



Classification and Occupation Services and Procedures Guide





دائرة البلديات والنقل
DEPARTMENT OF MUNICIPALITIES
AND TRANSPORT



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DEPARTMENT OF MUNICIPALITIES
AND TRANSPORT

بلدية منطقة الظفرة
AL DHAFRAH REGION MUNICIPALITY



دائرة البلديات والنقل
DEPARTMENT OF MUNICIPALITIES
AND TRANSPORT

بلدية مدينة العين
AL AIN CITY MUNICIPALITY



دائرة البلديات والنقل
DEPARTMENT OF MUNICIPALITIES
AND TRANSPORT

بلدية مدينة أبوظبي
ABU DHABI CITY MUNICIPALITY



مركز النقل المتكامل
INTEGRATED TRANSPORT CENTRE

Preparation Definitions

Department of Municipalities and Transport

Operations Support Sector

Role	Name	Title
Direction and Approval	H. E.\	Executive Director of Operations Support
Follow-up, Implementation	Ms. Najat Althaibani	Classification and Occupation Acting Division Manager
Supervision	Eng. Naji Nassar	Advisor

The Working Team		
Information Source for Municipal Electronic Classification System (MeCS) and Engineers Licensing System (ELS)	1. Ms. Najat Althaibani	Classification and Occupation Acting Division Manager – DMT
	2. Eng. Mariam AIDhaheri	Assistant Planning Manager – DMT
	3. Eng. Alharith Ahmed	Lead Engineer – DMT
	4. Eng. Maryam Almheiri	Policies Specialist – DMT
	5. Eng. Mamoun Ali	Business System Specialist – DMT
	6. Ms. Dana Wehbe	Business System Specialist – DMT
	7. Mr. Mahmoud Shaaban	System Analyst - DMT
	8. Eng. Ahmed Bamatraf	Head of the Evaluation and Vocational Training Section – ADM
	9. Eng. Ali AL Zaabi	Consultants Classification Section Head – ADM
	10. Eng. Ahmed Al Jenaide	Contractors Classification Section Head – ADM
	11. Eng. Ali Ben Brake	Lead Engineer – ADM
	12. Eng. Khaled Al Khoori	Lead Auditor – ADM
Auditing and Quality Control	13. Mr. Mohamed Eiad Loulo	Projects Planner – DMT
	14. Mr. Qasem Al Refai	Process Specialist – DMT

Services List

1. Classification Services		KPI
		Days
1.1. Manage an Engineering Firm's Record This service aims to open an account for the engineering firm and to create the required records for the firm in preparation for classification. The service includes the following procedures:		
1.1.1. Engineering Firm Account Opening		Instant
1.1.2. Create and Update Engineering Firm Record		Instant
1.1.3. Create and Update Classification Criteria Record		5
1.2. Manage an Engineering Firm's Activity Practicing License The service request is submitted by the engineering firm representative for the purpose of licensing the practice of engineering activities along with adding previous experience from projects, inviting engineers and assigning them to activities according to the requirements of the classification category, and then issuing a license to practice engineering activities The service includes the following procedures:		
1.2.1. Add and Update Previous Experience of Projects		2
1.2.2. Invite Engineers to Join Engineering Firm Technical Cadre		None
1.2.3. Issue, Renew and Amend License to Practice Engineering Activities		5
1.3. Request Issuance of To Whom It May Concern Certificate The service request is submitted by the engineering firm representative to issue certificates to Whom It May Concern about the firm's classification status The service includes the following Certificates:		
1.3.1. To Whom It May Concern Certificate		Instant
1.3.2. Engineering Firm Record Certificate		Instant
1.3.3. Projects Record Certificate		Instant



Services List

2. Engineers Licensing System		KPI
		Days
2.1. Request the Issuance of an Engineer License The service can be requested by the engineer to obtain a temporary or permanent engineer License card (trainee, practitioner, or specialist)		5
2.2. Request to Amend an Engineer License The service can be requested by the engineer to obtain an amended engineer License		5
2.3. Request to Renew an Engineer License The service can be requested by the engineer to obtain an a renewed engineer License		5
2.4. Request to Suspend an Engineer License The service can be requested by the engineer who will leave the emirate for an indefinite period, then he submits a request to suspend his license. he can cancel the suspension via the service of "Request to renew an Engineer License"		5
2.5. Request Status Update of Engineer Temporary License Submit a request to extend the validity of the temporary license for additional 6 months or to transfer the temporary license to a permanent one		5
2.6. To Whom It May Concern Letter Request The service can be requested by the engineer to obtain To Whom It May Concern Letter The service includes the following Certificates:		
2.6.1. To Whom It May Concern Letter		Instant
2.6.2. Record Details Letter		Instant



Introduction



The strategy of the Department of Municipalities and Transport is to organize, develop and manage urban growth and transportation in an integrated and sustainable manner by providing pioneering and smart infrastructure, facilities and services for the well-being and happiness of the community in a way that enhances the quality of life in the Emirate of Abu Dhabi.

Classification and Occupation Department within the Operations Support Sector is working to establish a comprehensive and integrated system of standards, specifications, measures, terms and conditions that regulate the process of practicing municipal professions and engineering activities in accordance with international best practices. Accordingly, a guide to classification and Occupation services and procedures has been prepared to be available to all customers in a way that saves time and effort in knowing what is required to obtain classification and occupation services in an easy way including the application path, the attachments, the conditions required for the service and the prescribed fees.

Department of Municipalities and Transport – Operations Support Sector

Classification and Occupation Division




Classification Services Procedures

1.1. Manage an Engineering Firm's Record

➔ Service Cod: DPM/0373

Service Description

Through this service, an account is opened for the engineering firm in the Municipal electronic System for Classification and a record for the engineering firm is created by linking with the data of the Department of Economic Development to determine the expected classification ceiling for the firm. This is followed by creating the classification criteria record, through which the actual classification ceiling is determined based on the data entered and after being reviewed by the concerned municipality.

Classification of Customers	URL
Business Sector/Government Sector	https://meps.dmt.gov.ae 

Service Conditions

Conditions related to the attachments to the procedure for creating and updating the classification criteria record:

1. All declarations and undertakings will be done electronically
2. The certified auditor must submit a declaration that the firm meets all the required financial conditions and criteria). Please note that the second category of consultants and fifth and sixth category of contractors are exempted from attaching the document when applying for the first time during the transitional period, and the electronic undertaking acknowledgment is required in Arabic, where legal translation is not accepted.
3. **With regard to financial data document** (an Excel sheet for financial statements must be submitted), please note that the second category of consultants and fifth and sixth category of contractors are exempted from attaching the document when applying for the first time during the transitional period, and the electronic undertaking acknowledgment must be submitted when Amending or renewing.
4. **With Regard to Financial report document** (a certified copy of the financial report must be submitted), please note that the second category of consultants and fifth and sixth category of contractors are exempted from attaching the document when applying for the first time during the transitional period, and the electronic undertaking acknowledgment must be submitted when Amending or renewing.



Conditions for Engineering Firm's Branches

1. The engineering firm data received from the Department of Economic Development conforms to the terms of the local engineering firm branches through the system.
2. In case a branch is established for a local firm, the branch can be added to the firm's record in the classification system.

Transaction Reference: The transaction reference consists of letters and numbers as follows:

C11 – 2020 – 1001601 – A1

➤ Example of Transaction Reference

📌 Firm Record Transaction Reference format

C	1	1	2020	1001601	A	1
System Name	Economic License Establishment Area	Customer Type	Year	Economic License Number	Procedure Code	Transaction issue Number
Classification System	1. Abu Dhabi Municipality 2. AL Ain Municipality 3. Al Dhafra Region Municipality	1. Consultant 2. Contractor	2021	CN – 000000	- (A) Open Account - (R) Create/Update Firm Record - (C) Create/Update Classification Criteria Record	01



Service Procedures

1. Open Firm Account
2. Create or Update Firm Record
3. Create/Update Classification Criteria Record

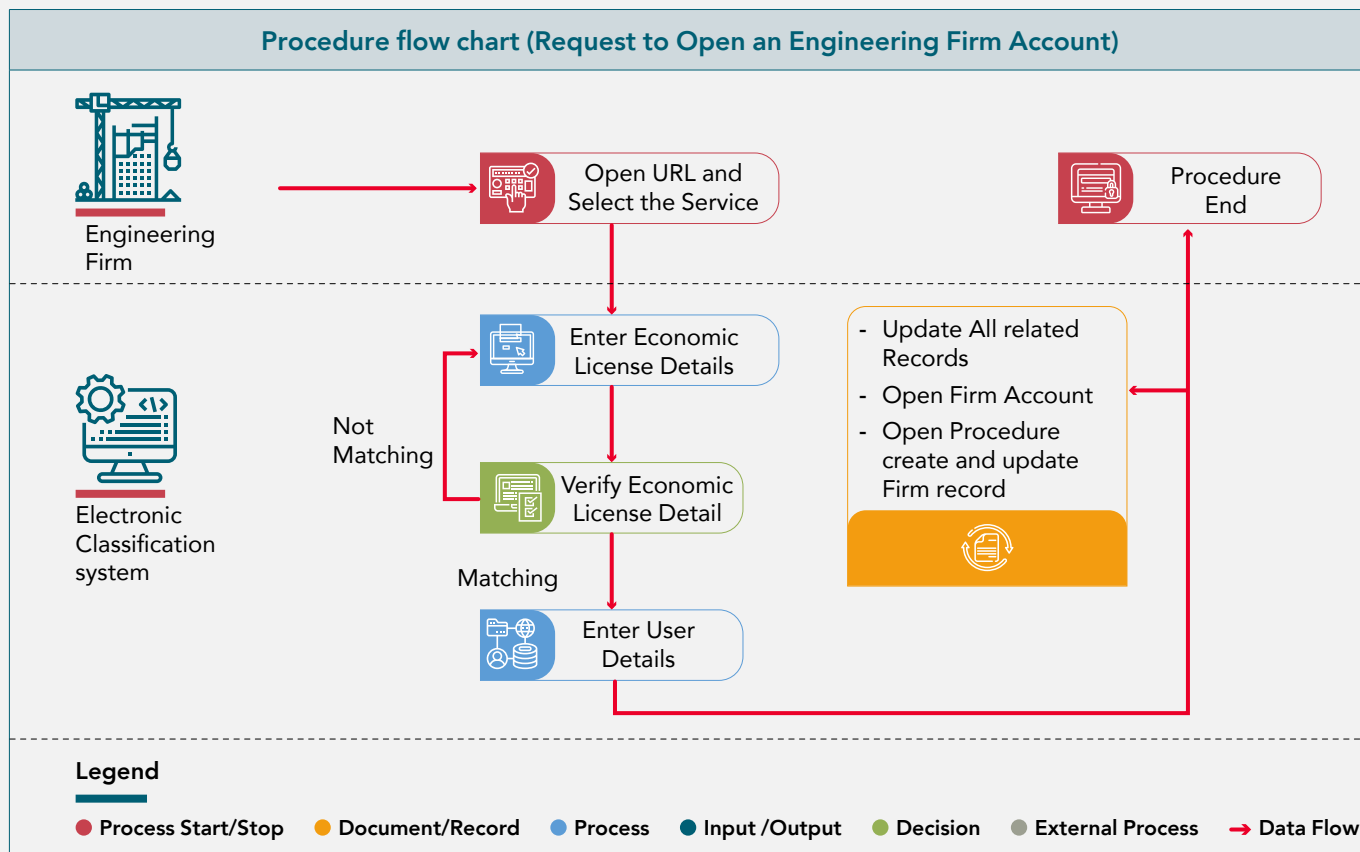
1.1.1. Request to Open an Engineering Firm Account

Service Procedures

Procedure Definition	Procedure Details										
<p>Require Municipality Review</p> <p>No (Automated Procedure)</p> <p>Procedure Definition</p> <p>This procedure aims to open an account for an engineering firm, after the electronic system retrieves the relevant information, verifies it, the user should login to the system and complete the required data.</p> <p>Required Attachments</p> <table> <tr> <th>Attachment rules</th><th>Attachment Name</th></tr> <tr> <td>A true copy of the valid economic license</td><td>Read Electronically</td></tr> <tr> <td>A statement issued by the DED explaining in it all the economic licenses owned by the partners who are in the economic license of the engineering firm to verify whether the applicant for classification is an owner or participant in one of the firms that conflicts with practicing the activities required for classification</td><td>Read Electronically</td></tr> </table> <p>Applicant</p> <p>Engineering firm Public Relation Officer</p> <p>Output</p> <p>Engineering Firm Account</p> <p>SLA</p> <p>Instant</p> <p>Fees</p> <p>None</p>	Attachment rules	Attachment Name	A true copy of the valid economic license	Read Electronically	A statement issued by the DED explaining in it all the economic licenses owned by the partners who are in the economic license of the engineering firm to verify whether the applicant for classification is an owner or participant in one of the firms that conflicts with practicing the activities required for classification	Read Electronically	<p>Procedure Start</p> <p>The engineering firm need to open an account in preparation for its classification</p> <p>Engineering Firm</p> <ol style="list-style-type: none"> 1. Open the system and select "Create Firm Account" 2. Enter economic license details <p>The System</p> <ol style="list-style-type: none"> 3. Verify the economic license data by linking with the Department of Economic Development data <p>Verification details</p> <table> <tr> <td>The economic license does not exists or not matches the entries</td><td>The economic license already exists and matches the entries</td></tr> <tr> <td>Request re-entry</td><td>Continue to the next step</td></tr> </table> <p>Engineering Firm</p> <ol style="list-style-type: none"> 4. Entering the main user data for the system and obtaining a one-time password by text message, which can be changed by logging into the system with the registered user <p>The System</p> <ol style="list-style-type: none"> 5. Opening an account for the engineering firm 6. Update related records 7. Open the procedure (create and update firm record) <p>Procedure End</p>	The economic license does not exists or not matches the entries	The economic license already exists and matches the entries	Request re-entry	Continue to the next step
Attachment rules	Attachment Name										
A true copy of the valid economic license	Read Electronically										
A statement issued by the DED explaining in it all the economic licenses owned by the partners who are in the economic license of the engineering firm to verify whether the applicant for classification is an owner or participant in one of the firms that conflicts with practicing the activities required for classification	Read Electronically										
The economic license does not exists or not matches the entries	The economic license already exists and matches the entries										
Request re-entry	Continue to the next step										



1.1.1. Request to Open an Engineering Firm Account



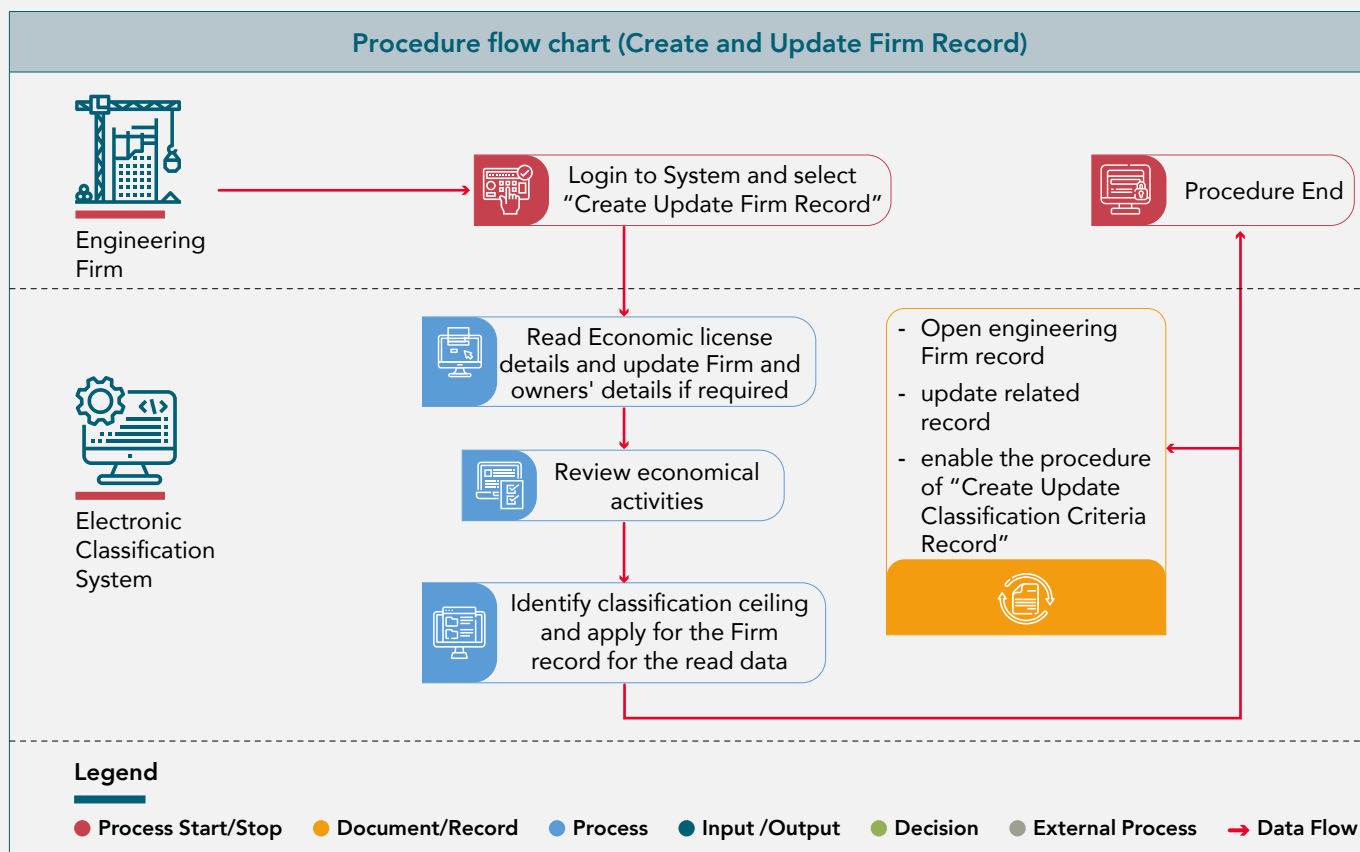
1.1.2. Create and Update Firm Record

Service Procedures

Procedure Definition	Procedure Details				
<p>Require Municipality Review No (Automated Procedure)</p> <p>Procedure Definition This procedure aims to Create or update an engineering firm's record as firm's representative Logs into his account. The system checks the firm's form and he enters the required data according to the options. Then the system calculates the highest ceiling that can be classified based on the data.</p> <p>Required Attachments</p> <table> <tr> <th>Attachment rules</th><th>Attachment Name</th></tr> <tr> <td>A true copy of the valid economic license</td><td>Read Electronically</td></tr> </table> <p>Applicant Engineering Firm Public Relation Officer</p> <p>Output Engineering Firm Record</p> <p>SLA Instant</p> <p>Fees None</p>	Attachment rules	Attachment Name	A true copy of the valid economic license	Read Electronically	<p>Procedure Start</p> <p>The engineering firm's need to determine the upper limit of the classification ceiling in preparation for its classification</p> <p>Engineering Firm</p> <ol style="list-style-type: none"> 1. Login to System and select "Create Update Firm Record" 2. Read Economic license details and update firm and owners' details if required 3. Review economical activities 4. Identify classification ceiling and apply for the firm record for the read data <p>The System</p> <ol style="list-style-type: none"> 5. Open engineering firm record 6. Update related record 7. Enable the procedure of "Create Update Classification Criteria Record" 8. Open procedure (create and update firm record) <p>Procedure End</p>
Attachment rules	Attachment Name				
A true copy of the valid economic license	Read Electronically				



1.1.2. Create and Update Firm Record

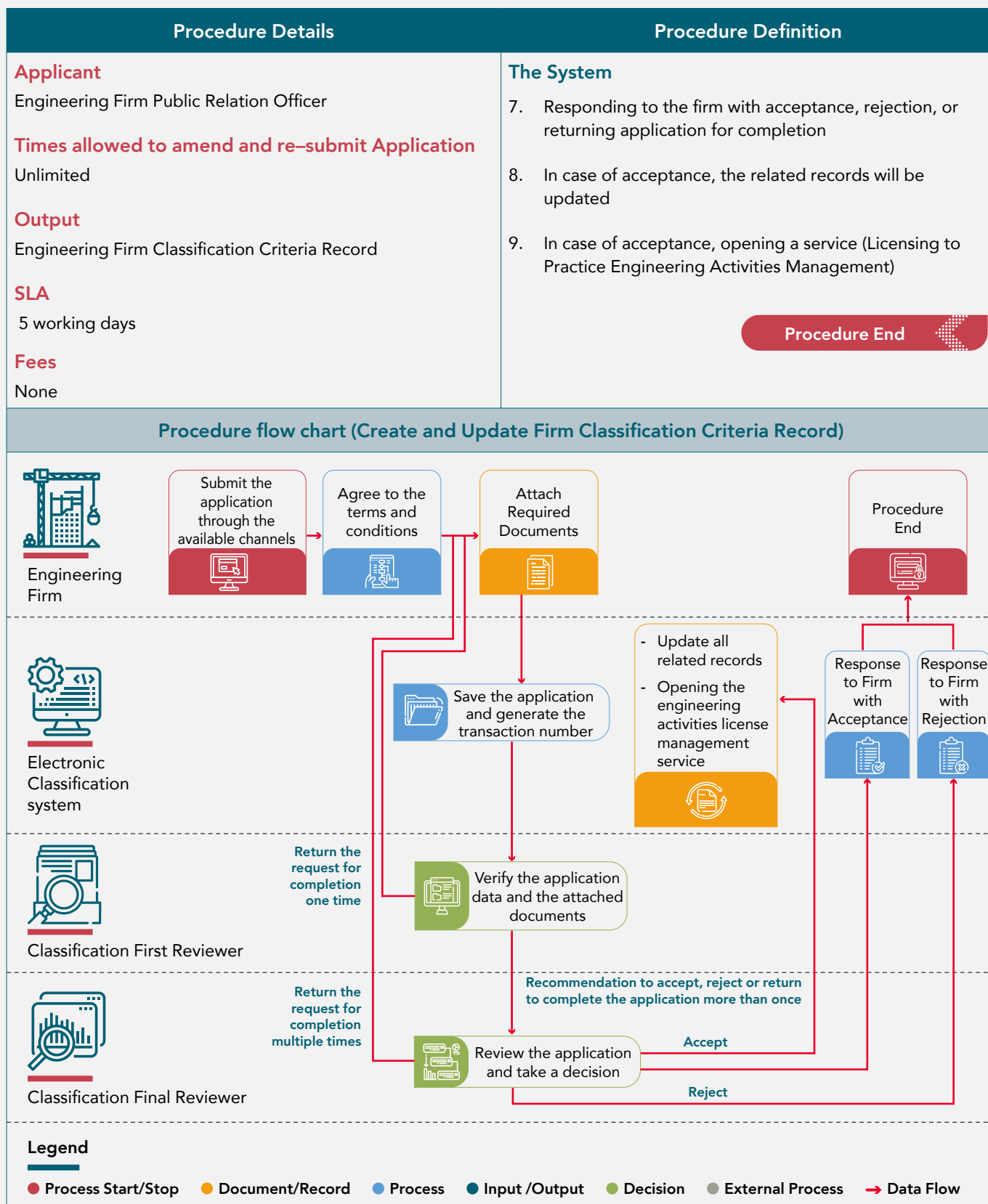


1.1.3. Create and Update Firm Classification Criteria Record

Procedure Details	Procedure Definition																																								
<div>Require Municipality Review</div> <div>Yes</div> <div>Procedure Definition</div> <div>This procedure aims to open or update the classification criteria record for an engineering firm by entering the required data according to the options and after verifying the data, the concerned municipality engineer approves or rejects it or informs the customer to complete the deficiencies if any. Then the system calculates the highest ceiling that can be classified based on the entered data.</div> <table><tr><th>Attachment Name</th><th>Attachment rules</th></tr><tr><td colspan="2">Attached Document</td></tr><tr><td colspan="2">A copy of the certificate of incorporation of the foreign parent company in the country of origin (for firms of a foreign branch type)</td></tr><tr><td colspan="2">Certificates of Quality and Environment Management. firms that are classified for the first time can pledge to provide certificates before renewal</td></tr><tr><td colspan="2">A. Engineering consultancy offices ISO9001 for First and Special</td></tr><tr><td colspan="2">B. contracting companies ISO9001 for Special to Second ISO14001 for Special to Second</td></tr><tr><td colspan="2">A copy of the professional indemnity insurance certificate</td></tr><tr><td colspan="2">A statement approved by the auditor that the firm has met all the conditions and financial criteria and the required financial position for the purposes of classification in accordance with the relevant legislation, within the approved form</td></tr><tr><td colspan="2">A contract with a specialized office to review the accounting records or an approved declaration to dedicate a specialized accounting cadre for categories other than the ones mentioned below</td></tr><tr><td colspan="2">A. Engineering consultancy offices for the first and special categories</td></tr><tr><td colspan="2">B. Contracting companies for the special, first and second category</td></tr><tr><td colspan="2">Financial attachments</td></tr><tr><td colspan="2">1. Download and fill in the required financial data within the entry form attached to the system and re-upload it after filling it</td></tr><tr><td colspan="2">2. A true copy of the financial report audited by the certified auditing office to show the financial position at the end of each fiscal year</td></tr></table>	Attachment Name	Attachment rules	Attached Document		A copy of the certificate of incorporation of the foreign parent company in the country of origin (for firms of a foreign branch type)		Certificates of Quality and Environment Management. firms that are classified for the first time can pledge to provide certificates before renewal		A. Engineering consultancy offices ISO9001 for First and Special		B. contracting companies ISO9001 for Special to Second ISO14001 for Special to Second		A copy of the professional indemnity insurance certificate		A statement approved by the auditor that the firm has met all the conditions and financial criteria and the required financial position for the purposes of classification in accordance with the relevant legislation, within the approved form		A contract with a specialized office to review the accounting records or an approved declaration to dedicate a specialized accounting cadre for categories other than the ones mentioned below		A. Engineering consultancy offices for the first and special categories		B. Contracting companies for the special, first and second category		Financial attachments		1. Download and fill in the required financial data within the entry form attached to the system and re-upload it after filling it		2. A true copy of the financial report audited by the certified auditing office to show the financial position at the end of each fiscal year		<div>Procedure Start</div> <div>The engineering firm's need to create a classification criteria record and determine the classification ceiling according to the entered standards in preparation for submitting the classification application</div> <div>Engineering Firm</div> <div><div>1. Submit the application through the available channels</div><div>2. Agree to the terms and conditions</div><div>3. Attach Required Documents</div></div> <div>The System</div> <div><div>4. Save the application and generate the transaction number</div></div> <div>Classification First Reviewer in Concerned Municipality</div> <div><div>5. Verify the application data and the attached documents according to the following procedure</div></div> <div>Verification details</div> <table><tr><td>entries and attachments are Valid</td><td>Entries and attachments are not Valid</td><td>An error exists in one or more attachments</td></tr><tr><td>Recommend Acceptance</td><td>Recommend Rejection</td><td>Return the request to applicant for completion one time</td></tr></table> <div>Classification Final Reviewer in Concerned Municipality</div> <div><div>6. Review the application and take a decision according to the following procedure</div></div> <div>Verification details</div> <table><tr><td>entries and attachments are Valid</td><td>entries and attachments are not Valid</td><td>An error exists in one or more attachments</td></tr><tr><td>Accept Application</td><td>Reject application</td><td>Return the request to applicant for completion multiple times</td></tr></table>	entries and attachments are Valid	Entries and attachments are not Valid	An error exists in one or more attachments	Recommend Acceptance	Recommend Rejection	Return the request to applicant for completion one time	entries and attachments are Valid	entries and attachments are not Valid	An error exists in one or more attachments	Accept Application	Reject application	Return the request to applicant for completion multiple times
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entries and attachments are Valid	entries and attachments are not Valid	An error exists in one or more attachments																																							
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1.1.3. Create and Update Firm Classification Criteria Record




1.2. Engineering Activities Licensing Management

➔ **Service Code: DPM/0374**

Service Description



The service request is submitted by the PRO of the engineering firm; for the purpose of licensing the practice of engineering activities with previous experiences from projects, inviting engineers; and assigning them to activities according to the requirements of the classification category, and then issuing a license to practice the activities to be classified after reviewing previous experiences of projects from the concerned municipality according to the requirements of the classification category

Classification of Customers	URL
Business Sector/Government Sector	https://meps.dmt.gov.ae/ 

Service Conditions

1. Classification of consulting offices for the second category and classification of contractors for the fifth and sixth categories does not require the existence of projects, and therefore the classification is done instantly.
2. The classification is done instantly if there are projects that were previously audited and approved by the municipality.
3. New project activities are reviewed and approved by the municipality within two working days.
4. In case of a renewal request, please be aware that the firm record must be up to date before applying for the renewal procedure.
5. In case that the amendment is requested, please note that it is not allowed to amend to reduce the classification category.
6. Activities that have been previously classified can be promoted to the highest classification level in the firm's record.
7. Invitations must be sent to the engineers to add them to the engineering Cadre before submitting the classification application.
8. In case that the classification category requires previous experiences of projects, the classification application can only be submitted after adding data of previous experiences according to the requirements of the category and assigning projects to activities
9. Consideration of the requirements of the validity of project contracts for contractors and consultants mentioned in the legislation
10. **Conditions for inviting engineers to join the engineering cadre:**

In all cases, a minimum of 3 months must pass from the assigning of the engineer activity owner from inside or outside the firm or the engineering staff from outside the firm, in addition to the following conditions

Condition	 Activity Owner		 Engineering Cadre		
	From inside the Firm	From outside the Firm	From Inside with Same Activity	From Inside with other Activity	From outside the Firm
The necessity of accepting the invitation	Yes	Yes	No	Yes	Yes
The need to amend the ELS Record	Yes	Yes	No	Yes	Yes

1. Add and Update previous experiences of Projects

Transaction Reference: The transaction reference consists of letters and numbers as follows:

C11 – 2020 – 1001601 – PMM11

➤ Example of the invitation's transaction number

📌 **Format of the application number for the Add and Update previous experiences of Projects**

C	1	1	2021	1001601	PMM	11
System Name	Economic License Establishment Area	Customer Type	Year	Economic License Number	Procedure Code	Transaction issue Number
Classification	1. Abu Dhabi Municipality 2. AL Ain Municipality 3. Al Dhafra Region Municipality	1. Consultant 2. Contractor	2021	CN – 000000	- (PMM) Add and Update previous experiences of Projects	11

2. Invite Engineers to join firm's Technical Cadre Procedure

Transaction Reference: The transaction reference consists of letters and numbers as follows:

C11-2021-1140679-E1452-IS39

➤ Example of the invitation's transaction number

Format of the application number for the Engineer Invitation

C	1	1	2020	1140679	E1452	IS	39
System Name	Economic License Establishment Area	Customer Type	Year	Economic License Number	ELS Number	Procedure Code	Transaction issue Number
Classification	1. Abu Dhabi Municipality 2. AL Ain Municipality 3. Al Dhafra Region Municipality	1. Consultant 2. Contractor	2021	CN – 000000	The letter E is placed, followed by the license number of the engineer invited to join the engineering firm	<ul style="list-style-type: none"> - The letter (I) if invited engineer was from inside the Firm - The letter (E) if invited engineer was from outside the Firm - The letter (S) if invited engineer is restricted to the same activity that he is called upon - The letter (D) if invited engineer is restricted to a different activity than the invited activity 	39

3. Engineering Activities Licensing Management

Transaction Reference: The transaction reference consists of letters and numbers as follows:

C11-2021-1038338-LI23

➤ Example of the invitation's transaction number

📌 **Format of the application number for the Engineer Invitation**

C	1	1	2021	1038338	LI	23
System Name	Economic License Establishment Area	Customer Type	Year	Economic License Number	Procedure Code	Transaction issue Number
Classification	1. Abu Dhabi Municipality 2. AL Ain Municipality 3. Al Dhafra Region Municipality	1. Consultant 2. Contractor	2021	CN – 000000	- Letter (LI) if the transaction is to issue a new engineering activities license - Letter (LM) if the transaction is to amend the license to practice engineering activities - The letter (LR) if the transaction is to renew the license to practice engineering activities	23



1.2.1. Add and Update Previous Experience of Projects

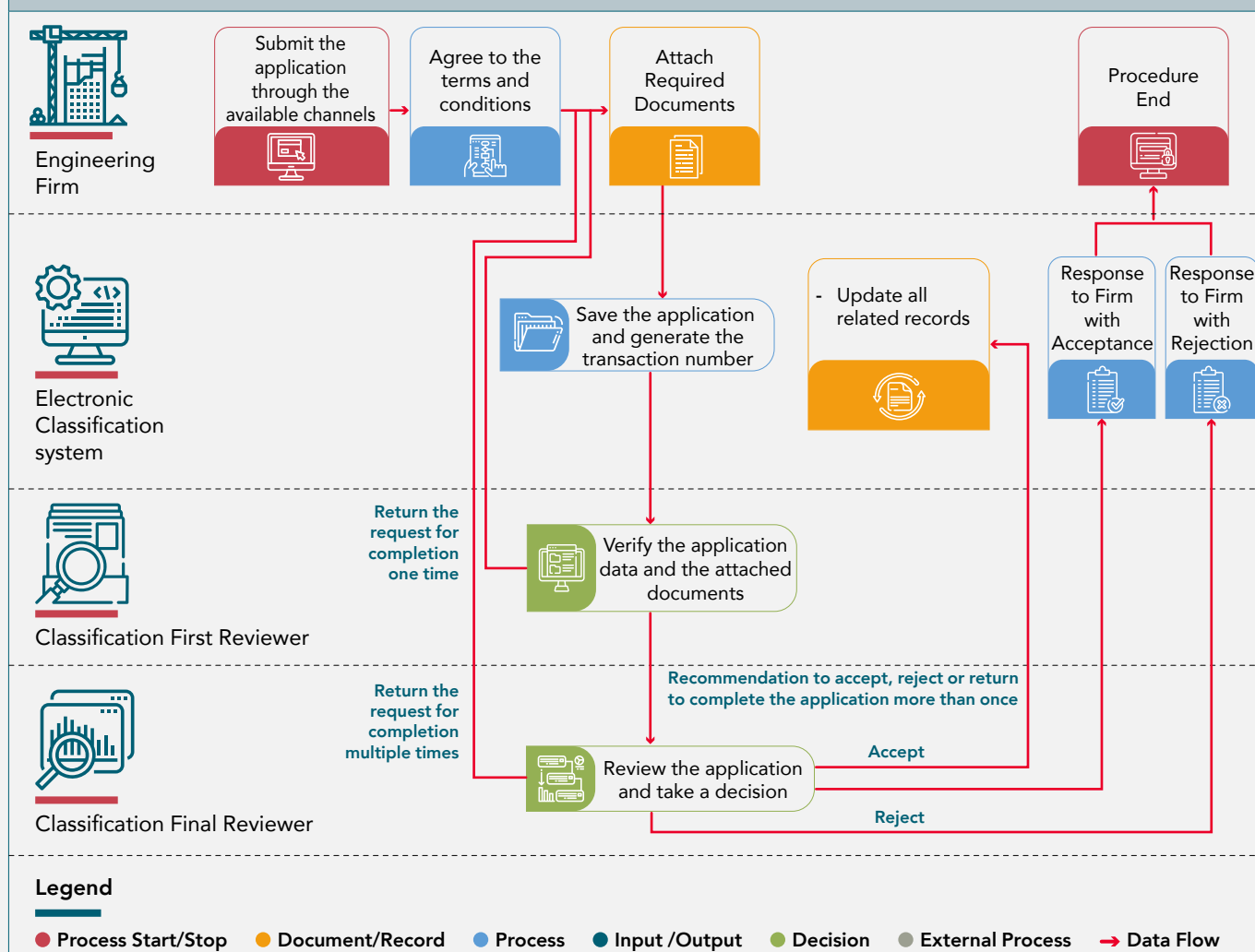
Procedure Definition	Procedure Details																																						
<div>Require Municipality Review</div> <div>Yes</div> <div>Procedure Definition</div> <div>This procedure aims to enter the data of the projects that have been completed by the Firm during the ten years preceding the request for classification to be created in addition to the projects under implementation. Completing the project's previous experience data is one of the basic requirements for the purpose of classification, classification upgrade, renewal, maintenance of classification degree or for the purpose of using these projects later</div> <div>Required Attachments</div> <table><tr><th>Attachment rules</th><th>Attachment Name</th></tr><tr><td colspan="2">Attached Document</td></tr><tr><td colspan="2">A copy of the project contract with the engineering Firm</td></tr><tr><td colspan="2">Certified summary BOQ calculation for the project, detailing the activities related to it and required to be classified (approved by the consulting office in the case of the contractor)</td></tr><tr><td colspan="2">Certificate from the owner of the project / or the entity licensed for the project to complete the works, or the final payment certificate (if the project is completed or when the last payment was entered)</td></tr><tr><td colspan="2">Latest Certificate approved from the owner on completed works – in case the project is not finished, as follows:<div>1. For the consultant – the certificate is approved by the owner</div><div>2. For the contractor – the certificate is approved by the consultant</div></td></tr><tr><td colspan="2">Building work permit request, or project design approvals from the licensed authority for the consultant only – for the project in progress</td></tr><tr><td colspan="2">Building permit for the project, or approvals for the project from the licensing authority.<div>1. contractor – in case of the project is in progress/not closed</div><div>2. consultant – if his role is only supervision</div></td></tr><tr><td colspan="2">Project risk liability insurance certificate for the contractor (for simple works only)</td></tr><tr><td colspan="2">If a change is added to the scope or the schedule, the approved change orders and the approved amendments to the schedule must be attached</td></tr><tr><td colspan="2">Certificates of completion of work issued by government entities in the country they were carried out, and attested attachments of experiences from projects executed outside the country</td></tr><tr><td colspan="2">A document from an official authority confirming that the branch is fully owned by the main Firm if the projects implemented by a branch owned by the main Firm, whether inside or outside the country</td></tr><tr><td colspan="2">A copy of the sub-project contract for the sub-projects executed</td></tr></table>	Attachment rules	Attachment Name	Attached Document		A copy of the project contract with the engineering Firm		Certified summary BOQ calculation for the project, detailing the activities related to it and required to be classified (approved by the consulting office in the case of the contractor)		Certificate from the owner of the project / or the entity licensed for the project to complete the works, or the final payment certificate (if the project is completed or when the last payment was entered)		Latest Certificate approved from the owner on completed works – in case the project is not finished, as follows: <div>1. 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For the contractor – the certificate is approved by the consultant</div>		Building work permit request, or project design approvals from the licensed authority for the consultant only – for the project in progress		Building permit for the project, or approvals for the project from the licensing authority. <div>1. contractor – in case of the project is in progress/not closed</div> <div>2. consultant – if his role is only supervision</div>		Project risk liability insurance certificate for the contractor (for simple works only)		If a change is added to the scope or the schedule, the approved change orders and the approved amendments to the schedule must be attached		Certificates of completion of work issued by government entities in the country they were carried out, and attested attachments of experiences from projects executed outside the country		A document from an official authority confirming that the branch is fully owned by the main Firm if the projects implemented by a branch owned by the main Firm, whether inside or outside the country		A copy of the sub-project contract for the sub-projects executed		<div>Procedure Start</div> <div>The engineering firm's need to add or update previous experience of projects in preparation for submitting the classification application</div> <div>Engineering Firm</div> <div>1. Submit the application through the available channels</div> <div>2. Agree to the terms and conditions</div> <div>3. Attach Required Documents</div> <div>The System</div> <div>4. Save the application and generate the transaction number</div> <div>Classification First Reviewer in Concerned Municipality</div> <div>5. Verify the application data and the attached documents according to the following procedure</div> <div>Verification details</div> <table><tr><td>entries and attachments are Valid</td><td>entries and attachments are not Valid</td><td>An error exists in one or more attachments</td></tr><tr><td>Recommend Acceptance</td><td>Recommend Rejection</td><td>Return the request to applicant for completion one time</td></tr></table> <div>Classification Final Reviewer in Concerned Municipality</div> <div>6. Review the application and take a decision according to the following procedure</div> <div>Verification details</div> <table><tr><td>entries and attachments are Valid</td><td>entries and attachments are not Valid</td><td>An error exists in one or more attachments</td></tr><tr><td>Accept Application</td><td>Reject application</td><td>Return the request to applicant for completion multiple times</td></tr></table>	entries and attachments are Valid	entries and attachments are not Valid	An error exists in one or more attachments	Recommend Acceptance	Recommend Rejection	Return the request to applicant for completion one time	entries and attachments are Valid	entries and attachments are not Valid	An error exists in one or more attachments	Accept Application	Reject application	Return the request to applicant for completion multiple times
Attachment rules	Attachment Name																																						
Attached Document																																							
A copy of the project contract with the engineering Firm																																							
Certified summary BOQ calculation for the project, detailing the activities related to it and required to be classified (approved by the consulting office in the case of the contractor)																																							
Certificate from the owner of the project / or the entity licensed for the project to complete the works, or the final payment certificate (if the project is completed or when the last payment was entered)																																							
Latest Certificate approved from the owner on completed works – in case the project is not finished, as follows: <div>1. For the consultant – the certificate is approved by the owner</div> <div>2. For the contractor – the certificate is approved by the consultant</div>																																							
Building work permit request, or project design approvals from the licensed authority for the consultant only – for the project in progress																																							
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1.2.1. Add and Update Previous Experience of Projects

Procedure Definition	Procedure Details
<p>Approved contract/consortium document showing the nature of business for each Firm of the coalition members, and the percentage of works out of the total project value for projects implemented by the consortium</p> <p>Applicant Engineering Firm Public Relation Officer</p> <p>Times allowed to amend and re-submit Application Unlimited</p> <p>Output Engineering Firm Classification Criteria Record</p> <p>SLA 5 working days</p> <p>Fees None</p>	<p>The System</p> <p>7. Responding to the Firm with acceptance, rejection, or returning application for completion</p> <p>8. In case of acceptance, the related records will be updated</p> <p>Procedure End</p>

Procedure flow chart (Add and Update Previous Experience of Projects)



1.2.2. Invite Engineers to Join Technical Cadre of Engineering Firm

Procedure Definition	Procedure Details												
<p>Require Municipality Review</p> <p>No</p> <p>Procedure Definition</p> <p>This procedure takes place between the engineering firm and the engineers wanted to join the required cadre according to the classification category (without interference from the concerned municipalities), whereby the engineers are invited and the follow-up procedures for their approval/rejection/transfer from their current firms to the technical staff of the inviting firm, or their assignment from the technical staff registered on the firm. The procedure is called upon submitting the application for classification – renewal – amendment</p> <p>Required Attachments</p> <table> <tr> <th>Attachment rules</th><th>Attachment Name</th></tr> <tr> <td>A copy of the job offer submitted by the Firm to the engineers who are invited from outside the Firm</td><td>Attached Document</td></tr> </table> <p>Applicant</p> <p>Engineering Firm Public Relation Officer</p> <p>Times allowed to amend and re-submit Application</p> <p>Not applicable</p> <p>Output</p> <p>Assigning the technical staff required to be classified according to the desired category</p> <p>SLA</p> <p>Not applicable</p> <p>Fees</p> <p>None</p>	Attachment rules	Attachment Name	A copy of the job offer submitted by the Firm to the engineers who are invited from outside the Firm	Attached Document	<p>Procedure Start</p> <p>The engineering firm's need to invite and assign the required engineering cadre to achieve the desired classification category as one of the classification application procedures</p> <p>Engineering Firm</p> <ol style="list-style-type: none"> Open the procedure through the activity to be classified View the engineer's license data (whether from inside or outside the firm) Decide on inviting the chosen engineer <p>Verification details</p> <table> <tr> <td>the requirements of the category classification for the required activity is matching the engineering specialization of the engineer and his years of experience</td><td>the requirements of the category classification for the required activity is not matching the engineering specialization of the engineer and his years of experience</td></tr> <tr> <td>Agree to send the invitation to the engineer</td><td>Disagree to send the invitation to the engineer and reselect another engineer</td></tr> </table> <ol style="list-style-type: none"> Sending the invitation to the engineer and informing the engineer of the decision to include him with the technical staff, its responsibilities, and the agreed date of joining <p>The System</p> <ol style="list-style-type: none"> Verify that the engineer is part of the engineering staff from within the Firm and from the same activity <table> <tr> <td>The engineer is part of the engineering staff from within the Firm and from the same activity</td><td>The engineer is not part of the engineering staff from inside the Firm or from any other activity</td></tr> <tr> <td>Assigning the engineer to the activity and completing the procedure</td><td>Attach a copy of the job offer and wait for the engineer's response</td></tr> </table>	the requirements of the category classification for the required activity is matching the engineering specialization of the engineer and his years of experience	the requirements of the category classification for the required activity is not matching the engineering specialization of the engineer and his years of experience	Agree to send the invitation to the engineer	Disagree to send the invitation to the engineer and reselect another engineer	The engineer is part of the engineering staff from within the Firm and from the same activity	The engineer is not part of the engineering staff from inside the Firm or from any other activity	Assigning the engineer to the activity and completing the procedure	Attach a copy of the job offer and wait for the engineer's response
Attachment rules	Attachment Name												
A copy of the job offer submitted by the Firm to the engineers who are invited from outside the Firm	Attached Document												
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Assigning the engineer to the activity and completing the procedure	Attach a copy of the job offer and wait for the engineer's response												

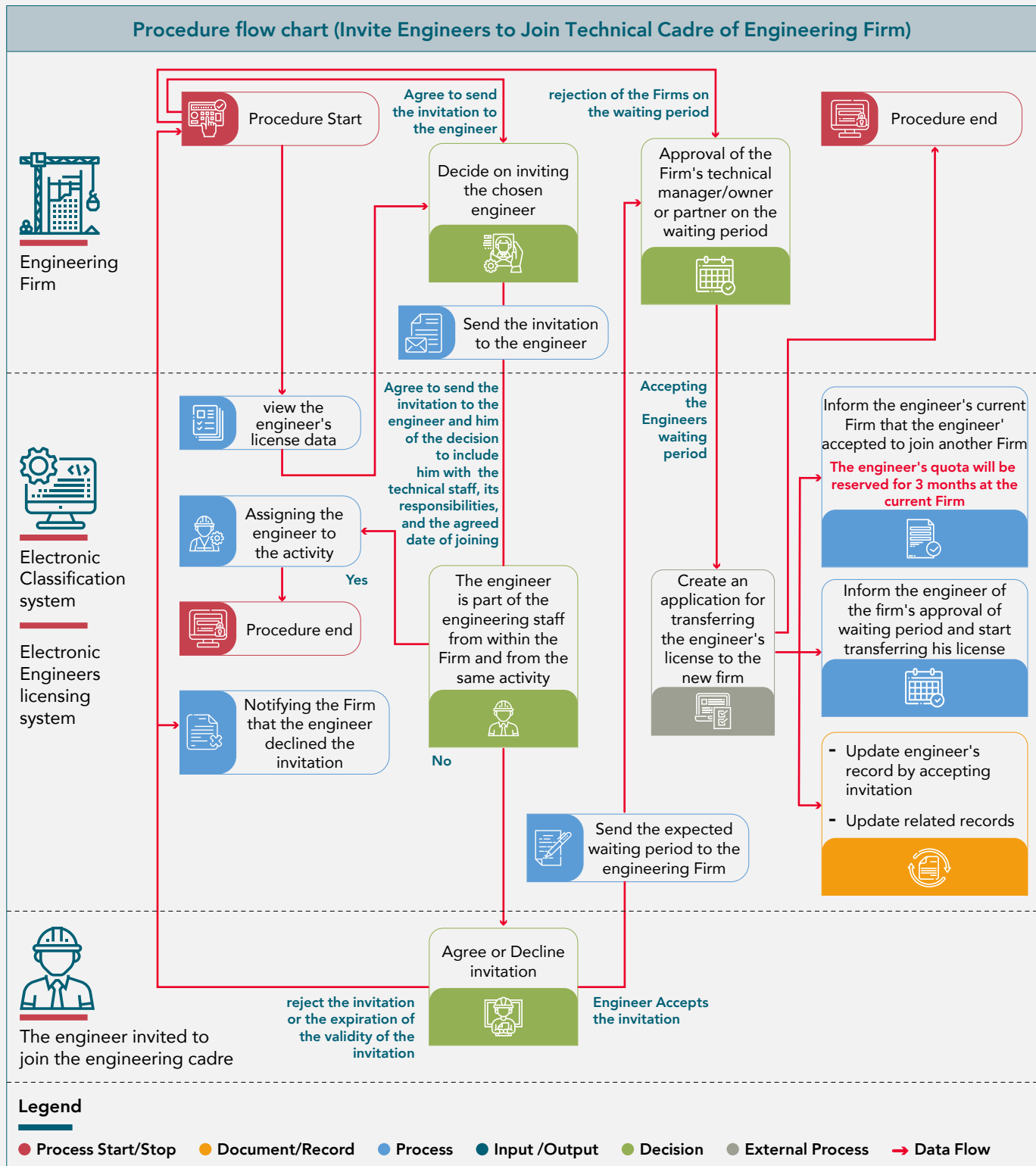


1.2.2. Invite Engineers to Join Technical Cadre of Engineering Firm

Procedure Definition	Procedure Details								
	<p>Procedure</p> <p>6. Agree or decline the invitation</p> <p>Verification details</p> <table> <tr> <td>acceptance of the invitation</td><td>Declining the invitation or the expiration of the validity period of the invitation</td></tr> <tr> <td>Send the expected waiting period to the engineering Firm</td><td>Notifying the Firm that the engineer declined the invitation and re-selection</td></tr> </table> <p>Engineering Firm</p> <p>7. Approval of the firm's technical manager/owner or partner on the waiting period</p> <p>Verification details</p> <table> <tr> <td>Approval of the firm's technical manager/owner or partner on the waiting period</td><td>rejection of the firm's technical manager/owner or partner on the waiting period</td></tr> <tr> <td>Move to next step</td><td>re-selection</td></tr> </table> <p>The System</p> <p>8. Create a request to amend the engineer's license for the new firm by linking with the engineer's license system</p> <p>9. Update the engineer's record by accepting the invitation and updating the related records</p> <p>10. Inform the engineer's current engineering firm of an engineer's approval of his technical staff to join another firm</p> <p>11. Inform the engineer of the firm's approval of the waiting period and the start of amending his license</p> <p>Procedure End</p>	acceptance of the invitation	Declining the invitation or the expiration of the validity period of the invitation	Send the expected waiting period to the engineering Firm	Notifying the Firm that the engineer declined the invitation and re-selection	Approval of the firm's technical manager/owner or partner on the waiting period	rejection of the firm's technical manager/owner or partner on the waiting period	Move to next step	re-selection
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Approval of the firm's technical manager/owner or partner on the waiting period	rejection of the firm's technical manager/owner or partner on the waiting period								
Move to next step	re-selection								



1.2.2. Invite Engineers to Join Technical Cadre of Engineering Firm



1.2.3. Issuing, renewing and amending license to practice engineering activities

Procedure Definition	Procedure Details												
<p>Require Municipality Review</p> <p>Yes ,if Projects are entered</p> <p>Procedure Definition</p> <p>This procedure aims to apply for a new license, amend the license, or renew the license to practice engineering activities, where the PRO of the engineering firm submits the application, and after verifying the classification requirements for each activity according to the business rules, the appropriate category for the firm is determined and a new, modified or renewed license to practice engineering activities is issued.</p> <p>Required Attachments</p> <table> <tr> <th>Attachment Name</th><th>Attachment rules</th></tr> <tr> <td>A detailed list of previous work and projects</td><td>It is read electronically from create and update the previous experiences of projects</td></tr> <tr> <td>Data and documents of the engineering staff registered in the Engineers Licensing System</td><td>It is read electronically through the link with ELS</td></tr> <tr> <td>Documents and documents indicating years of practical experience in the field of activity required for the engineering staff</td><td>It is read electronically through the link with ELS</td></tr> </table> <p>Applicant</p> <p>Engineering Firm Public Relation Officer</p> <p>Times allowed to amend and re-submit Application: Unlimited</p> <p>Output</p> <p>Issued, amended, or renewed License to practice engineering activities</p> <p>SLA</p> <p>5 working days if projects are required or instant if not according to the required category for classified activities</p> <p>Fees</p> <p>None</p>	Attachment Name	Attachment rules	A detailed list of previous work and projects	It is read electronically from create and update the previous experiences of projects	Data and documents of the engineering staff registered in the Engineers Licensing System	It is read electronically through the link with ELS	Documents and documents indicating years of practical experience in the field of activity required for the engineering staff	It is read electronically through the link with ELS	<p>Procedure Start</p> <p>The engineering firm's need to issue, amend or renew a license to practice engineering activities</p> <p>Engineering Firm</p> <ol style="list-style-type: none"> 1. Open the procedure through the activity to be classified 2. Enter Application Details <p>The System</p> <ol style="list-style-type: none"> 3. Save the application and issue transaction number 4. Reading data from the classification criteria record, the projects record, and assign the engineering staff 5. Verify that the terms of the Instant license are met <p>Verification details</p> <table> <tr> <td>The terms of the Instant license are met, and details are accepted</td><td>The terms of the Instant license are not met and the need for Audit by reviewer engineer</td></tr> <tr> <td> <ul style="list-style-type: none"> - Issuance / amendment / renewal of licenses to practice professions electronically - Update all records - Adding the license certificate to the portfolio - Opening new related services - Procedure end </td><td>Sending the application for review by the classification engineers in the concerned municipality</td></tr> </table>	The terms of the Instant license are met, and details are accepted	The terms of the Instant license are not met and the need for Audit by reviewer engineer	<ul style="list-style-type: none"> - Issuance / amendment / renewal of licenses to practice professions electronically - Update all records - Adding the license certificate to the portfolio - Opening new related services - Procedure end 	Sending the application for review by the classification engineers in the concerned municipality
Attachment Name	Attachment rules												
A detailed list of previous work and projects	It is read electronically from create and update the previous experiences of projects												
Data and documents of the engineering staff registered in the Engineers Licensing System	It is read electronically through the link with ELS												
Documents and documents indicating years of practical experience in the field of activity required for the engineering staff	It is read electronically through the link with ELS												
The terms of the Instant license are met, and details are accepted	The terms of the Instant license are not met and the need for Audit by reviewer engineer												
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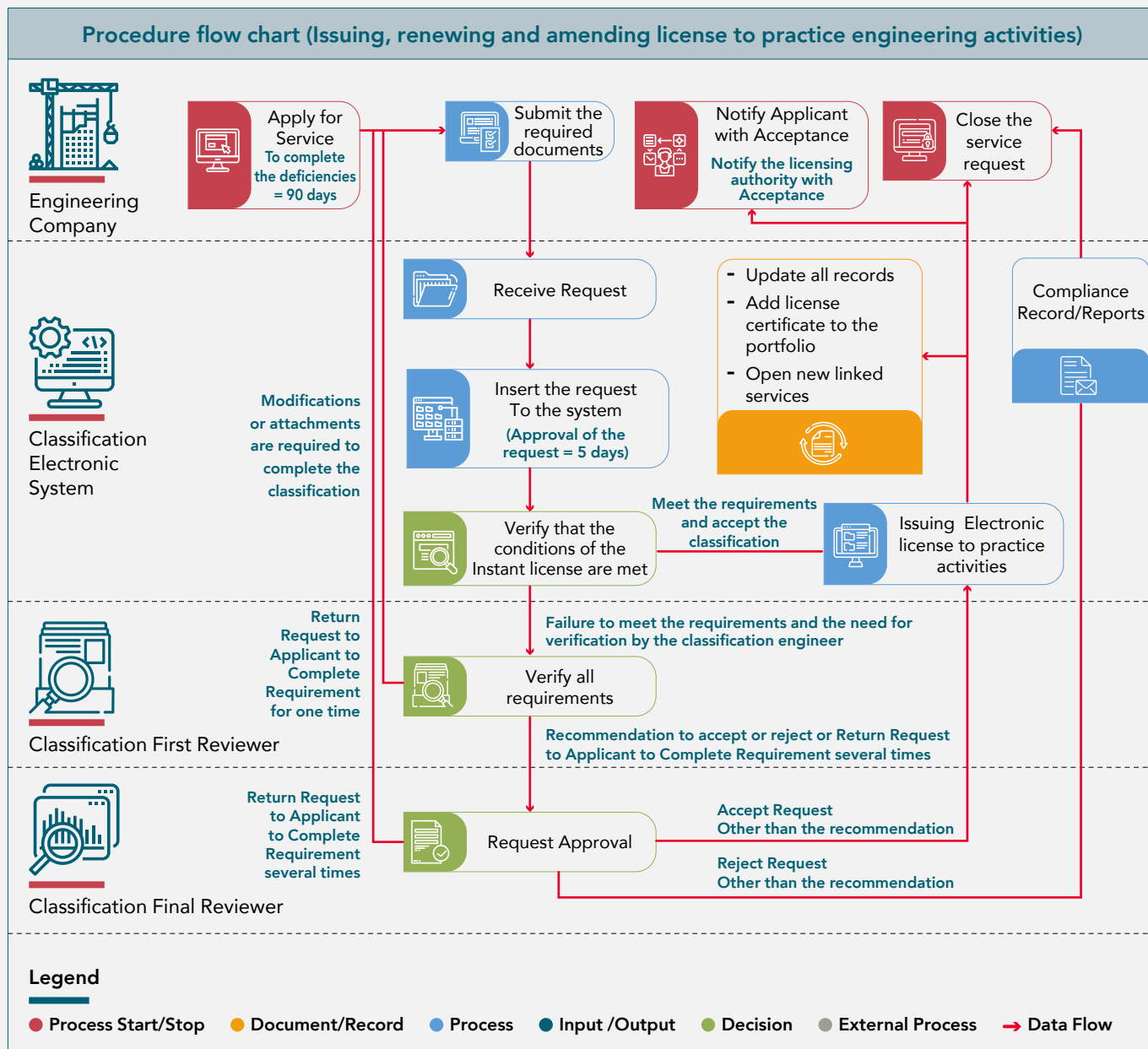


1.2.3. Issuing, renewing and amending license to practice engineering activities

Procedure Definition	Procedure Details												
	<p>Classification First Reviewer in Concerned Municipality</p> <p>6. Verify the application data and the attached documents according to the following procedure</p> <p>Verification details</p> <table><tr><td>Entries and attachments are Valid</td><td>Entries and attachments are not Valid</td><td>An error exists in one or more attachments</td></tr><tr><td>Recommend Acceptance</td><td>Recommend Rejection</td><td>Return the request to applicant for completion one time</td></tr></table> <p>Classification Final Reviewer in Concerned Municipality</p> <p>7. Review the application and take a decision as follows</p> <p>Verification details</p> <table><tr><td>Entries and attachments are Valid</td><td>Entries and attachments are not Valid</td><td>An error exists in one or more attachments</td></tr><tr><td>Accept Application</td><td>Reject application</td><td>Return the request to applicant for completion multiple times</td></tr></table> <p>The System</p> <p>8. Issue/amend/renew a license to practice activities electronically</p> <p>9. Update all records</p> <p>10. Adding the license certificate to the publication's portfolio</p> <p>11. Opening new related services</p>	Entries and attachments are Valid	Entries and attachments are not Valid	An error exists in one or more attachments	Recommend Acceptance	Recommend Rejection	Return the request to applicant for completion one time	Entries and attachments are Valid	Entries and attachments are not Valid	An error exists in one or more attachments	Accept Application	Reject application	Return the request to applicant for completion multiple times
Entries and attachments are Valid	Entries and attachments are not Valid	An error exists in one or more attachments											
Recommend Acceptance	Recommend Rejection	Return the request to applicant for completion one time											
Entries and attachments are Valid	Entries and attachments are not Valid	An error exists in one or more attachments											
Accept Application	Reject application	Return the request to applicant for completion multiple times											

Procedure End

1.2.3. Issuing, renewing and amending license to practice engineering activities



1.3. Request Issuance of To Whom It May Concern Certificate

➔ Service Cod: DPM/0375

Service Description

The service request is submitted by the engineering firm PRO for the purpose of obtaining a To Whom It May Concern certificate about the status of the firm's classification and includes:

1. To Whom It May Concern Certificate
2. Engineering firm record certificate
3. Project record data certificate

Classification of Customers

Business Sector/Government Sector

URL

<https://meps.dmt.gov.ae/Services/ADMA.aspx> 

Service Conditions

1. The customer can request to issue a certificate to Whom It May Concern at any time, unless the certificate policy stipulates otherwise.
2. The customer can request to issue a certificate to Whom It May Concern once the classification application is completed and the classification status in this case – under process



4. Request Issuance of To Whom It May Concern Certificate

Transaction Reference: The transaction reference consists of letters and numbers as follows:

C11 – 2020 – 1038338 – CW184

➤ Example of the invitation's transaction number

📌 **Request Issuance of To Whom It May Concern Certificate Reference format**

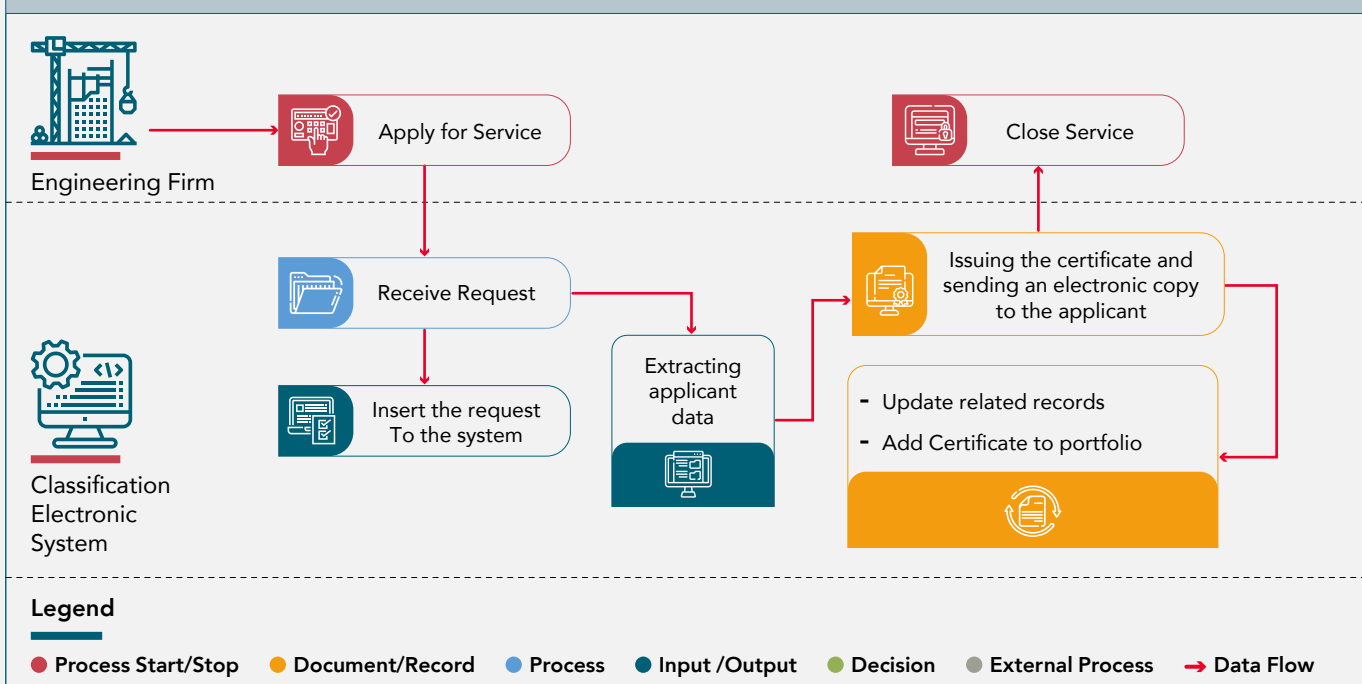
C	1	1	2020	1038338	CW	184
System Name	Economic License Establishment Area	Customer Type	Year	Economic License Number	Procedure Code	Transaction issue Number
Classification system	1. Abu Dhabi Municipality 2. AL Ain Municipality 3. Al Dhafra Region Municipality	1. Consultant 2. Contractor	2021	CN – 000000	- (CW) To Whom It May Concern - (CR) Engineering Firm record - (CP) Engineering firm Projects Record	184



1.3.1. Request Issuance of To Whom It May Concern Certificate

Procedure Definition	Procedure Details
<p>Require Municipality Review</p> <p>No</p> <p>Procedure Definition</p> <p>This procedure aims to issue one of the To Whom It May Concern certificates available to engineering Firms that indicate the status of the classification application, the status of the Firm classification, or the Firm project record data entered into the system</p> <p>Required Attachments</p> <p>None</p> <p>Applicant</p> <p>Engineering Firm Public Relation Officer</p> <p>Times allowed to amend and re-submit Application</p> <p>Not applicable</p> <p>Output</p> <ol style="list-style-type: none"> To Whom It May Concern Certificate Engineering Firm record certificate Project record data certificate <p>SLA</p> <p>Instant</p> <p>Fees</p> <p>None</p>	<p>Procedure Start</p> <p>The engineering firm's need to issue one of the available To Whom It May Concern certificates</p> <p>Engineering Firm</p> <ol style="list-style-type: none"> Open the service request Select Required certificate type <p>The System</p> <ol style="list-style-type: none"> Read the Firm data according to the type of certificate that has been chosen Instantly issue the required certificate Informing the firm of issuing the required certificate <p>Procedure End</p>

Procedure flow chart (Request Issuance of To Whom It May Concern Certificate)



Engineers Licensing Services Procedures




2.1. Request the Issuance of an Engineer License

➔ Service Code: DPM/0035

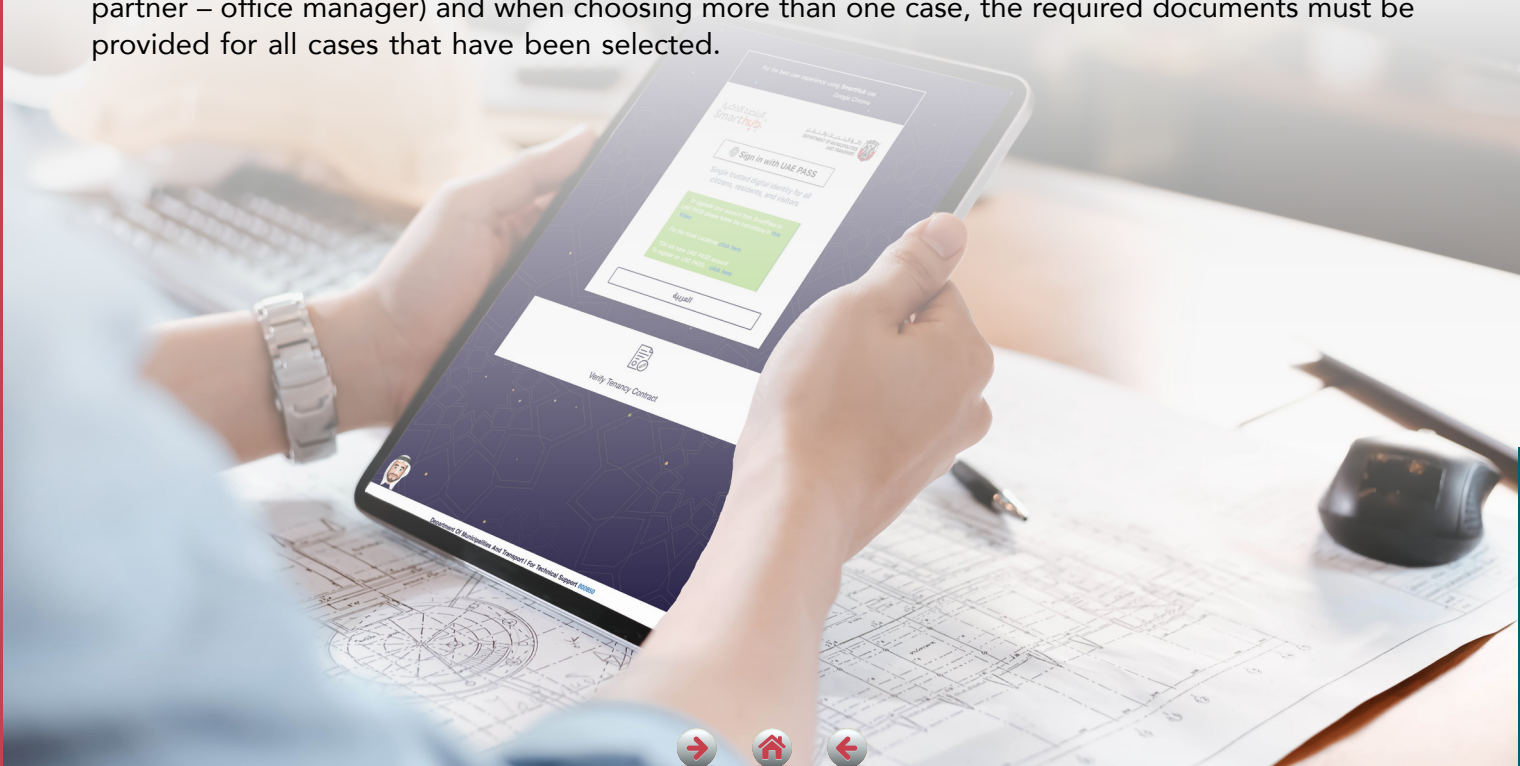
Service Description

Through this service, you can request the issuance of a temporary or permanent engineer license card, as you will be registered in the Engineers licensing system at the Department of Municipalities and Transport under the category of a trainee, practitioner or specialist.

Classification of Customers	URL
Individuals/Business Sector	https://smarthub.adm.gov.ae 

Service Conditions

1. If the documented working experience of the applicant engineer is more than 3 years, he will be classified under the category of practicing engineer otherwise he will be classified under the category of trainee engineer
2. The customer can choose the service to obtain temporary license in the case of obtaining a Bachelor of Engineering with delay in obtaining the equivalent of the scientific certificate from the Ministry of Education in the country or in the case of obtaining an academic degree similar to the Bachelor of Engineering
3. The request will be canceled if not meeting the licensing requirements within 30 days from the date on which the customer was informed
4. 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.



2.1. Request the Issuance of an Engineer License

Procedure Definition	Procedure Details																																																		
<div>Require Municipality Review</div> <div>Yes</div> <div>Procedure Definition</div> <div>This procedure aims to apply in the electronic system for Licensing engineers at DMT, and obtaining an engineer's temporary license card or a permanent license card according to the licensing categories: Trainee engineer or practicing engineer</div> <div>Required Attachments</div> <table><tr><th>Attachment Name</th><th>Attachment rules</th></tr><tr><td colspan="2">General Required Documents</td></tr><tr><td>Valid Emirates ID</td><td>Read Electronically</td></tr><tr><td colspan="2">Attached Document</td></tr><tr><td colspan="2">Good Conduct Certificate</td></tr><tr><td colspan="2">Bachelor's degree or its equivalent in Engineering or Architecture Specialties</td></tr><tr><td colspan="2">To Whom It May Concern Letter from MOE (if Certificate of Equivalency still under process)</td></tr><tr><td colspan="2">Certificate of Equivalency from MOE for Degrees issued outside UAE</td></tr><tr><td colspan="2">Membership at the UAE Society of Engineers if bachelor's degree like engineering</td></tr><tr><td colspan="2">Engineering license card details if the applicant is working in a company outside Abu Dhabi</td></tr><tr><td colspan="2">Additional Required documents for engineers working in private sector</td></tr><tr><td colspan="2">Labor card issued from the Ministry of Human Resources and Emiratization</td></tr><tr><td colspan="2">To Whom It May Concern Letter stating the continuation of work</td></tr><tr><td colspan="2">To Whom It May Concern Letter from MOHRE for experience in UAE including current one</td></tr><tr><td colspan="2">Additional Required documents for engineers working in government sector</td></tr><tr><td colspan="2">Residency visa for residents working for government entities and government companies</td></tr><tr><td colspan="2">To Whom It May Concern Letter stating the continuation of work</td></tr><tr><td colspan="2">If an outsourcing employee in a government entity/company, a letter from the outsourcing company and a letter from government entity/company is required in addition to labor card</td></tr><tr><td colspan="2">In the case of working for a government entity from another emirate, a to Whom It May Concern certificate from the Federal Authority for Human Resources is required</td></tr><tr><td colspan="2">when working for a government company in another emirate, a To Whom It May Concern certificate from government company, to be attested by MOFAIC</td></tr></table>	Attachment Name	Attachment rules	General Required Documents		Valid Emirates ID	Read Electronically	Attached Document		Good Conduct Certificate		Bachelor's degree or its equivalent in Engineering or Architecture Specialties		To Whom It May Concern Letter from MOE (if Certificate of Equivalency still under process)		Certificate of Equivalency from MOE for Degrees issued outside UAE		Membership at the UAE Society of Engineers if bachelor's degree like engineering		Engineering license card details if the applicant is working in a company outside Abu Dhabi		Additional Required documents for engineers working in private sector		Labor card issued from the Ministry of Human Resources and Emiratization		To Whom It May Concern Letter stating the continuation of work		To Whom It May Concern Letter from MOHRE for experience in UAE including current one		Additional Required documents for engineers working in government sector		Residency visa for residents working for government entities and government companies		To Whom It May Concern Letter stating the continuation of work		If an outsourcing employee in a government entity/company, a letter from the outsourcing company and a letter from government entity/company is required in addition to labor card		In the case of working for a government entity from another emirate, a to Whom It May Concern certificate from the Federal Authority for Human Resources is required		when working for a government company in another emirate, a To Whom It May Concern certificate from government company, to be attested by MOFAIC		<div>Procedure Start</div> <div>The engineer's need to issue a temporary or permanent license card</div> <div>Applicant</div> <div><div>1. Submitting the request through the available channels</div><div>2. Determine the nature of the academic degree</div></div> <div>Verification Details</div> <table><tr><td>A scientific certificate attested by the state or a scientific certificate from outside the country that has been equated by the Ministry of Education</td><td>Any other Cases</td></tr><tr><td>Directed to Permanent License</td><td>Directed to temporary License</td></tr></table> <div><div>3. Attach Required Documents</div><div>4. Engineers Licensing System:</div><div>5. Receiving the application and referring it to the review in the municipality</div></div> <div>ELS Review Engineer in concerned municipality</div> <div>6. Verify the application data and the attached documents according to the following verification</div> <div>Verification Details</div> <table><tr><td>Matching the entries and validity of attachments</td><td>Presence of one or more reasons for rejection*</td><td>An error exists in one or more attachments</td></tr><tr><td>Recommend Acceptance</td><td>Recommend Rejection</td><td>Return to applicant for completion one time</td></tr></table> <div>*Non-conformity of engineering specialization or any other reasons</div>	A scientific certificate attested by the state or a scientific certificate from outside the country that has been equated by the Ministry of Education	Any other Cases	Directed to Permanent License	Directed to temporary License	Matching the entries and validity of attachments	Presence of one or more reasons for rejection*	An error exists in one or more attachments	Recommend Acceptance	Recommend Rejection	Return to applicant for completion one time
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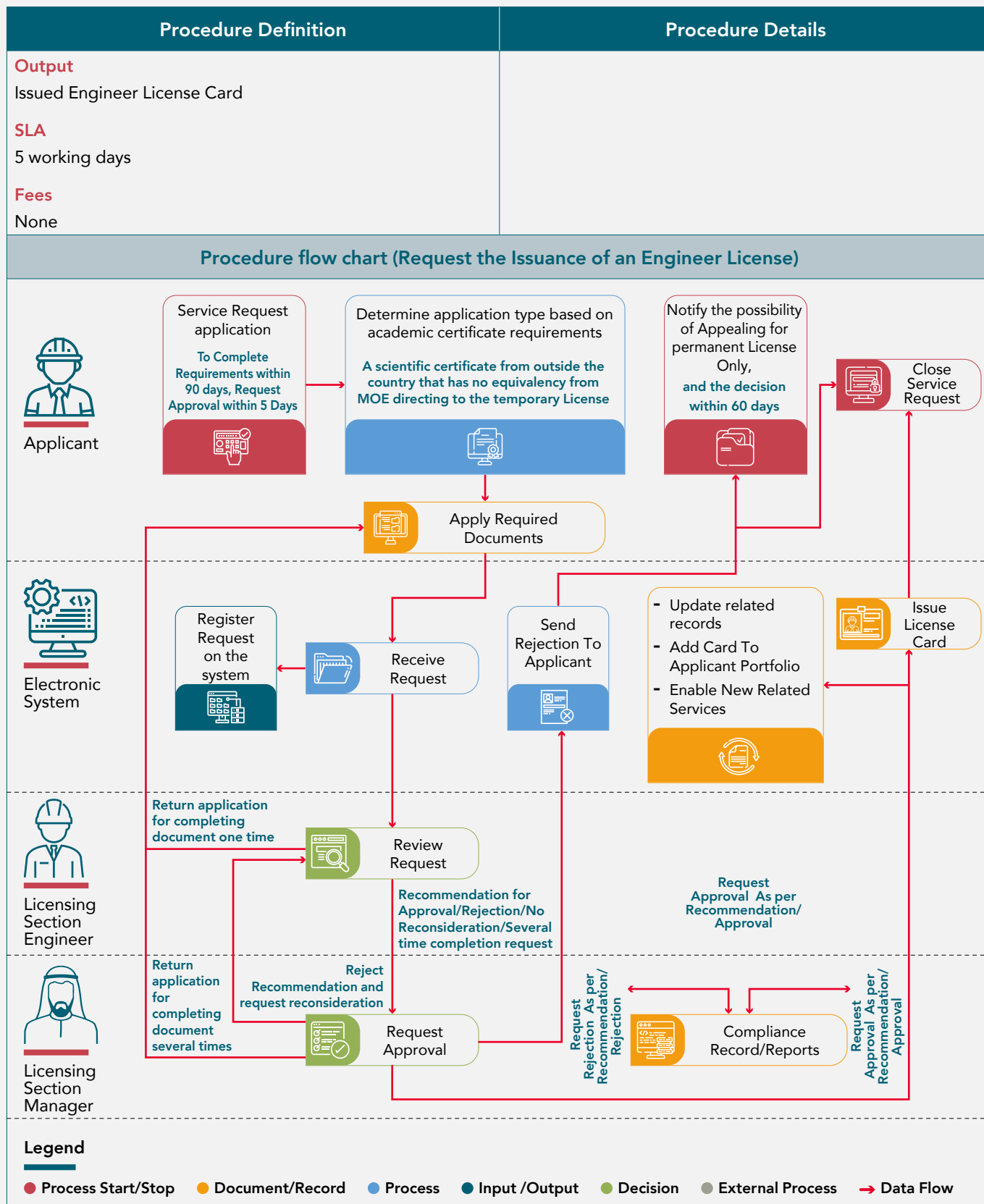


2.1. Request the Issuance of an Engineer License

Procedure Definition	Procedure Details						
<div>Additional Required documents for the office manager</div> <div>Copy of notarized specimen signature</div> <div>signed and stamped Authorization to sign from the Firm</div> <div>To Whom It May Concern Letter stating the continuation of work</div> <div>To Whom It May Concern Letter issued from MOHRE stating the technical experience inside the country including the current experience</div> <div>Additional Required documents for the partner</div> <div>Firm Trade License</div> <div>An investor card or residence visa for residents</div> <div>Proof of ownership of not less than 15% of the capital for full-time partner working in the Firm</div> <div>A to Whom It May Concern letter from Firm stating the continuity of work for full-time partner</div> <div>The documents of practical experiences as a partner must be attached as follows:</div> <div><div>a. The Firm's trade license at beginning and end of experience period as a full-time partner</div><div>b. Investor card or residence visa on the Firm during the period of experience for residents</div><div>c. Proof of ownership of not less than 15% of capital for residents during the experience</div></div> <div>Requirements for previous practical experience, if available</div> <div>Certificate of previous work experience from the employer</div> <div>To Whom It May Concern Letter from MOHRE for experience in UAE for private sector</div> <div>Certificate of previous work experience outside the country, authenticated by MOFAIC</div> <div>Cancellation or amendment of the trade license 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)</div>	<div>ELS Section head in concerned municipality</div> <div>7. Review request and take a decision according to verification</div> <div>Verification Details</div> <table><tr><td>Matching the entries and validity of attachments</td><td>Presence of one or more reasons for * rejection</td><td>An error exists in one or more attachments</td></tr><tr><td>Accept request</td><td>Reject request</td><td>Return to applicant for completion more than one time</td></tr></table> <div>Engineers Licensing System</div> <div>8. Responding to applicant with acceptance or rejection, or returning the request for completion</div> <div>9. When acceptance, the related records are updated, the card is added to engineer portfolio, and new related services are opened</div> <div>Procedure End</div>	Matching the entries and validity of attachments	Presence of one or more reasons for * rejection	An error exists in one or more attachments	Accept request	Reject request	Return to applicant for completion more than one time
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Accept request	Reject request	Return to applicant for completion more than one time					
<div>Applicant</div> <div>An engineer with Bachelor of Engineering working for an engineering contracting company or an engineering consulting office, or a government entity / government company related to the urban planning, municipalities, and transportation sector</div> <div>Times allowed to amend and re-submit Application</div> <div>Unlimited</div>							



2.1. Request the Issuance of an Engineer License




2.2. Request to Amend Engineer License

➔ Service Code: DPM/0221

Service Description

Through this service, you can submit a request to amend an engineer's license card in the electronic engineer Licensing system at the Department of Municipalities and Transport to obtain an amended engineer's license card.

Classification of Customers	URL
Individuals/Business Sector	https://smarthub.adm.gov.ae/ 

Service Conditions

- The service is requested in the following cases only:
 - Amending data that does not require issuance of a new license card
 - Amending data requiring the issuance of a new license card
 - Amending the registration of a trainee engineer to a practitioner engineer
 - Modifying the category from a practicing engineer to a specialist engineer
 - Modifying the activity of a licensed engineer
 - Amending a new category of specialization or branch entry to the current category
- Requirements can be re-completed within 30 days from the date informing customers, otherwise the request will be canceled
- If the license requirements are not complete or not in conformity with them, it will be rejected, otherwise will be accepted
- The customer can submit a appeal request if the request to amend the engineer's license is rejected within 30 days from rejection date, as this will be the starting point for the appeal process.
- If the appeal request is approved against the rejection of the engineer's license request, the engineer's license request will be approved in the Engineers licensing system and the amended license card will be issued
- 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.

2.2. Request to Amend Engineer License

Procedure Definition	Procedure Details																																												
<div>Require Municipality Review</div> <div>Yes</div> <div>Procedure Definition</div> <div>This procedure aims to apply in the electronic system for Licensing engineers at DMT, to amend the details in engineer’s license record and obtain amended engineer license card</div> <div>Required Attachments</div> <table><tr><th>Attachment Name</th><th>Attachment rules</th></tr><tr><td colspan="2">General Required Documents</td></tr><tr><td>Valid Emirates ID</td><td>Read Electronically</td></tr><tr><td colspan="2">Attached Document</td></tr><tr><td colspan="2">Good Conduct Certificate</td></tr><tr><td colspan="2">Bachelor’s degree or its equivalent in Engineering or Architecture Specialties</td></tr><tr><td colspan="2">Certificate of Equivalency from MOE for Degrees issued outside UAE</td></tr><tr><td colspan="2">Membership at the UAE Society of Engineers if bachelor's degree like engineering</td></tr><tr><td colspan="2">Engineering license card details if the applicant is working in a company outside Abu Dhabi</td></tr><tr><td colspan="2">Additional Required documents for engineers working in private sector</td></tr><tr><td colspan="2">Labor card issued from the Ministry of Human Resources and Emiratization</td></tr><tr><td colspan="2">To Whom It May Concern Letter stating the continuation of work</td></tr><tr><td colspan="2">Additional Required documents for engineers working in government sector</td></tr><tr><td colspan="2">Additional Required documents for engineers working in the government sector</td></tr><tr><td colspan="2">Residency visa for residents working for government entities and government companies</td></tr><tr><td colspan="2">To Whom It May Concern Letter stating the continuation of work</td></tr><tr><td colspan="2">If an outsourcing employee in a government entity/ company, a letter from the outsourcing company and a letter from government entity/company is required in addition to labor card</td></tr><tr><td colspan="2">In the case of working for a government entity from another emirate, a to Whom It May Concern certificate from the Federal Authority for Human Resources is required</td></tr><tr><td colspan="2">When working for a government company in another emirate, a To Whom It May Concern certificate from government company, to be attested by MOFAIC</td></tr></table>	Attachment Name	Attachment rules	General Required Documents		Valid Emirates ID	Read Electronically	Attached Document		Good Conduct Certificate		Bachelor’s degree or its equivalent in Engineering or Architecture Specialties		Certificate of Equivalency from MOE for Degrees issued outside UAE		Membership at the UAE Society of Engineers if bachelor's degree like engineering		Engineering license card details if the applicant is working in a company outside Abu Dhabi		Additional Required documents for engineers working in private sector		Labor card issued from the Ministry of Human Resources and Emiratization		To Whom It May Concern Letter stating the continuation of work		Additional Required documents for engineers working in government sector		Additional Required documents for engineers working in the government sector		Residency visa for residents working for government entities and government companies		To Whom It May Concern Letter stating the continuation of work		If an outsourcing employee in a government entity/ company, a letter from the outsourcing company and a letter from government entity/company is required in addition to labor card		In the case of working for a government entity from another emirate, a to Whom It May Concern certificate from the Federal Authority for Human Resources is required		When working for a government company in another emirate, a To Whom It May Concern certificate from government company, to be attested by MOFAIC		<div>Procedure Start</div> <div>The engineer's need to amend his license card</div> <div>Applicant</div> <div><div>1. Submitting the request through the available channels</div><div>2. Accept terms and conditions</div><div>3. Attach Required Documents</div></div> <div>Engineers Licensing System</div> <div><div>4. Receiving the application and referring it to the review in the municipality</div></div> <div>ELS Review Engineer in concerned municipality</div> <div><div>5. Verify the application data and the attached documents according to the following verification</div></div> <div>Verification Details</div> <table><tr><td>Matching the entries and validity of attachments</td><td>Presence of one or more reasons for rejection</td><td>An error exists in one or more attachments</td></tr><tr><td>Recommend Acceptance</td><td>Recommend Rejection</td><td>Return to applicant for completion one time</td></tr></table> <div>ELS Section head in concerned municipality</div> <div><div>6. 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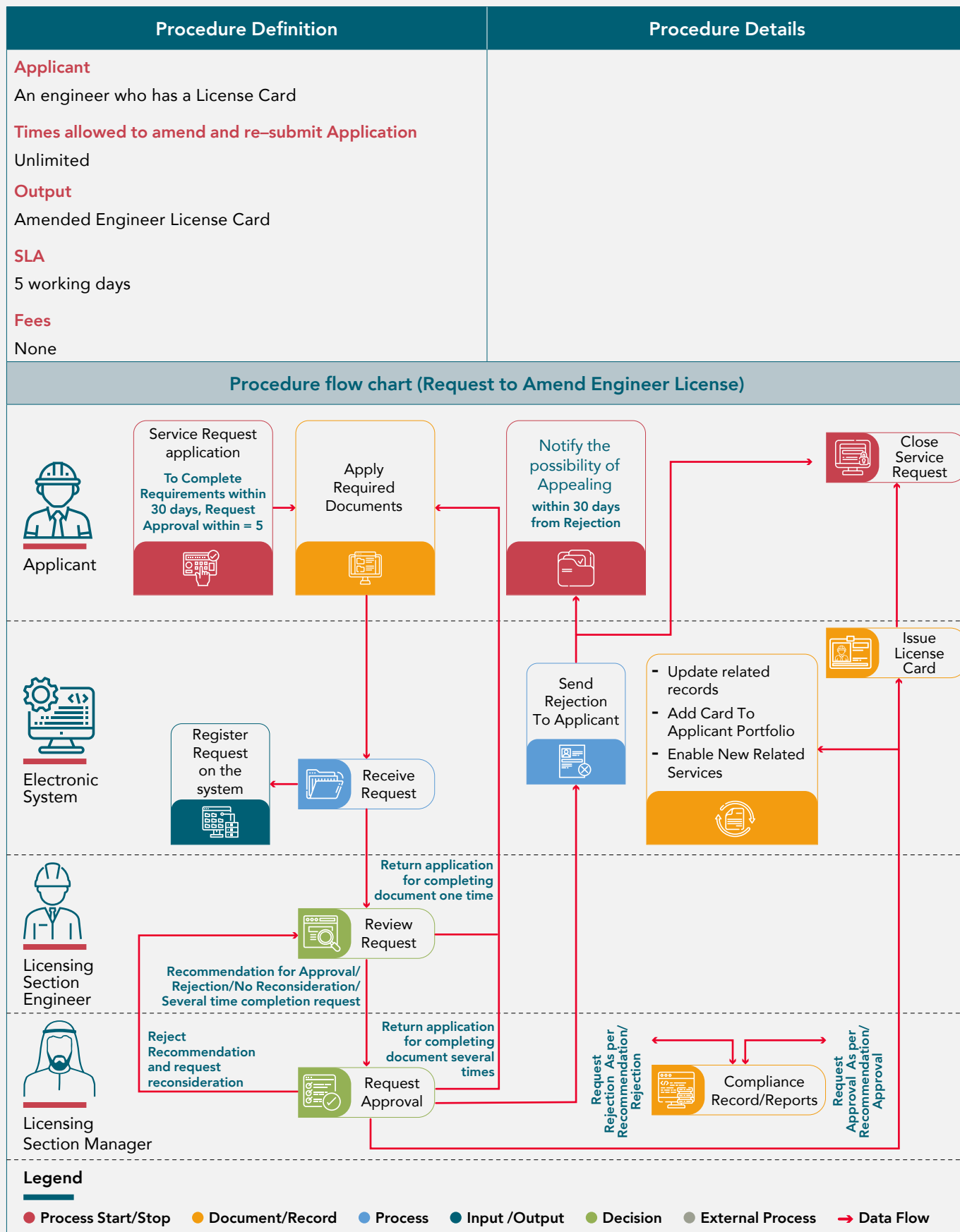


2.2. Request to Amend Engineer License

Procedure Definition	Procedure Details								
<div>Additional Required documents for the office manager</div> <div>Copy of notarized specimen signature signed and stamped Authorization to sign from the Firm To Whom It May Concern Letter stating the continuation of work To Whom It May Concern Letter issued from MOHRE stating the technical experience inside the country including the current experience</div>	<div>Verification Details</div> <table><tr><td>Matching the entries and validity of attachments</td><td>Presence of one or more reasons for rejection</td><td>An error exists in one or more attachments</td></tr><tr><td>Accept request</td><td>Reject request</td><td>Return to applicant for completion more than one time</td></tr></table>			Matching the entries and validity of attachments	Presence of one or more reasons for rejection	An error exists in one or more attachments	Accept request	Reject request	Return to applicant for completion more than one time
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Accept request	Reject request	Return to applicant for completion more than one time							
<div>Additional required documents for the partner</div> <div>Firm Trade License An investor card or residence visa for residents Proof of ownership of not less than 15% of the capital for full-time partner working in the Firm A to Whom It May Concern letter from Firm stating the continuity of work for full-time partner</div> <div>The documents of practical experiences as a partner must be attached as follows:<div>a. The Firm`s trade license at beginning and end of experience period as a full-time partner b. Investor card or residence visa on the Firm during the period of experience for residents c. Proof of ownership of not less than 15% of capital for residents during the experience</div></div> <div>Requirements for previous practical experience, if available</div> <div>Certificate of previous work experience from the employer To Whom It May Concern Letter from MOHRE for experience in UAE for private sector Certificate of previous work experience outside the country, authenticated by MOFAIC Cancellation or amendment of the trade license 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</div>	<div>Engineers Licensing System</div> <div>7. Responding to applicant with acceptance or rejection, or returning the request for completion</div> <div>8. When acceptance, the related records are updated, the card is added to engineer portfolio, and new related services are opened</div>								
	<div>Procedure End</div>								



2.2. Request to Amend Engineer License




2.3. Request to Renew Engineer License

➔ Service Code: DPM/0193

Service Description

Through this service, you can submit a request to renew an engineer's license card in the electronic engineer licensing system at the Department of Municipalities and Transport to obtain a renewed engineer's license card.

Classification of Customers	URL
Individuals/Business Sector	https://smarthub.adm.gov.ae/ 

Service Conditions

1. The license renewal service will be activated 30 days before the license expires and up to 90 days after the expiration date, after which the engineer license will be stopped will stop and stop all his requests automatically.
2. The renewal of the engineer's license request will be canceled if the license renewal requirements are not met within 30 days of notifying the customer about it or providing incorrect information in the license record.
3. If the system modifies the engineer's category when the years of experience exceeds 3 years, the documented practical experience must be attached before completing the license renewal procedures
4. If the engineer's license cannot be renewed due to the suspension of license, he must choose the option to release the suspension and attach a letter to remove the suspension and then complete the renewal steps
5. The engineer can amend the data of the current employer when filling out the application
6. The customer can submit a appeal request if the engineer's license renewal request is rejected within 30 days from the date of rejection, as this will be the starting point for the appeal process.
7. If the appeal request is approved against the rejection of the renewal of the engineer's license request, the engineer's license request will be approved in the engineer's record and the renewed license card will be issued.
8. 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.



2.3. Request to Renew Engineer License

Procedure Definition	Procedure Details																																				
<div>Require Municipality Review</div> <div>Yes</div> <div>Procedure Definition</div> <div>This procedure aims to apply in the electronic system for Licensing engineers at DMT, to renew the details in engineer's license record and obtain renewed engineer license card</div> <div>Required Attachments</div> <table><tr><th>Attachment Name</th><th>Attachment rules</th></tr><tr><td colspan="2">General Required Documents</td></tr><tr><td>Valid Emirates ID</td><td>Read Electronically</td></tr><tr><td colspan="2">Attached Document</td></tr><tr><td colspan="2">Good Conduct Certificate</td></tr><tr><td colspan="2">Additional Required documents for engineers working in private sector</td></tr><tr><td colspan="2">Labor card issued from the Ministry of Human Resources and Emiratization</td></tr><tr><td colspan="2">To Whom It May Concern Letter stating the continuation of work</td></tr><tr><td colspan="2">To Whom It May Concern Letter from MOHRE for experience in UAE including current one</td></tr><tr><td colspan="2">Additional Required documents for engineers working in government sector</td></tr><tr><td colspan="2">Residency visa for residents working for government entities and government companies</td></tr><tr><td colspan="2">To Whom It May Concern Letter stating the continuation of work</td></tr><tr><td colspan="2">If an outsourcing employee in a government entity / company, a letter from the outsourcing company and a letter from government entity / company is required in addition to labor card</td></tr><tr><td colspan="2">In the case of working for a government entity from another emirate, a to Whom It May Concern certificate from the Federal Authority for Human Resources is required</td></tr><tr><td colspan="2">When working for a government company in another emirate, a To Whom It May Concern certificate from government company, to be attested by MOFAIC</td></tr></table>	Attachment Name	Attachment rules	General Required Documents		Valid Emirates ID	Read Electronically	Attached Document		Good Conduct Certificate		Additional Required documents for engineers working in private sector		Labor card issued from the Ministry of Human Resources and Emiratization		To Whom It May Concern Letter stating the continuation of work		To Whom It May Concern Letter from MOHRE for experience in UAE including current one		Additional Required documents for engineers working in government sector		Residency visa for residents working for government entities and government companies		To Whom It May Concern Letter stating the continuation of work		If an outsourcing employee in a government entity / company, a letter from the outsourcing company and a letter from government entity / company is required in addition to labor card		In the case of working for a government entity from another emirate, a to Whom It May Concern certificate from the Federal Authority for Human Resources is required		When working for a government company in another emirate, a To Whom It May Concern certificate from government company, to be attested by MOFAIC		<div>Procedure Start</div> <div>The engineer's need to renew his license card</div> <div>Applicant</div> <div><div>1. Submitting the request through the available channels</div><div>2. Accept the terms and conditions</div><div>3. Attach Required Documents</div></div> <div>Engineers Licensing System</div> <div><div>4. Receiving the application and referring it to review in the municipality</div></div> <div>ELS Review Engineer in concerned municipality</div> <div><div>5. Verify the application data and the attached documents according to the following verification</div></div> <div>Verification Details</div> <table><tr><td>Matching the entries and validity of attachments</td><td>Presence of one or more reasons for rejection</td><td>An error exists in one or more attachments</td></tr><tr><td>Recommend Acceptance</td><td>Recommend Rejection</td><td>Return to applicant for completion one time</td></tr></table>	Matching the entries and validity of attachments	Presence of one or more reasons for rejection	An error exists in one or more attachments	Recommend Acceptance	Recommend Rejection	Return to applicant for completion one time
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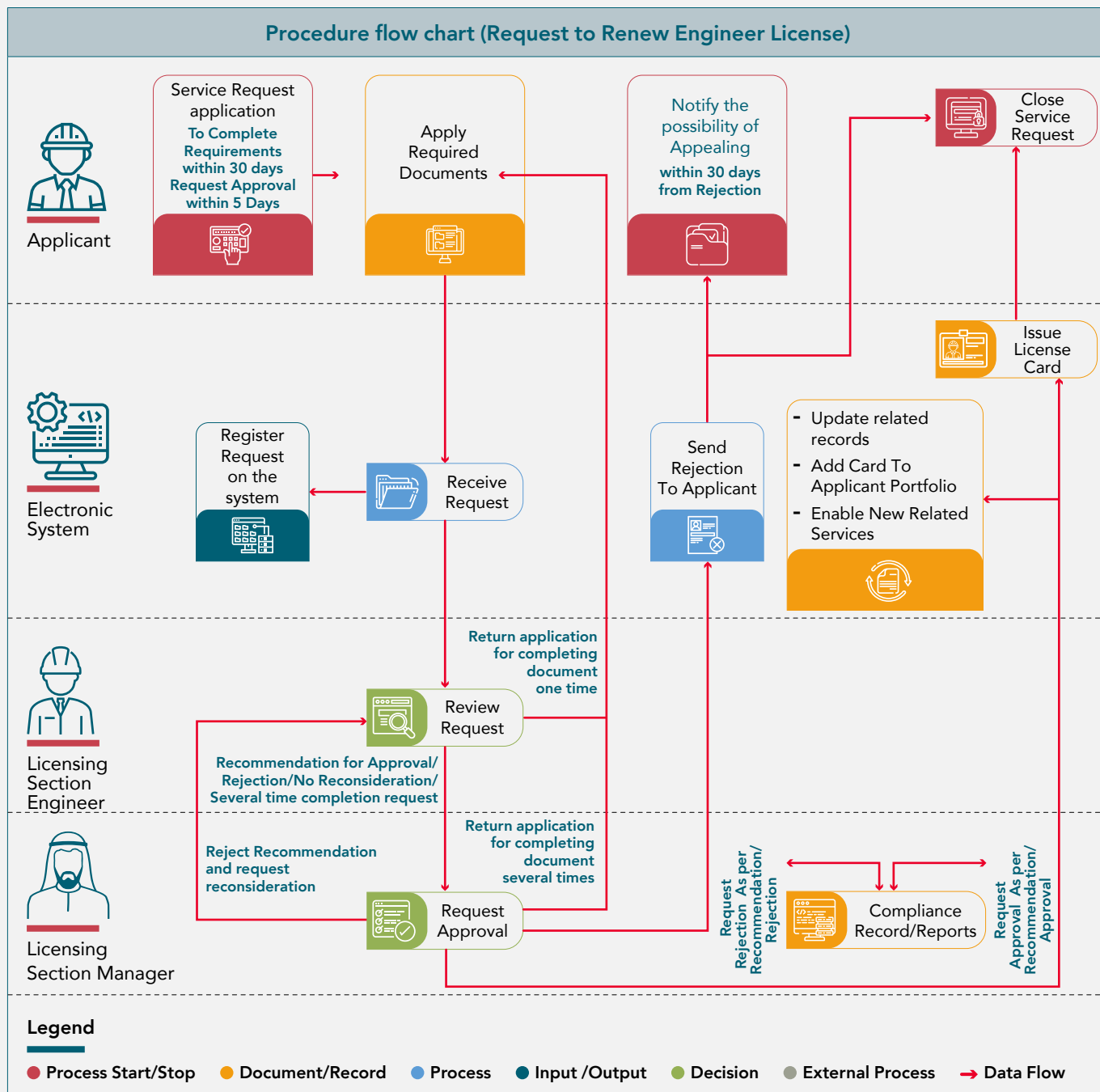


2.3. Request to Renew Engineer License

Procedure Definition	Procedure Details						
<div>Additional Required documents for the office manager</div> <div>Copy of notarized specimen signature</div> <div>Signed and stamped Authorization to sign from the firm</div> <div>To Whom It May Concern Letter stating the continuation of work</div> <div>To Whom It May Concern Letter issued from MOHRE stating the technical experience inside the country including the current experience</div> <div>Additional Required documents for the partner</div> <div>Firm Trade License</div> <div>An investor card or residence visa for residents</div> <div>Proof of ownership of not less than 15% of the capital for full-time partner working in the Firm</div> <div>A to Whom It May Concern letter from Firm stating the continuity of work for full-time partner</div> <div>The documents of practical experiences as a partner must be attached as follows:<div>a. The firm's trade license at beginning and end of experience period as a full-time partner</div><div>b. Investor card or residence visa on the Firm during the period of experience for residents</div><div>c. proof of ownership of not less than 15% of capital for residents during the experience</div></div>	<div>ELS Section head in concerned municipality</div> <div>4. Review request and take a decision according to verification</div> <div>Verification Details</div> <table><tr><td>Matching the entries and validity of attachments</td><td>Presence of one or more reasons for rejection</td><td>An error exists in one or more attachments</td></tr><tr><td>Accept request</td><td>Reject request</td><td>Return to applicant for completion multiple times</td></tr></table> <div>Engineers Licensing System</div> <div>5. Responding to applicant with acceptance or rejection, or returning the request for completion</div> <div>6. When acceptance, the related records are updated, the card is added to engineer portfolio, and new related services are opened</div> <div>Procedure End</div>	Matching the entries and validity of attachments	Presence of one or more reasons for rejection	An error exists in one or more attachments	Accept request	Reject request	Return to applicant for completion multiple times
Matching the entries and validity of attachments	Presence of one or more reasons for rejection	An error exists in one or more attachments					
Accept request	Reject request	Return to applicant for completion multiple times					
<div>Applicant</div> <div>An engineer who has a License Card which the expiry date is within the renewal date range ,or an engineer whose license was suspended</div> <div>Times allowed to amend and re-submit Application</div> <div>Unlimited</div> <div>Output</div> <div>Renewed Engineer License Card</div> <div>SLA</div> <div>5 working days</div> <div>Fees</div> <div>None</div>							



2.3. Request to Renew Engineer License




2.4. Request Status Update of Engineer Temporary License

➔ Service Code: DPM/0239

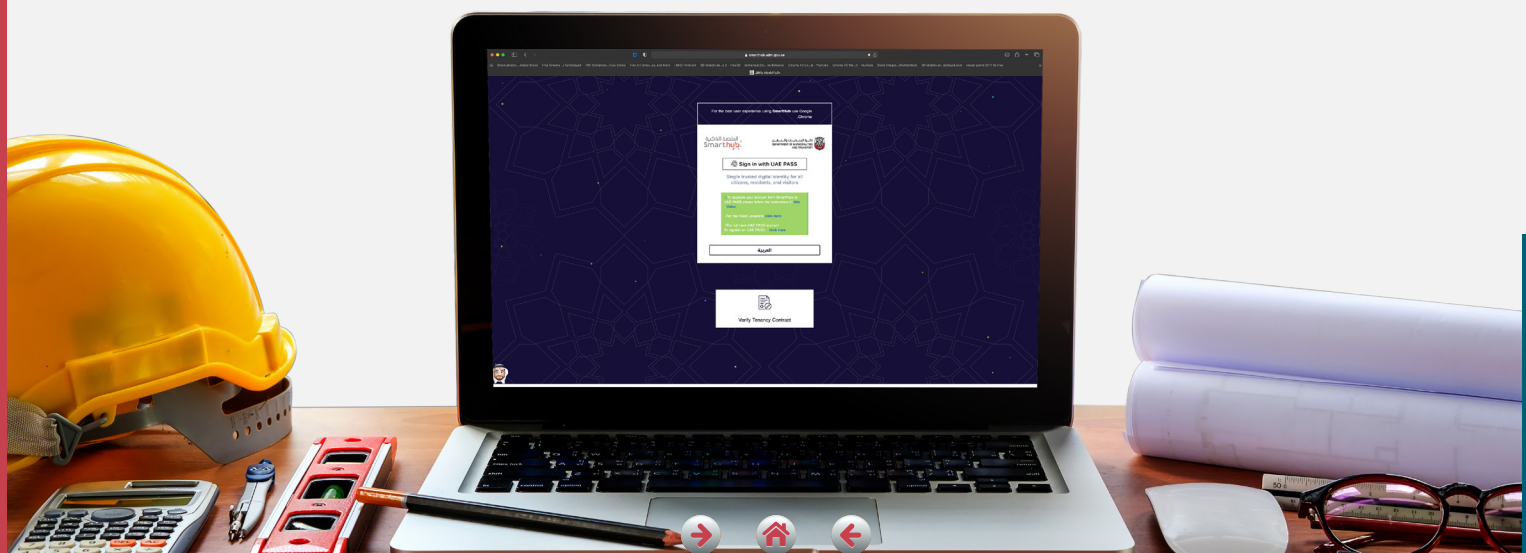
Service Description

Through this service, you can submit an application to extend the validity of the temporary license for an additional 6 months or to transfer the temporary license into a permanent engineering license at the Department of Municipalities and Transport and obtain the engineer license.

Classification of Customers	URL
Individuals/Business Sector	https://smarthub.adm.gov.ae/ 

Service Conditions

1. If the documented practical experience of the applicant engineer is more than 3 years, he will be enrolled in the category of practicing engineer, or he will be licensed in the category of trainee engineer otherwise (in the case of transferring the temporary license to the permanent one)
2. The request will be canceled if not meeting the licensing requirements within 30 days from the date on which the customer is informed of them
3. In case of obtaining an academic degree for an engineering support program in engineering (such as science, applied science or technology) with a certificate of equivalence and obtaining the membership of the Emirates Society of Engineers, the customer will be able to apply for this service to amend the status of temporary licensing to permanent
4. The date of the certificate equivalency request (the date of the payment receipt for the equivalence request) that is entered for the purpose of extending the temporary licensing must be prior to the date on which the temporary entry was submitted.
5. 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.



2.4. Request Status Update of Engineer Temporary License

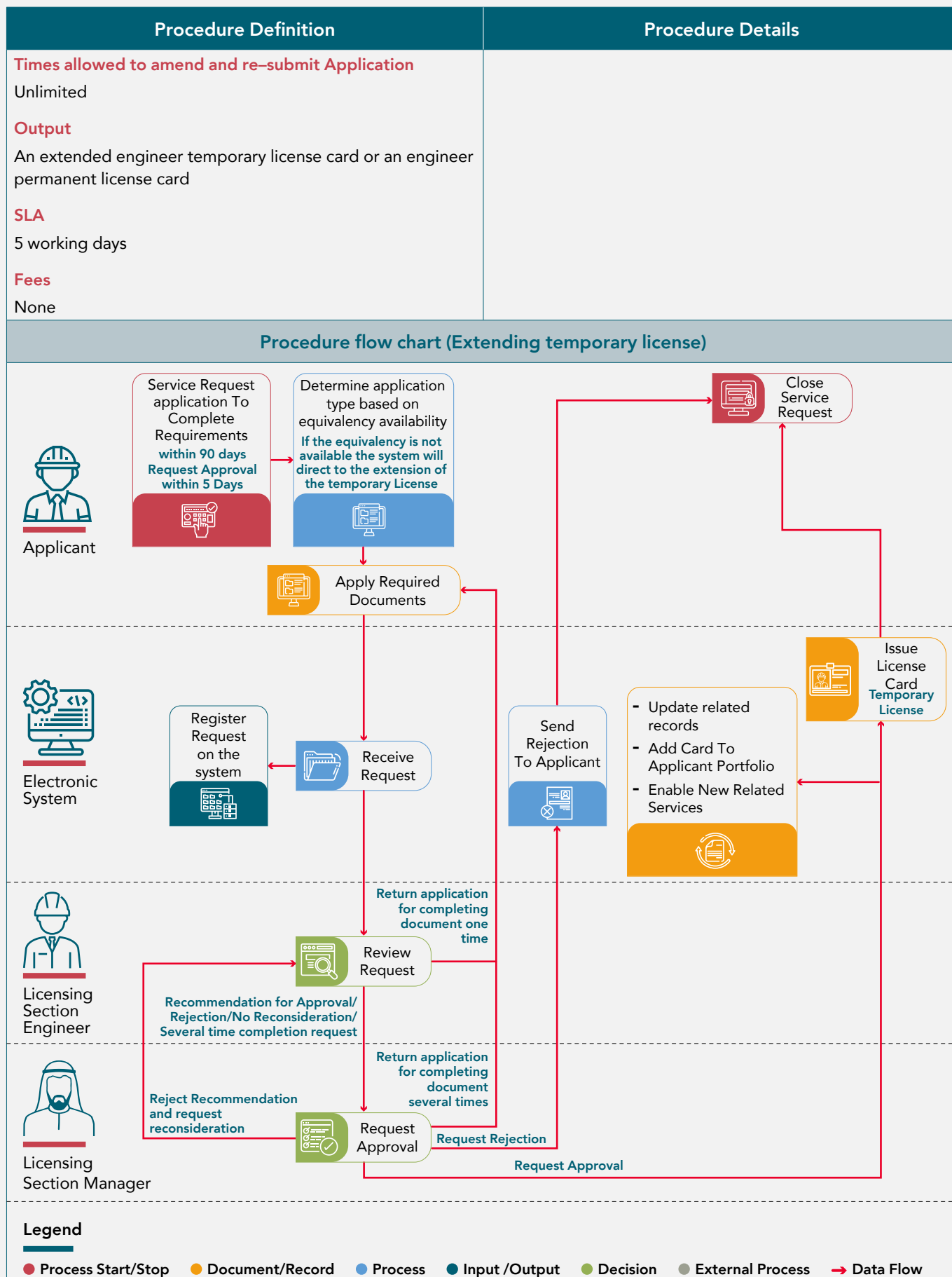
Procedure Definition	Procedure Details																																																						
<div>Require Municipality Review</div> <div>Yes</div> <div>Procedure Definition</div> <div>This procedure aims to submit an application to extend the validity of the temporary license for an additional 6 months or to transfer the temporary license into a permanent engineering license at the Department of Municipalities and Transport and obtain the engineer license.</div> <div>Required Attachments</div> <table><tr><th>Attachment Name</th><th>Attachment rules</th></tr><tr><td colspan="2">General Required Documents</td></tr><tr><td>Valid Emirates ID</td><td>Read Electronically</td></tr><tr><td colspan="2">Attached Document</td></tr><tr><td colspan="2">Good Conduct Certificate</td></tr><tr><td colspan="2">Requirements for engineers in case of extending the temporary license</td></tr><tr><td colspan="2">To Whom It May Concern Letter from MOE</td></tr><tr><td colspan="2">Document of status of applications issued from the website of MOE in UAE</td></tr><tr><td colspan="2">Requirements for engineers when transferring temporary license to permanent one</td></tr><tr><td colspan="2">General Required Documents</td></tr><tr><td colspan="2">Bachelor's degree or its equivalent in Engineering or Architecture Specialties</td></tr><tr><td colspan="2">Certificate of Equivalency from MOE for Degrees issued outside UAE</td></tr><tr><td colspan="2">Membership at the UAE Society of Engineers if bachelor's degree like engineering</td></tr><tr><td colspan="2">Engineering license card details if the applicant is working in a company outside Abu Dhabi</td></tr><tr><td colspan="2">Additional Required documents for engineers working in private sector</td></tr><tr><td colspan="2">Labor card issued from the Ministry of Human Resources and Emiratization</td></tr><tr><td colspan="2">To Whom It May Concern Letter stating the continuation of work</td></tr><tr><td colspan="2">To Whom It May Concern Letter from MOHRE for experience in UAE including current one</td></tr><tr><td colspan="2">Additional Required documents for engineers working in government sector</td></tr><tr><td colspan="2">Residency visa for residents working for government entities and government companies</td></tr><tr><td colspan="2">To Whom It May Concern Letter stating the continuation of work</td></tr><tr><td colspan="2">If an outsourcing employee in a government entity/company, a letter from the outsourcing company and a letter from government entity/company is required in addition to labor card</td></tr></table>	Attachment Name	Attachment rules	General Required Documents		Valid Emirates ID	Read Electronically	Attached Document		Good Conduct Certificate		Requirements for engineers in case of extending the temporary license		To Whom It May Concern Letter from MOE		Document of status of applications issued from the website of MOE in UAE		Requirements for engineers when transferring temporary license to permanent one		General Required Documents		Bachelor's degree or its equivalent in Engineering or Architecture Specialties		Certificate of Equivalency from MOE for Degrees issued outside UAE		Membership at the UAE Society of Engineers if bachelor's degree like engineering		Engineering license card details if the applicant is working in a company outside Abu Dhabi		Additional Required documents for engineers working in private sector		Labor card issued from the Ministry of Human Resources and Emiratization		To Whom It May Concern Letter stating the continuation of work		To Whom It May Concern Letter from MOHRE for experience in UAE including current one		Additional Required documents for engineers working in government sector		Residency visa for residents working for government entities and government companies		To Whom It May Concern Letter stating the continuation of work		If an outsourcing employee in a government entity/company, a letter from the outsourcing company and a letter from government entity/company is required in addition to labor card		<div>Procedure Start</div> <div>The engineer's need to update the status of the temporary license</div> <div>Applicant</div> <div>1. Submitting the request through the available channels</div> <div>2. Determine the nature of the academic degree</div> <div>Verification Details</div> <table><tr><td>A scientific certificate attested by the state or a scientific certificate from outside the country that has been equated by the Ministry of Education</td><td>Any other Cases</td></tr><tr><td>Directed to Permanent License</td><td>Directed to temporary License</td></tr></table> <div>3. Attach Required Documents</div> <div>Engineers Licensing System</div> <div>4. Receiving the application and referring it to the review in the municipality</div> <div>ELS Review Engineer in concerned municipality</div> <div>5. Verify the application data and the attached documents according to the following verification</div> <div>Verification Details</div> <table><tr><td>Matching the entries and validity of attachments</td><td>Presence of one or more reasons for rejection*</td><td>An error exists in one or more attachments</td></tr><tr><td>Recommend Acceptance</td><td>Recommend Rejection</td><td>Return to applicant for completion one time</td></tr></table> <div>* Non-conformity of engineering specialization or any other reasons</div>	A scientific certificate attested by the state or a scientific certificate from outside the country that has been equated by the Ministry of Education	Any other Cases	Directed to Permanent License	Directed to temporary License	Matching the entries and validity of attachments	Presence of one or more reasons for rejection*	An error exists in one or more attachments	Recommend Acceptance	Recommend Rejection	Return to applicant for completion one time
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2.4. Request Status Update of Engineer Temporary License

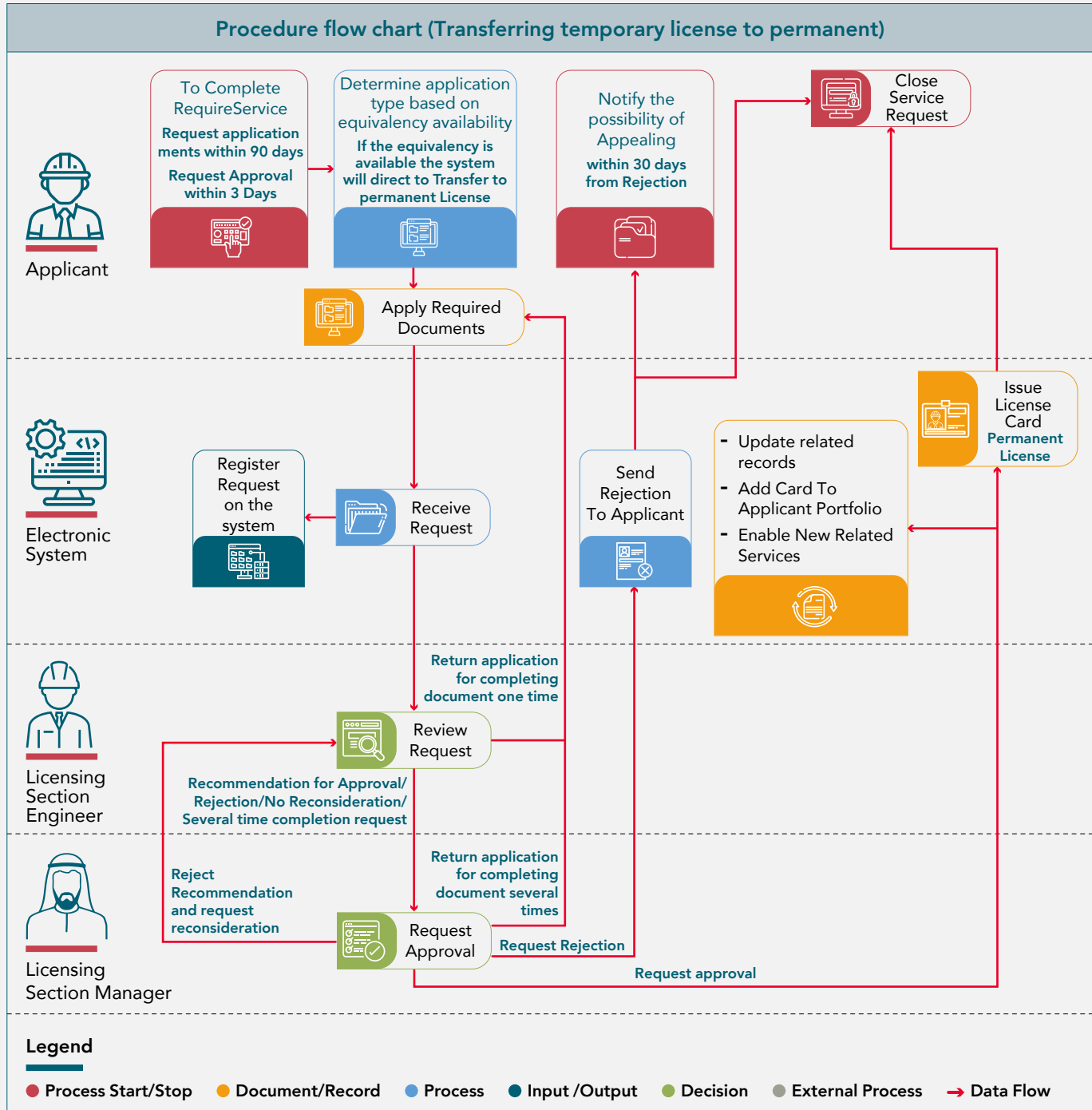
Procedure Definition	Procedure Details						
<div><div>Additional Required documents for engineers working in government sector</div><div>In the case of working for a government entity from another emirate, a To Whom It May Concern certificate from the Federal Authority for Human Resources is required</div><div>when working for a government company in another emirate, a To Whom It May Concern certificate from government company, to be attested by MOFAIC</div><div>Additional Required documents for the office manager</div><div>Copy of notarized specimen signature</div><div>Signed and stamped Authorization to sign from the firm</div><div>To Whom It May Concern Letter stating the continuation of work</div><div>To Whom It May Concern Letter issued from MOHRE stating the technical experience inside the country including the current experience</div><div>Additional Required documents for the partner</div><div>Firm Trade License</div><div>An investor card or residence visa for residents</div><div>Proof of ownership of not less than 15% of the capital for full-time partner working in the Firm</div><div>A to Whom It May Concern letter from Firm stating the continuity of work for full-time partner</div><div>The documents of practical experiences as a partner must be attached as follows</div><div><div>a. The firm's trade license at beginning and end of experience period as a full-time partner</div><div>b. Investor card or residence visa on the Firm during the period of experience for residents</div><div>c. Proof of ownership of not less than 15% of capital for residents during the experience</div></div><div>Requirements for previous practical experience, if available</div><div>Certificate of previous work experience from the employer</div><div>To Whom It May Concern Letter from MOHRE for experience in UAE for private sector</div><div>Certificate of previous work experience outside the country, authenticated by MOFAIC</div><div>Cancellation or amendment of the trade license 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)</div></div>	<div>ELS Section head in concerned municipality</div> <div>4. Review request and take a decision according to verification</div> <div>Verification Details</div> <table><tr><td>Matching the entries and validity of attachments</td><td>Presence of one or more reasons for rejection*</td><td>An error exists in one or more attachments</td></tr><tr><td>Accept request</td><td>Reject request</td><td>Return to applicant for completion more than one time</td></tr></table> <div>Engineers Licensing System</div> <div>5. Responding to applicant with acceptance or rejection, or returning the request for completion</div> <div>6. When acceptance, the related records are updated, the extended or issued card is added to engineer portfolio, and new related services are opened</div> <div>Procedure End</div>	Matching the entries and validity of attachments	Presence of one or more reasons for rejection*	An error exists in one or more attachments	Accept request	Reject request	Return to applicant for completion more than one time
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Accept request	Reject request	Return to applicant for completion more than one time					
<div>Applicant</div> <div>An engineer who has a temporary registration holding an engineering degree and is awaiting the issuance of the equivalent of a Bachelor of Engineering degree from MOE in UAE and wants to extend the expiration date of the temporary license card, or an engineer who has a temporary license and obtained the certificate equivalency from MOE and wishes to transfer the license from temporary to permanent</div>							



2.4. Request Status Update of Engineer Temporary License



2.4. Request Status Update of Engineer Temporary License



2.5. Request to Suspend an Engineer License

➔ Service Code: DPM/0220


Service Description

Through this service, you can submit a request to suspend license in the electronic engineer license system with the Department of Municipalities and Transport and obtain a clearance.

Classification of Customers

Individuals/Business Sector

URL

<https://smarthub.adm.gov.ae/> 

Service Conditions

1. If the validity period of the current license has expired, the license suspension service will not be opened
2. All new or under review service requests will be stopped automatically when the engineer's license is suspended
3. The suspension is removed only by choosing the license renewal request service

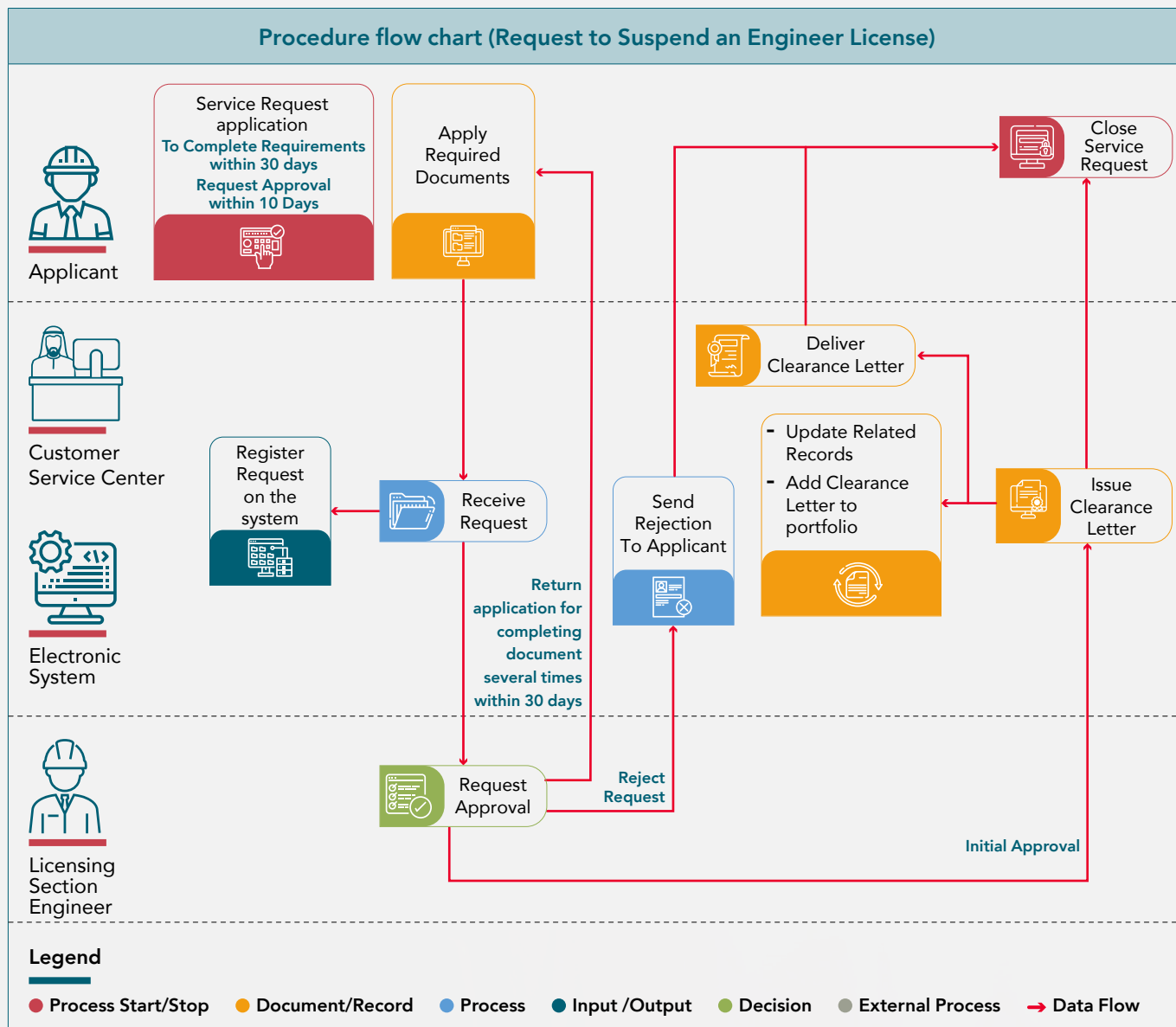


2.5. Request to Suspend an Engineer License

Procedure Definition	Procedure Details												
<div>Require Municipality Review</div> <div>Yes</div> <div>Procedure Definition</div> <div>This procedure aims to apply in the electronic system for Licensing engineers at DMT, to suspend his license upon leaving work in the emirate</div> <div>Required Attachments</div> <table><tr><th>Attachment Name</th><th>Attachment rules</th></tr><tr><td>Cancellation of the residence visa</td><td>Attached document</td></tr><tr><td>Cancel the labor card</td><td>Attached document</td></tr></table> <div>Applicant</div> <div>An engineer who has a License Card who will leave the emirate of Abu Dhabi for indefinite period of time</div> <div>Times allowed to amend and re-submit Application</div> <div>Unlimited</div> <div>Output</div> <div>clearance Certificate</div> <div>SLA</div> <div>5 working days</div> <div>Fees</div> <div>None</div>	Attachment Name	Attachment rules	Cancellation of the residence visa	Attached document	Cancel the labor card	Attached document	<div><div>▶</div>Procedure Start</div> <div>The engineer's need to suspend his license card</div> <div>Applicant</div> <div><div>1. Submitting the request through the available channels</div><div>2. Accept terms and conditions</div><div>3. Attach Required Documents</div></div> <div>Engineers Licensing System</div> <div><div>4. Receiving the application and referring it to review in the municipality</div></div> <div>ELS Review Engineer in concerned municipality</div> <div><div>5. Verify the application data and the attached documents according to the following verification</div></div> <div>Verification Details</div> <table><tr><td>Matching the entries and validity of attachments</td><td>Presence of one or more reasons for rejection</td><td>An error exists in one or more attachments</td></tr><tr><td>Recommend Acceptance</td><td>Recommend Rejection</td><td>Return to applicant for completion one time</td></tr></table> <div>Engineers Licensing System</div> <div><div>6. Responding to applicant with acceptance or rejection, or returning the request for completion</div><div>7. when acceptance, the related records are updated, and a Clearance Certificate will be issued</div></div> <div><div>Procedure End</div><div>◀</div></div>	Matching the entries and validity of attachments	Presence of one or more reasons for rejection	An error exists in one or more attachments	Recommend Acceptance	Recommend Rejection	Return to applicant for completion one time
Attachment Name	Attachment rules												
Cancellation of the residence visa	Attached document												
Cancel the labor card	Attached document												
Matching the entries and validity of attachments	Presence of one or more reasons for rejection	An error exists in one or more attachments											
Recommend Acceptance	Recommend Rejection	Return to applicant for completion one time											



2.5. Request to Suspend an Engineer License



2.6. To Whom It May Concern Letter Request

➔ Service Code: DPM/0214

Service Description

Through this service, You Submit a request to issue a certificate to Whom It May Concern in the electronic system for licensing engineers at the Municipalities and Transport Department, to obtain To Whom It May Concern certificates, including:

1. To Whom It May Concern Certificate – Engineer License
2. To Whom It May Concern Certificate – License Record

Classification of Customers

Individuals/Business Sector

URL

<https://smarthub.adm.gov.ae/>



Service Conditions

1. The customer can request to issue the certificate, unless the approved certificate issuance policy stipulates otherwise
2. The customer can request to issue a certificate to whom it may concern – engineer license as soon as the license request is completed and the status of license in this case (In Process)
3. The application is canceled if there is an impediment to accepting the application (suspension of license).

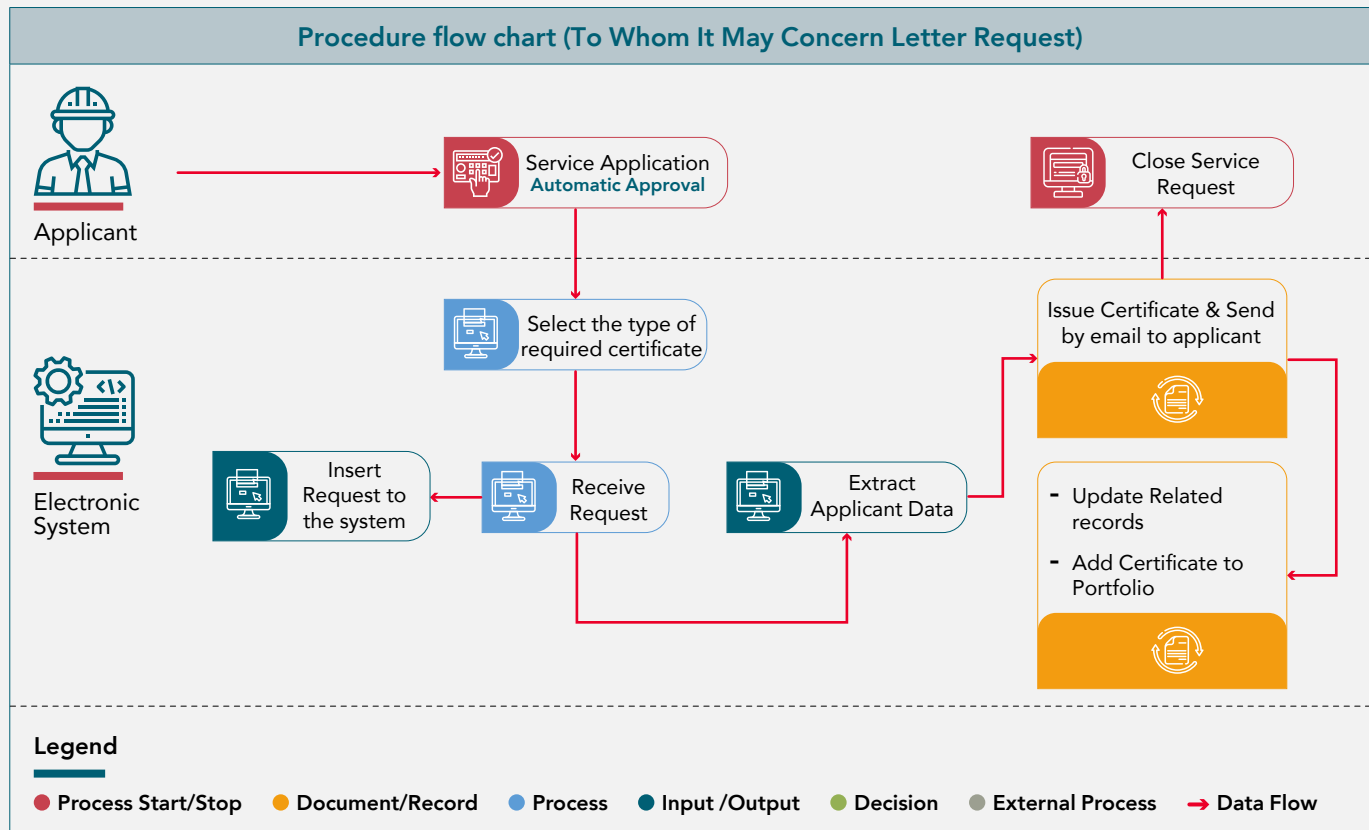


2.6. To Whom It May Concern Letter Request

Procedure Definition	Procedure Details
<p>Require Municipality Review</p> <p>No</p> <p>Procedure Definition</p> <p>This procedure aims to apply in the electronic system for Licensing engineers at DMT, for issuing a certificate to Whom It May Concern</p> <p>Required Attachments</p> <p>No</p> <p>Applicant</p> <p>An engineer has a License Card, or applied for a license card.</p> <p>Times allowed to amend and re-submit Application</p> <p>Unlimited</p> <p>Output</p> <ol style="list-style-type: none"> 1. To Whom It May Concern Certificate – Engineer License 2. To Whom It May Concern Certificate – License Record <p>SLA</p> <p>Instant</p> <p>Fees</p> <p>None</p>	<p>Procedure Start</p> <p>The engineer's need to issue a To Whom it May Concern Letter</p> <p>Applicant</p> <ol style="list-style-type: none"> 1. Submitting the request through the available channels 2. Select the required letter <p>Engineers Licensing System</p> <ol style="list-style-type: none"> 3. Read the engineer's data according to the type of certificate chosen 4. The issuance of the required certificate instantly, adding it to engineer's portfolio, and updating the related records 5. Sending an electronic copy of the certificate to the customer <p>Procedure End</p>



2.6. To Whom It May Concern Letter Request





Classification and **Occupation Services** and Procedures Guide

