



شركة العين للتوزيع
Al Ain Distribution Company

Competency Licence Application No ()

1- Company / Establishment Information			
Company / Establishment Name:			
Address:	P.O. BOX:	Mobile No.:	Fax No.:
	E-mail Address:		
2- Type of Application	<input type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/> Change Category <input type="checkbox"/> Modify
Modification Description:			
3- Requested Category: <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Fifth			
4-Technical Staff:			
Position	Name	Experience years	Educational Requirements
1. Senior Engineer	1-		
	2-		
2. Engineer	1-		
	2-		
	3-		
	4-		
3. Assistant Engineer	1-		
	2-		
	3-		
	4-		
4. Technical Supervisor	1-		
	2-		
	3-		
	4-		
	5-		
	6-		
	7-		
	8-		

5. Electrician	1-		
	2-		
	3-		
	4-		
	5-		
	6-		
	7-		
	8-		
6. Assistant Electrician	1-		
	2-		
	3-		
	4-		
	5-		
	6-		
	7-		
	8-		
7. Health and Safety Officer	1-		

5. I hereby declare that all the mentioned information are correct. I undertake that I will inform AADC in case of any changes/ Modification to my organization structure . It is my full responsibility to follow and apply all AADC rules and procedures in qualifying all of my company staff as and when requested.

6. Company Authorised Manager Signature and Stamp: _____ Date : / /

Licence Categories Required Staff	Category (1) (load more than 5000K.W)	Category (2) (load up to 5000 K.W)	Category (3) (load up to 1500 K.W)	Category (4) (load up to 500 K.W)	Category (5) (load up to 150 K.W)
Sernior Engineer	2	1	-	-	-
Engineer	4	2	1	1	1
Assistant Engineer	4	2	1	1	-
Technical Supervisor	8	2	2	1	1
Electricion	8	3	3	2	1
Assitant Electricion	8	3	3	2	1
Health and Safety Officer	1	1	Engineer/ Assistant Engineer	Engineer/ Assistant Engineer	Engineer/ Assistant Engineer

For Official Use : document's completeness reviewing outcome Date : / /

Application is complete and Accurate :

Interview / Assessment Interview appointment has been fixed on / /

Application is complete and Accurate :

Interview / Assessment Interview is not necessary

Application is incomplete and inaccurate :

Application has been canceled & closed on / /

Notes & Reasons:

1-

2-

3-

4-

5-

More Details :

For Official Use : Interview outcome Date : / /

Contractor's Competency Licence Application is unsuccessful

Notes & Reasons:

1-

2-

3-

4-

5-

6-

7-

8-

9-

More Details :

Assessment Interview have been carried out on : / /

Contractor's Competency Licence Application is successful

The Licensing Committee approve the above mentioned electrical contractor competency licence application for Category NO (), Accordingly the competency Licence certificate shall be issued after paying the legal fees ()DHs pursuant to licensed contractors approval process

Licensing Committee Members Signature :

Licensing Committee Coordinator Signature:

Licensing Committee Head Approval & Signature :

Date :

New Competency Licence Application Required documents

- ❖ Copy of sponsor's or national partner's passport.
- ❖ Copy of a valid Municipality, Department of Economic Development licence.
- ❖ Copy of a valid Membership Certificate of Abu Dhabi Chamber of Commerce and Industry.
- ❖ Copy of a valid lease contract in the name of the Contractor.
- ❖ Copy of a valid Engineer's Registration Certificate (Electricity Wiring Regulation Course E1) for the person named as such in the application.
- ❖ For each technical staff member named in the application:
 - a copy of passport and a valid Abu Dhabi residence visa page showing sponsorship of the Contractor.
 - Experience record or curriculum Vitae along with references
- ❖ A copy of the notarised Power of Attorney for the Contractor's authorized signatory.
- ❖ A copy of the notarised Power of Attorney for the Registered Engineer's authorized signatory.

Renew/ Change/ Modify Competency Licence Application Required documents

- ❖ Copy of sponsor's or national partner's passport.
- ❖ Copy of a valid Municipality, Department of Economic Development licence.
- ❖ Copy of a valid Membership Certificate of Abu Dhabi Chamber of Commerce and Industry.
- ❖ Copy of a valid lease contract in the name of the Contractor.
- ❖ Copy of a valid Engineer's Registration Certificate (Electricity Wiring Regulation Course E1) for the person named as such in the application.
- ❖ For each technical staff member named in the application:
 - a copy of passport and a valid Abu Dhabi residence visa page showing sponsorship of the Contractor.
 - Experience record or curriculum Vitae along with references
- ❖ A copy of the notarised Power of Attorney for the Contractor's authorized signatory.
- ❖ A copy of the notarised Power of Attorney for the Registered Engineer's authorized signatory
- ❖ A copy of the previous Competency Licence issued by the Distribution Company.
- ❖ Summary of the Contractor's activity in the last 12 months in the field of Electrical Installation Work.
- ❖ Details of any changes to Contractor's technical staff.
- ❖ Details of any address or location change.

Note 1- The Competency Licence Application must be signed and dated by the Contractor's authorised signatory and sealed by the Contractor.

Note 2- Originals of all documents required to make a new Competency Licence Application must be presented at the Licensing Committee interview.