

## Consultant Competency Certificate Application

<b>1- Company / Establishment Information</b>			
Company / Establishment Name:			
Address:	Office Tel. No:	Mobile No:	
	E-mail :		
	Website Address:		
<b>2- Type of Application</b>	<input type="checkbox"/> New	<input type="checkbox"/> Renew	<input type="checkbox"/> Change Category
	<input type="checkbox"/> Modify		
Modification Description:			
<b>3- Requested Category:</b>			
	<input type="checkbox"/> Sixth > 5000 KW		
	<input type="checkbox"/> Sixth ≤ 5000 KW		
	<input type="checkbox"/> Sixth ≤ 1500 KW		
<b>4-Technical Staff:</b>			
Position	Name	Years of Experience	Educational Requirements
1. Senior Engineer	1-		
2. Engineer	1-		
	2-		
<p>5. I hereby declare that all the information mentioned above is correct. I undertake to inform TAQA Distribution in case of any changes or modifications to my organization's control or staff. It is my full responsibility to follow and apply all TAQA Distribution rules and procedures in qualifying all company staff whenever requested.</p>			
6. Applicant Authorised Signature and Stamp:		Date :     /     /	

Licence Categories Required Staff	Load > 5000 KW	Load ≤ 5000 KW	Load ≤ 1500 KW
Senior Engineer	1	1	-
Engineer	2	1	1

For Official Use : Document Completeness Review Outcome Date : / /

Application is complete and accurate :

Interview / Assessment appointment has been scheduled 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 : / /

Consultant's Competency Certificate Application is unsuccessful

Notes & Reasons:

1-

2-

3-

4-

5-

6-

7-

8-

More Details :

Assessment Interview has been carried out: / /

Consultant's Competency Certificate Application is successful

The Approving Committee has approved the above mentioned Consultant Competency Certificate application for Category NO (6) load ( ) and the certificate will be issued after paying the required fee ( ) AED in accordance with the Approving Consultan 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 Consultant activity in the last 12 months in the field of Electrical Installation Work.
10. Details of any changes to consultant 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.**