

Consultants & Contactors Registration Form

All information must be provided with no exception.

Official Company Name:	
Telephone Number:	
Facsimile (Fax) Number:	
Postal Address:	
E-mail Address:	
Office Location (Street, Building, etc.):	
Company Classification (For Contractors):	
Year of Establishment:	
Name of Authorized Signatory:	
Position / Title:	
Mobile No.:	
Signature:	
Company Stamp:	

For Bank use only:

Reviewed By	Date	Status	Registration Date	Registration Number
Name: _____ Signature: _____	___/___/200__	Approved ____ Pending ____ Rejected ____	___/___/200__	

Consultants & Contractors Registration Documents

For registration formalities, Consultants and Contractors are required to submit the following documents in a neatly arranged folder(s) with clearly identified dividers and partitioning.

Submitting these documents does not constitute qualification for registration.

1. Registration Form (RG – 2) completely and properly filled.	Partition (1)
2. Copy of Trade License from the Department of Municipalities & Agriculture – Abu Dhabi Municipality.	
3. Copy of Consultant Registration Certificate from the Department Of Planning & Economy.	
4. Copy of Contractor Classification Certificate from the Department Of Planning & Economy.	
5. Copy of Office Lease Agreement.	
6. Copy of Power of Attorney for Authorized Signatory.	
7. Passport Copy of Authorized Signatory (Residency permit must be on the same Establishment).	
8. Company Profile, including the Organization Chart and a Brief illustration of the Company's previous experience and current capabilities and activities.	Partition (2)
9. Full Staff and Labor Manpower details as recently issued (Not more than 2 months) by the Ministry of Labor (For grade 3,4,5 Not less than 5 labors including one engineer and For grade 6 Not less than 3 including one engineer + 2 labors). For consultant as the municipality classification conditions	
10. A copy of old registration must be attached on the renewal	

Notes

- 1- All documents must be originally stamped and signed by the authorize person.
- 2- After Expiration of Trade License the contractor must be submitted all documents and the renewed one in case of Contractor Classification or Office Lease agreement.
- 3- If the contractor registered in Abu Dhabi and wants to register in Alain or reverse, all above documents must be submitted and not mandatory to have office, telephone, Fax in the new registered location.
- 4- Consultant must be submitted all documents and condition in each location.
- 5- A copy of valid resident visa must be submitted If the Labor Manpower List hasn't an engineer
- 6- Fixed Telephone and fax for the company are mandatory
- 7- Payments will be suspended in case of Trade license expiry