Facilities Contracts	4100009
Electricity Stations And Transmission Lines Contracts	4220101
Mechanical Works For Building Services Contracts	4220903

Showing 5 of 8

**Employment Details**

ENGINEERING PROFESSION: Electrical Works For Building Services Engineering ...

BACK NEXT Cancel



## The Customer's Journey with the Service (4.1)

Practical experience / work continuity / practitioner of an engineering profession in the emirate / government entity outsourcing

When choosing a government entity / outsourcing

The customer must fill in the following information:

- 1 - The name of the recruitment company in Arabic and English
- 2 - The name of the government entity from the list
- 3 - Job title of the engineer
- 4 - The customer must choose one of the engineering profession values in the list

And follow the same steps in the same way that was explained when reviewing work with a government entity

Noting that the following must be filled out:

- 1 - Download a "To Whom It May Concern" certificate form issued by the employer, fill it out and upload it
- 2 - Download the "To Whom It May Concern" certificate form for government entities to outsource, fill it out, and upload it

Then we click on "Next".

EMPLOYMENT STATUS: Practicing Engineering in the Emirate of Abu Dhabi

ENGINEERING SPECIALITY: Mechanical Eng.  
After the approval of your request, this speciality will be registered.

EMIRATE: Abu Dhabi

CITY: ABU DHABI

WORKING SOURCE TYPE: Government / Outsource

RECRUITMENT COMPANY NAME (ENGLISH): Kawader

RECRUITMENT COMPANY NAME (ARABIC): كوادر للتوظيف

ORGANISATION NAME: Department of Municipalities and Transport

ENGINEERING POSITION: Government Employee

ENGINEERING PROFESSION: Technical Consultancy

Navigation: BACK, NEXT, Cancel



## The Customer's Journey with the Service (4.1)

Practical Experience - Work Continuity - a practitioner of an engineering profession in the Emirate of Abu Dhabi / a contracting company

When choosing a contracting company

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) and in the case of an instant licence, please enter the corporate services service of adding or modifying engineering commercial activities for an instant commercial licence on the Smart Hub platform to fill in the activities of a contracting company.**

**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).**

WORKING SOURCE TYPE  
Contractors

**Job Role**

Note: If you are working in a contracting company, you will be registered as an engineer among the technical staff. You may mark the additional options below, as applicable.

Partner

Engineer Among the Office's Technical Staff

ROLE  
Working in an Engineering Profession within the off...

LICENCE TYPE  
Commercial Licence - Regular

ENGINEER LICENCE NUMBER IN WORKPLACE EMIRATE  
1003595

You need to enter the number without the code (CN).

**RETRIEVE INFORMATION**

ORGANISATION NAME (ENGLISH)  
CN-1003595 TEST

ORGANISATION NAME (ARABIC)  
CN-1003595 تجزيي

ADDRESS (ENGLISH)  
704 - 703 - 702 ... بناية / احمد اسماعيل رضا عبدالله الخوري

ADDRESS (ARABIC)  
704 - 703 - 702 ... بناية / احمد اسماعيل رضا عبدالله الخوري

Commercial Activity Name	Activity Code
Demolition of Buildings and Lifting of Constructions Rubbles	4311001
Main Roads And Streets Contracts	4210001
Construction Of Industrial Facilities Contracts	4100009
Electricity Stations And Transmission Lines Contracts	4220101
Mechanical Works For Building Services Contracts	4220903

Showing 5 of 8



## The Customer's Journey with the Service (4.1)

Practical Experience - Work Continuity - a practitioner of an engineering profession in the Emirate of Abu Dhabi / a contracting company

After retrieving the engineering activities data from the Department of Economic Development

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

Then enter the start and end date of the work contract according to the contract registered in the Ministry of Human Resources and Emiratization

This is followed by choosing the type of work permit registered with the Ministry of Human Resources and Emiratization as follows:

- 1 - A new electronic work permit (for permits of two / three years)
- 2 - Temporary electronic work permit (one year or less)
- 3 - An electronic part-time work permit for employees for a period less than the legal period of attendance as a full-time employee for the company

Note that only the first and second types are accepted

Then we click on "Next".

The screenshot shows the 'Employment Details' form with the following fields and annotations:

- ENGINEERING PROFESSION:** A dropdown menu with 'Select' and a downward arrow. A red box highlights the dropdown options: 'Buildings Construction Of All Types Contracts' and 'Mechanical Works For Building Services Contracts'. A red arrow points from this box to the dropdown menu.
- LABOUR CONTRACT START DATE:** A date input field with the placeholder 'MMDDYYYY' and a calendar icon.
- LABOUR CONTRACT END DATE:** A date input field with the placeholder 'MMDDYYYY' and a calendar icon.
- ELECTRONIC WORK PERMIT TYPE:** A dropdown menu with 'Select' and a downward arrow. A red box highlights the dropdown options: 'New Electronic Work Permit', 'Electronic Work Permit for Temporary', and 'Electronic Work Permit for Part Time'. A red arrow points from this box to the dropdown menu.
- Navigation Buttons:** A row of buttons: a left arrow, 'BACK', 'NEXT' (highlighted with a red box), and 'Cancel'.
- Callouts:** A grey callout bubble points to the 'BACK' button with the text 'To return to the previous step, press "Previous"'. A red callout bubble points to the 'Cancel' button with the text 'To cancel a draft Press "Cancel"'. The 'NEXT' button is also highlighted with a red box.



## The Customer's Journey with the Service (4.1)

Practical Experience - Work Continuity - practitioner of an engineering profession in the Emirate of Abu Dhabi / engineering office

### When choosing an engineering office

You will be considered an engineer within the technical staff of the company and can be licensed as an engineer, partner (/investor/owner) and technical director of the office

Note that when licensing as a partner only, the engineering profession will be determined not practicing the profession, and upon licensing as a technical manager only, the engineering profession will be specified as "Management of an Engineering firm", but in case of licensing as an engineer only or with any other option, the selection will be from the engineering professions registered in the commercial licence

Then you fill in the following data:

- 1 - Type of licence (ordinary) and in case of an instant licence, please enter the services of companies to add or modify engineering commercial activities for an instant commercial licence on the Smart Hub platform to fill in the activities of an engineering office
- 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).

The screenshot shows a web form for licensing an engineering office. The form includes the following fields and sections:

- WORKING SOURCE TYPE:** A dropdown menu with "Engineering Consultancy" selected.
- Job Role:** A section with a note: "Note: If you are working in a contracting company, you will be registered as an engineer among the technical staff. You may mark the additional options below, as applicable." Below the note are three checkboxes: "Partner" (unchecked), "Office Manager" (unchecked), and "Engineer Among the Office's Technical Staff" (checked).
- ROLE:** A dropdown menu with "Working in an Engineering Profession within the off..." selected.
- LICENCE TYPE:** A dropdown menu with "Commercial Licence - Regular" selected.
- ENGINEER LICENCE NUMBER IN WORKPLACE EMIRATE:** A text input field containing "1140679". Below the field is a note: "You need to enter the number without the code (CN)".
- RETRIEVE INFORMATION:** A prominent black button with white text.
- ORGANISATION NAME (ENGLISH):** A text input field containing "CN 1140679 TEST".
- ORGANISATION NAME (ARABIC):** A text input field containing "تجريبى CN-1140679".
- ADDRESS (ENGLISH):** A text input field containing "C40 جزيرة أبوظبي، شارع الفزور، ج شرق 25 - ق 1".
- ADDRESS (ARABIC):** A text input field containing "ق 1 - 25 شرق - شارع الفزور - جزيرة أبوظبي - C40".
- Commercial Activity Name and Activity Code Table:**

Commercial Activity Name	Activity Code
Building Services Mechanical Engineering Consultancy	7110106
Architectural Engineering Consultancy	7110202
Civil Engineering consultancy	7110205
Electrical Works For Building Services Engineering Consultancy	7110903
Safety and Fire Protection Engineering Consultancy	7110957
- Showing:** A dropdown menu showing "5" of "5" items.



## The Customer's Journey with the Service (4.1)

Practical Experience - Work Continuity - practitioner of an engineering profession in the Emirate of Abu Dhabi / engineering office

After retrieving the engineering activities data from the Department of Economic Development

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

Then enter the start and end date of the work contract according to the contract registered in the Ministry of Human Resources and Emiratization

This is followed by choosing the type of work permit registered with the Ministry of Human Resources and Emiratization as follows:

- 1 - A new electronic work permit (for permits of two / three years)
- 2 - Temporary electronic work permit (one year or less)
- 3 - An electronic part-time work permit for employees for a period less than the legal period of attendance as a full-time employee for the company

Note that only the first and second types are accepted

Then we click on "Next".

The screenshot shows the 'Employment Details' form with the following fields and options:

- ENGINEERING PROFESSION:** A dropdown menu with 'Select' as the current value. A red box highlights the dropdown options: 'Safety and Fire Protection Engineering Consultancy' and 'Building Services Mechanical Engineering Consultancy'. A red arrow points from this box to the dropdown menu.
- LABOUR CONTRACT START DATE:** A date input field with the placeholder 'MMDDYYYY' and a calendar icon.
- LABOUR CONTRACT END DATE:** A date input field with the placeholder 'MMDDYYYY' and a calendar icon.
- ELECTRONIC WORK PERMIT TYPE:** A dropdown menu with 'Select' as the current value. A red box highlights the dropdown options: 'New Electronic Work Permit', 'Electronic Work Permit for Temporary', and 'Electronic Work Permit for Part Time'. A red arrow points from this box to the dropdown menu.
- Navigation:** At the bottom, there are three buttons: a grey 'BACK' button with a left arrow, a yellow 'NEXT' button with a right arrow, and a blue 'Cancel' link.

Annotations:

- A grey callout box points to the 'BACK' button with the text: 'To return to the previous step, press "Previous".'
- A red callout box points to the 'Cancel' link with the text: 'To cancel a draft Press "Cancel"'



# The Customer's Journey with the Service (4.2)

## Work Experience - Upload Documents

After completing the entry, the required documents are uploaded according to the choices.

Downloading a To Whom It May Concern Certificate form issued by the employer, filling it out and then uploading it.

Then press "Next".

### Upload Documents

Please provide the required Continuity of Work document below. It is mandatory to download the template, fill the required information and upload the updated template where applicable.

#### Templates

To Whom It May Concern Certificate [Download](#)

#### TO WHOM IT MAY CONCERN CERTIFICATE

or drop file(s) here

File Types: pdf, tiff, jpg, jpeg, gif, png Max. 10 MB per file

25.18 KB

#### LABOR CARD / INVESTOR CARD

or drop file(s) here

File Types: pdf, tiff, jpg, jpeg, gif, png Max. 10 MB per file

25.18 KB

#### AUTHORIZED SIGNATORY OF THE COMPANY

or drop file(s) here

File Types: pdf, tiff, jpg, jpeg, gif, png Max. 10 MB per file

25.18 KB

#### CURRENT WORK EXPERIENCE ATTESTATION BY (MOHRE)

or drop file(s) here

File Types: pdf, tiff, jpg, jpeg, gif, png Max. 10 MB per file

25.18 KB

#### SIGNATURE AUTHENTICATION COPY ATTESTED BY NOTARY PUBLIC

or drop file(s) here

File Types: pdf, tiff, jpg, jpeg, gif, png Max. 10 MB per file

25.18 KB

#### ELECTRONIC WORK PERMIT INFORMATION FROM MOHRE

or drop file(s) here

File Types: pdf, tiff, jpg, jpeg, gif, png Max. 10 MB per file

25.18 KB

To return to the previous step, press "Previous".

To cancel a draft Press "Cancel"

### Process

- Licence Details [Show steps](#)
- Profile Details
- Educational Qualifications
- 4 Work Experience** [Hide steps](#)
  - Continuity of Work
  - 2 Upload Documents**
  - 3 Previous Work Experience
- 5 Review Licence
- 6 Application Approval
- 7 Download Licence

- 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



# The Customer's Journey with the Service (4.3)

## Previous work experience

After uploading the documents for the current work data, previous experiences are entered for the current experience, if any.

Note that if previous experiences are not entered, the category of trainee engineer will be licensed until the completion or entry of data for three years of experience to get the category modified to practitioner

And if you want to enter previous work experience, click on **"Add previous work experience"**.

### Previous Work Experience

Provide the details of your previous work experiences relating to your engineering specialities. This will affect your registration. If you have more than three (3) years of attested experience, you will be registered as a practicing engineer, otherwise you will be registered as an intern engineer. If you do not have any previous experiences you may proceed without adding any experience.

#### Work Experience List

No results found.

ADD PREVIOUS WORK EXPERIENCE

#### Note

The previous professional experience details cannot be updated after the licence issuance. Therefore, the applicant engineer should ensure that all the required information has been entered according to the engineering speciality and activity that will be practiced.

If you do not have any previous experiences you may proceed without adding any experiences.

← BACK NEXT → [Cancel](#)

To return to the previous step, press "Previous".

To cancel a draft  
Press "Cancel"

#### Process



- 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



# The Customer's Journey with the Service (4.3)

## Practical Experience - adding previous work experience

When adding previous work experience, the following data is entered:

- 1 - The start and end date of the experience
- 2 - the state
- 3 - Emirate (inside the Emirates only)
- 4 - Engineering specialization
- 5 - Work source type (choose from list)

And based on the selection of the type of work source, the fields corresponding to the selection will be shown with the same steps that were followed in the work continuity, and a contracting company will be selected as one of the examples presented

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 license).
- 4 - selecting an engineering profession

Then verify that the data entered is correct.

### Add Previous Work Experience

To add a previous experience, provide the details below and add the information to upload the required documents.

START DATE: 08 July 2010  
END DATE: 09 May 2022

COUNTRY: United Arab Emirates  
EMIRATE: Abu Dhabi

ENGINEERING SPECIALITY: Mechanical Eng.  
WORKING SOURCE TYPE: Contractors

**Job Role**

Partner  
 Engineer Among the Office's Technical Staff

LICENCE TYPE: Commercial Licence - Regular  
ECONOMIC LICENCE NUMBER: 1003595  
You need to enter the number without the code (CN).

**RETRIEVE INFORMATION**

ORGANISATION NAME (ENGLISH): CN-1003595 TEST  
ORGANISATION NAME (ARABIC): CN-1003595 تجريبى

**Engineering Profession**

Select your profession from the list below.

ENGINEERING PROFESSION: Buildings Construction Of All Types Contracts

I confirm the work experience details provided above.

**Work Source Type Selection:**

- Government
- Government Firm
- Government / Outsource
- Contractors**
- Engineering Consultancy

**Engineering Profession Selection:**

- Buildings Construction Of All Types Contracts**
- Mechanical Works For Building Services Contracts



# The Customer's Journey with the Service (4.3)

## Practical Experience - adding previous work experience

After confirming that the entered data is correct,  
Attach documents of previous work experience

Experience certificate from the firm

Documentation of previous work experience

This is according to the following:

**1- Inside the country:** It is required to provide a certificate to whom it may concern previous or current work experience from the Ministry of Human Resources and Emiratization or one of its approved centers for workers in the private sector

**2- Outside the country:** It requires certification of previous work experience from a government entity in the country of Issuance and then the UAE embassy in the country of Issuance and then the Ministry of Foreign Affairs and International Cooperation in the United Arab Emirates

**3- Free zones in the country:** Requires attestation from the Chamber of Commerce and Industry according to the emirate and then the Ministry of Foreign Affairs and International Cooperation in the United Arab Emirates ,then press "Add" .

I confirm the work experience details provided above.

### Upload Documents

Upload the required documents below to proceed. The certificate of good conduct will be issued by the competent authority in the Emirate. For more information, contact the Department of Municipalities and Transport.

CERTIFICATE ENGINEER EXPERIENCE

or drop file(s) here

File Types: pdf, tiff, jpg, jpeg, gif, png Max. 10 MB per file

1.jpg 171.6 KB

DOCUMENTATION ENGINEER EXPERIENCE

or drop file(s) here

File Types: pdf, tiff, jpg, jpeg, gif, png Max. 10 MB per file

2.jpg 104.88 KB

[Cancel](#)

To cancel a draft  
Press "Cancel"



# The Customer's Journey with the Service (4.3)

## Previous work experience

### after finishing

After pressing Add, a summary of the previous work experience data that was entered in the previous screen appears and the actions that can be implemented are **Edit or cancel**.

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

### Previous Work Experience

Provide the details of your previous work experiences relating to your engineering specialities. This will affect your registration. If you have more than three (3) years of attested experience, you will be registered as a practicing engineer, otherwise you will be registered as an intern engineer. If you do not have any previous experiences you may proceed without adding any experience.

Work Experience List					
Organisation Headquarter	Working Source Type	Organisation Name	Engineering Speciality	Status	Actions
> United Arab Emirates	Contractors	CN-1003595 TEST	Mechanical Eng.	Completed	 

ADD PREVIOUS WORK EXPERIENCE

#### Note

The previous professional experience details cannot be updated after the licence issuance. Therefore, the applicant engineer should ensure that all the required information has been entered according to the engineering speciality and activity that will be practiced.

If you do not have any previous experiences you may proceed without adding any experiences.

 **BACK**  **NEXT** 

To return to the previous step, press "Previous".

To cancel a draft Press "Cancel"

#### Process



- 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



# The Customer's Journey with the Service (5)

## Review licence card

The last step is to review the licence card based on the data entered and make sure it is correct.

Then acknowledgment of reviewing the card and then submitting the application.

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

Congratulations, you have extracted a 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 is sent by the concerned municipality.

### Review Licence

To submit your application, review your licence and mark the checkbox below accordingly. This information cannot be edited after submission.

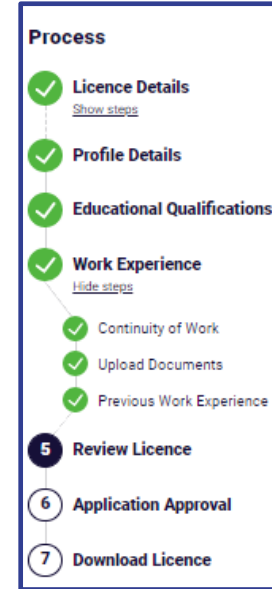
**REVIEW LICENCE**

I acknowledge that I have reviewed the licence and the information submitted is correct.

[←](#) **BACK** **SUBMIT** [Cancel](#)

To return to the previous step, press "Previous".

To cancel a draft Press "Cancel"



- 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



# The Customer's Journey with the Service

## The Issuance of Engineer Temporary licence Card

Follow the same steps that were followed in the engineer licence card issuance service, noting the following:

- 1 - Academic qualification attachments:** The equivalency certificate has been replaced with a certificate of the status of equivalency application from the Ministry of Education
- 2 - In business continuity:** the type of work source is contracting companies and engineering consultancy offices only
- 3- Previous experiences can only be entered after obtaining the equivalency and transferring the licence from temporary to permanent**
- 4 - The temporary license card is valid for 6 months from the date of issuance and can be extended for one time only or transferred to a permanent licence when obtaining the equivalency Through the **“Request Status Update of Engineer Temporary Licence”** service.**

**THANK YOU**



هيئة أبوظبي للرقمية  
ABU DHABI DIGITAL AUTHORITY