

STEP 1 - Set up the Company and CICPA Representative with CICPA

1. Company provides PRO Partner Group (PPG) with the CICPA approved contract from main contractor or ADNOC Co. (LOA – Letter of Authorisation)
2. Company must designate an employee (must have a labour card against the AD LLC) to be the designated CICP representative ('CICPA PRO'). Note that PPG can become the CICPA PRO for the Company using a temporary labour card if a suitable company employee is not available.

DOCUMENTS REQUIRED TO SET UP COMPANY CICPA PRO**STEP 2 - Apply for individual CICPA Passes**

<u>Original</u>	<u>Copy</u>	<u>Documents</u>	<u>Remarks</u>
	<input type="checkbox"/>	Passport copy	of designated CICPA PRO
	<input type="checkbox"/>	EID copy	of designated CICPA PRO
	<input type="checkbox"/>	Visa page copy	of designated CICPA PRO
	<input type="checkbox"/>	Signature Proof	of designated CICPA PRO
	<input type="checkbox"/>	Valid AD Co. Trade licence	With SPC Approval
<input type="checkbox"/>	<input type="checkbox"/>	POA	Authorised CICPA PRO – must show specific CICPA powers within POA
	<input type="checkbox"/>	Company registration with CICPA	Company must register with CICPA and their specific project to obtain a CICPA pass – LOA needed here

3. PPG will send specific CICPA applications to the Company to complete for each individual and provide special red passport photo. PPG to complete and type each application.
4. The authorised CICPA PRO for the LLC must then submit the completed application plus documents in step 1 and step 2 to the specific CICPA location as detailed in the LOA.
5. CICPA specify a turnaround time of 2-3 working days.
6. Authorised CICPA PRO must return after 3 working days to chase up application until CICPA passes are issued. Note that this is a manual process which requires a physical journey to the location – this cannot be checked online or over the phone.
7. If all documents are in place the whole process can take up to 10 working days to complete.

DOCUMENTS REQUIRED - INDIVIDUAL - FOR CICPA PASS

<u>Original</u>	<u>Copy</u>	<u>Documents</u>	<u>Remarks</u>
	<input type="checkbox"/>	Passport copy	High res colour PDF
	<input type="checkbox"/>	Passport photo	Must be on a red background – high res colour JPG
	<input type="checkbox"/>	EID copy	High res colour PDF
	<input type="checkbox"/>	Visa Page copy	High res colour PDF
<input type="checkbox"/>	<input type="checkbox"/>	Application Form for individual CICPA Pass	PPG will prep on company's behalf. CICPA will not allow us to print a template.
	<input type="checkbox"/>	Employee info from MoL	Pro Group will obtain this information