



## SUPPLIER REGISTRATION CHECKLIST

SN	Description	Disciplines	Registration (New)	Registration (Renewal)	Notes	Provided (Yes / No)
1	Trade / Commercial / Professional licence	CIV + MEP	M	M		Yes <input type="checkbox"/> No <input type="checkbox"/>
2	VAT / TRN Registration Certificate	CIV + MEP	M	O		Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Chamber Of Commerce Membership Certificate عضوية غرفة التجارة	CIV + MEP	M	M		Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Valid Authorities Certificates Approvals for the materials (ADCD, ADDC, ADSSC, ADQCC, MOI...)	CIV + MEP	M	M		Yes <input type="checkbox"/> No <input type="checkbox"/>
5	ADCE Supplier Registration Form (5 pages including Index)	CIV + MEP	M	M		Yes <input type="checkbox"/> No <input type="checkbox"/>
6	ADCE previous Certificate (if any)	CIV + MEP	N/A	M		Yes <input type="checkbox"/> No <input type="checkbox"/>
7	Company Profile with Index page (English)	CIV + MEP	M	O		Yes <input type="checkbox"/> No <input type="checkbox"/>
8	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)	CIV + MEP	M	M		Yes <input type="checkbox"/> No <input type="checkbox"/>
9	Certificates (QA QC, HSE, ISO)	CIV + MEP	O	O		Yes <input type="checkbox"/> No <input type="checkbox"/>
10	Draft Warranty form / templates.	CIV + MEP	M	O		Yes <input type="checkbox"/> No <input type="checkbox"/>
11	Letter from supplier / manufacturer for certified applicators / certified workshops.	CIV + MEP	M	M	For Waterproofing, Aluminum & other specialized trades.	Yes <input type="checkbox"/> No <input type="checkbox"/>
12	Selective samples of Official Approvals («Materials submittals» cover sheet only) from ongoing or completed projects Include ADCE projects, if any.	CIV + MEP	M	O		Yes <input type="checkbox"/> No <input type="checkbox"/>
13	ADCE Materials Summary Form using latest template.	CIV + MEP	M	M		Yes <input type="checkbox"/> No <input type="checkbox"/>
14	Materials Technical Data Sheet / Product brochure.	CIV + MEP	M	O		Yes <input type="checkbox"/> No <input type="checkbox"/>
15	Materials Country of Origin Certificate / Bill of lading copies (mandatory for International Materials)	CIV + MEP	M	O *	* M: If expired or changed from last approved.	Yes <input type="checkbox"/> No <input type="checkbox"/>
16	Factories location letter from the manufacturer	CIV + MEP	M	O *	* M: If expired or changed from last approved.	Yes <input type="checkbox"/> No <input type="checkbox"/>
17	Agency / Trading / Distributor / Appointment letters by Manufacturer and letter / certificate from Ministry of Economy for Agents (if any)	CIV + MEP	M	O *	* M: If expired or changed from last approved.	Yes <input type="checkbox"/> No <input type="checkbox"/>
18	Budgetary price list	CIV + MEP	M	M		Yes <input type="checkbox"/> No <input type="checkbox"/>
19	Confirmation letter for the availability of spare parts and after sale service.	CIV + MEP	M	M		Yes <input type="checkbox"/> No <input type="checkbox"/>
20	Official Tawtheeq / Tenancy contract copy of your Showroom / Shop / Warehouse facility with pictures.	CIV + MEP	M	M	* M: If expired or changed from last approved.	Yes <input type="checkbox"/> No <input type="checkbox"/>

**M: Mandatory**

**O: Optional**