Supplier Profile Details Checklist

Rev 1
September 2020

مؤسسة الإمارات للطاقة النووية
Emirates Nuclear Energy Corporation

Document Purpose

The purpose of this document is aimed at assistance during supplier registration or supplier record update, and is to be used by Supplier's representative as a checklist to ensure all requirements are available in their organization's profile in an orderly and systematic manner before submission.

Suppliers **do not** need to upload this document in their profile.

General Information

- For new supplier registration, kindly download the "New Supplier Registration Guide" available on ENEC's website https://www.enec.gov.ae/suppliers/new-supplier-registration/

- For existing supplier profile update, kindly download the "Registered Supplier Guide" available on ENEC's website https://www.enec.gov.ae/suppliers/registered-suppliers/ The supplier can access their profile through the same page, and enter the username and password that was provided in the system generated email.

- If Supplier organization name has been changed, then a new supplier registration process needs to be initiated by the Supplier representative providing all details and documentation accordingly, and then send an official notification email to ENEC Supplier Relations supplier.relations@enec.gov.ae of the Supplier organization name change

Supplier Obligation

It is the Supplier's responsibility to provide all relevant and valid organization details and required documentation at registration, and conduct a review and update of the profile at least once a year.

Supporting Documents

All below listed documents are available and downloadable from the ENEC supplier pages

- New Supplier Registration Guide (for new Supplier profile creation)
- Registered Supplier Guide (for existing Supplier profile update)
- Work and Product Code
- Non-Disclosure Undertaking Form (for UAE suppliers)
- Non-Disclosure Undertaking Form (for non-UAE suppliers)
- Statement of compliance (SOC)
- Supplier Code of Conduct

Checklist

Contacts Details - ○ Company Owner contacts is up-to-date ○ Company staff to engage with ENEC Enterprise is updated ○ Any contacts who are no more part of the organization or responsibility have been deactivated. ○ Ensure that the email address provided by you is not a free domain email ID; i.e. *gmail.com, yahoomail.com, hotmail.com, rediffmail.com, outlook.com, emirates.net.ae, eim.ae*
Address Details – ○ Company address detail is correct

ص.ب. ١١٢٠١٠ أبوظبي، الإمارات العربية المتحدة
P.O.Box 112010, Abu Dhabi, United Arab Emirates
Telephone: +971 2 6595 555 Fax: +971 2 6595 666 www.enec.gov.ae

- Site(s) address detail is correct

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B. Non-Disclosure Undertaking (NDU) ○ If NDU document is not available in "Attachment" section of the organization profile then kindly; according to whether your organization is UAE based or Overseas based, download the latest version available on ENEC Registered Supplier page https://www.enec.gov.ae/suppliers/registered-suppliers/. ○ Ensure that the associated public notarized Power of Attorney of the signatory is also available among the attached documents.
C. Statement of Compliance (SOC) ○ If SOC document is not available in "Attachment" section of organization profile, then kindly download the latest version available on ENEC Registered Supplier page https://www.enec.gov.ae/suppliers/registered-suppliers/. ○ Ensure that the associated public notarized Power of Attorney of the signatory is also available among the attached documents.

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D. Power of Attorney (POA)

IMPORTANT :

Irrelevant of the signatory's relationship or position in the supplier's organization, a Power of Attorney (POA) confirms the identity of the person(s) to own the authority to sign legal and commercial documentation on behalf of the Supplier organization; such as the Non-Disclosure Undertaking (NDU), RFQ/Tender Offers, Purchase Orders or Invoices.

- **No** alternative document will be accepted
- In case the submitted POA is in a language other than English or Arabic, a legal translation of the POA to English along with the original POA must be attached.
- Power of Attorney **must** be approved by the business's country of origin Court or Public Notary, and contains the following details:
  - Name of the organization as per the commercial registration or trade license
  - Signatory(ies) name of the and identification reference; such as passport number or personal identification number
  - Signatory(ies) scope of responsibility as a signatory
  - Signatory(ies) sample signature(s)
  - Public Notary or Court House seal / stamp

E. Bank Letter

- The Bank Letter **must** be on your Bank's Letterhead and stamped by the Bank.
- The Bank Letter must include the following information:
  - Account Name
  - Account Number
  - IBAN Number
  - Swift Code

F. Company Letter on Bank Account Details

- The Company Letter **must** be on your Company's Letterhead and signed by the person having the public notarized POA.
- The Company Letter must include the following information:
  - Account Name
  - Account Number
  - IBAN Number
  - Swift Code

G. VAT Tax Registration Number (TRN) certificate - *only for UAE based companies*

- UAE-based suppliers applicable for UAE VAT taxation **must** attach the VAT Tax Registration Number (TRN) certificate

H. Company profile

- A brief profile/brochure detailing products and/or services offered, past experience, major projects undertaken, etc.

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