



SUB-CONTRACTOR REGISTRATION CHECKLIST

SN	Description	Disciplines	Registration (New)	Registration (Renewal)	Notes	Provided (Yes / No)
1	Economic / Commercial / Professional licence	MEP + CIV	M	M		Yes <input type="checkbox"/> No <input type="checkbox"/>
2	VAT / TRN Registration Certificate	MEP + CIV	M	O		Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Chamber Of Commerce Membership Certificate عضوية غرفة التجارة	MEP + CIV	M	M		Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Commercial Registration Certificate with Percentage of National ownership شهادة السجل التجاري or To Whom it May Concern Certificate. شهادة لمن يهيمه الأمر.	MEP + CIV	M	M		Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Authorities Certificates, Classifications by DED & Approvals (ADCD, ADDC, ADSSC...)	MEP + CIV	M	O *	* M: If expired or changed from last approved.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	Classification by DMT	MEP + CIV	O	O	M: if classified	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	Official List of employees issued by MOHRE in PDF format (3 months validity) in English	MEP + CIV	M	M		Yes <input type="checkbox"/> No <input type="checkbox"/>
8	ADCE Sub-contractor Registration Form (11 pages including Index)	MEP + CIV	M	M		Yes <input type="checkbox"/> No <input type="checkbox"/>
9	ADCE previous Certificate (if any)	MEP + CIV	N/A	M		Yes <input type="checkbox"/> No <input type="checkbox"/>
10	Company Profile with Index page (English)	MEP + CIV	M	O		Yes <input type="checkbox"/> No <input type="checkbox"/>
11	Organizational Chart with Engineers & key personnel CV, valid passport copies with Visa or EID of engineers or foremen.	MEP + CIV	M	O *	* M: If expired or changed from last approved.	Yes <input type="checkbox"/> No <input type="checkbox"/>
12	List of Ongoing and Executed projects (last 5 years) listing Owner, Consultant, Contractor, scope of services, Building configuration and Cost. (In English). List should include ADCE projects (if any)	MEP + CIV	M	M	Will be reviewed and cleared on a case to case basis if a company is established less than 5 years	Yes <input type="checkbox"/> No <input type="checkbox"/>
13	Certificates (QA QC, HSE, ISO)	MEP + CIV	O	O		Yes <input type="checkbox"/> No <input type="checkbox"/>
14	Audited Financial Statement (last 3 fiscal years)	MEP + CIV	O	O		Yes <input type="checkbox"/> No <input type="checkbox"/>
15	Referral / Completion Certificate / appreciation letters from reputed Owners / Consultant for completed projects.	MEP + CIV	O	O		Yes <input type="checkbox"/> No <input type="checkbox"/>
16	List of Machinery, Tools and construction equipments.	MEP + CIV	M	M		Yes <input type="checkbox"/> No <input type="checkbox"/>
17	Draft Warranty Form Min 10 years comprehensive Warranty form (ADCE template form for waterproofing subcontractors)	CIV	M	O *	* M: If expired or changed from last approved (Request template from regadce@adce.ae)	Yes <input type="checkbox"/> No <input type="checkbox"/>
18	Certified Applicator letter / Certification from Manufacturers	CIV	M	M	For aluminum, waterproofing, specialties...etc	Yes <input type="checkbox"/> No <input type="checkbox"/>
19	Valid Training Certificates for individual or group skilled labors.	CIV	M	M	For waterproofing, specialties...etc	Yes <input type="checkbox"/> No <input type="checkbox"/>
20	Selective samples of Official Approvals («Subcontractor approval» cover sheet only from ongoing or completed projects) Include ADCE projects, if any.	CIV	M	O		Yes <input type="checkbox"/> No <input type="checkbox"/>

M: Mandatory

O: Optional