



بلدية رأس الخيمة

Ras Al Khaimah Municipality

مراجعة

فريق رأس الخيمة لكفاءة الطاقة والطاقة المتجددة  
RAK ENERGY EFFICIENCY AND RENEWABLES TEAM

**RAK Municipality  
Accreditation Process for  
Energy Services Companies (ESCOs)  
in Ras Al Khaimah**

**Issue 1.2**

**May 2020**

## Revision History

Issue	Revision	Issued by	Approved by	Date
1.0	First Issue	RAK Municipality	Director General	20/12/2018
1.1	Revision of required documents for application	RAK Municipality	Director General	23/07/2019
1.2	Revision and clarification of renewal process requirements	RAK Municipality	Director General	05/05/2020



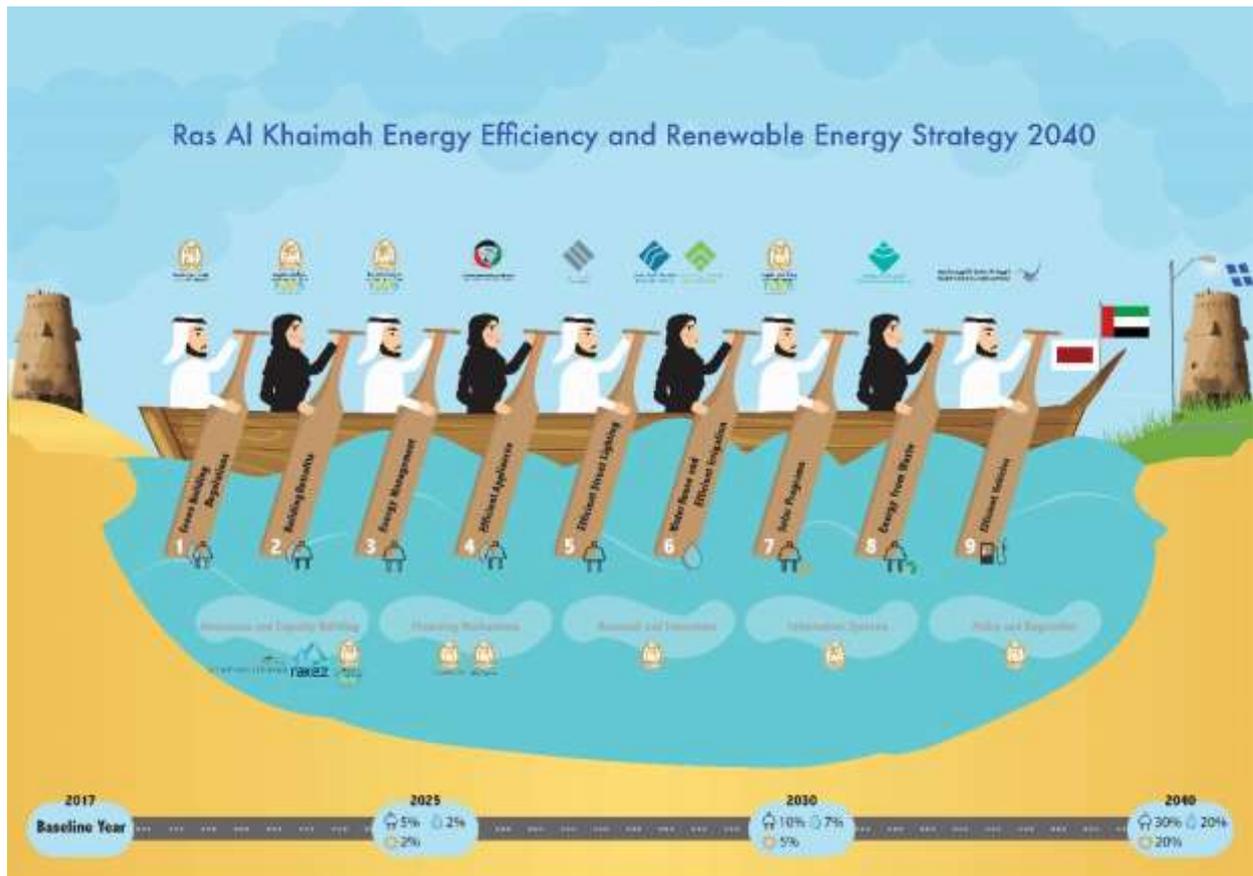
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## 1. Context

The RAK Energy Efficiency and Renewable Energy Strategy 2040 (the “Strategy”), established under the patronage of His Highness Sheikh Saud bin Saqr Al Qasimi, Supreme Council Member and Ruler of Ras Al Khaimah, targets 30% energy savings, 20% water savings, and 20% generation from renewable energy sources by 2040.

The Strategy is organized around 9 different programs, as described in the picture below:



Each program is driven by one or more program owner entities part of the Federal or local government, and requires engagement with a large number of stakeholders in the public and in the private sectors. They all contribute to a successful implementation of the Strategy and to reach the ambitious goals set for the Emirate.

As an important pillar of the Strategy, the Retrofit Program, coordinated by the Energy Efficiency and Renewables Administration (REEM) within Ras Al Khaimah Municipality (RAK Municipality), aims at retrofitting about 3,000 buildings by 2040.

## 2. Definitions

**Accreditation:** means the process followed by RAK Municipality to qualify an ESCO to be able to engage with the Strategy’s Retrofit Program and to be considered eligible for all upcoming retrofit tenders under the program.

**ESCO:** means an Energy Services Company working in any area related to energy retrofits for existing buildings under an energy performance contract (shared savings or guaranteed savings).

**Process:** means the RAK Municipality ESCO Accreditation Process for Ras Al Khaimah.

**Register:** means the list of accredited ESCOs under the Process.

**Retrofit Program:** means the second program in the Strategy focused in retrofits of existing buildings.

**Strategy:** means RAK Energy Efficiency and Renewable Energy Strategy 2040.

### 3. Objective

The main objective of the Process is to qualify ESCOs with the required standard of competence and experience to be engaged with the Strategy's Retrofit Program and to support the development of an energy services market in Ras Al Khaimah.

The Process will allow Ras Al Khaimah entities (public and private) to engage with a set of pre-qualified ESCOs, ensuring the delivery of high quality energy performance services by competent, capable and established ESCOs, reducing the time and cost attached to a tendering process, and maximizing the project results and customer satisfaction.

This document describes the Process in detail, including eligibility criteria, required documents, accreditation steps and all other relevant information for the Process, in accordance with the applicable laws and regulations.

### 4. Eligibility

The Process is aimed at all existing ESCOs with a valid trade license in UAE, who have the necessary business activities in their trade license required to execute energy performance contracts.<sup>1</sup>

The Process is only aimed at the ESCO assuming the responsibility of delivering the energy performance contract as a whole, as the main contracting party, to the contracting entity. It is not aimed at solution providers in the energy domain, suppliers, manufacturers or consultants engaged by the ESCO in only a part of the full scope of works required for the execution of an energy performance contract. For those entities the ESCO assumes all engagement requirements and responsibilities in accordance with the applicable laws.

### 5. Accreditation Process

#### 5.1. Introduction

The Process will provide accreditation for ESCOs to be able to engage with the Strategy's Retrofit Program and to be considered eligible for all upcoming retrofit tenders under the program.

<sup>1</sup> The exact business activities required are dependent on the Emirate of incorporation and, in some cases, on the jurisdiction of incorporation (ex: free zone or outside of free zone).

It is not a guarantee for any accredited ESCO to be considered a successful bidder or enter into any engagement in the Emirate, nor it provides guarantees for any accredited ESCO to receive contract awards for retrofit projects. Also, it does not cover all possible business opportunities for retrofit projects and energy performance contracts in Ras Al Khaimah, as some end users may engage directly with any ESCOs for their own retrofit projects even if they are not included in the Register.

Accreditation is required for all tenders issued in the scope of the Retrofit Program, and Ras Al Khaimah public and private customers will be encouraged to seek services from accredited ESCOs for their retrofit projects.

RAK Municipality does not assume any contracting relationship with the accredited ESCO or the end user with this Process. Under no circumstances, whether based on contract, warranty, negligence, strict liability or otherwise, shall RAK Municipality be liable for any special, consequential, indirect, incidental or punitive damages of any kind or character including, but not limited to loss of profits or revenues, loss of product, loss of use, cost of capital and the like, arising out of or related to any performance or breach of this Process by an ESCO or any third-party.

## 5.2. Application Submission

The Process is managed by RAK Municipality, to whom the ESCOs are required to submit a set of documents to apply for their accreditation, described in detail in section 5.5.

The application should be submitted as per the following process:

1. Deliver one (1) hard copy, with all required documents in a folder showing the ESCO identification in the cover, to the Procurement Department at RAK Municipality Headquarters building, and once this is completed pay the Municipality the registration fee of 200 AED (two hundred Dirhams).
2. Send electronically the complete set of application documents, including a scanned copy the receipt of payment of the registration fees, to REEM using the following email address: [eer@mun.rak.ae](mailto:eer@mun.rak.ae).

The steps described above are collectively referred to as Application Submission in the following section (step 1 of the flowchart).

In submitting an application, the ESCO acknowledges and accepts that the sole basis of application is the submitted documents. The application will not be reviewed if there are inconsistencies between the submitted hard copy and electronic copy.

All documents should be dully signed and stamped. RAK Municipality will not review partial or incomplete applications.

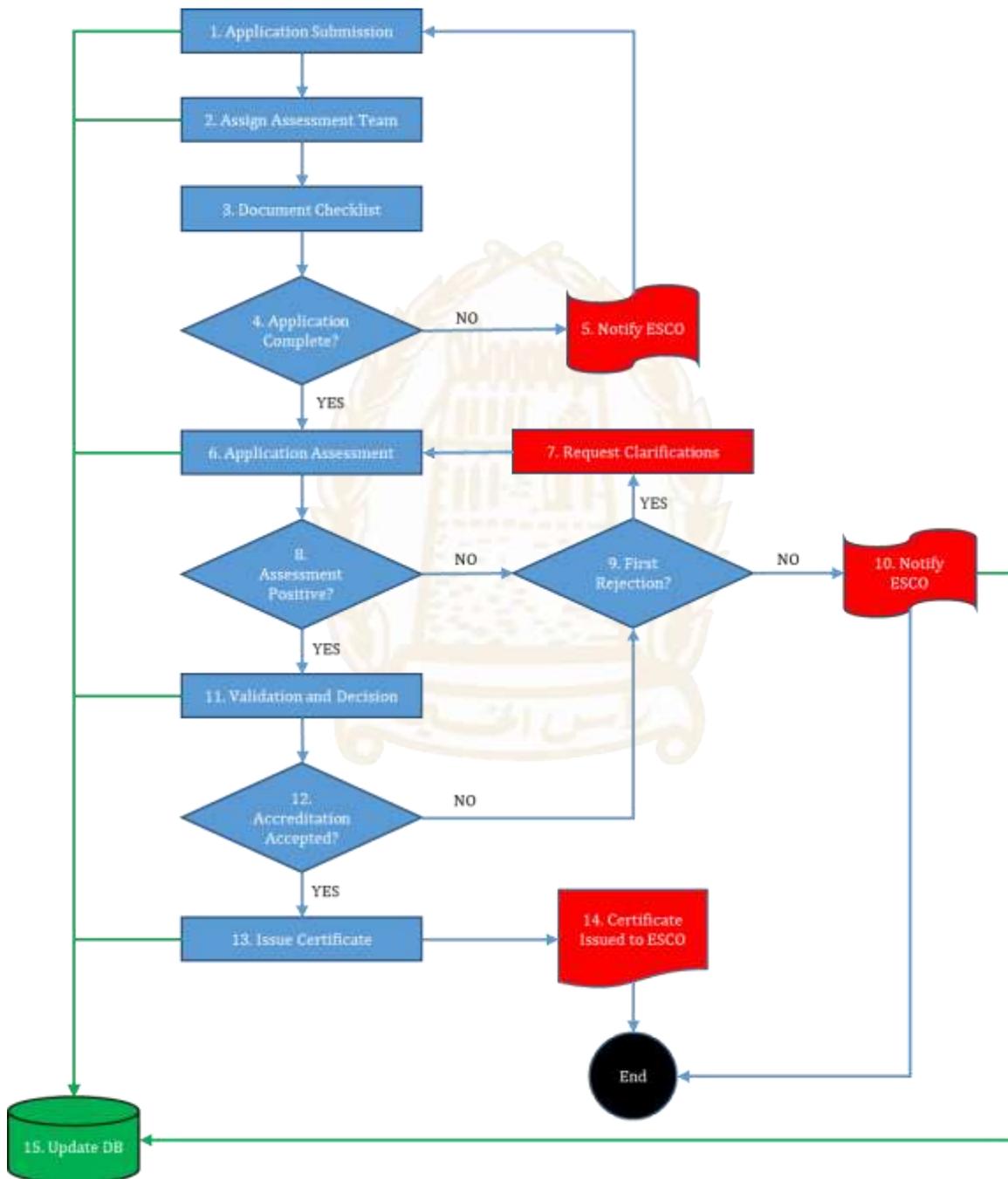
RAK Municipality accepts no responsibility for any expenses, loss or damage which may arise from the accreditation process, interpretations and preparation made by the ESCO including the information contained therein, or omission from the submitted documents.

All documents and information submitted with the application will be held in strict confidence and shall be used for the purpose of the accreditation process only.

Any inquires or clarification requests pertaining to an application can be made through the following email address: [eer@mun.rak.ae](mailto:eer@mun.rak.ae).

### 5.3. Application Review

RAK Municipality will review the submitted application according to the flowchart described in the picture below. The review process will lead to a decision being made on whether to issue the accreditation to the ESCO or not.



Picture 1 - Application Flowchart

A summary description of each step in the flowchart is the following:

1. Application Submission: The ESCO follows the steps described in section 5.2 and submits all required documentation supporting their accreditation application. This information is stored in the accreditation database.
2. Assign Assessment Team: RAK Municipality nominates the person conducting the assessment and the person reviewing the assessment results, and records both nominations in the accreditation database.
3. Document Checklist: The assessor checks the submitted documents against the respective checklist, based on the requirements described in section 5.5. This is a check only for completeness, not evaluating the quality of the data submitted.
4. Application Complete?: The assessor confirms if all documents are complete and have been correctly provided by the ESCO.
5. Notify ESCO: If the application is not complete, then the ESCO is notified of this and requested to re-submit the application with the missing documents included.
6. Application Assessment: If the application is complete, then the assessor can evaluate all submitted information against the requirements described in section 5.5 and record in the database the result of the assessment. This is an evaluation of the quality of the data submitted and the level of compliance with the accreditation criteria.
7. Request Clarifications: If the application is being rejected for the first time, the ESCO is requested to submit additional information or clarify any existing doubts on the submittal, which will then be considered for the review of the application assessment.
8. Assessment Positive?: The assessor confirms the result of the evaluation of the documents submitted by the ESCO for the accreditation process.
9. First Rejection?: If the evaluation is not positive then it is rejected, and this step distinguishes between the first time being rejected or the second time being rejected.
10. Notify ESCO: If the application is being rejected for the second time, the ESCO is notified about the rejection result of the accreditation application, and the process ends. The final result is also recorded in the database. The ESCO is not accredited.
11. Validation and Decision: If the result of the evaluation is positive, the assessor's evaluation is reviewed and validated by the nominated reviewer and a final decision is made on the accreditation for the ESCO, which is also recorded in the database.
12. Accreditation Accepted?: The reviewer confirms the final result of the accreditation application by the ESCO.
13. Issue Certificate: If the ESCO accreditation is accepted, an accreditation certificate is prepared for the ESCO and the outcome of the process is recorded in the database.
14. Certificate Issued to ESCO: The ESCO receives the accreditation certificate from RAK Municipality as the final outcome of a successful accreditation process. The ESCO is accredited.
15. Update DB: The accreditation database is kept updated in all relevant steps of the process and stores the list of accredited ESCOs and the results of all accreditation applications received and processed.

#### 5.4. Application Result

If an accreditation is issued to an ESCO, it will be valid for the duration described in section 5.6. In the same section it is also described the process for an ESCO to renew its accreditation. The communication received by the ESCO from RAK Municipality confirming the accreditation follows the format presented in Annex 7.

Accredited ESCOs will be inserted in the Register for as long as their accreditation is valid. ESCOs who fail to renew their accreditation will be removed from the Register upon date of expiry of their accreditation, and will be re-inserted when they successfully complete a new accreditation process.

The Register will be the sole source of reference for any upcoming tenders under the Strategy's Retrofit Program, and will be made publically available for the market, at RAK Municipality's discretion. All ESCOs included in the Register will be invited for the tendering process for the pre-qualification stage, according to each tender particular requirements and process.

ESCOs who fail to successfully complete the accreditation process are allowed to resubmit their application. RAK Municipality reserves the right to not consider further applications from an ESCO who has failed to successfully complete the accreditation process two (2) times during the period of one (1) calendar year. In this case, the ESCO will only be allowed to submit a new application after twelve (12) months from the date of communication of the result for the last rejected application.

#### 5.5. Accreditation Requirements

The requirements for supporting documentation to be submitted with the accreditation application differ if the ESCO is or is not already accredited with Regulatory Supervisory Bureau (RSB) Dubai (having received either Full Accreditation or Provisional Accreditation).

If the ESCO is already accredited with RSB Dubai, the list of documents to be submitted is described in Table 1. This means the ESCO must hold a valid accreditation certificate from RSB Dubai at the time of submitting their accreditation application with RAK Municipality.

If the ESCO is not accredited (or no longer accredited) with RSB Dubai, the list of documents to be submitted is described in Table 2.

The list of required documents in both tables varies if the ESCO is submitting a new application or renewing an existing application, as marked in the respective column in the table.

Applications submitted by ESCOs must include all documents requested in the respective table to be considered eligible. Each table also includes the evaluation criteria for each document, describing what RAK Municipality expects to see in the submission to consider it valid so the ESCO can be accredited. The ESCOs are also required to pay any fees prescribed by applicable laws and regulations.

Table 1 - Accreditation requirements if the ESCO is already registered with RSB Dubai

Ref.	Document	Criteria	New	Renewal
1	Accreditation application form	Application form fully completed, according to the format described in Annex 1.	Required	Required
2	Declaration form	Declaration form completed, signed and stamped, according to the format described in Annex 2.	Required	Not Required
3	RAK Municipality registration form	Registration form fully completed, according to the format described in Annex 3.	Required	Not Required
4	Company trade license	Valid trade license at time of application.	Required	Required
5	Company profile	Profile describing the company's activity, capabilities, organizational chart and experience.	Required	Not Required
6	RSB Dubai accreditation certificate	Valid accreditation certificate at time of application.	Required	Required
7	Reference projects	List of reference projects for retrofit activities in UAE with performance contracting or savings guarantee.	Required	Required
8	Financial Summary	Summary of financial statements for the previous year, showing as a minimum the balance sheet and the P&L.	Required	Required
9	Ongoing projects	Reporting of ongoing and past projects in Ras Al Khaimah (if applicable), according to the format described in Annex 8.	Required	Required

Table 2 - Accreditation requirements if the ESCO is not registered or is no longer registered with RSB Dubai

Ref.	Document	Criteria	New	Renewal
1	Accreditation Application Form	Application form fully completed, according to the format described in Annex 1.	Required	Required
2	Declaration form	Declaration form completed, signed and stamped, according to the format described in Annex 2.	Required	Not Required
3	RAK Municipality registration form	Registration form fully completed, according to the format described in Annex 3.	Required	Not Required
4	Company trade license	Valid trade license at time of application.	Required	Required
5	Company profile	Profile describing the company's activity, capabilities, organizational chart and experience.	Required	Not Required
6	Reference projects	Detailed information about three (3) different ESCO projects executed in the past for retrofit activities in the UAE with performance contracting or savings guarantee, including information about audits, ECMs, savings, calculations, M&V plan, etc., according to the format described in Annex 4.	Required	Required

Ref.	Document	Criteria	New	Renewal
7	List of certifications	Relevant energy certifications for the company and for the staff members, which must include at least one (1) Certified Energy Auditor (CEA) or Certified Energy Manager (CEM) and one (1) Certified Measurement and Verification Professional (CMVP), including the CVs for each key staff member, according to the format described in Annex 5.	Required	Required
8	List of equipment	List of equipment owned by the ESCO used in its regular activity. This should include energy meters, power analyzers, data loggers, different sensors, etc., according to the format described in Annex 6.	Required	Required
9	Financial statements	Audited financial statements for the last three (3) years for the ESCO, showing profitable operations and positive net assets in the latest financial statement.  In case the ESCO is part of a Group and the ESCO financial statements for the last three (3) years are not available, the financial statements of its parent company can be submitted in lieu.	Required	Required
10	Ongoing projects	Reporting of ongoing and past projects in Ras Al Khaimah (if applicable), according to the format described in Annex 8.	Required	Required

The information described in Table 1 and Table 2 is considered the minimum documentation required to evaluate an accreditation application. ESCOs are encouraged to submit additional information, in case they consider it relevant, to facilitate and reinforce the assessor's evaluation.

ESCOs who are eligible for automatic renewal of their accreditation, as outlined in section 5.6, are exempted from submitting the documents described in Table 1 and Table 2, needing only to submit the documents described in section 5.6.

### 5.6. Accreditation Duration and Renewal

The accreditation issued by RAK Municipality to an ESCO will be valid for a period of one (1) year from the date of issuance. Accredited ESCOs will be inserted in the Register, which will be used by RAK Municipality for all upcoming tenders under the Strategy's Retrofit Program. The Register will also be made publically available for the market, at RAK Municipality's discretion.

One (1) month before expiry of accreditation, the ESCO must submit a request for accreditation renewal to RAK Municipality, through the email [eer@mun.rak.ae](mailto:eer@mun.rak.ae). It is the responsibility of the ESCO to ensure accreditation does not lapse and expire, which will lead to the removal of the ESCO from the Register.

The request for accreditation renewal can be made in one of the two following ways:

1. If the ESCO has been implementing at least one (1) retrofit project in Ras Al Khaimah under a performance contract during the twelve (12) months of the current accreditation, the ESCO is eligible for automatic renewal of its accreditation with RAK Municipality provided that the following steps are followed before the expiry date of the current accreditation:
  - a. The ESCO must submit to RAK Municipality reporting evidence of the results achieved from each of the ongoing and past retrofit projects implemented by the ESCO in Ras Al Khaimah, following the format described in Annex 8, and a summary of financial statements for the previous year, showing as a minimum the balance sheet and the P&L. If there are any changes in the contact details, the ESCO should also submit an updated version of the application form, according to the format described in Annex 1.
  - b. If the submitted evidence is considered acceptable by RAK Municipality, the ESCO accreditation will be automatically renewed for one (1) year from date of expiry of the current accreditation.
  - c. If the submitted evidence is not considered acceptable by RAK Municipality, the ESCO will be given a seven (7) to fourteen (14) days period to submit a revision. During this time the current ESCO accreditation will be extended, in case the expiry date passes.
  - d. If the revision is considered acceptable, then the ESCO accreditation will be automatically renewed for one (1) year from date of expiry of the current accreditation.
  - e. If the revision is not considered acceptable or if the ESCO fails to submit a revision in the seven (7) to fourteen (14) days period, the automatic renewal will not be applied, and the ESCO shall submit the documents required for renewal (as described in section 5.5) to the email [eer@mun.rak.ae](mailto:eer@mun.rak.ae).
2. If the ESCO has not been implementing any retrofit projects in Ras Al Khaimah under a performance contract (either guaranteed savings or shared savings) during the twelve (12) months of the current accreditation, the ESCO shall submit the documents required for renewal (as described in section 5.5) to the email [eer@mun.rak.ae](mailto:eer@mun.rak.ae).

ESCOs should take into account that it is mandatory to submit reporting data from ongoing and past projects in Ras Al Khaimah, whether the ESCO is eligible for automatic renewal or not. The reporting format described in Annex 8 is part of the mandatory list of documents to be submitted by the ESCOs seeking renewal of their ESCO Accreditation with RAK Municipality.

All documentation for ESCO accreditation renewal application can be submitted in electronic format only, to the email referred previously. Hardcopy submissions are not required, and there are no applicable fees for renewal of an existing ESCO accreditation.

Upon expiry of the accreditation period for the ESCO, and if no accreditation renewal application has been submitted, the ESCO will be removed from the Register and considered no longer accredited with RAK Municipality.

If an accreditation renewal application has been submitted upon the expiry of the current accreditation, but the evaluation result has not yet been published by RAK Municipality, the ESCO's current accreditation will be extended until the evaluation results are published. From that time, the ESCO's accreditation will reflect the result of the evaluation.

## 5.7. Official Logo for Accredited ESCO

Accredited ESCOs will be authorized to use the official logo for Accredited ESCO with RAK Municipality. The logo template can be seen in Picture 2.



Picture 2 - Official logo for Accredited ESCO

In the logo template, the following information will be customized for each Accredited ESCO:

- Company Name: the name of the Accredited ESCO.
- 00/0000: the month and year that current accreditation starts.
- 99/9999: the month and year that current accreditation expires.

The customized logo will be provided to the Accredited ESCO together with the accreditation certificate described in Annex 7. The customized logo will be valid for the same period as the accreditation, and will be renewed each time the accreditation for the ESCO is also renewed.

An Accredited ESCO can use the customized logo for its marketing activities and include it in internal or external communications, as long as the accreditation is valid. If the accreditation is renewed, the Accredited ESCO must update the customized logo with the new one issued by RAK Municipality at the time of renewal in all its internal and external communications, where it applies.

If the accreditation is expired, the Accredited ESCO must refrain from using the customized logo in any internal and external communications. Any improper usage of RAK Municipality's Accredited ESCO logo is not authorized by RAK Municipality and is subject to legal action to the full extent of the law.

## 6. Code of Conduct

Accredited ESCOs shall conduct their business in a professional and ethical manner according to the applicable laws and regulations.

During the period of accreditation, the ESCO is responsible for maintaining the operating conditions that meet the criteria defined in section 5.5, required to secure an accreditation. If any changes occur within the company regarding the referred criteria, it is the ESCO's responsibility to promptly notify RAK Municipality of such changes. Failure to do so may lead to the ESCO being removed or suspended from the Register.

Additionally, ESCOs may be removed or suspended by RAK Municipality, at its sole discretion, from the Register if any of the following incidents happen:

- Complaint(s) lodged by customer(s) for consistently delivering poor quality work;
- Existing retrofit project(s) cancelled by the customer(s);
- Financial insolvency;
- Malpractice and/or fraud;
- Major change to the company ownership;
- Major change to the company structure and/or personnel;
- Submitted misrepresented information; or
- No full-time CEA/CEM/CMVP in the ESCO as required.

RAK Municipality, at its sole discretion, may remove an accredited ESCO from the Register or temporarily suspend any ESCO on the register for a period deemed appropriate.

## 7. Escalation Process

The ESCO has the right to dispute any of the decisions made by the assessment team regarding the accreditation or renewal processes. In case of dispute, the escalation process is the following:

1. The ESCO must submit a written statement, signed and stamped, explaining the reasons for the dispute and the respective justification to require a change in the result, addressed to the Director General of RAK Municipality and delivered in hard copy to the Director General's office at RAK Municipality Headquarters.
2. The Director General will analyse the ESCO statement and provide a decision on whether to support the ESCO dispute or not, in a maximum period of thirty (30) days. If the ESCO accreditation expires during the analysis period of a dispute, the accreditation will be extended until a final decision is communicated to the ESCO by the Director General of RAK Municipality.
3. If the ESCO dispute is supported by the Director General of RAK Municipality, the assessment team will review the accreditation or renewal process accordingly, reflecting the decision issued by the Director General of RAK Municipality.
4. If the ESCO dispute is not supported by the Director General of RAK Municipality, the ESCO may still resort to the Courts of Ras Al Khaimah, who are ultimately responsible for appreciating the dispute submitted by the ESCO.

## 8. Additional Information

For any additional information request or clarification of doubts, any ESCO may contact REEM using the following email: [eer@mun.rak.ae](mailto:eer@mun.rak.ae).

## Annex 1 – Accreditation Application Form

RAK MUNICIPALITY – ESCO ACCREDITATION APPLICATION FORM	
ESCO Name:	
Trade License Number:	
Emirate of Incorporation:	
Date of Trade License Expiration:	
Registered Address:	
P. O. Box Number:	
Telephone Number:	
Fax Number:	
Email:	
Website:	
Name of Primary Contact Person <sup>2</sup> :	
Position in the Company:	
Mobile Number:	
Email:	

<sup>2</sup> ESCOs should note that all communications from RAK Municipality to the ESCO will be made to the primary contact person and contacts referred in this form, including invitations for tenders and other formal notifications. ESCOs are requested to provide suitable contact details to avoid missing out on such contacts from RAK Municipality.

## Annex 2 – Declaration Form

### *Company letterhead*

I, the undersigned, am submitting this application on behalf of the above ESCO to be considered for the RAK Municipality ESCO accreditation process.

I am submitting one (1) hard copy and one (1) soft copy of each document, including the required information as per the ESCO accreditation process published by RAK Municipality.

I understand that the process is subject to the laws and regulations applicable in the Emirate of Ras Al Khaimah and the United Arab Emirates.

I understand that the acceptance of this application is at the sole discretion of RAK Municipality.

I, the undersigned, declare that I am authorized to sign this document, on behalf of the ESCO named herein and that the information provided is true and correct to the best of my knowledge.

I authorize and accept that RAK Municipality may verify such statements and other information in this application and further agree to furnish any additional information that may be required.

I agree to provide RAK Municipality with all data and information it considers necessary to monitor the performance of the ESCO in delivering projects relevant to the ESCO accreditation process.

I furthermore agree that in the event the ESCO is found to be in breach of any code of conduct or practice, RAK Municipality reserves the right to either suspend or remove the ESCO's accreditation for a period determined by RAK Municipality and update the register of accredited ESCOs accordingly.

ESCO Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position in ESCO: \_\_\_\_\_

### *Company stamp*

### Annex 3 – RAK Municipality Registration Form

Please refer to next pages for the RAK Municipality registration form.



No.  
Date

الرقم :  
التاريخ:



## استمارة تسجيل الموردين Regis. Form, Suppliers

**General information about the process of qualifying suppliers  
willing to participate in tenders issued by the Municipality Department**

- 1.** There is a special system in the department for the approval of suppliers wishing to enter the bidding raised by Municipality and it will not be permitted to participate in this tender unless the supplier is registered with the department and satisfied the owed fees.
  - 200 dirham's registration fees
- 2.** Will not be considered in any applications for registration unless they meet all the required data.
- 3.** All the information on the registration form will be handled confidentially.
- 4.** Shall be notified of suppliers who have been registered by the department in writing.
- 5.** Municipality can reject any applications for registration to any supplier without giving reasons.
- 6.** Registration forms are received from the Department of Municipality / Purchase Section - Ras Al Khaimah and then printed and brought to the Purchase Section and will not consider any application unless paying the fees and fulfilling the required documents and signatures.
- 7.** For more information or inquiry, please contact

**Phone : +971-7-2466666**

**Fax :+971-7-2333355**

**P.O .Box – 4:RAK**

Application for registration of suppliers in the Municipality  
Department - Ras Al Khaimah

Date: -----/-----/20--

Respected/ Municipality of Ras Al Khaimah

Greetings,

Supplier Registration

Supplier name: \_\_\_\_\_

Attached is our request with the required documents for registering our company in the suppliers' record in the department.

Yours Sincerely,,,

Company Name:

Signature of official and Position:

Seal:

**First - General statements:**

- **Company Name:**

- **Address Company:**

Emirate: \_\_\_\_\_ P.O.Box: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax number: \_\_\_\_\_

E-mail: \_\_\_\_\_

- **Owners of the company:**

<b>Name</b>	<b>Nationality</b>	<b>Educational Degree</b>
-------------	--------------------	---------------------------

_____	_____	_____
_____	_____	_____

- **The names of persons authorized to respond to any questions concerning this register form**

<b>Name</b>	<b>Job Description</b>
-------------	------------------------

_____	_____
_____	_____

- **The area of specialization**

- 

- **State licensing work in Emirate**

License issuer:    License number:    License Date :

.....

- **Registration chamber of commerce and industry in the UAE**

<b>Chamber Name:</b>	<b>Registration Number</b>	<b>Registration Date</b>
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_____	_____	_____
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- **The date of commencement activities of the company**

In the UAE: \_\_\_\_\_

Outside the UAE: \_\_\_\_\_

- **Power of attorney for the manager (if applicable), certified by specialized authority**

- **Bank account information (IBAN)**





Special Section for the municipality official use only

**Supplier is registered:**

at Date :

Note: \_\_\_\_\_

Head of Purchase Section

Name:

Title:

Signature:

Approved by

**Director of Support Services**

#### Annex 4 – Reference Projects

Using the table below, please provide detailed information on a minimum of three (3) energy retrofit projects performed by your ESCO in UAE in the past three (3) years, that have either been completed or are currently ongoing.

Reference Project Details	
Project name:	
Number of buildings retrofitted:	
Total square meters retrofitted:	
Facility type for each building (office buildings, hotels, hospitals, etc.):	
Role of the company in the Project (main ESCO, subcontracted, etc.):	
Type of performance contract (guaranteed savings or shared savings):	
Year of completion (provide estimate if project currently ongoing):	
Total number of ECMs considered:	
Description of each ECM considered:	
Estimated savings before project start (kWh, IG and % of total):	
Actual savings achieved (kWh, IG and % of total) (n/a if project currently ongoing):	
Investment cost for the project (AED):	
Payback period (years):	
Customer details (name, contact person, contact number and email):	

## Annex 5 – List of ESCO Team Certifications and CVs

Using the table below, provide the list of certified energy professionals currently employed by the ESCO, who shall be considered for the purpose of accreditation application evaluation.

For each identified person, provide also the summary CV according to the format described in the next page.

Nr.	Person Name	Position in the Company	Education / Degree	Certification	Relevant Training Courses	Relevant Project References	Years of Professional Experience	Years with the Firm	Years of experience in the UAE
1									
2									
3									
4									
5									
n									

**NAME OF THE EXPERT**

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**ESCO Name:**  
**Years with ESCO:**  
**Name of Employee:**  
**Profession:**  
**Date of Birth:**  
**Nationality:**

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**KEY QUALIFICATIONS:**

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**EDUCATION:**

Year	Degree
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**LANGUAGES:**

Language	Spoken	Read	Written
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**PROFESSIONAL MEMBERSHIPS:**

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**PROFESSIONAL CERTIFICATION:**

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**RELEVANT TRAINING COURSES:**

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**PROFESSIONAL EMPLOYMENT RECORD:**

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**SUMMARY OF RELEVANT EXPERIENCE:**

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## Annex 6 – List of ESCO Equipment

Using the table below, provide the list of equipment owned or accessible by the ESCO to perform the necessary activities under a retrofit project.

Nr.	Equipment Description	Brand and Model	Type	Accuracy	Year Purchased	Country of Origin	Last Year Calibrated	Owned or Rented?
1								
2								
3								
4								
5								
n								

## Annex 7 – RAK Municipality Accreditation Certification Template

**Ref:** <reference number for the document>

**Date:** <date>

Issued To: <name and contacts of the ESCO>

**Subject:** ESCO Accreditation Certificate for <ESCO name> with RAK Municipality

Dear <ESCO name>,

RAK Municipality is pleased to issue the acceptance for <ESCO name> as an accredited Energy Services Company (ESCO) in Ras Al Khaimah, upon a successful review of the accreditation submission and respective supporting documentation by our Energy Efficiency and Renewables Administration (Reem).

<ESCO name> has been added to the Register of Accredited ESCOs in Ras Al Khaimah, and his authorized by RAK Municipality to use the official logo for Accredited ESCO in Ras Al Khaimah in their marketing materials.

This accreditation is valid for a period of 1 (one) year from the date of issuance of this certificate, subject to <ESCO name> fulfilling all code of conduct and practice requirements as described in RAK Municipality's ESCO Accreditation Process. Renewal of this ESCO Accreditation is subject to the fulfilment of all necessary terms and conditions by <ESCO name>, as described in the ESCO Accreditation Process.

With our best regards,

<signature>

\_\_\_\_\_

Munther Mohammad Bin Shekar

Director General, RAK Municipality

## Annex 8 – ESCO Reporting Requirements for Accreditation Renewal

In order to be eligible for renewal of its accreditation, the ESCO must comply with RAK Municipality's reporting requirements for all retrofit projects ongoing and completed by the ESCO within the past ten (10) years in Ras Al Khaimah.

For this purpose, a reporting template will be shared with all the ESCOs to be filled for each of the projects and submitted to RAK Municipality. The reporting template will include, for the reporting year and for previous years, project identification data, information on the chosen contracting model, electricity and water savings. Additional information may also be requested by RAK Municipality to the ESCOs for ongoing or past projects.

