

Client's procedure for Consultant Registration

1.0 Purpose:

The purpose of this document is to outline the procedure for the Client to register his Consultants with Trakhees/CED as only registered consultant deal with the Authority.

2.0 Scope:

For Consultants hold projects for Clients/Business Units operating within the Trakhees jurisdiction area.

3.0 Responsibility:

Trakhees/CED reviews consultant's trade with no legal responsibility and / or liability is imposed on the authority. The consultant shall remain entirely responsible for any legal obligations which may occur due to invalid / tampered documents being submitted along with Consultant Registration Process.

4.0 References:

Registration process available in Trakhees Web Site <http://ced.dubaitrade.ae>

5.0 Definitions:

Authority-Trakhees
CED-Civil Engineering Division
NOC- No objection Certificate
C-Consultant Number (Cxxxx)

6.0 Procedure:

Trakhees/CED is committed to completing the Consultant Registration process within four working days, but does strive to try to complete it within 2 working days. Delays can occur due to the following:

- Missing documents.
- License renewal.

7.0 On-line Form:

Consultants initiate the process by filling an on-line form available at Trakhees Web Site and attaching the necessary documents as specified in Trakhees Web Site (<http://ced.dubaitrade.ae>). Formal request is received by e.Permit and reviewed by the Structural Section.



8.0 Rejection:

If the online form and the required documents are not approved, the concerned consultant will be advised by email stating the reason(s) and the possibility for re-submission, if applicable

9.0 Issuance of Username and Password and "C" Number:

If the online form and the required documents are approved, the concerned consultant will be advised of their Consultant Registration Number "C" Number as well as username and password by the Structural Section, as obtained from the IT Department.

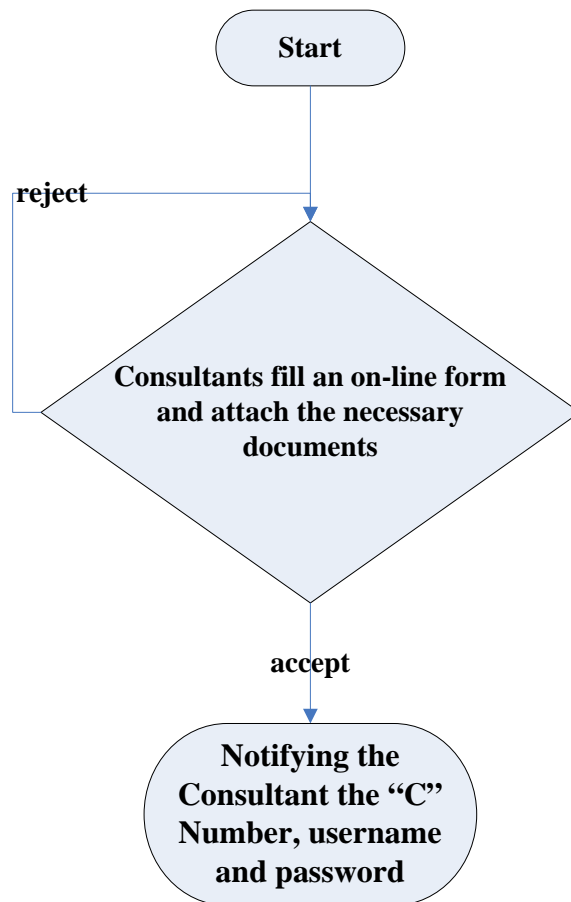
7.0 Records

No	Record description	Retention Time
	Consultants on-line form	2 years
	Consultant's License	2 years
	Documentation Package	2 years
	Correspondence	2 years

9.0 ATTACHMENTS

- 9.1 Consultant Registration Work Flow
- 9.2 On-line Form
- 9.3 Consultant Registration Checklist

9.1 Consultant Registration Work Flow



9.2 On-line Form

Consultant Registration Form

Company Details	
Registration No	New Status New
Company Name	<input type="text"/>
Owner's Name	<input type="text"/>
Address	<input type="text"/>
P. O. Box	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>
Trade License Details	
License No.	<input type="text"/>
Expiry Date	<input type="text"/>
Category	<input type="radio"/> I (Unlimited) <input type="radio"/> II (Ground + 12) <input type="radio"/> III (Ground + 04) <input type="radio"/> Others
Specify Others	<input type="text"/>
<i>* Please attach relevant NOC for DM in case of any special approval</i>	
Details of Engineering Staff	
Engineering Staff	No of Employees
Architects	<input type="text"/>
Site Engineers	<input type="text"/>
Structural Engineers	<input type="text"/>
<i>* Please attach CV's of personal and company profile as per the attached sample doc.</i>	
CV & Company Profile Format.doc	
Attachments	
Trade License	
D.M. Approval of Structural Engineer	
D.M. NOC Approval	
CV/Company Profile	

9.3 Consultant Registration Checklist

Internal Checklist

Consultant Registration

Ref No. (JP/Plot No /SNO)

Date

(DD/MM/YYYY)

Consultant Reference

CHECKLIST FOR CONSULTANT REGISTRATION	YES	NO	N/A
Consultant Trade License			
D.M. NOC Approval (for foreign companies)			
CV/Company Profile			