

DOCUMENT CHECK LIST (Mandatory Documents)

1	Commercial License issued by Dept. of Economic Development	<input type="checkbox"/>
2	Abu Dhabi Chamber of Commerce Membership Certificate	<input type="checkbox"/>
3	Abu Dhabi Department of Planning Consultant Classification Certificate	<input type="checkbox"/>
4	Consultant Company Organisation Chart	<input type="checkbox"/>
5	Professional Indemnity Insurance	<input type="checkbox"/>

Company: _____

Authorized Person: _____

Signature: _____

For ADCE use only

Registration Number:		Date:	
Approved By:		Date:	





CONSULTANT GENERAL INFORMATION

Company Name (As in Commercial License)			
Short Name			
Sister or Parent Cie.			
Date Established		Nationality:	

Established in	<input type="checkbox"/>	Abu Dhabi	<input type="checkbox"/>	Al Ain	<input type="checkbox"/>	Other
	<input type="text" value="If other please specify here:"/>					

Address in Abu Dhabi or Al Ain	Street/Building			
	P.O.Box No.		E-mail Address	
	Telephone No.		Fax No.	
Other Address	Street/Building			
	P.O.Box No.		E-mail Address	
	Telephone No.		Fax No.	

Contact Person s (Please include also the GM of the Company)				
Name	Designation	Email Address	Telephone No.	Mobile No.





Consultant Ownership Details & POA

100% Owned by U.A.E National

51% Owned by U.A.E National

Other (Specify)

Name of Owner(s)	Nationality	% of Ownership

If company is sponsored in Abu Dhabi, please provide details

Name(s) of Sponsor(s)	Address	Tel. No.	Fax No.	E-mail

Authorized signatory (As per Company Law)

Name	Designation	Specimen Signature





Consultant Experience

Projects Portfolio

To provide brief details of work experience / clients over the last **3 years**

Please attach below details in a separate sheet

List of Projects (Completed and On-Going) with pictures

List of Projects under design stage

Contract Project Title

Role in the Project

Project Value





Organisational Structure

Specialization	Name	Total Numbers	Years of Experience	Permanent / Hired
MANDATORY:				
Architects				
Civil & Structural Engineers				
Electrical engineers				
Mechanical engineers				
NON MANDATORY:				
Draftsmen				
Coordinators				
Clerks & archives				
Secretary				

Please attach the following:

1. **Organisation Chart**
2. **Ministry of Labour List of employees**
3. **CV's of Engineers**
4. **Any Joint Venture with another consultancy firm**
5. **Site plan for office location**





Consultant Declaration

We declare that the given statements and information are true to the best of our knowledge.

We acknowledge that the submission of this Questionnaire does not give the right to be invited to any work for ADCE.

In case of any changes, ADCE shall be informed periodically.

Signature	
Full Name	
Designation	
On Behalf of	
Date	

