

Service card for Notification	
Service Title	Issuance of Notification Certificate
Service Type	Service subset procedural
Description of the Service	Issuance of notification certificate According to the technical requirements of the cabinet resolution No. 35 for the year 2015, For more information, refer to ESMA website www.enas.gov.ae
Scope Of The Notification	<ul style="list-style-type: none"> ○ All product regulations issued by ESMA
Fees	Fees 26000 AED, As per below: <ul style="list-style-type: none"> ○ 1000 AED Application fees ○ 2500 AED document review fees ○ 7500 AED Initial Assessment fees (per man\day) ○ 15000 AED Notification certificate fees ○ 7500 AED Surveillance Assessment Fee (per man/day every two years)
Service Registration Requirements	<ul style="list-style-type: none"> ○ Valid UAE Trade License ○ Clients Happiness Center According to the Global Star Rating System ○ Agreement between ESMA and the Applicant signed by applicant's top management ○ Accreditation Certificates issued either by ENAS or any ESMA approved accreditation body for the applied scope as a notified body. ○ Registration Certificate from ENAS as a Product Certification Body ○ Quality Manual and Procedures including procedures for evaluation and conformity assessment schemes ○ Policy for Independence and Impartiality of the Applicant approved by top management. ○ Description of independence of the conformity assessment body from the designating authority and from the competent authority, in particular when this body is a public entity/institution ○ Professional Liability Insurance Coverage with a minimum amount of coverage of AED 3,000,000 ○ List of All Qualified personnel per scope (permanent, non-permanent, external) with Duties and Responsibilities of personnel involved in the applied scope of notification activities ○ Description of accredited inspection and system certification capabilities ○ Documentation demonstrating adequate core competence within the conformity assessment body to assess, select, contract, and to verify the appropriateness and validity of subcontractor activities

	<ul style="list-style-type: none"> ○ List of Accredited Subcontractors including detailed document specifying a clear description of the subcontracted work ○ Checklist/Forms ○ Full details of other licensed activities (not covered in the scope) being carried out by the CAB in the UAE ○ Details of own accredited laboratories and testing facilities ○ Nondiscriminatory policy when dealing with clients signed by top management ○ Qualification matrix/Qualification criteria
Steps of Service Procedure	<ul style="list-style-type: none"> ○ Registration on ESMA website ○ Apply for registration as CAB if operating in UAE. ○ Apply for accreditation (If accredited, proceed to next step). ○ Apply as a Notification body ○ Upload the Required Document. ○ Documents Review. ○ If the Documents is fulfilling with all the requirements, system will notify the client to pay the document review and assessment Fees. ○ Onsite assessment and technical witnessing. ○ Pay the fees of Notification certificate ○ Obtain a certificate of Notification.
Service Channel	<ul style="list-style-type: none"> ○ ESMA website
The average Period for Service Completion	90 working days
Groups Target Clients	All Certification Bodies
Availability of the service	<ul style="list-style-type: none"> ○ All happiness center: 7:30 – 2:30 from Sunday –Thursday ○ ESMA Website 24/7
Limitations of service	<ul style="list-style-type: none"> ○ Only one Scope of the notification /One regulation for each application ○ Applications will be canceled after 6 months without completing the requirements by the Applicant
Contact	<p>Phone: 600565554</p> <p>Email : customercare-enas@enas.gov.ae</p>
link for the service	http://www.enas.gov.ae/ar-ae
Date of Implementation	2015-11-15

