

**Documents required to be enclosed by contractor upon
Submission of classification request
Part one (Basic Data):**

- A letter from the company showing specializations and categories required for classification.
- A letter from the company requesting to be classified.
exceptionally in case its owned (100%) to a UAE National or a company established in Abu Dhabi or any other emirates, this is by achieving the higher category financially, technical and accounting staff and ISO,OHSAS requirements.
- An updated application form written in Arabic or in Arabic and English language sealed by the owner or an authorized signatory
- The Company's trade license which is valid and containing the contracting activities matches the activities required for classification.
- The Company's chamber of commerce certificate which is valid and containing the contracting activities matches the activities required for classification.
- For contractors with head offices established in other emirates, the valid trade license of the mother company. If the company established in Abu Dhabi and has a branch in another emirate, a valid copy of the trade license must be enclosed with the application.
- The Power of Attorney of the authorized signatory.
- Copy of the company's partnership agreement / Memorandum of Association.
- A "To Whom It May Concern" certificate issued by the trade licenses section in case that the commercial name or the legal form is changed.
- A copy of the ISO and OHSAS certificate(s) that the contractor acquired for the company in Abu Dhabi. For mother companies established outside Abu Dhabi, the ISO and OHSAS certificate(s) of the head office can be submitted for classification but only for the first time or write an undertaking that the requested certificates will be submitted within one year of classification.
- A copy of the "Project Related Professional Indemnity" for each project (only for Design and Build Contractors).

Part two (Accounting staff & Financial Data):

- Financial file as the details mentioned in the financial application.

Part three (Technical Staff):

- Original and photocopy of engineers' passports provided that each engineer's residency should be valid and on the sponsorship of the company applying for classification.
- Original and photocopy of the engineer's labor card if for any reason the passport of the engineer is missing.
- A copy of the certificate attesting that the engineer is registered in the Engineer's Registry in the Department.
- The Original and associated copies of all the engineer's degrees/diplomas attested and notarized from the competent authorities from the country of origin and from the embassy of the UAE. A transcript of the degree with all the course details and grades is necessary if the engineer's degree does not clearly specify the specialization of the graduated engineer.
- In case there is equivalence for the degree from the Ministry of Higher Education in Abu Dhabi; the equivalence degree must be attached with a photocopy of the degree in order to indicate the graduation year.
- Experience certificate for engineers which include place of work, duration of employment and the job post the engineer was occupying and updated curriculum vitae stamped and signed

by the authorized person including months and years of practical experience and all required details.

- For first time classification applications, a formal written pledge mentioning an obligation for the contractor to transfer the sponsorship of any engineer within six months from the date of submission of the application, this is only applicable in the case that the mother company in Abu Dhabi has a branch office in another Emirate, or the company that is based in Abu Dhabi is a branch office of another company in any other Emirate. In the next renewal, all the engineers must be on the company in Abu Dhabi.
- Original and photocopy of labor cards for the female engineers whom are residing in the country on their spouse's sponsorship.
- Original and photocopy of labor cards for UAE national engineers or GCC national engineers along with a photocopy of their passports.

Part four (Project's past experience): Projects inside UAE:

- 1- In case the contractor is a main contractor and the project owner is a governmental authority, the following documents are required to be submitted with each project:
 - The contract.
 - The Joint Venture (JV) contract in case the contractor has an executing partner with determining the percentage of each party.
 - Completion certificate issued by the Municipality or the project owner attached with the last two payments approved by the consultant and the bank statement to make sure that they are deposited in the bank, to determine the final value of the project, or last payment certificate approved by project owner in the case the project is not completed.
 - Bill of the quantities approved by the consultant or project owner in case that the project includes several specializations and the contractor requires classification of every specialization in the project or in case that the name of the project is unclear.
 - In case that the governmental body which is the owner of the project has given a full authorization for a consultant or project manager to approve all the documents, the supporting documents approving the same should be provided.
 - Other requirements may be defined on a case by case basis.
- 2- In case the contractor is a sub-contractor and the project owner is a governmental body, the following documents are required to be submitted with each project:
 - The contract under which both the subcontractor and the owner are bound.
 - The contract under which both the main contractor and the sub-contractor are bound.
 - Completion certificate from the project owner or other permitting authorities (The Municipality).
 - Approval of the sub-contractor by project owner. The document should clearly mention the nature of works executed by the sub-contractor.
 - Certificate of the whole payments approved by consultant or main contractor.
 - Bank statement throughout the duration period of the project in order to verify that each payment is deposited in the company's account.
 - Bill of quantities approved by the consultant, project owner or main contractor in case that the project contains several specializations and the contractor requires classification of every specialization in the project or in case that the title of the project is unclear.
 - Other requirements may be defined on a case by case basis.
- 3- In case the contractor is a main contractor and the project owner is a private body, the following documents are required to be submitted with each project:
 - The contract.
 - The Joint Venture (JV) contract in case the contractor has an executing partner with determining the percentage of each party
 - Completion certificate from the permitting authority (The Municipality).

- Certificate of the whole payments approved by the consultant.
 - Bank statement throughout the duration period of the project in order to verify that each payment is deposited in the company's account.
 - Bill of quantities approved by the consultant or project owner in case the project contains several specializations and the contractor requires classification of every specialization in the project or in case that the title of the project is unclear.
 - Other requirements may be defined as per each case.
- 4- In case the contractor is a sub-contractor and project owner is a private authority, the project shall not be approved except with specific cases and each case shall be determined separately.

Projects outside the UAE:

- 1- The contractor is required to provide us with all of the below-mentioned documents with attesting all documents from the UAE Embassy in the country of the project and UAE Ministry of Foreign Affairs:
- The contract.
 - The Joint Venture (JV) contract in case the contractor has an executing partner with determining the percentage of each party
 - Completion certificate issued by the project owner.
 - Bill of quantities approved by the consultant or project owner in case the project contains several specializations and the contractor requires classification of every specialization in the project or in case that the title of the project is unclear.
 - Approval of the sub-contractor by project owner (government authority) by mentioning the nature of works executed by the sub-contractor. In case that the project owner is a private authority, the project shall not be approved.
- 2- In case that the projects are executed by the branches of the company which is applying for classification or are fully owned by it in countries outside the country of origin, the following documents are required to be submitted and attested by the UAE embassy in the country of the project as well as UAE Ministry of Foreign Affairs:
- Letters issued by such branches evidencing non-objection on using their expertise for classification purpose to classify the company in the Emirate of Abu Dhabi.
 - Certificate from a governmental body in the country of the branch office confirms that the company is fully owned by the company which is applying for classification.
- 3- In case the project owner is a private body, it is required to submit (with the above documents) a certificate issued by a governmental body in the country of the project confirming that the contractor has performed the works assigned to it.
- 4- In case the project owner is a governmental body but the owner's name does not show the same, it is required to submit a document confirming the project owner is a governmental authority.
- 5- Other requirements may be defined as per each case.