



هيئة أبوظبي للرقمية  
ABU DHABI DIGITAL AUTHORITY

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## Service Guide for TAMM portal

### Manage an Engineering Firm's Activity Practicing Licence



DEPARTMENT OF MUNICIPALITIES AND TRANSPORT

Oct 2022



This procedure aims to apply for a new license, modify the license or renew the license to practice engineering activities, where the representative of the engineering firm submits the application, and after verifying the classification requirements for each activity according to the law, the appropriate category for the firm is determined and a new, modified or renewed license is issued to practice engineering activities.

**Service Duration** : 5 working days from the date of submission to review the submitted projects, or, instantaneously in the event there are no projects required for classification (i.e. for the fifth and sixth degrees for contractors and the second degree for consultants as well as activities that are classified without projects)

**Service Outputs:**

A license to practice engineering activities for the first time, or

A modified engineering activity license

A renewed license to practice engineering activities

**Service Link:** [Manage an Engineering Firm's Activity Practicing Licence](#)



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# Manage an Engineering Firm's Activity Practicing Licence

## Open New Classification Application

### Manage an Engineering Firm's Activity Practicing Licence

**START** ● Cycle time 5 Working Days

#### Description

Through this service, you can request, renew or amend the classification licence for an engineering firm and obtain the licence to practice an engineering activity.

#### Eligibility

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

- **Documents not found in MyLocker**
  - Building Permit: [Learn More](#)
- **Documents may have to be submitted during the service**
  - Any Additional Documents.
  - Branch Ownership Certificate.
  - Certificate of Project Implementation.
  - Change Form.
  - Change Order.
  - Coalition Agreement.
  - Project Contract.
  - Project Summary.
- **Documents available in MyLocker**
  - Ownership Certificate.

#### Conditions

For issuance, renewal or amendment of classification

- 1- The classification of consultant of second grade and contractor of fifth and sixth grade does not require previous experience of projects so the classification is instant.
- 2- In case there are projects previously verified and approved from the municipality then the classification is instant
- 3- In case there are new projects assigned to the activities then they will be verified by the municipality, which requires two (2) working days

For renewal of classification:

- 1- The firm record must be updated before starting the renewal service

For amendment of classification:

- 1- It is not allowed to amend by downgrading the classification category
- 2- Previously classified activities can be upgraded to the maximum classification found in the firm record

Invitations must be sent to the engineers to be added to the engineering staff before submitting the classification application.

In case that the classification category requires previous experiences of the projects, the classification application cannot be submitted unless the data of the previous experiences of the projects is added according to the category requirements

#### Relavant Entity



ADDRESS

Address

PHONE NUMBER

800555

WEBSITE

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

EMAIL

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

OFFICE HOURS

Closed Opens tomorrow ▼

SERVICE HOURS

Closed Opens tomorrow ▼

[Hide details](#)

#### Process

- 1 Apply for the service through the available channels
- 2 Agree to the terms and conditions
- 3 Receive notification of refusal or acceptance or additional document request
- 4 Receive the requested engineering licence

#### Required Documents

Document	Document Description
Any Additional Documents	
Branch Ownership Certificate	In the case of projects implemented by a head office for the purpose of classifying a branch within the emirate, official documented certificates must be attached confirming the ownership of the branches in full to the main office
Building Permit	copy
Certificate of Project Implementation	Issued by government agencies in the country in which they were implemented must be attached and duly documented for projects implemented outside the country
Change Form	In case of change - an additional component, the approved amendments to the scope of work of the project must be attached to
Change Order	In case a change is made to the components or the timetable, the approved change orders and the changes to the timetable must be attached
Coalition Agreement	Identifying the presence of the coalition between the executing companies and the nature of the actions carried out by each member of the coalition and the percentage of these actions out of the total project value
Ownership Certificate	The ownership certificate of the source branch must be attached in case of the projects implemented through a branch owned by the main branch
Project Contract	copy
Project Summary	

#### Fees

Description	Cost
Manage an Engineering Firm's Activity Practicing Licence	AED 0



# Manage an Engineering Firm's Activity Practicing Licence

## Open New Classification Application

Now we have reached the main goal, which is to issue a license to practice engineering professions for the engineering company.

You can start by clicking the "Practice License" button through the main control panel, and then click the "Classification Request" button, 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 Activity Practicing License".

The screenshot shows the Tamm platform interface. At the top, there is a search bar and the Tamm logo. Below the search bar, there is a navigation menu with buttons for Overview, Economic Licence, Classification Registry, Practicing Licence, Documents and Certificates, and Firm Violation. The 'Practicing Licence' button is highlighted with a red box and labeled with a circled '1'. Below the navigation menu, there is a section titled 'Engineer Practicing Licence' with a sub-header 'Please find your practicing licence. You may download it or apply for a classification request below.' Below this section, there is a table with columns for Engineering Activity, Activity Type, Activity Class, and Classification Status. The table is empty, and a message below it says 'Your account doesn't have any added Engineer Practicing Licence to view, please click the below button to add one.' Below the table, there is a button labeled 'CLASSIFICATION REQUEST' highlighted with a red box and labeled with a circled '2'. At the bottom of the page, there is a footer with a language selector (Police 999, Ambulance 998, Civil Defence 997) and a settings menu (TRANSLATE, FONT SIZE, COLOUR).



# Manage an Engineering Firm's Activity Practicing Licence

## Open New Classification Application

1- Start by clicking on the **“New Application”** button

2- If you want to follow up on the status of a previously entered application, select the application and click on the **“Action”** button and **“View Details”**.

The screenshot displays the Tamm portal dashboard. At the top right, the Tamm logo and the name 'نظام Tamm' are visible. The main heading is 'Welcome Back', followed by a sub-heading: 'Here, you can track your applications, check the status of your requests, or just skip and start a new application.' A red box highlights the 'NEW APPLICATION' button, with a red circle containing the number '1' and an arrow pointing to it. Below this is a table of applications with columns for status, submission date, and reference number. The table contains five rows: three 'Completed' and two 'Rejected'. Each row has an 'ACTION' button. A red box highlights the 'ACTION' button for the last row, with a red circle containing the number '2' and an arrow pointing to it. The 'ACTION' dropdown menu is open, showing a 'View Details' option. On the right side, the 'Relevant Entity' section shows the Department of Municipalities and Transport (DPM) logo and contact information: 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.



# Manage an Engineering Firm's Activity Practicing Licence

## Select Activities

We will clarify the contents of the table before beginning to explain the classification process. For ease, the table and annotation fields are numbered according to number.

- 1 - This Checkbox allow you to select the activity you need to classify.
- 2 - Activity Code and Activity Name: these are code and name of the activity according to the Trade license.
- 3 - Category by criteria: Initially, it will be Not-specified, as the category requirements are not entered, which will be calculated automatically once they are entered.
- 4 - Category by Selected Activities : If one activity is chosen, the possible category will be maximum Forth (for contracting companies) and the second category (for Consulting Offices). If two activities or more are chosen, the possible category can go up to the special category depending the activities type and classification criteria.
- 5 - Ceiling Category: this the maximum category you can classify this activity according to your office form and ceiling
- 6 - Desired Category: The list of allowed categories that you can select from to classify the activity .

### Select Activities

Please select a new activity from the list below. You can modify existing activities by upgrading the Desired Category. You can also click next to change Activity Owners or Staff Engineer(s). Operational activities are automatically preselected, and you may only unselect an activity or downgrade a category upon expiration or completion of an assigned project.

Economic Licence Details					
Licence Number	Firm Name	Firm Form	Firm Ceiling	Request Type	Status
CN-3018002	MONASWARI TAILORS	Local Consultant Office	First	License application for the first time	Draft - Not Submitted Yet

Registered Engineering Activities for Firm						
Filter by	Activity Name	Category by Criteria	Category by Selected Activities	Ceiling Category	Desired Category	
	<input checked="" type="checkbox"/> 7110202 - Architectural Engineering Consultancy	Not Specified	First	First	First	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> 7110205 - Civil Engineering Consultancy	Not Specified	Second	First	First	<input checked="" type="checkbox"/>
	<input type="checkbox"/> 7110106 - Building Services Mechanical Engineering Consultancy	Not Specified	Not Specified	First	First	<input type="checkbox"/>
	<input type="checkbox"/> 7110903 - Electrical Works For Building Services Engineering Consultancy	Not Specified	Not Specified	First	Select	<input type="checkbox"/>
	<input type="checkbox"/> 7110702 - Roads Engineering Consultancy	Not Specified	Not Specified	First	Select	<input type="checkbox"/>
	<input type="checkbox"/> 7110703 - Internal Roads Engineering Consultancy	Not Specified	Not Specified	First	Select	<input type="checkbox"/>

Annotations: 1 points to the checkbox in the first row of the table. 2 points to the Activity Name column. 3 points to the Category by Criteria column. 4 points to the Category by Selected Activities column. 5 points to the Ceiling Category column. 6 points to the Desired Category dropdown menu.

Engineering Consultant Office

Contracting Company

Buttons: BACK, NEXT, Cancel



### Select Activities screen

The first step in issuing a license (classification) is to choose the activities that you want to classify and have met all the requirements.

The system will display all activities that can be classified according to the trade license so can you to choose any of them accordingly.

### Activities to Be Classified

Please select the relevant record from the list below, assign the project value through the actions, and expand the rows to view details. Once your activity invitations are accepted, you can then proceed to issuing your practice licence.

#### Economic Licence Details

Licence Number	Firm Name	Firm Form	Firm Ceiling	Request Type	Status
CN-3018002	MONASWARI TAILORS	Local Consultant Office	First	License application for the first time	<b>Draft - Not Submitted Yet</b>

Filter by  Search

Activity Name	Desired Category	Category by Criteria	Ceiling Category	Actions
> <input type="checkbox"/> 7110202 - Architectural Engineering Consultancy	First	Not Specified	Special	⋮
> <input checked="" type="checkbox"/> 7110205 - Civil Engineering Consultancy	First	Not Specified		Refresh Engineer Requirements

← BACK

SUBMIT

[Cancel](#)





# Manage an Engineering Firm's Activity Practising Licence

## Select Activities

### \*Activity Classification Requirements

Start by clicking the three points on the arrow referred to **No. (1)** and choose **“Engineer Requirements”**. This will show the information table where you can find out the requirements needed to classify the activity (per desired category) in terms of the value of the required projects, the engineering staff and Activity Owner.

Activity Name	Desired Category	Category by Criteria	Ceiling Category	Actions
> <input type="checkbox"/> 7110202 - Architectural Engineering Consultancy	First	Not Specified	Special	⋮
> <input type="checkbox"/> 7110205 - Civil Engineering Consultancy	First	Not Specified		

**Engineer Requirements**

Please review the engineer requirements for the activity and category that you have selected.

Activity Name	7110202 - Architectural Engineering Consultancy
Desired Category	First
No of Activities Required for Desired Category	2
Total Required Projects Value	30,000,000

	Specialisation to Be Provided	Total Years of Experience	Years of Speciality Experience
Activity Owner 1	Architect Eng.	7 Years	2 Years
Activity Owner 2	Civil Eng. Structural Eng.	7 Years	2 Years



# Manage an Engineering Firm's Activity Practising Licence

## Invite and Assign Engineers

Click on the arrow referred to **No. (1)** next to the activity to show an additional information screen which shows you the required engineering staff and activity owners of the category.

After knowing the requirements, click on **"Select Engineer"** as indicated in **No. (2)** to start selecting the engineering cadre for each activity. The next screen called **"Assign Engineer"** will appear and has two options: either from within the firm or from outside the firm.

**Activities to Be Classified**

Please select the relevant record from the list below, assign the project value through the actions, and expand the rows to view details. Once your activity invitations are accepted, you can then proceed to issuing your practice licence.

Licence Number	Firm Name	Firm Form	Firm Ceiling	Request Type	Status
CN-3018002	MONASWARI TAILORS	Local Consultant Office	First	License application for the first time	Draft - Not Submitted Yet

Filter by [v] Search [Q Search]

Activity Name	Desired Category	Category by Criteria	Ceiling Category	Actions
7110202 - Architectural Engineering Consultancy	First	Not Specified	Special	[i] [Select Engineer]
7110205 - Civil Engineering Consultancy	First	Not Specified	Special	[i]

Description	Status	Value	Actions
Activity Owner 1	Select Engineer		[i]
Activity Owner 2	Select Engineer		[i]
Project Value		240,000,000	[i]
Current Classification Category		Not Specified	
Category per Selection		Not Specified	
Category By Projects		Special	
Category by Selected Activities		First	
Category By Staff		Not Specified	
Category By Staff Experience		Not Specified	
Category By Staff and Projects		Not Specified	
Possible Category against Desired		Not Specified	
Category by Selected Activities		First	
Status		Inactive	

**Assign Engineer**

Please review the required rules for the selected activity along with the details below, and then assign a candidate within or outside your firm accordingly.

Activity Code	Activity Name	Activity Staff Role	Activity Category
> 7110202	Architectural Engineering Consultancy	Activity Owner 1	First

Within Firm  Outside Firm or From Branch



# Manage an Engineering Firm's Activity Practicing Licence

## Invite and Assign Engineers

### 1- Invitation from Within the Firm:

Once you select the engineer's function from the previous screen (i.e. Activity Owner or engineering staff ), you can now start the invitation process.

Select the option **"Within Firm"**. A list of engineers in the specialty corresponding to the activity you want to classify will appear.

To know more details about the conforming engineers, click **"Matching"** button and a list of the matching engineers will appear. Likewise, you can find out more details about the non-conforming engineers by clicking **"Not Matching"** button.

**Assign Engineer**

Please review the required rules for the selected activity along with the details below, and then assign a candidate within or outside your firm accordingly.

Activity Code	Activity Name	Activity Staff Role	Activity Category
> 7110205	Civil Engineering Consultancy	Activity Owner 1	First

Within Firm  Outside Firm or From Branch

Please review the details below and select only a candidate that matches the activity classification requirements as per the required category.

**MATCHING** **NOT MATCHING**

Filter by	Search
<input type="radio"/> 1184	MECS56 Civil Eng. Civil Engineering consultancy 11 Years

**BACK** **CONFIRM**

**MATCHING** **NOT MATCHING**

Filter by	Search
<input checked="" type="radio"/> 1166	MECS46 MECS46

**Validation results**

Requirement	Details	Status
Engineer Specialty	The engineer's specialty must match one of the engineering specializations required to classify the activity	Failed
Total Years of Experience	The engineer's specialty must match one of the engineering specializations required to classify the activity	Passed
Years of Experience (Per Activity)	The Activity Owner years of experience in the activity must match (or exceed) the number of years required to classify the activity on the desired category	Failed
Engineer Category	The engineer's licence category must match the category required for classifying the activity. Currently, the interim or trainee licence categories are not accepted. The engineer must be a practicing engineer	Passed
Engineer Licence Amendment InProgress	It is not possible to invite an engineer - who has "in progress" request- to amend his licence in the Engineer's Professions Licences System (EPLS)	Passed
Engineer has been invited	It is not possible to invite an engineer who has in progress	Passed
Completing three Months from Last Transfer	The invitation from outside the firm (for Activity Owner and Main Staff) and from inside the firm (for Activity Owner only) requires the engineer have already completed a period not less than three months after being assigned on the activity.	Passed
Activity under Classification	It is not possible to invite to an engineer who is assigned on an activity in a classification application and this application is still in progress in the desired municipality. English Activity under Classification	Passed
Completing three Months from engineer classification on activity	The invitation from outside the firm (for Activity Owner and Main Staff) and from inside the firm (for Activity Owner only) requires the engineer have already completed a period not less than three months after being classified on the activity	Passed
Engineer has been Selected	It is not possible to invite to an engineer who is previously selected for classification	Passed
Engineer	The invited engineer must be registered as an "engineer" in the Engineer's Registration System	Passed
Partner	It is not possible to invite an engineer who is a partner in an outside the firm. In this case the partner engineer must amend his licence in the Engineer's Professions Licences	Passed



# Manage an Engineering Firm's Activity Practicing Licence

## Invite and Assign Engineers

### 2- Invitation from Outside the Firm or from Branch:

When registered engineers are not available from within the Firm in the specialty corresponding to the activity to be classified, engineers from outside the facility are invited.

Once you select the engineer's function from the previous screen (i.e. Activity Owner or engineering staff), you can now start the invitation process.

Select the option **"Outside the Firm"** by entering the engineer's License number in the search area and click search. The system will extract the engineer's data screen and you can check the suitability of the engineer and you can see the result as well showing either **"Passed"** or **"Failed"**. If the engineer has passed and has been communicated with by the Firm, you can proceed further and tick in the acknowledgment box to confirm the implementation of the agreement with the engineer and then press the **"Confirm"** button to confirm his selection.

### Activities to Be Classified

Please select the relevant record from the list below, assign the project value through the actions, and expand the rows to view details. Once your activity invitations are accepted, you can then proceed to issuing your practice licence.

License Number	Firm Name	Firm Form	Firm Ceiling	Request Type	Status
CN-3018002	MONASWARI TAILORS	Local Consultant Office	First	License application for the first time	Draft - Not Submitted Yet

Activity Name	Desired Category	Category by Criteria	Ceiling Category	Actions
7110202 - Architectural Engineering Consultancy	First	Not Specified	Special	<span>1</span> <span>ⓘ</span>

Description	Status	Value	Actions
Activity Owner 1	Select Engineer		<span>2</span> <span>ⓘ</span>
Activity Owner 2	Select Engineer		<span>2</span> <span>ⓘ</span>
Project Value		240,000,000	<span>ⓘ</span>
Current Classification Category		Not Specified	
Category per Selection		Not Specified	
Category By Projects		Special	
Category by Selected Activities		First	
Category By Staff		Not Specified	
Category By Staff Experience		Not Specified	
Category By Staff and Projects		Not Specified	
Possible Category against Desired		Not Specified	
Category by Selected Activities		First	
Status		Inactive	

Activity Code	Activity Name	Activity Staff Role	Activity Category
> 7110205	Civil Engineering Consultancy	Main Staff (2)	First

Within Firm  **Outside Firm or From Branch**

Please review the required rules for the selected activity along with the details below, and then assign a candidate within or outside your firm accordingly.

Please provide the Engineer Licence Number (ELN) and click search to retrieve the engineer details. Confirm to select the engineer shown in the table.

ENGINEER LICENCE NUMBER

1220 SEARCH

Engineer Speciality	Current Activity	Status	Years of Experience	Possible Classification Level
> Civil Eng.	Buildings Construction Of All Types Contracts	<span>Passed</span>	16.9 Years	

I acknowledge and commit to the implementation of the agreement with the engineer and to provide the necessary support for the completion of his duties and responsibilities.

← BACK CONFIRM





# Manage an Engineering Firm's Activity Practicing Licence

## Invite and Assign Engineers

### Sending Invitations

After completing the selection of the required engineers, go to the right of the screen and choose **“Send invitations”** as indicated in the box. Repeat the same process if you have multiple activities.

#### Invitations Rules

- 1. Invitation from within the firm (on the same activity for the Activity Owner):**  
The invitation is sent without specifying the date of joining, and the engineer responds with acceptance or rejection through the EPLS . In case of acceptance and the firm will be notified and the status is updated to **“Engineer was assigned”**.
- 2. Invitation from within the firm (on the same activity for the main cadre):**  
The invitation is sent without specifying the date of joining and it does not require the approval of the engineer, and therefore the status is updated to **“Engineer was assigned”** directly.
- 3. Invitation from within the firm (on another for the Activity Owner or the main cadre):**  
The invitation is sent without specifying the date of joining, and the engineer responds by accepting or rejecting it through the EPLS. In case of acceptance, and after completing the registration amendment, the firm will be notified, and the status is updated to **“Engineer was assigned”**.

The screenshot illustrates the EPLS interface for managing an engineering firm's activity practicing licence. It is divided into three main sections:

- Economic Licence Details:** A table showing licence information for CN-3018002, firm name MONASWARI TAILLORS, and status Draft - Not Submitted Yet.
- Activity Selection:** A table with columns for Activity Name, Desired Category, Category by Criteria, Ceiling Category, and Actions. The activity 7110205 - Civil Engineering Consultancy is selected. A context menu is open over this activity, with the 'Send Invitations' option highlighted.
- Invitation Summary:** A table showing the status of invitations for Activity Owner 1 and Staff Engineer 2, both currently 'Waiting for sending invitation'. A 'SEND INVITATIONS' button is highlighted in red.
- Confirmation:** A 'Send Invitations' dialog box is shown with a checked checkbox: 'I acknowledge that I have sent a job offer to each of the above listed engineer(s)'. A 'SEND INVITATIONS' button is highlighted in red.
- Updated Status:** The invitation summary table is updated to show 'Waiting invitation acceptance' for both roles. A 'SEND INVITATIONS' button is highlighted in red.
- Final Assignment:** The invitation summary table is updated to show 'Engineer was assigned' for both roles.



# Manage an Engineering Firm's Activity Practising Licence

## Invite and Assign Engineers

### Invitations Rules

Invitation from outside the firm (the activity owner and a main engineering cadre):  
The invitation is sent while specifying the agreed joining date as shown in the blue box, and the engineer responds by accepting or rejecting the invitation through the EPLS.

After completing the registration amendment, the firm is informed, and the engineer's status is updated to "Engineer was assigned".

The screenshot illustrates the workflow for sending invitations and assigning engineers. It is divided into three main sections:

- Economic Licence Details:** A table showing licence information for CN-3018002, firm name MONASWARI TAILORS, and status Draft - Not Submitted Yet.
- Activity Selection:** A table with columns for Activity Name, Desired Category, Category by Criteria, Ceiling Category, and Actions. The activity 7110205 - Civil Engineering Consultancy is selected and highlighted with a red box. A context menu is open over it, with 'Send Invitations' highlighted in red.
- Invitation Details:** A table with columns for Description, Status, and Value. The status for both Activity Owner 1 and Staff Engineer 2 is 'Waiting for sending invitation', highlighted with red boxes.
- Send Invitations:** A section with a 'Send Invitations' button highlighted in red. Below it, a table lists engineers with columns for Engineer Licence Number, Name, Staff Role, Validity, and Agreed Joined Date. The 'Agreed Joined Date' for Staff Engineer 2 (24 September 2022) is highlighted in a blue box. A checkbox is checked, indicating acknowledgment of sending job offers.
- Confirmation:** A 'SEND INVITATIONS' button is highlighted in red. Below it, a table shows the status of the selected activity, with 'Waiting invitation acceptance' for both roles.
- Final Status:** A table showing the final status of the activity, with 'Engineer was assigned' for both roles, highlighted with red boxes.



# Manage an Engineering Firm's Activity Practising Licence

## Invite and Assign Engineers

### Invitation Extension Request:

After accepting the invitation, the engineer can request to extend the date of joining through the services the EPLS , and the firm will approve or reject it within 7 days of submitting the application. If the firm does not respond with acceptance or rejection within 7 days, the extension request will be automatically rejected through the system.

### Invitation Rejection

If the invitation is rejected by the engineer, another engineer can now be invited until the invitation is accepted and the registration amendment is completed.

If the engineer's experience does not fit with the role required of him as an activity owner or an engineering cadre, another engineer is invited. The rest of the engineers are invited to repeat this step with each required engineer.

The screenshot displays the EPLS system interface. On the left, a table lists activities with columns for Activity Name, Desired Category, Category by Criteria, Ceiling Category, and Actions. Below this is a summary table with columns for Description, Status, Value, and Actions. The 'Staff Engineer 2' row in the summary table has a status of 'Waiting for extension request response', which is highlighted with a red box. To the right, a panel titled 'Invitation Extension Requests' (highlighted with a red box) contains a sub-panel 'INVITATION DETAILS' (also highlighted with a red box). This panel shows various fields such as Invitation Request Number, ELS Invitation Request Number, Engineer Licence Number, Name, Expected Category, Staff Role, Invitation Date, Expiration Date, Agreed Joining Date, Actual Joining Date, Last Working Date, Engineer Reply Date, and New Joining Date. At the bottom of this panel, there are two radio buttons: 'Approve Invitation Extension Request' (selected) and 'Reject Invitation Extension Request'. A red arrow points from the 'View Invitation Details' link in the summary table to the 'Invitation Extension Requests' panel. At the bottom of the panel, there are 'BACK' and 'CONFIRM' buttons.

Activity Name	Desired Category	Category by Criteria	Ceiling Category	Actions
> 7110202 - Architectural Engineering Consultancy	First	Not Specified	Special	⋮
✓ 7110205 - Civil Engineering Consultancy	First	First	Special	⋮

Description	Status	Value	Actions
Activity Owner 1	Engineer was assigned		⋮
Staff Engineer 2	Waiting for extension request response		⋮
Project Value		120,000,000	
Current Classification Category		Not Specified	

**Invitation Extension Requests**

Please review the invitation details below for the selected engineer.

**INVITATION DETAILS** | ROLE HISTORY

Invitation Request Number	C11-2022-3018002-E1115-ES12
ELS Invitation Request Number	202200101440
Engineer Licence Number	1115
Name	MECS20
Expected Category	First
Staff Role	Staff Engineer 2
Invitation Date	25 Aug 2022
Expiration Date	
Agreed Joining Date	20 Oct 2022
Actual Joining Date	
Last Working Date	27 Aug 2022
Engineer Reply Date	25 Aug 2022
New Joining Date	31 Aug 2022

Approve Invitation Extension Request  
 Reject Invitation Extension Request

← BACK CONFIRM





### Invitation Cancellation Request

Only after accepting the invitation, the engineer can request to cancel the invitation through the EPLS, and the firm will approve or reject it within 7 days of submitting the application.

If the firm does not respond with acceptance or rejection within 7 days, the cancellation request will be automatically rejected through the system.

The screenshot displays the EPLS system interface for managing invitation cancellations. It is divided into three main sections:

- Activity List:** A table with columns for Activity Name, Desired Category, Category by Criteria, Ceiling Category, and Actions. It lists two activities: '7110202 - Architectural Engineering Consultancy' and '7110205 - Civil Engineering Consultancy'.
- Invitation Details:** A detailed view of an invitation for 'Staff Engineer 2'. It includes a table with columns for Description, Status, Value, and Actions. The status is 'Waiting response of invitation cancellation'.
- Invitation Cancellation Request Form:** A form titled 'Invitation Cancellation Request' with a sub-tab 'INVITATION DETAILS'. It contains a list of fields with their corresponding values:

Invitation Request Number	C11-2022-3018002-E1115-ES12
ELS Invitation Request Number	202200101440
Engineer Licence Number	1115
Name	MECS20
Expected Category	First
Staff Role	Staff Engineer 2
Invitation Date	25 Aug 2022
Expiration Date	
Agreed Joining Date	20 Oct 2022
Actual Joining Date	
Last Working Date	27 Aug 2022
Engineer Reply Date	25 Aug 2022
New Joining Date	31 Aug 2022

At the bottom of the form, there are two radio buttons for the user's decision: 'Approve Invitation Cancellation Request' (unselected) and 'Reject Invitation Cancellation Request' (selected). Below these are 'BACK' and 'CONFIRM' buttons.



### Engineer Assignment Cancellation

If the firm decided to cancel the engineer's assignment on any of certain activity, select **"Cancel Assignment"** from the three dots field on the right of the screen and continue to the next screen and confirm.

The firm can only cancel the engineer's assignment if activity has not been classified yet, and if the activity has been classified utilizing the engineer, then the assignment can not be cancelled but rather he/she be can be replaced as per the replacement rules.

Description	Status	Value	Actions
Activity Owner 1	Engineer was assigned		⋮
Staff Engineer 2	Engineer was assigned		View Engineer Details <b>Cancel Assignment</b> View Invitation Details
Project Value		120,000,000	
Current Classification Category		Not Specified	

### Confirmation

Are you sure you want to cancel the assignment for the assigned engineer for the "Staff Engineer 2" ?



### Engineer Replacement

If you want to replace an engineer who was previously assigned to a classified activity, select **“View Engineer Details”** from the three dotted field on the right of the screen and continue to the next screen.

During the replacement process, the role of the existing engineer is canceled, and a new invitation is sent to the new engineer to be added.

The prospected engineer responds with either acceptance or rejection through EPLS in the same way as previously described according to the type of invitation. In case of acceptance, the firm is notified, and the status is updated to **“Engineer assigned.”**

The screenshot displays the 'Replace Engineer' workflow. At the top, a table lists activity details:

Description	Status	Value	Actions
Activity Owner 1	Engineer was assigned		⋮
Staff Engineer 2	Engineer was assigned		View Engineer Details
Project Value		120,000,000	Cancel Assignment
Current Classification Category		Not Specified	View Invitation Details

A red box highlights the 'View Engineer Details' option, with a red arrow pointing to a pop-up window titled 'Engineer Details' (labeled '1'). The pop-up contains the following information:

Engineer Licence Number	1099
Name	MECS04
Engineer Speciality	Civil Eng. (1053)
Total Years of Experience	10.8

Below the pop-up is a 'REPLACE ENGINEER' button (labeled '2').

The main 'Replace Engineer' section includes a table of activity details:

Activity Code	Activity Name	Activity Staff Role	Activity Category
> 7110205	Civil Engineering Consultancy	Main Staff (2)	First

Below this table is a dropdown menu for 'CHOOSE DESIRED CATEGORY FOR THE ENGINEERS' set to 'First'. Two radio buttons are present: 'Within Firm' (selected) and 'Outside Firm or From Branch'.

At the bottom, a note reads: 'Please review the details below and select only a candidate that matches the activity classification requirements as per the required category.'



# Manage an Engineering Firm's Activity Practicing Licence

## Assign Projects

The next step is to **Assign the projects** previously entered and includes the activity to be classified.

You can skip this step, due to the no need for previous experiences of projects in the following cases :

- 1- Contractors:** The activity is selected to be classified on Fifth or Sixth category.
- 2- Consultants:** The activity is selected to be classified on Second category.
- 3- Contractors and Consultants:** The activity to be classified is from within the domains that do not need previous experience from projects.

The completed works of the projects are assigned to each activity separately by pressing the indicated arrow **No. (1)** next to the activity to show an additional information screen indicating the **"Project Value"** and selecting **"Assign a project"**.

### Activities to Be Classified

Please select the relevant record from the list below, assign the project value through the actions, and expand the rows to view details. Once your activity invitations are accepted, you can then proceed to issuing your practice licence.

#### Economic Licence Details

Licence Number	Firm Name	Firm Form	Firm Ceiling	Request Type	Status
CN-3018002	MONASWARI TAILORS	Local Consultant Office	First	License application for the first time	Draft - Not Submitted Yet

Filter by  Search

Activity Name	Desired Category	Category by Criteria	Ceiling Category	Actions
> <input type="checkbox"/> 7110202 - Architectural Engineering Consultancy	First	Not Specified	Special	
> <input checked="" type="checkbox"/> 7110205 - Civil Engineering Consultancy	First	First	Special	

**1**

Description	Status	Value	Actions
Activity Owner 1	Engineer was assigned		
Staff Engineer 2	Engineer was assigned		
<b>Project Value</b>		120,000,000	
Current Classification Category		Not Specified	<b>Assign Projects</b>

#### Process

- ✓ Select Activities
- 2 Activities to Be Classified
- 3 Application Approval
- 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](mailto:info@dpm.gov.abudhabi)



# Manage an Engineering Firm's Activity Practicing Licence


## Assign Projects

Upon clicking on the "Assign a project" from the previous screen, a table appears showing the "Required Value For The Category" as well as the value assigned to each activity to be classified.

The project to be included in the classification is selected by clicking on the indicated **Check box** and then confirming the selection.

### Assign Projects

Please review the category requirements and select relevant projects from the list below. You will not be able to proceed with assigning projects if you do not meet these requirements. You are eligible for virtual projects. You may choose to avail these projects, which will be then added to your total project value.

**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](mailto:info@dpm.gov.abudhabi)  
OFFICE HOURS  
Closed Opens in two days  
SERVICE HOURS  
Open 24/7  
[Hide details](#)

Activity Name	Category	Required Value for Category
Civil Engineering Consultancy(1097)	First	30,000,000 and the assigned project value for each activity to be classified should not be less than 500,000

#### Projects List

Code	Name	Assigned Value	Approved Value	Total Value (AED)
<input checked="" type="checkbox"/> C11-2022-3018002-PMM1	asdfas	120,000,000	0	120,000,000
<input type="checkbox"/> C11-2022-3018002-PMM10	resort	0	0	66,666,667
<input type="checkbox"/> C11-2022-3018002-PMM3	sdfsdf	0	120,000,000	120,000,000
<input type="checkbox"/> C11-2022-3018002-PMM6	asdf	0	0	60,000,000
<input type="checkbox"/> C11-2022-3018002-PMM8	qwer	0	240,000,000	240,000,000

**TOTAL**  
AED 120,000,000.00

**CONFIRM** [Cancel](#)



# Manage an Engineering Firm's Activity Practicing Licence

## Review and Submittal

Once you choose the projects whose value meets the requirements of the desired category, the color turns green, and the classification summary appears and shows you the categories that can be classified according to the above entries.

Finally, the system will ask you if you want to be classified in the calculated category in which you must confirm by clicking on the box accompanying the question.

Then, press the **"Submit"** button to submit a request to issue, amend or renew a license to practice engineering professions.

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

### Manage an Engineering Firm's Activity Practicing Licence

**Activities to Be Classified**

Please select the relevant record from the list below, assign the project value through the actions, and expand the rows to view details. Once your activity invitations are accepted, you can then proceed to issuing your practice licence.

**Economic Licence Details**

Licence Number	Firm Name	Firm Form	Firm Ceiling	Request Type	Status
CN-3018002	MONASWARI TAILORS	Local Consultant Office	First	License application for the first time	Draft - Not Submitted Yet

Filter by: [v] Search: [Q Search]

Activity Name	Desired Category	Category by Criteria	Ceiling Category	Actions
> <input type="checkbox"/> 7110202 - Architectural Engineering Consultancy	First	Not Specified	Special	[i]
> <input checked="" type="checkbox"/> 7110205 - Civil Engineering Consultancy	First	Second	Special	[i]

**Categories That Can Be Classified**

Category	Number of Specialisations	Number of Activities Required
<input type="checkbox"/> Special	0	2
<input type="checkbox"/> First	0	2
<input checked="" type="checkbox"/> Second	1	1

Would you like to classify this category according to these choices?

[Cancel](#)

**Process**

- 1 Select Activities
- 2 **Activities to Be Classified**
- 3 Application Approval
- 4 Application Confirmation

**Relevant Entity**

دائرة البلديات والنقل  
DEPARTMENT OF MUNICIPALITIES AND TRANSPORT

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Open 24/7

[Hide details](#)



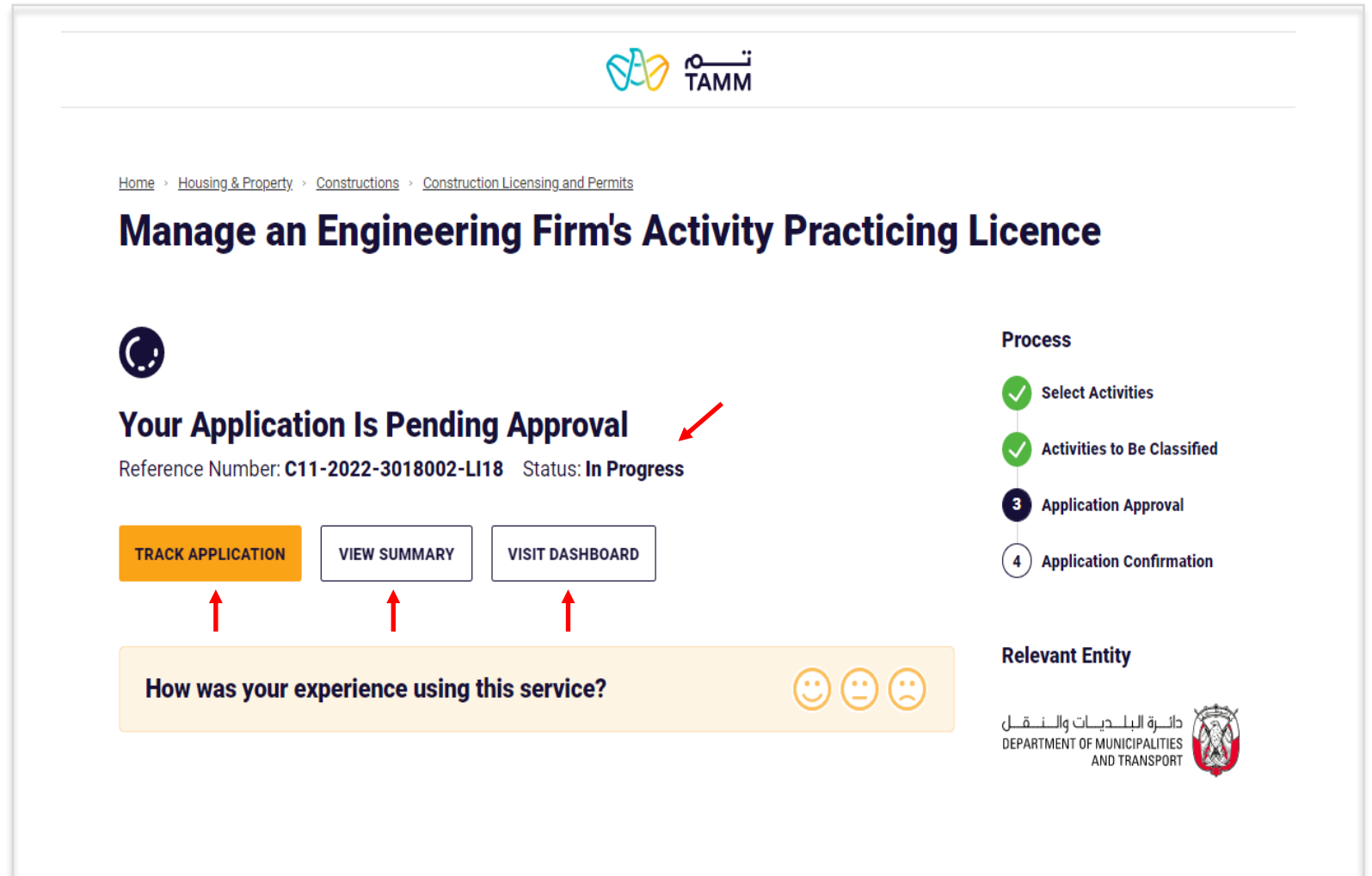
# Manage an Engineering Firm's Activity Practicing Licence

## Confirmation of Applying for the Service

### Application Confirmation screen

Upon confirmation of the successful completion of the electronic application, the transaction number appears, and a text message is sent stating that the transaction has been submitted along with the transaction number as shown, and your application is now pending approval.

After that, you can choose to view the summary of the application or track the status or go back to the main control panel "Visit Dashboard".



The screenshot shows the Tamm application confirmation screen. At the top, the Tamm logo and the text 'تامة Tamm' are visible. Below the logo, the breadcrumb navigation path is: Home > Housing & Property > Constructions > Construction Licensing and Permits. The main heading is 'Manage an Engineering Firm's Activity Practicing Licence'. A circular icon with a question mark is next to the heading. The main message is 'Your Application Is Pending Approval' with a red arrow pointing to it. Below this, the reference number 'C11-2022-3018002-LI18' and status 'In Progress' are shown. Three buttons are displayed: 'TRACK APPLICATION' (highlighted in orange), 'VIEW SUMMARY', and 'VISIT DASHBOARD'. Red arrows point from the buttons to the feedback section below. The feedback section asks 'How was your experience using this service?' and includes three smiley face icons. On the right side, a 'Process' flowchart shows four steps: 1. Select Activities (checked), 2. Activities to Be Classified (checked), 3. Application Approval (current step, highlighted with a black circle), and 4. Application Confirmation. Below the flowchart, the 'Relevant Entity' is identified as the 'Department of Municipalities and Transport' with its logo.

**THANK YOU**



هيئة أبوظبي للرقمية  
ABU DHABI DIGITAL AUTHORITY