



20
22

Service Guide for TAMM portal

Manage an Engineering Firm's Record - Classification Criteria Record.





This service aims to provide the administrative requirements for classification and to determine the ceiling of the firm on the basis of which the classification will be carried out. Through it, the required data and documents are provided according to the desired ceiling. After applying for the service ,it is rreviewed and approved by the concerned municipality .

Service Link: [Manage an Engineering Firm's Record](#)



Table of Content

Process Steps

01

START THE SERVICE

02

FIRM'S CEILING

03

QUALITY
MANAGEMENT &
INDEMNITY
INSURANCE CRITERIA

04

ADD/MODIFY
QUALITY
MANAGEMENT DATA

05

ADD/MODIFY
INDEMNITY
INSURANCE DATA

06

FIRM'S TECHNICAL
MANAGER

07

ATTACH REQUIRED
DOCUMENTS

08

REVIEW AND
SUBMISSION

09

CONFIRMING THE
APPLICATION
SUBMISSION

10

CONTRACTING
COMPANIES



Screens of creating Classification Criteria Record- **Engineering
Consulting Offices**



Required documents to apply for the service

No	Document Name
1	<p>Certificates of Quality ISO9001 for first and Special categories , Firms that does not have it can undertake to provide certificates on upgrading the ceiling or classification renewal</p>
2	<p>A copy of the Professional Indemnity insurance certificate 2 million dirhams per year, 200,000 dirhams per accident for the special category 1 million dirhams per year, 100,000 dirhams per accident for the first category 500,000 dirhams per year, 50,000 dirhams per accident for the second category</p>
3	<p>A statement of compliance issued by the approved/certified auditor confirming that the firm has met all the conditions, financial criteria and the required financial position for the purposes of classification in accordance with the relevant legislation and as per the approved formats. Required for first and Special categories</p>
4	<p>A copy of the contract between the engineering firm and the accounting firm - Required for first and Special categories</p>
5	<p>A declaration to dedicate a specialized accounting staff for categories mentioned below - Required for second category</p>
6	<p>Financial Documents 1- Download and fill in the required financial data as per the template shown in the classification system. 2- A true copy of the financial report audited by the certified auditing office showing the financial position at the end of each fiscal year</p>
7	<p>A copy of the establishment certificate for the foreign parent company in the country of origin For firms of a foreign branch type and for the foreign Associate Contractor/Consultant, the certificate to be provided upon first time registration in the system.</p>
8	<p>In the Special case of having a local Branch of an Engineering Consultancy office from another Emirate seeking classification (higher than the second category) in the Emirate of Abu Dhabi, The following documents are required:</p> <ul style="list-style-type: none">- The Trade license for Head office in the other emirate- The Classification certificate for the Head Office in the other emirate- The trade license for any classified Local corporate partner in the other Emirate.- The Classification certificate any classified Local corporate partner in the other Emirate.



Manage an Engineering Firm's Record - Classification Criteria Record

Start the Service

To create classification criteria record for the firm:

- 1- Click on **"Classification Registry"** from the main Dashboard.
- 2- Click on the **"Classification Criteria Record"** card.
- 3- Click on the **"Add Classification Registry"** card.

Or you can go directly to the search screen in the **"TAMM"** platform and search for the service under the name **"Manage an Engineering Firm's Record"**.

CN-2891483 TEST ▾

Overview Economic Licence **Classification Registry** Practising Licence Documents and Certificates

[Home](#)

Firm Classification Registry

View your firm registration details and classification registry details below.

FIRM RECORD **CLASSIFICATION CRITERIA RECORD**

Filter by ▾

Registry Number	Manager Name	Net Equity	Actions
There are no certifications added to your account yet, please click the button below to add one.			

ADD CLASSIFICATION REGISTRY



1- To create a new request for creating or updating the Classification Criteria Record, you can click on the **"New Application"** button to create an application.

2- When you press **"Back"**, you will be returned to the previous screen.

To create Classification Criteria Record for your firm, we will go through five 5 stages in the following screens...

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

Manage an Engineering Firm's Record

Welcome Back

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

NEW APPLICATION (1)

← BACK (2)

Relo

قبل
DEPAI

ADDR

Al M
Floor

PHON

800

www



Manage an Engineering Firm's Record - Classification Criteria Record

Firm's Ceiling

The first step is to display the office shape and the initial firm classification ceiling from the previously opened firm record, so you can choose the desired ceiling according to the previous data as follows:

- 1- you will choose the **“Expected Category”** of the classification ceiling and based on the financial report that will be attached, you have to select the value of the **“Firm Total Equities”**.
- 2- After that, the system displays the **“Category Requirements”** that have been selected as a desired ceiling.

When you press the **“Next”** button, you will go to the next stage...

* Requirements for all categories can be found in **Classification Basics**.

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

Manage an Engineering Firm's Record

Basic Standards

Please enter the expected classification category and the range of the total equities of the firm.

Firm Form 1 Local Consultant Office - Max desired category requested is First

EXPECTED CATEGORY 2 FIRM TOTAL EQUITIES (AED)

Special Greater than or equal to (2) Million Dirhams

Category Requirements	
Required Total Equities (AED)	2,000,000
Required ISO	ISO 9001
Required Indemnity Insurance (AED)	2,000,000
Required Insurance per Accident (AED)	200,000

NEXT → Cancel

Process

- 1 Classification Requirements [Show steps](#)
- 2 Upload Documents
- 3 Application Summary
- 4 Application Confirmation

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

OFFICE HOURS



Manage an Engineering Firm's Record - Classification Criteria Record

Quality Management and Indemnity Insurance Criteria

In this screen, the required certificates data are displayed, entered, and updated according to the form and type of the firm, It includes:



- 1- ISO 9001 - Quality Management Certificate .
- 2- Professional insurance certificate.

To enter or update the certificate data, click on the update button under the “Actions” field, and then a page will appear for you to enter and update the data of the selected certificate.

The screenshot shows the Tamm system interface for managing an engineering firm's record. The page title is "Manage an Engineering Firm's Record". The breadcrumb navigation is: Home > Housing & Property > Constructions > Construction Licensing and Permits. The main heading is "Manage an Engineering Firm's Record".

Certificate Information
Provide all the necessary information as per the category requirements. If the required information is not added, you will not be able to proceed further.

Certifications List

Certificate Name	Certificate Number	Certified Company Name	Status	Actions
> Quality Management Certificate (ISO 9001)	رقم الشهادة	اسم الشركة الممنوحة الشهادة	Updated	
> Indemnity Insurance Certificate	4	4	Updated	

Note
The certification information that you have entered will only be saved when you click on the NEXT button.

Process

- 1 Classification Requirements [Show steps](#)
- 2 Upload Documents
- 3 Application Summary
- 4 Application Confirmation

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>

Navigation buttons: BACK, NEXT, Cancel



Manage an Engineering Firm's Record - Classification Criteria Record


Add/Modify Quality Management Data

Adding and updating quality management certificate data:

Through this screen, the required quality management certificate data is added and updated according to the following fields:

- Certificate name
- Certificate Number
- Certificate Issuance Date
- Certificate Expiry Date
- Certification Body Name
- Certified Company Name
- Certified Company Address
- Original Cycle Start Date
- Expiry Date of the Previous Cycle
- Re-Certificate Audit Date
- Remarks

After filling the data press the **“Save”** button to save the changes and return to the previous page.



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

Manage an Engineering Firm's Record

Certificate Information

Please complete the required information about the certification.

Certificate Name	Quality Management Certificate (ISO 9001)		
CERTIFICATE NUMBER	رقم الشهادة	CERTIFICATE ISSUE DATE	10 January 2021
CERTIFICATE EXPIRY DATE	01 February 2023	CERTIFICATE BODY NAME	اسم الهيئة المصدرة للشهادة
Expiry Date should be greater than Issue Date.			
CERTIFIED COMPANY NAME	اسم الشركة الممنوحة الشهادة	CERTIFIED COMPANY ADDRESS	عنوان الشركة الممنوحة الشهادة مؤهون
ORIGINAL CYCLE START DATE	01 September 2021	EXPIRY DATE OF PREVIOUS CYCLE	30 September 2021
RE-CERTIFICATION AUDIT DATE	30 September 2021		
REMARKS (OPTIONAL)	DA Review مؤهون		

SAVE Cancel

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

OFFICE HOURS
Closed Opens tomorrow

SERVICE HOURS
Open 24/7

[Hide details](#)



Manage an Engineering Firm's Record - Classification Criteria Record

Add/Modify Indemnity Insurance Data

Adding and updating quality Indemnity Insurance certificate data:

Through this screen, the required Indemnity Insurance certificate data is added and updated according to the following fields:

- Certificate name
- Certificate Number
- Certificate Issuance Date
- Certificate Expiry Date
- Certification Body Name
- Certified Company Name
- Certified Company Address
- Territorial Limit
- Indemnity Value
- Indemnity Value per Accident
- Certificate Conditions
- Remarks

After filling the data press the **“Save”** button to save the changes and return to the previous page.

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

Manage an Engineering Firm's Record

Certificate Information

Please complete the required information about the certification.

Certificate Name	Insurance
CERTIFICATE NUMBER	CERTIFICATE ISSUE DATE
4	01 January 2020
CERTIFICATE EXPIRY DATE	CERTIFICATE BODY NAME
22 June 2024	Mohamed Elad Saady Loulo
CERTIFIED COMPANY NAME	CERTIFIED COMPANY ADDRESS
4	Abu Dhabi
TERRITORIAL LIMIT	INDEMNITY VALUE
Abu Dhabi	2000000
INDEMNITY VALUE PER ACCIDENT	CERTIFICATE CONDITIONS
200000	55555
REMARKS (OPTIONAL)	
مؤمّن	

SAVE [Cancel](#)

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

OFFICE HOURS
Closed Opens tomorrow

SERVICE HOURS
Open 24/7

[Hide details](#)



Manage an Engineering Firm's Record - Classification Criteria Record

Firm's Technical Manager

Adding and updating the technical manager data for the firm:

In this part, the data of the Technical Manager of the engineering office is defined by entering his Emirates ID card number, then pressing the **"Search"** button, and the system reads the data from the Engineers Licenses System and makes sure that he is registered as a technical manager of the firm with the required experience.

Cases and conditions of necessity to provide a Technical Manager:

- **Foreign branch /Associate Engineering office:** A technical director is required
- **Local Engineering Office:** A technical manager must be appointed for the office if one of the engineering office's Local partners is not practicing the engineering profession (Individual Partner) or not practicing engineering consultancy activities (Corporate Partner) in the emirate.

The technical director is required to:

- To be an engineer registered in the Engineers Licensing System.
- To be dedicated to the work of the engineering office.
- To have at least Ten (10) years of experience in engineering consultancy for the special category, Seven (7) years for the first category, and Four (4) years for the second category.

After filling the data press the **"Save"** button to save the changes and return to the previous page .

The screenshot displays the 'Manage an Engineering Firm's Record' web application. The main heading is 'Manage an Engineering Firm's Record'. Below it, there is a section titled 'Add Firm Manager' with the instruction 'Enter the Emirates ID number of the individual that you would like to assign as a firm manager.' A search form is present with the Emirates ID '784199168749614' entered and a 'SEARCH' button. Below the search form is a table of personal details for the individual found:

ELS Number	1138
Name (Arabic)	MECSSO
Name (English)	MECSSO
Nationality	United Arab Emirates
Total Years of Experience	26.6
Years of Experience Within the Emirates	26.6

At the bottom of the search form area, there are 'BACK' and 'NEXT' buttons, with a 'Cancel' link. The sidebar on the right shows a 'Process' flow with four steps: 1. Classification Requirements, 2. Upload Documents, 3. Application Summary, and 4. Application Confirmation. Below the process flow is the 'Relevant Entity' information for the Department of Municipalities and Transport, including its address, phone number (800 555), website (https://www.dpm.gov.ae/en), and email (info@dpm.gov.abudhabi).



Manage an Engineering Firm's Record - Classification Criteria Record

Attach Required Documents

Add the required documents according to the form and category of the firm's ceiling:

Here the service required documents are attached as mentioned previously, noting that some of the attachments are general and appear to all categories and the rest appear according to the conditions and options

After completing the entry of required documents , press the "Next" button to save the attachments and move to the last stage of review and submission .

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

Manage an Engineering Firm's Record

Upload Documents

Please upload the required documents to proceed. Use the downloadable templates, if applicable.

Copy of an Audit Contract with Accounting Auditing Company

SELECT FILE You can upload up to 1 files.

File types: JPG,JPEG,PNG,PDF Max. 10 MB per file

ExportedReport (29).pdf 77 KB

Approved declaration that the office meets all financial conditions and standards

SELECT FILE You can upload up to 1 files.

File types: JPG,JPEG,PNG,PDF Max. 10 MB per file

ExportedReport (1).pdf 85 KB

We undertake to discharge a specialised accounting staff to manage our firm financial statements.

← BACK NEXT → Cancel

Process

- Classification Requirements [Show steps](#)
- Upload Documents
- Application Summary
- Application Confirmation

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



Manage an Engineering Firm's Record - Classification Criteria Record

Review and Submission

Review previous steps and Submission:

This screen is to review all the previous steps, which enables you to make sure that all the steps, inputs and attachments are correct as follows:

1- The customer must acknowledge that he has read and understood the attached instructions by clicking on the declaration box at the bottom of the page.

2- After reviewing the data and acknowledgment, you will be able to press the "Submit" button, and accordingly the request will be submitted to the concerned municipality, which will review the data of the application to create and update the firm's classification criteria record submitted within 5 working days from the date of submission and respond to you either by "Acceptance" or by "Return to Complete Missing Requirements" if any, or "Rejection" of the application, depending on the case.

By approving the application, you will have created your firm's Classification Criteria Record, and thus you can start preparing the application for the issuance of a license to practice engineering activities.

Home » Housing & Property » Construction » Construction Licensing and Permits

Manage an Engineering Firm's Record

Application Summary

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

Basic Standards	
Expected Category	Special
Firm Total Equities (AED)	Greater than or equal to (2) Million Dirhams

Category Requirements	
Required Total Equities (AED)	2,000,000
Required ISO	ISO 9001
Required Indemnity Insurance (AED)	2,000,000
Required Insurance per Accident (AED)	200,000

Documents List		
Document Category	Match Status	Last Modified Date
Copy of an Audit Contract with Accounting Auditing Company	Uploaded	27 Jun 2022
Approved declaration that the office meets all financial conditions and standards	Uploaded	27 Jun 2022

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.

← BACK **SUBMIT** Cancel

Process

- ✓ Classification Requirements [Show steps](#)
- ✓ Upload Documents
- 3 Application Summary
- 4 Application Confirmation

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

OFFICE HOURS
Closed Opens tomorrow

SERVICE HOURS
Open 24/7

[Hide details](#)



Manage an Engineering Firm's Record - Classification Criteria Record

Confirming the Application Submission

After applying to the service,, the application is created to create classification criteria record for the first time or to update it if there is a previous record.

Also, you will get confirmation of the completion of the electronic application with the 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 Dashboard, you can complete the rest of the work by entering the previous experiences of projects and preparing the application for the issuance of a license to practice engineering activities.



Screens of creating Classification Criteria Record- **Contracting
Companies**



Required documents to apply for the service

Contracting Companies

No	Document Name
1	Certificates of Quality and Environment Management. ISO9001 and ISO 14001, for Special, First and Second categories , Firms that does not have it can undertake to provide certificates on upgrading the ceiling or classification renewal
2	A copy of the Professional Indemnity insurance certificate Required from contracting companies that have activities from the domain of design and implementation works (simple works) or the domain of supporting surveying works (currently not activated), and want to classify them as follows: - The activities of the domain of design and implementation works (simple works) : 300,000 dirhams per year, 30,000 dirhams per accident for the Sixth category - The activities of the domain of supporting surveying works : 2 million dirhams per year, 200,000 dirhams per accident for the Special and First category 1 million dirhams per year, 100,000 dirhams per accident for the Second and Third category 500,000 dirhams per year, 50,000 dirhams per accident for the Fourth and Fifth category
3	A statement of compliance issued by the approved/certified auditor confirming that the firm has met all the conditions, financial criteria and the required financial position for the purposes of classification in accordance with the relevant legislation and as per the approved formats. Required for first and Special, First and Second categories
4	A copy of the contract between the engineering firm and the accounting firm - Required for first and Special, First and Second categories
5	A declaration to dedicate a specialized accounting staff for categories mentioned below - Required for Third, Fourth, Fifth and Sixth category
6	Financial Documents 1- Download and fill in the required financial data as per the template shown in the classification system. 2- A true copy of the financial report audited by the certified auditing office showing the financial position at the end of each fiscal year Required for Special, First and Second category
7	A copy of the establishment certificate for the foreign parent company in the country of origin For firms of a foreign branch type and for the foreign Associate Contractor/Consultant, the certificate to be provided upon first time registration in the system.



To create classification criteria record for the firm:

- 1- Click on **"Classification Registry"** from the main Dashboard.
- 2- Click on the **"Classification Criteria Record"** card.
- 3- Click on the **"Add Classification Registry"** card.

Or you can go directly to the search screen in the **"TAMM"** platform and search for the service under the name **"Manage an Engineering Firm's Record"**.

The screenshot shows the TAMM platform interface for a user with the account ID 'CN-2891483 TEST'. The navigation menu includes 'Overview', 'Economic Licence', 'Classification Registry', 'Practicing Licence', and 'Documents and Certificates'. The 'Classification Registry' button is highlighted with a red box and labeled '1'. Below the navigation, the 'Firm Classification Registry' section is visible, with a red box around the 'CLASSIFICATION CRITERIA RECORD' card labeled '2'. A search bar and a table with columns 'Registry Number', 'Manager Name', 'Net Equity', and 'Actions' are present. The table contains a message: 'There are no certifications added to your account yet, please click the button below to add one.' Below the table, the 'ADD CLASSIFICATION REGISTRY' button is highlighted with a red box and labeled '3'.



1- To create a new request for creating or updating the Classification Criteria Record, you can click on the **“New Application”** button to create an application.

2- When you press **“Back”**, you will be returned to the previous screen.

To create Classification Criteria Record for your firm, we will go through five 5 stages in the following screens...

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

Manage an Engineering Firm's Record

Welcome Back

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

NEW APPLICATION (1)

← BACK (2)

Reli

قفل
DEPAI

ADDR
AI M
Floor

PHON
800
www



Manage an Engineering Firm's Record - Classification Criteria Record

Firm's Ceiling

The first step is to display the office shape and the initial firm classification ceiling from the previously opened firm record, so you can choose the desired ceiling according to the previous data as follows:

- 1- You will choose the **“Expected Category”** of the classification ceiling and based on the financial report that will be attached, you have to select the value of the **“Firm Total Equities”**.
- 2- After that, the system displays the **“Category Requirements”** that have been selected as a desired ceiling.

When you press the **“Next”** button, you will go to the next stage...

* Requirements for all categories can be found in **Classification Basics**.

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

Manage an Engineering Firm's Record

Basic Standards

Please enter the expected classification category and the range of the total equities of the firm.

Firm Form: Local Consultant Office - Max desired category requested is First

EXPECTED CATEGORY: Special

FIRM TOTAL EQUITIES (AED): Greater than or equal to (2) Million Dirhams

Category Requirements	
Required Total Equities (AED)	2,000,000
Required ISO	ISO 9001
Required Indemnity Insurance (AED)	2,000,000
Required Insurance per Accident (AED)	200,000

NEXT → Cancel

Process

- 1 Classification Requirements [Show steps](#)
- 2 Upload Documents
- 3 Application Summary
- 4 Application Confirmation

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

OFFICE HOURS



Manage an Engineering Firm's Record - Classification Criteria Record

Quality Management and Indemnity Insurance Criteria

In this screen, the required certificates data are displayed, entered, and updated according to the form and type of the firm, It includes:

- 1- ISO 9001 - Quality Management Certificate .
- 2- ISO 14001- Environmental Management System Certification .
- 3- Professional insurance certificate.



To enter or update the certificate data, click on the update button under the **“Actions”** field, and then a page will appear for you to enter and update the data of the selected certificate.

The screenshot shows the TAMM system interface for managing an engineering firm's record. The page title is "Manage an Engineering Firm's Record". The breadcrumb navigation is: Home > Housing & Property > Constructions > Construction Licensing and Permits.

Certificate Information

Provide all the necessary information as per the category requirements. If the required information is not added, you will not be able to proceed further.

Certifications List

Certificate Name	Certificate Number	Certified Company Name	Status	Actions
> Quality Management Certificate (ISO 9001)	رقم الشهادة	اسم الشركة الممنوحة الشهادة	Updated	
> Indemnity Insurance Certificate	4	4	Updated	

Note

The certification information that you have entered will only be saved when you click on the NEXT button.

Process

- 1 Classification Requirements [Show steps](#)
- 2 Upload Documents
- 3 Application Summary
- 4 Application Confirmation

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>

Navigation buttons: BACK, NEXT, Cancel



Manage an Engineering Firm's Record - Classification Criteria Record

Add/Modify Quality Management Data

Adding and updating quality management certificate data.

Through this screen, the required quality management certificate data is added and updated according to the following fields:

- Certificate name
- Certificate Number
- Certificate Issuance Date
- Certificate Expiry Date
- Certification Body Name
- Certified Company Name
- Certified Company Address
- Original Cycle Start Date
- Expiry Date of the Previous Cycle
- Re-Certificate Audit Date
- Remarks

After filling the data press the **“Save”** button to save the changes and return to the previous page.

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

Manage an Engineering Firm's Record

Certificate Information

Please complete the required information about the certification.

Certificate Name: **Quality Management Certificate (ISO 9001)**

CERTIFICATE NUMBER: رقم الشهادة

CERTIFICATE ISSUE DATE: 10 January 2021

CERTIFICATE EXPIRY DATE: 01 February 2023

CERTIFICATE BODY NAME: اسم الهيئة المصدرة للشهادة

CERTIFIED COMPANY NAME: اسم الشركة الممنوحة الشهادة

CERTIFIED COMPANY ADDRESS: عنوان الشركة الممنوحة الشهادة مؤمون

ORIGINAL CYCLE START DATE: 01 September 2021

EXPIRY DATE OF PREVIOUS CYCLE: 30 September 2021

RE-CERTIFICATION AUDIT DATE: 30 September 2021

REMARKS (OPTIONAL): DA Review مؤمون

SAVE Cancel

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

OFFICE HOURS: Closed Opens tomorrow

SERVICE HOURS: Open 24/7

[Hide details](#)



Adding and updating quality Indemnity Insurance certificate data.

Through this screen, the required Indemnity Insurance certificate data is added and updated according to the following fields:

- Certificate name
- Certificate Number
- Certificate Issuance Date
- Certificate Expiry Date
- Certification Body Name
- Certified Company Name
- Certified Company Address
- Territorial Limit
- Indemnity Value
- Indemnity Value per Accident
- Certificate Conditions
- Remarks

After filling the data press the **"Save"** button to save the changes and return to the previous page.

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

Manage an Engineering Firm's Record

Certificate Information

Please complete the required information about the certification.

Certificate Name	Insurance
CERTIFICATE NUMBER	CERTIFICATE ISSUE DATE
4	01 January 2020
CERTIFICATE EXPIRY DATE	CERTIFICATE BODY NAME
22 June 2024	Mohamed Eiad Saady Loulo
CERTIFIED COMPANY NAME	CERTIFIED COMPANY ADDRESS
4	Abu Dhabi
TERRITORIAL LIMIT	INDEMNITY VALUE
Abu Dhabi	2000000
INDEMNITY VALUE PER ACCIDENT	CERTIFICATE CONDITIONS
200000	55555
REMARKS (OPTIONAL)	
مؤجوب	

SAVE [Cancel](#)

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

OFFICE HOURS
Closed Opens tomorrow

SERVICE HOURS
Open 24/7

[Hide details](#)



Manage an Engineering Firm's Record - Classification Criteria Record

Attach Required Documents

Add the required documents according to the form and category of the firm's Ceiling.

Here the service required documents are attached as mentioned previously, noting that some of the attachments are general and appear to all categories and the rest appear according to the conditions and options.

After completing the entry of required documents, press the "Next" button to save the attachments and move to the last stage of review and submission.



Manage an Engineering Firm's Record - Classification Criteria Record

Review and Submission

Review previous steps and Submission.

This screen is to review all the previous steps, which enables you to make sure that all the steps, inputs and attachments are correct as follows:

1- The customer must acknowledge that he has read and understood the attached instructions by clicking on the declaration box at the bottom of the page.

2- After reviewing the data and acknowledgment, you will be able to press the "Submit" button, and accordingly the request will be submitted to the concerned municipality, which will review the data of the application to create and update the firm's classification criteria record submitted within 5 working days from the date of submission and respond to you either by "Acceptance" or by "Return to Complete Missing Requirements" if any, or "Rejection" of the application, depending on the case.

By approving the application, you will have created your firm's Classification Criteria Record, and thus you can start preparing the application for the issuance of a license to practice engineering activities.

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

Manage an Engineering Firm's Record

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

Process

- ✓ Classification Requirements [Show steps](#)
- ✓ Upload Documents
- 3** Application Summary
- 4 Application Confirmation

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

OFFICE HOURS
Closed Opens tomorrow ▾

SERVICE HOURS
Open 24/7

[Hide details](#)

Basic Standards	
Expected Category	Special
Firm Total Equities (AED)	Greater than or equal to (2) Million Dirhams

Category Requirements	
Required Total Equities (AED)	2,000,000
Required ISO	ISO 9001
Required Indemnity Insurance (AED)	2,000,000
Required Insurance per Accident (AED)	200,000

Documents List		
Document Category	Match Status	Last Modified Date
Copy of an Audit Contract with Accounting Auditing Company	Uploaded	27 Jun 2022
Approved declaration that the office meets all financial conditions and standards	Uploaded	27 Jun 2022

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.

← BACK SUBMIT Cancel



Manage an Engineering Firm's Record - Classification Criteria Record

Confirming the Application Submission

After applying to the service, the application is created to create classification criteria record for the first time or to update it if there is a previous record.

Also, you will get confirmation of the completion of the electronic application with the 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 Dashboard, you can complete the rest of the work by entering the previous experiences of projects and preparing the application for the issuance of a license to practice engineering activities.

The screenshot shows the Tamm portal interface for managing an engineering firm's record. At the top, the Tamm logo and the text 'تامة Tamm' are visible. The breadcrumb trail is: Home > Housing & Property > Constructions > Construction Licensing and Permits. The main heading is 'Manage an Engineering Firm's Record'. A notification box states 'Your Application Is Pending Approval' with a reference number 'C11-2022-1097206-C28' and a status of 'In Progress'. Below this are three buttons: 'TRACK APPLICATION', 'VIEW SUMMARY', and 'VISIT DASHBOARD'. A feedback section asks 'How was your experience using this service?' with three smiley face icons. The 'Related Services' section includes links for 'Open an Engineering Firm Account', 'Manage an Engineering Firm's Record', 'Add and Update Previous Experiences from Engineering Firm Projects', and 'Issue a Licence To Practice'. The 'Relevant Entity' section identifies the 'Department of Municipalities and Transport' with its logo and contact details: 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; Office Hours: Closed (Opens tomorrow); Service Hours: Open 24/7. A 'Hide details' link is also present.

THANK YOU



هيئة أبوظبي للرقمية
ABU DHABI DIGITAL AUTHORITY