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Service Guide for TAMM portal

Create or Update the Record of an Engineering Firm





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

Service Link: [Create or Update the Record of an Engineering Firm](#)



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Create or Update the Record of an Engineering Firm

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

To create a record of the firm:

- 1- Click on **“Classification Registry”** from the control panel.
- 2- Click on the **“Firm Record”** card.
- 3- Click on the **“Create firm Record ”** button .

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

The screenshot displays the TAMM platform interface. At the top, there is a navigation bar with the TAMM logo and the word 'تأمم' (TAMM) in Arabic. Below the navigation bar, there is a search bar and a dropdown menu showing 'CN-1097206 تجريبي'. A horizontal menu contains several options: 'Overview', 'Economic Licence', 'Classification Registry' (highlighted with a red box and a circled '1'), 'Practicing Licence', and 'Documents and Certificates'. Below this menu, the 'Firm Classification Registry' section is visible, with a subtitle 'View your firm registration details and classification registry details below.' A card labeled 'FIRM RECORD' (highlighted with a red box and a circled '2') is shown, along with a 'CLASSIFICATION CRITERIA RECORD' card. Below the cards, there is a table with columns: 'Registry Number', 'Firm Form', 'Classification Ceiling', 'Service Area', and 'Actions'. The table contains one row with the following data: 'C11-2022-1097206-R7', 'Local Consultant Office', 'Special', 'Abu Dhabi', and an 'Update Firm Record' button (highlighted with a red box). Below the table, there is a 'Create Firm Record' button (highlighted with a red box and a circled '3'). At the bottom of the page, there is a footer with the TAMM logo, the text 'THE EMIRATES', and social media icons for LinkedIn, Twitter, YouTube, and Facebook. There are also links for 'Privacy Policy', 'Copyright', and 'Terms & Conditions', and a copyright notice for '© 2022 Abu Dhabi Government. All rights reserved'.



Create or Update the Record of an Engineering Firm

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

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

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

Home > Housing & Property > Constructions > Construction Licensing and Permits

Create or Update the Record of an Engineering Firm

Welcome Back
Here, you can track your applications, check the status of your requests, or just skip and start a new application.

NEW APPLICATION

| Application | | Show all | Filter by Ref. No. |
|-------------|---|---------------|--------------------|
| Draft | Created on: 27 JUN 2022 | ACTION | ▼ |
| Completed | Submitted on: 27 JUN 2022 Ref. No.: C11-2022-1097206-R7 | ACTION | ▼ |
| Completed | Submitted on: 22 JUN 2022 Ref. No.: C11-2022-1097206-R6 | ACTION | ▼ |
| Completed | Submitted on: 13 JUN 2022 Ref. No.: C11-2022-1097206-R5 | ACTION | ▼ |
| Completed | Submitted on: 08 JUN 2022 Ref. No.: C11-2022-1097206-R4 | ACTION | ▼ |

1 2

Relevant Entity
دائرة البلديات والنقل
DEPARTMENT OF MUNICIPALITIES AND TRANSPORT

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

PHONE NUMBER
800 555

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

EMAIL
info@dpm.gov.abudhabi

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Create or Update the Record of an Engineering Firm

Data Verification from DED

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

1. DED Establishment Country
2. DED Legal Form
3. Service Area

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

Home > Digital Services > Housing and Construction > Create or Update the Record of an Engineering Firm

Create or Update the Record of an Engineering Firm

Firm Details

Please review and verify the details displayed below. You can select the firm location where the firm operates if the field has not already been selected.

| | |
|---------------------------|---|
| DED Establishment Country | United Arab Emirates / الإمارات العربية المتحدة |
| DED Legal Form | شركة ذات مسؤولية محدودة |

SERVICE AREA

Abu Dhabi

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Process

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- 2 Partners Information Show steps
- 3 Firm Form
- 4 Firm Activities
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Create or Update the Record of an Engineering Firm

Local Office (Branch from another Emirate)

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

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

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

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

Local Partners

Please enter the establishment emirate, classification category and classification date to for all corporate local partners to proceed further.

| | |
|--------------------------|----------------------------|
| Partner Name | Ali & Sons Company - L L C |
| Partner Share | Sponsor |
| Nationality | United Arab Emirates |
| Partner Share Percentage | 0 |

Required Partner Details

| | |
|-----------------------|-------------------------|
| ESTABLISHMENT EMIRATE | CLASSIFICATION CATEGORY |
| Ajman | First |
| CLASSIFICATION DATE | |
| 01 June 2022 | |

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ADDRESS

الطابق (B) بنياية المعمورة
السابع، شارع المرور، أبوظبي

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Create or Update the Record of an Engineering Firm

Partners Details

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

In general, we have 3 types of partners:

- Individual partners
- Corporate Local partners
- Corporate Foreign partners

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

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

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

Home > Digital Services > Housing and Construction > Create or Update the Record of an Engineering Firm

Create or Update the Record of an Engineering Firm

Individual Partners

Please verify and update the partner information associated with your firm, wherever necessary.

| Partner Name | Partner Share | Percentage | Partner Type | Status | Actions |
|---------------------|---------------|------------|--------------|--------|---------|
| > Address2 Address3 | Partner | 49 | Individual | Review | |
| > Address2 Address3 | Partner | 51 | Individual | Review | |

← BACK **NEXT** → Cancel

Process

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Relevant Entity

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Create or Update the Record of an Engineering Firm

Update Corporate Partners Details

Update the data of Corporate partners

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

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

After updating the partner data, click on the **“Save”** button.

Foreign Partners

Please review the information of the partner and make changes if necessary.

| | |
|--------------------------|----------------------------------|
| Partner Name | Hilson Moran Partnership Limited |
| Partner Share | Owner |
| Nationality | Jordan |
| Partner Share Percentage | 100 |

Additional Partner Details

HOME COUNTRY ADDRESS (ENGLISH): ddfd

HOME COUNTRY ADDRESS (ARABIC): dfsdf

TELEPHONE NUMBER: 971552162115

REPRESENTATIVE MOBILE NUMBER: 971XXXXXXXXX

PO BOX: 2323

EMAIL ADDRESS: asasdf@asdf.asdf

ESTABLISHMENT DATE IN THE HOME COUNTRY: 01 January 2000

Relevant Entity

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DEPARTMENT OF MUNICIPALITIES AND TRANSPORT

ADDRESS: الطابق (B) بناية المعمورة السابغ، شارع المرور، أبوظبي

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SAVE [Cancel](#)



Create or Update the Record of an Engineering Firm


Update Individual Partners Details

Update the data of individual natural

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

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

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

 عربي

Create or Update the Record of an Engineering Firm

Individual Partners

Please update the Emirates ID for each individual partner.


| | |
|--|-------------------|
| Partner Name (English) | Address2 Address3 |
| Nationality | Jordan |
| Partner Share (English) | Partner |
| Partner Share Percentage | 49 |
| Total Years of Experience Within the UAE | 0 |

Required Partner Details

PARTNER EMIRATES ID

SAVE [Cancel](#)

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DEPARTMENT OF MUNICIPALITIES
AND TRANSPORT

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Create or Update the Record of an Engineering Firm

Firm Activities

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

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

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

1 - The system recognizes the instant license, and the applicant has to add his activities using the button "Add Activity" button.

2 - The screen of selecting activities will appear and you will choose from it the desired activity to be added to the engineering office record.

Then the "Next" button is pressed.

The screenshot shows the TAMM system interface for "Create or Update the Record of an Engineering Firm". The page title is "Create or Update the Record of an Engineering Firm". Below the title, there is a section for "Firm Activities" with a sub-header "Firm Activities" and a note: "These are the activities that your firm is allowed to practice within the boundaries of your firm type." A table titled "Activities List" is displayed, with columns for "Activity ID", "Activity Name (Arabic)", "Activity Name (English)", and "Activity Status". The first row is highlighted with a red box, showing an "Excluded" status for the activity "خدمات حقول ومشتات النفط والغاز البرية والبحرية". The "NEXT" button is highlighted with a red box. To the right, a "Process" flowchart shows steps 1 through 7, with step 4 "Firm Activities" currently selected. Below the process flow, the "Relevant Entity" is identified as the "Department of Municipalities and Transport" with its logo and address: "Al Mamoura (B) Building, 7th Floor, Al Muroor Street, Abu Dhabi". The phone number is listed as "800 555".

| Activity ID | Activity Name (Arabic) | Activity Name (English) | Activity Status |
|-------------|--|---|-----------------|
| 0910018 | خدمات حقول ومشتات النفط والغاز البرية والبحرية | Onshore And Offshore Oil And Gas Fields And Facilities Services | Excluded |
| 7110202 | استشارات في الهندسة المعمارية | Architectural Engineering Consultancy | Registered |
| 7110106 | استشارات في الهندسة الميكانيكية | Mechanical Engineering Consultancy | Registered |
| 7110903 | استشارات في الهندسة الكهربائية | Consultancy of Electricity Engineering | Registered |
| 7110205 | استشارات في الهندسة المدنية | Civil Engineering Consultancy | Registered |
| 7110113 | استشارات هندسية في الخدمات الطبية والمختبرات | Medical Services and Laboratories Engineering Consultancy | Registered |
| 7110702 | استشارات هندسية في الطرق | Road Engineering Consultancy | Registered |
| 7110703 | استشارات هندسية في الطرق الداخلية | Internal Road Engineering Consultancy | Registered |



Create or Update the Record of an Engineering Firm

Firm Form and Ceiling

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

We have several options that we will review next:

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

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

Verification Result

Review and verify the firm form details, as applicable to your engineering firm.

| | |
|--|-----------------------------|
| DED Legal Form | [Limited Liability Company] |
| Number of eligible activities | 7 |
| Number of individual partners/owners | 2 |
| Minimum years of experience for engineers partners | [Does not Exist] |
| Number of local corporate partners/owners | 0 |
| Number of foreign corporate partners/owners | 0 |
| Foreign ownership | 49% |
| Sponsor | Does not Exist |
| Ceiling related to activities | [Special] |
| Ceiling related to number of classification years | [Special] |

Firm Ceiling

Please review the details of your firm ceiling. You can find the firm ceiling assessment criteria in the 'Verification Result' section shown above.

| | |
|--------------|-------------------------|
| Firm Form | Local Consultant Office |
| Firm Ceiling | Special |

I agree and Undertake to work as (Local Consultant Office) and commit to work within the specified rules for the work of the Firm Form. Form cannot be changed after submission and approval of the municipality

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Relevant Entity

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DEPARTMENT OF MUNICIPALITIES AND TRANSPORT

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

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Create or Update the Record of an Engineering Firm

Review and Submission

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

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

Home - Digital Services - Housing and Construction - Create or Update the Record of an Engineering Firm

Create or Update the Record of an Engineering Firm

Application Summary
Please review all the details mentioned below, agree to the undertaking and submit the application.

Firm Details

| | |
|---------------------------|---|
| DED Establishment Country | United Arab Emirates / الإمارات العربية المتحدة |
| DED Legal Form | شركة ذات مسؤولية محدودة |
| Service Area | Abu Dhabi |

Partners List

| Partner Name | Partner Share | Percentage | Partner Type |
|-------------------|---------------|------------|--------------|
| Address2 Address3 | Partner | 49 | Individual |
| Address2 Address3 | Partner | 51 | Individual |

Activities List

| Activity ID | Activity Name (Arabic) | Activity Name (English) | Activity Status |
|-------------|---|---|-----------------|
| 0910018 | خدمات حقول ومشاريع النفط والغاز البرية والبحرية | Onshore And Offshore Oil And Gas Fields And Facilities Services | Excluded |
| 7110202 | استشارات في الهندسة المعمارية | Architectural Engineering Consultancy | Registered |
| 7110106 | استشارات في الهندسة الميكانيكية | Mechanical Engineering Consultancy | Registered |
| 7110903 | استشارات في الهندسة الكهربائية | Consultancy of Electricity Engineering | Registered |
| 7110205 | استشارات في الهندسة المدنية | Civil Engineering Consultancy | Registered |
| 7110113 | استشارات هندسية في الخدمات الطبية والمختبرات | Medical Services and Laboratories Engineering Consultancy | Registered |
| 7110702 | استشارات هندسية في الطرق | Road Engineering Consultancy | Registered |
| 7110703 | استشارات هندسية في الطرق الداخلية | Internal Road Engineering Consultancy | Registered |

Firm Form

| | |
|--------------|-------------------------|
| Firm Form | Local Consultant Office |
| Firm Ceiling | Special |

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

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Process

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Relevant Entity

إدارة البلديات والنقل
DEPARTMENT OF MUNICIPALITIES AND TRANSPORT

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

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Create or Update the Record of an Engineering Firm

Confirming the Application Submission

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

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

The screenshot displays the Tamm portal interface for the 'Create or Update the Record of an Engineering Firm' service. At the top, the Tamm logo and the text 'تاسم Tamm' are visible. The breadcrumb trail reads: Home > Housing & Property > Constructions > Construction Licensing and Permits. The main heading is 'Create or Update the Record of an Engineering Firm'. A large green checkmark icon is followed by the message: 'Your Application Has Been Completed Successfully'. Below this, the reference number 'C11-2022-1097206-R8' and the status 'Completed' are shown. Three buttons are present: 'VIEW SUMMARY' (orange), 'TRACK APPLICATION' (white), and 'VISIT DASHBOARD' (white, highlighted with a red box). Below the buttons is a feedback section titled 'How was your experience using this service?' with three smiley face icons. The 'Related Services' section includes links for 'Manage an Engineering Firm's Record', 'Request to Add a Branch to a Local Engineering Firm Registry', and 'Firm Users Management'. On the right, the 'Process' flow is shown with steps: Firm Details, Partners Information, Firm Form, Firm Activities, Verification Result, Application Summary, and Application Confirmation (highlighted with a red circle). The 'Relevant Entity' section provides contact information for the Department of Municipalities and Transport, including the address 'Al Mamoura (B) Building, 7th Floor, Al Muroor Street, Abu Dhabi', phone number '800 555', website 'https://www.dpm.gov.ae/en', and email 'info@dpm.gov.abudhabi'. Office hours are listed as 'Closed Opens tomorrow' and service hours as 'Open 24/7'.

THANK YOU



هيئة أبوظبي للرقمية
ABU DHABI DIGITAL AUTHORITY