



شركة العين للتوزيع  
Al Ain Distribution Company

## Electrical Contractor Competency Certificate Application

1- Company / Establishment Information			
Company / Establishment Name:			
Address:	Offic Tel No:	Mobile No:	
	E-mail :		
	Web site Address:		
2- Type of Application	<input type="checkbox"/> New	<input type="checkbox"/> Renew	<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-		
<p>5. I hereby declare that all the mentioned information are correct. I undertake that I will inform AADC in case of any changes/ Modification of my organization control or Staff . 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.</p>			
6. Applicant Authorised Signature and Stamp:		Date :     /     /	
			

Licence Categories Required Staff	Category (1) load > 5000 K. W	Category (2) load ≤ 5000 K. W	Category (3) load ≤ 1500 K. W	Category (4) load ≤ 500 K. W	Category (5) load ≤ 200 K. W
Senior Engineer	2	1	-	-	-
Engineer	4	2	1	1	1
Assistant Engineer	4	2	1	1	-
Technical Supervisor	8	2	2	1	1
Electrician	8	3	3	2	1
Assitant Electrician	8	3	3	2	1
Health and Safety Officer	1	1	Engineer/ Assistant Engineer/ Technical Supervisor		

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 rejected & closed on / /

Notes & Reasons:

1-

2-

3-

4-

5-

6-

More Details :

For Official Use : Interview outcome Date : / /

Contractor's Competency Certificate Application is unsuccessful

Notes & Reasons:

1-

2-

3-

4-

5-

6-

7-

8-

More Details :

Assessment Interview have been carried out on : / /

Contractor's Competency Certificate Application is successful

The Approving Committee has approved the above mentioned electrical contractor competency Certificate application for Category NO ( ) and the certificate will be issued after paying the required fee ( ) DHs in accordance with the Approving Electrical Contractors Approving Process

Approving Committee Members Signature :


Approving Committee Coordinator Signature:

Approving Committee Head Approval & Signature :

Date :

## **Application for New Competency Certificate Required Documents**

1. Copies of sponsor's or national partner's passport and UAE ID.
2. Copy of a valid trade licence issued by the Department of Economic Development (or any other relevant Abu Dhabi free zone/specialised area).
3. Copy of a valid property deed or registered lease contract for the applicant's office and under its name.
4. Copy of a valid Engineer's Registration Certificate (Electricity Wiring Regulation Course E1) for the person named as such in the Competency Certificate Application.
5. For each technical staff member named in the Competency Certificate Application:
  - a copy of passport, UAE ID copy and a valid Abu Dhabi residence visa page showing sponsorship of the applicant.
  - Experience record or curriculum Vitae along with references
6. A copy of the notarised Power of Attorney for the applicant's authorised signatory and his/her UAE ID copy.
7. A copy of the notarised Power of Attorney for the Registered Engineer's authorised signatory and his/her UAE ID copy.

## **Application To Renew/ Change Category / Modify Competency Certificate**

### **Required Documents**

1. Copies of sponsor's or national partner's passport and UAE ID.
2. Copy of a valid trade licence issued by the Department of Economic Development (or any other relevant Abu Dhabi free zone/specialised area).
3. Copy of a valid property deed or registered lease contract for the applicant's office and under its name.
4. Copy of a valid Engineer's Registration Certificate (Electricity Wiring Regulation Course E1) for the person named as such in the Competency Certificate Application.
5. For each technical staff member named in the Competency Certificate Application:
  - a copy of passport, UAE ID copy and a valid Abu Dhabi residence visa page showing sponsorship of the applicant.
  - Experience record or curriculum Vitae along with references
6. A copy of the notarised Power of Attorney for the applicant's authorised signatory and his/her UAE ID copy.
7. A copy of the notarised Power of Attorney for the Registered Engineer's authorised signatory and his/her UAE ID copy.
8. A copy of the previous Competency Certificate issued by the Distribution Company.
9. Summary of the Electrical Contractor activity in the last 12 months in the field of Electrical Installation Work.
10. Details of any changes to Contractor technical staff.
11. Details of any address or location change.

**Note 1- The Competency Licence must be signed and dated by the applicant's authorised signatory and stamped by the applicant.**

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