

SUPPLY DEPARTMENT
COMMERCIAL SUPPLY REGISTRATION

**LIST OF DOCUMENTS TO BE SUBMITTED BY
MANUFACTURERS **PRIOR TO SITE SURVEY****

- Covering letter with your Company's brief profile, indicating services (Product Group#) you can provide to **ADSSC** (Attach your Company Brochure, if available). Please note that your Company will only be considered for registration with **ADSSC** for services which match with the activities mentioned in your Company's Chamber of Commerce & Department of Economy Licences.
- Copy of Agency Registration Certificate issued by U.A.E. Ministry of Economy or copy of Agency Agreement approved by U.A.E. Embassy in the home country
(For overseas manufacturers only).
- Copies of all your licenses (Example: Department of Economy, Chamber of Commerce & Industrial Licenses).
- List of Major Orders for each product in Last Five Years as per **(Attachment 02)**
- Whole copy of the Quality System Manual and copy of certificates held, if any.
- Safety Manual and Lost Time Injury Records.
- Organization chart indicating **Positions/Names/CV's** of key personnel.
- List of manpower by discipline specifying permanent staff, along with copy of **Ministry of Labour Certificate**, issued by UAE Government.
- Employee Training Policy and/or on the Job Certification.
- List of major equipment location-wise, including office equipment viz. computer hardware/software and specifying the manufacturer/make, year of purchase and quantity available.
- Layout of your facilities (offices/workshop/warehouse/showrooms) and it's necessary to include the **LOCATION MAP** of your facilities.
- Financial turnover in last 3 years with **audited Annual Reports** for the last year.
- ADSSC filled in Technical Data Sheet
- Compliance Statement with ADSSC specification. Any deviation shall be clearly mentioned.

NOTE: Please arrange the submittal in a hard copy & three soft copies – and include the contacts details for the coordinator. Any miss of commination will close your pre-qualification case. Further, It is necessary that a **Senior Technical Personnel/Manager** be present during the survey.