

## Account Opening Profile and Preferences Form

New  Amendment

### PART 1: PROFILE

Please Choose One Option Only

Property Management Company

Property Owner

#### A) COMPANIES

Company Name: \_\_\_\_\_

Trade License No.: \_\_\_\_\_ License Expiry Date (dd/mm/yy): \_\_\_\_\_

Chamber of Commerce & Industry Unified ID: \_\_\_\_\_ Membership Expiry Date (dd/mm/yy): \_\_\_\_\_

Commercial Activity: \_\_\_\_\_

#### Address

P.O. Box: \_\_\_\_\_ Emirate: \_\_\_\_\_

Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

#### Designated Contact Person (Coordinator with Abu Dhabi Municipality)

Full Name: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

#### B) INDIVIDUALS

Full Name: \_\_\_\_\_

Passport No.: \_\_\_\_\_ Passport Expiry Date (dd/mm/yy): \_\_\_\_\_

Family Book Issue Place: \_\_\_\_\_ Family Book No.: \_\_\_\_\_

Family Book City No.: \_\_\_\_\_ Family No.: \_\_\_\_\_

National ID No.: \_\_\_\_\_ National ID Expiry Date (dd/mm/yy): \_\_\_\_\_

#### Address

P.O. Box: \_\_\_\_\_ Emirate: \_\_\_\_\_

Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Primary Mobile: \_\_\_\_\_

Secondary Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

#### Designated Contact Person (Coordinator with Abu Dhabi Municipality)

Same as above

Full Name: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

## Account Opening Profile and Preferences Form

### C) AUTHORIZED SIGNATORY (In case of multiple signatories, please fill and attach Form PPF-A )

For individuals use only; if the property owner is the authorized signatory, please check this box and sign only.

Full Name: \_\_\_\_\_

Nationality: \_\_\_\_\_ Passport No.: \_\_\_\_\_

Passport Expiry Date (dd/mm/yy): \_\_\_\_\_ National ID No.: \_\_\_\_\_

National ID Expiry Date (dd/mm/yy): \_\_\_\_\_ Primary Mobile: \_\_\_\_\_

Secondary Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**Authorized Signatory:**  
(Please sign inside the box without crossing any border lines)

Signature	Repeat Signature

### D) NUMBER OF PROPERTIES MANAGED OR OWNED

Location	Buildings	Units	Villas
Abu Dhabi City			

Check here if you have any other branches or properties in Al Ain and/or Western Region.

### E) CURRENT PROPERTY MANAGEMENT SOFTWARE (if any)

Software Name/Brand: \_\_\_\_\_ Number of Users/ Licenses: \_\_\_\_\_

## PART 2: PREFERENCES

### F) PROPERTY REGISTRATION OPTIONS

Please Choose One Option Only:

- a) Direct Data Entry using Tawtheeq Web Application (Online system access)
- b) Data Migration Kit (Fill the provided data templates and send back to Abu Dhabi Municipality)
- c) Data Migration Kit - Direct Upload (Fill the provided data templates and upload directly to Tawtheeq web application)
- d) Data Analysis Service (Data analysis and collection will be done by Abu Dhabi Municipality's approved third party service providers at an additional cost)

## Account Opening Profile and Preferences Form

### G) CONTRACT ATTESTATION OPTIONS

Please chose one option only

- Web Application** (Online system access)
- System Integration** (Link your existing property management software with Tawtheeq system)
- ADM Customer Service** (Visit Abu Dhabi Municipality, any of its centers or approved third parties for all transactions)

If ADM Customer Service is selected, please chose one of the following options:

- Direct Presence** (The authorized signatory will be present for all contract related transactions)
- Notarized Signature** (I will provide a notarized signature for the authorized signatory)
- e-Signature\*** (I will register my authorized signature with ADM)

\* For e-Signature option, I hereby authorize the Municipality of Abu Dhabi City to use my signature stated in section C in tenancy contract transactions only

### DECLARATION

I declare that all information and documents provided are true and accurate.

Full Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date (dd/mm/yy): \_\_\_\_\_

Note: Signature of authorized signatory as per section C only. Please affix company stamp.

### DOCUMENTS REQUIRED

Note: Please ensure availability of original documents if requested by the Municipality of Abu Dhabi City.

#### PROPERTY MANAGEMENT COMPANIES:

- 1) Trade license copy
- 2) Chamber of commerce and industry membership copy
- 3) Passport copy of authorized signatory
- 4) Copy of national ID for authorized signatory
- 5) Copy of notarized power of attorney for authorized signatory or memorandum of association
- 6) Copy of residence visa for authorized signatory and designated contact person (for non-GCC nationals only)
- 7) Soft copy of your own tenancy contract terms and conditions (if any)
- 8) Tawtheeq terms and conditions approved and signed by companies

#### LANDLORDS:

- 1) Passport copy of landlord, authorized signatory and representative
- 2) Family book copy of landlord (for UAE nationals only)
- 3) Copy of residence visa for authorized signatory and /or representative (for non-GCC nationals only)
- 4) Copy of national ID for landlord, authorized signatory and /or representative
- 5) Copy of power of attorney for authorized signatory
- 6) If notarized signature option is selected, please provide authorized signature form for landlord and/or authorized signatory(s) attested by the notary public
- 7) Tawtheeq terms and conditions approved and signed by individuals

For any clarifications, please contact us by Phone: 80022220

OR

Email: [tawtheeq@adm.abudhabi.ae](mailto:tawtheeq@adm.abudhabi.ae)

Website: [www.adm.gov.ae/tawtheeq](http://www.adm.gov.ae/tawtheeq)

## MULTIPLE AUTHORIZED SIGNATORIES FORM PPF-A

*\* In case of more Signatories, please photocopy this form, fill required information and attach*

Authorized Signatory 2			
Full Name			
Nationality			
Passport No.		Passport Expiry Date (dd/mm/yy)	
National ID No.		National ID Expiry Date (dd/mm/yy)	
Telephone		Mobile	
Email			
Authorized Signatory	Signature	Repeat Signature	
(Please sign inside the boxes without crossing any border lines)			

Authorized Signatory 3			
Full Name			
Nationality			
Passport No.		Passport Expiry Date (dd/mm/yy)	
National ID No.		National ID Expiry Date (dd/mm/yy)	
Telephone		Mobile	
Email			
Authorized Signatory	Signature	Repeat Signature	
(Please sign inside the boxes without crossing any border lines)			