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22

## Service Guide for TAMM portal

### Request to Amend an Engineer Licence





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

<https://www.tamm.abudhabi/>

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



## EPLS Services List on TAMM Portal.

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



# Access EPLS Services on TAMM

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

The screenshot shows the Abu Dhabi Government Services homepage. At the top, there is a search bar and a navigation menu. Below the search bar, there are several service categories. The 'Housing & Property' category is highlighted with a red box. The categories include: Benefits for Emiratis, Business Events & Advertising, Start & Manage a Business, Consultations & Training, Education & Training, Entertainment & Events, Environment & Agriculture, Exploring & Planning, Family & Community, Finance & Taxation, Health & Safety, Housing & Property, Importing & Exporting, Investing in Abu Dhabi, Laws & Regulations, Moving & Leaving, People of Determination, Religion & Culture, Vehicles & Transportation, Visa & Emirates ID, and Work & Employment.

The screenshot shows the 'Housing & Property' category page. The 'Building and Construction' sub-category is highlighted with a red box. The page lists several services: Application for Temporary Electricity Meter Removal, Application for Internal Electricity Drawings Approval, Application for Shutdown and Restoration of Electricity for Maintenance, Application for Temporary Electricity Meter Removal, Application for Electrical Supply Activation, Application for Inspection of Electrical Wiring of New Connection (Internal), and Application for Electricity Load Approval.

The screenshot shows the 'Construction Permits' page. The 'Request to Suspend an Engineer Licence' service is highlighted with a red box. The page lists several services: Request to Suspend an Engineer Licence, Request the Issuance of an Engineer Licence, Request to Amend an Engineer Licence, Request to Renew an Engineer Licence, Request Status Update of Engineer Temporary Licence, Request for Permission to Use a Tower Crane or Personnel and Equipment Crane Outside Plot Limits, and Request for Permission to Extend the Authorized Hours of Work.



# Request to Amend an Engineer Licence Start Page

Home > Housing & Property > Building and Construction > Construction Permits

## Request to Amend an Engineer Licence

**START** 🕒 Cycle time **5 Working Days**

### Description

Through this service, you can submit an application to modify an engineer licence card in the electronic engineers registration system at the Department of Municipalities and Transport.

### Eligibility

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

### Conditions

This service can be selected in the following cases only:


- Add an engineering major
- Amending the licence data within the same employer or modifying the current employer
- Add or document previous work experience
- Count the years of experience gained into the total experience
- The licence renewal request will be cancelled due to failure to meet licencing requirements within 30 days of informing the applicant
- It is not possible to change the current employer in the licensing system before 3 months have passed since the date of the last amendment
- The applicant can submit an appeal request; in case the engineer registration request was rejected.
- In case the appeal was accepted, the request will be automatically accepted and the amended licence card will be issued if needed
- The applicant must submit the required documents according to the following cases (engineer, partner, office manager) and when choosing more than one case, the required documents must be provided for all cases that have been selected

### Process

- 1 Submit the request through the available channels
- 2 Upload the required documents
- 3 Receive registration confirmation and amended engineer licence

### Relavant Entity

دائرة البلديات والنقل  
DEPARTMENT OF MUNICIPALITIES AND TRANSPORT



ADDRESS  
**Address**  
PHONE NUMBER  
**800555**  
WEBSITE  
<https://www.dmt.gov.ae>  
EMAIL  
[contact@tamm.abudhabi](mailto:contact@tamm.abudhabi)  
OFFICE HOURS  
**Open Closes at 3:30 pm** ▼  
SERVICE HOURS  
**Open Closes at 3:30 pm** ▼  
[Hide details](#)



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

To start the service Press the "Start" button

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

## Request to Amend an Engineer Licence

**START** 🕒 Cycle time 5 Working Days

### Description

Through this service, you can submit an application to modify an engineer licence card in the electronic engineers registration system at the Department of Municipalities and Transport.

### Eligibility

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

### Conditions

This service can be selected in the following cases only:

- Add an engineering major
- Amending the licence data within the same employer or modifying the current employer
- Add or document previous work experience
- Count the years of experience gained into the total experience
- The licence renewal request will be cancelled due to failure to meet licencing requirements within 30 days of informing the applicant
- It is not possible to change the current employer in the licensing system before 3 months have passed since the date of the last amendment
- The applicant can submit an appeal request; in case the engineer registration request was rejected.
- In case the appeal was accepted, the request will be automatically accepted and the amended licence card will be issued if needed
- The applicant must submit the required documents according to the following cases (engineer, partner, office manager) and when choosing more than one case, the required documents must be provided for all cases that have been selected

### Relavant Entity

دائرة البلديات والنقل  
DEPARTMENT OF MUNICIPALITIES AND TRANSPORT

ADDRESS  
**Address**  
PHONE NUMBER  
**800555**  
WEBSITE  
<https://www.dmt.gov.ae>  
EMAIL  
[contact@tamm.abudhabi](mailto:contact@tamm.abudhabi)  
OFFICE HOURS  
**Open Closes at 3:30 pm** ▾  
SERVICE HOURS  
**Open Closes at 3:30 pm** ▾  
[Hide details](#)



# Service Details

Required Documents		
Document	Document Description	
Certificate of employment continuity	- To Whom It May Concern Letter stating the continuation of work - for engineers working in private or government sector and office managers or partners  - In the case of an outsourcing employee in a government entity or company, a letter from the outsourcing company and a letter from the government entity or company is required in addition to the labor card  - In the case of working for a government company from another emirate, a To Whom It May Concern certificate issued by the government company must be authenticated by the concerned entity	copy
Experience certificates	- Certificate of previous work experience from the employer  - Certificate of previous work experience outside the country, authenticated by the Ministry of Foreign Affairs and International Cooperation	copy
Good Conduct Certificate		copy
Labor card	Labor card issued from the Ministry of Human Resources and Emiratization - for engineers working in the private sector In addition to the Electronic work permit from the Ministry of Human Resources and Emiratization -MOHRE	copy
Proof of Membership	Membership at the UAE Society of Engineers for those who have Bachelor's degree similar to engineering	copy
Residency Visa	- Residency visa for residents working for government entities and government companies - Investor card or residency visa on the firm during the period of experience for residents partners	copy
Resignation Letter	Proof of leaving work in the government entity when changing the employer from a government entity to a private entity	copy
Signature Authorization	Copy of notarised signature - for office manager Copy of notarised specimen signature - for office manager	copy
The Engineer Card	Engineering licence card from other Emirate in case the applicant is working in a firm in UAE but outside Abu Dhabi	copy
To Whom It May Concern Certificate	- To Whom It May Concern Letter issued from MOHRE stating the technical experience inside the country including the current experience for engineers working in private sector including office manager	copy
Trade Licence	Firm trade licence at the beginning and end of the experience period as a full-time partner working in the firm - for partners Proof of ownership of not less than 15% of the capital for full-time partner working in the firm	copy
Trade Licence Cancellation	Cancellation or amendment of the trade licence from the previous firm in the case of changing the firm in which he works (in the case of experience as a full-time partner working in the firm)	copy
University Degree	- Academic Qualification in an Engineering Accredited Program - Certificate of Equivalency from MoE for degrees issued outside UAE or Attestation of academic qualifications for certificates from private universities in UAE, issued by the UAE Ministry of Education	copy

## Process

- 1 Submit the request through the available channels
- 2 Upload the required documents
- 3 Receive registration confirmation and amended engineer licence

Fees	
Description	Cost
Request to Amend an Engineer Licence	AED 0



# The Customer's Journey with the Service

## Login

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

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

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

## Request to Amend an Engineer Licence

START

🕒 Cycle time **5 Working Days**

To start the service  
Press the "Start" button

## Login required

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

 Sign in with UAE PASS

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





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

## Request to Amend an Engineer Licence - Select Amendment Type

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

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

Each option will be reviewed on the following pages.

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

[Home](#) > [Digital Cities](#) > [Department of Municipalities](#) > [Request to Amend an Engineer Licence](#)

## Request to Amend an Engineer Licence

### Select Amendment Type

Please select the type of amendment. You can select more than one type in the same application.

- Add Engineer Speciality
- Change Licence Information within Same Company
- Change Current Company
- Add Work Experience
- Add Experience Documentation
- Calculate Acquired Experience Years included in Total Professional Experience

[NEXT](#) → [Cancel](#)

To cancel a draft  
Press "Cancel"

### Process

- 1 Select Amendment Type
- 2 Profile Details
- 3 Amend Licence
- 4 Application Summary
- 5 Review Licence
- 6 Application Approval
- 7 Download Licence

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

### Relevant Entity

دائرة البلديات والنقل  
DEPARTMENT OF MUNICIPALITIES  
AND TRANSPORT



[Show details](#)



# The Customer's Journey with the Service (1.2)

## Request to Amend an Engineer Licence - Applicant Data

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

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

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

Home » Digital Cities » Department of Municipalities » Request to Amend an Engineer Licence

### Request to Amend an Engineer Licence

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

Applicant Name (English)	[REDACTED]
Nationality	[REDACTED]
Emirates ID	[REDACTED]
Mobile Number	[REDACTED]
Email	[REDACTED]

**Preferred Contact Details**

PHONE NUMBER (OPTIONAL): Mobile (default) [REDACTED] [Edit](#)

EMAIL (OPTIONAL): test@test.com (default) [REDACTED] [Edit](#)

**Required Documents**

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

VALID UAE NATIONAL CARD OR RENEW APPLICATION

[SELECT FILE](#) or drop file(s) here

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

[←](#) **BACK** **NEXT** [→](#) [Cancel](#)

**Process**

- 1 Select Amendment Type
- 2 **Profile Details**
- 3 Amend Licence [Show steps](#)
- 4 Application Summary
- 5 Review Licence
- 6 Application Approval
- 7 Download Licence

**Relevant Entity**

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DEPARTMENT OF MUNICIPALITIES AND TRANSPORT

[Show details](#)

**Callouts:**

- To return to the previous step, press "Previous".
- To cancel a draft Press "Cancel"

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



# The Customer's Journey with the Service (1.2)

## Request to Amend an Engineer Licence - Educational Qualifications

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

Home > Digital Cities > Department of Municipalities > Request to Amend an Engineer Licence

### Request to Amend an Engineer Licence

#### Educational Qualifications

The table below includes your previously entered qualifications. You can add more than one qualification, edit previous entries or click next to preview your licence and submit your application.

Engineering Speciality	Country	Graduation Date	Institution Name	Status	Actions
> Civil Eng.	Bahrain	13 Jul 1990	est	Completed	

[ADD QUALIFICATION](#)

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

[←](#) **BACK** **NEXT** [→](#) [Cancel](#)

**Process**

- 1 Educational Qualifications
- 2 Application Summary
- 3 Review Licence
- 4 Application Approval
- 5 Download Licence

**Relevant Entity**

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DEPARTMENT OF MUNICIPALITIES  
AND TRANSPORT

[Show details](#)

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

**To cancel a draft Press "Cancel"**

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



# The Customer's Journey with the Service (1.2)

## Request to Amend an Engineer Licence – Add Educational Qualifications

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

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

Therefore, the engineering specialization will be extracted automatically. Then the data must be validated.

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


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

Home · Digital Cities · Department of Municipalities · Request to Amend an Engineer Licence

### Request to Amend an Engineer Licence

#### Add Educational Qualifications

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

**Relevant Entity**  
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AND TRANSPORT   
[Show details](#)

**TYPE**  
Engineering Speciality

**COUNTRY**  
United Arab Emirates

**EMIRATE**  
Select

**INSITUION NAME**  
Select

**GRADUATION DATE**  
MMDDYYYY

**ENGINEERING EDUCATIONAL QUALIFICATION**  
Select

**BACHELOR OF ENGINEERING (ENGLISH)**  
Enter

**BACHELOR OF ENGINEERING (ARABIC)**  
أدخل

The degree listed in the equivalency or attestation document obtained from UAE's Ministry of Education.

**MAIN SPECIALITY**  
Select

**SUB SPECIALITY**  
Select

**ENGINEERING SPECIALITY**  
Enter

I hereby confirm that the entered data is correct.

#### Upload Documents

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

[Cancel](#)



# The Customer's Journey with the Service (1.2)

## Request to Amend an Engineer Licence – Add Educational Qualifications

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

**Edit or cancel**

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

Home > Digital Cities > Department of Municipalities > Request to Amend an Engineer Licence

### Request to Amend an Engineer Licence

#### Educational Qualifications

The table below includes your previously entered qualifications. You can add more than one qualification, edit previous entries or click next to preview your licence and submit your application.

Qualifications List					
Engineering Speciality	Country	Graduation Date	Institution Name	Status	Actions
> Civil Eng.	Bahrain	13 Jul 1990	est	Completed	
> Communications Eng.	United Arab Emirates	14 Aug 2012	United Arab Emirates University	Completed	

[ADD QUALIFICATION](#)

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

[Show details](#)

[BACK](#) [NEXT](#) [Cancel](#)

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

To cancel a draft Press "Cancel"

#### Process

- 1 Educational Qualifications
- 2 Select Amendment Type
- 3 Profile Details
- 4 Amend Licence [Hide steps](#)
- 5 Application Summary
- 6 Review Licence
- 7 Application Approval
- 8 Download Licence

#### Relevant Entity

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DEPARTMENT OF MUNICIPALITIES AND TRANSPORT

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



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

Request to Amend an Engineer Licence –Add Engineer Speciality, Change licence information within same company, Add work experience

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

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

### Continuity of Work

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

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

EMPLOYMENT STATUS: Practicing Engineering in the Emirate of Abu Dhabi | EMIRATE: Abu Dhabi

CITY: ABU DHABI | WORKING SOURCE TYPE: Contractors

ORGANISATION NAME (ENGLISH): CN-1219608 TEST | ORGANISATION NAME (ARABIC): تجريري CN-1219608

ADDRESS (ENGLISH): ... | ADDRESS (ARABIC): ...

### Job Role

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

Partner  
 Engineer Among the Office's Technical Staff

SHARE PERCENTAGE: 45  
The share percentage should be at least 15%.

ENGINEERING SPECIALITY: Civil Eng. | ENGINEERING PROFESSION: Construction Of Ports And Marine Structures Contr...

I confirm the work experience details provided above.

BACK NEXT Cancel

Commercial Activity Name	Activity Code
Main Roads And Streets Contracts	4210001
Bridges & Intersections Contracts	4210002
Power Plants, Desalination And Purification Of Water Contracts	4220201
Main Sewerage Networks Contracts	4220303
Precast Concrete Building Contracts (Precast)	4100006

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### Process

- Select Amendment Type
- Profile Details
- Amend Licence** (Current Step)
- Educational Qualifications
- Continuity of Work
- Upload Documents
- Previous Work Experience
- Application Summary
- Review Licence
- Application Approval
- Download Licence

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



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

Request to Amend an Engineer Licence –Add Engineer Speciality, Change licence information within same company, Add work experience

After modifying the data to be modified, a certificate form for To Whom It May Concern is downloaded, filled out and re-uploaded within the step of uploading the required documents according to the relationship.  
Then click the "Next" button.

Home > Digital Cities > Department of Municipalities > Request to Amend an Engineer Licence

## Request to Amend an Engineer Licence

### Upload Documents

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

#### Templates

To Whom It May Concern Certificate	<a href="#">Download</a>
------------------------------------	--------------------------

TO WHOM IT MAY CONCERN CERTIFICATE

COPY OF A VALID COMPANY TRADE LICENSE

PROOF OF SHARE PERCENTAGE

VALID INVESTOR CARD/RESIDENCY DETAILS DOCUMENT (SAME FIRM)

← BACK    NEXT →    [Cancel](#)

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

To cancel a draft Press "Cancel"

#### Process

- ✓ Select Amendment Type
- ✓ Profile Details
- 3 Amend Licence**  
[Hide steps](#)
- ✓ Educational Qualifications
- ✓ Continuity of Work
- 3 Upload Documents
- 4 Previous Work Experience
- 4 Application Summary
- 5 Review Licence
- 6 Application Approval
- 7 Download Licence

**Relevant Entity**

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



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

Request to Amend an Engineer Licence –Add Engineer Speciality, Change licence information within same company, Add work experience

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

Home > Digital Cities > Department of Municipalities > Request to Amend an Engineer Licence

## Request to Amend an Engineer Licence

### Previous Work Experience

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

#### Work Experience List

Organisation Headquarter	Working Source Type	Organisation Name	Engineering Speciality	Status	Actions
> United Arab Emirates	Contractors	CN-1219608 TEST	Civil Eng.	Completed	

ADD PREVIOUS WORK EXPERIENCE

#### Note

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

[← BACK](#) [NEXT →](#) [Cancel](#)

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

To cancel a draft Press "Cancel"

#### Process

- ✓ Select Amendment Type
- ✓ Profile Details
- 3 Amend Licence  
[Hide steps](#)
  - ✓ Educational Qualifications
  - ✓ Continuity of Work
  - ✓ Upload Documents
- 4 Previous Work Experience
- 4 Application Summary
- 5 Review Licence
- 6 Application Approval
- 7 Download Licence

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

#### Relevant Entity

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DEPARTMENT OF MUNICIPALITIES  
AND TRANSPORT

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

Request to Amend an Engineer Licence –Add Engineer Speciality, Change licence information within same company, Add work experience

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

Then you fill in the following data:

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

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

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

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

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

Then click on "Add".



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

Request to Amend an Engineer Licence –Add Engineer Speciality, Change licence information within same company, Add work experience

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

**Edit or Cancel**

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

Home > Digital Cities > Department of Municipalities > Request to Amend an Engineer Licence

## Request to Amend an Engineer Licence

### Previous Work Experience

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

Work Experience List					
Organisation Headquarter	Working Source Type	Organisation Name	Engineering Speciality	Status	Actions
> United Arab Emirates	Contractors	CN-1219608 TEST	Civil Eng.	Completed	
> United Arab Emirates	Contractors	CN-1050632 TEST	Civil Eng.	Completed	

ADD PREVIOUS WORK EXPERIENCE

#### Note

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

[← BACK](#) [NEXT →](#) [Cancel](#)

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

To cancel a draft Press "Cancel"

#### Process

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

#### Relevant Entity

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AND TRANSPORT

[Show details](#)

- In all the steps of the system, a window appears that shows you all the steps of the service
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# The Customer's Journey with the Service (1.4)

## Request to Amend an Engineer Licence – Change current company

When choosing the type of amendment "**change current company**", the date of leaving work in the previous entity in the work continuity section is inquired before requesting the amendment. It should be noted that correct data must be entered according to the date of cancellation of the work or residence permit, according to the type of the previous workplace.

When changing the employer from a governmental entity or company, a document must be uploaded proving leaving work in the governmental entity or company, with the condition that the date of leaving the work to be entered matches the date of leaving the work in the attached document.

Then click on the "**Next**" button. And follow the same steps of entering the work continuity data mentioned in the user manual of Service Issuance of an Engineer Licence.

Home > Digital Cities > Department of Municipalities > Request to Amend an Engineer Licence

### Request to Amend an Engineer Licence

#### Select Amendment Type

Please select the type of amendment. You can select more than one type in the same application.

- Add Engineer Speciality
- Change Licence Information within Same Company
- Change Current Company
- Add Work Experience
- Add Experience Documentation
- Calculate Acquired Experience Years included in Total Professional Experience

Please select the last working day at the registered upon company, in order to proceed with the creation of the application. The experience end date should match the experience end date listed in (To Whom It May Concern) letter issued from MOHRE or any other concerned official entity

JOB END DATE  
MMDDYYYY

[NEXT](#) → [Cancel](#)

To cancel a draft  
Press "Cancel"

#### Process

- 1** Select Amendment Type
- 2 Profile Details
- 3 Amend Licence [Show steps](#)
- 4 Application Summary
- 5 Review Licence
- 6 Application Approval
- 7 Download Licence

#### Relevant Entity

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DEPARTMENT OF MUNICIPALITIES  
AND TRANSPORT

[Show details](#)

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



# The Customer's Journey with the Service (1.5)

## Request to Amend an Engineer Licence –Add experience documentation

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

Home > Digital Cities > Department of Municipalities > Request to Amend an Engineer Licence

### Request to Amend an Engineer Licence

#### Select Amendment Type

Please select the type of amendment. You can select more than one type in the same application.

- Add Engineer Speciality
- Change Licence Information within Same Company
- Change Current Company
- Add Work Experience
- Add Experience Documentation
- Calculate Acquired Experience Years included in Total Professional Experience

**NEXT** → [Cancel](#)

**To cancel a draft  
Press "Cancel"**

#### Process

- 1 Select Amendment Type
- 2 Profile Details
- 3 Amend Licence [Show steps](#)
- 4 Application Summary
- 5 Review Licence
- 6 Application Approval
- 7 Download Licence

**Relevant Entity**

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



# The Customer's Journey with the Service (1.6)

## Request to Amend an Engineer Licence – Calculate acquired experience years in total professional experience

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

**Example:**

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

[Home](#) > [Digital Cities](#) > [Department of Municipalities](#) > [Request to Amend an Engineer Licence](#)

### Request to Amend an Engineer Licence

#### Select Amendment Type

Please select the type of amendment. You can select more than one type in the same application.

- Add Engineer Speciality
- Change Licence Information within Same Company
- Change Current Company
- Add Work Experience
- Add Experience Documentation
- Calculate Acquired Experience Years included in Total Professional Experience

**NEXT** → [Cancel](#)

To cancel a draft  
Press "Cancel"

#### Process

- 1 **Select Amendment Type**
- 2 Profile Details
- 3 **Amend Licence**  
[Show steps](#)
- 4 Application Summary
- 5 Review Licence
- 6 Application Approval
- 7 Download Licence

#### Relevant Entity

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[Show details](#)

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



# The Customer's Journey with the Service (1.7)

## Request to Amend an Engineer Licence – Application Summary

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

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

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

Home - Digital Cities - Department of Municipalities - Request to Amend an Engineer Licence

### Request to Amend an Engineer Licence

#### Application Summary

Review your Educational Qualifications and Work Experience to ensure all the below data is correct before submitting for your licence amendment request.

##### Profile Details

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

##### Qualifications List

Engineering Speciality	Country	Graduation Date	Institution Name	Status
> Civil Eng.	United Arab Emirates	18 Jul 1990	United Arab Emirates University	Completed

##### Continuity of Work

Organisation Headquarter	Working Source Type	Organisation Name	Engineering Speciality
> Abu Dhabi	Contractors	CN-1219608 TEST	Civil Eng.

##### Work Experience List

Organisation Headquarter	Working Source Type	Organisation Name	Engineering Speciality	Status
> United Arab Emirates	Contractors	CN-1219608 TEST	Civil Eng.	Completed

##### Amendment Type

Type

Calculate Acquired Experience Years included in Total Professional Experience

← BACK    NEXT →    [Cancel](#)

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

To cancel a draft Press "Cancel"

#### Process

- ✓ Select Amendment Type
- ✓ Profile Details
- ✓ Amend Licence [Show steps](#)
- 4 Application Summary
- 5 Review Licence
- 6 Application Approval
- 7 Download Licence

#### Relevant Entity

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[Show details](#)

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



# The Customer's Journey with the Service (1.8)

## Request to Amend an Engineer Licence – Review Licence

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

Then acknowledgment of reviewing the licence, then submitting the application

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

Congratulations, you have obtained an amended Licence card.

You can view it within your documents in the personal account on the **TAMM** platform or download it as soon as the notification of completion of the transaction arrives from the concerned municipality.

**THANK YOU**



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