

**PERSON IN CHARGE (PIC) REGISTRATION FORM**

**1.** It is a requirement that each person wishing to be certificated by HABC pursuant to the "PIC Scheme" **must complete and sign** this Registration Form, including those who are going to retake the examination.

1.1 Name of PIC: \_\_\_\_\_

1.2 Designation: Owner  Manager  Supervisor  Other  (Specify) \_\_\_\_\_

1.3 Name of Establishment: \_\_\_\_\_

1.4 Company Trade License Number: \_\_\_\_\_

1.5 Business Activity: \_\_\_\_\_

1.6 Gender: Male  Female  Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

1.7 E-mail Address: \_\_\_\_\_

1.8 Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

1.9 Details of any special needs: Disability  Vision  Hearing  Language   
Other  (Specify) \_\_\_\_\_

1.10 Course date (*Retake candidates have to provide the start date of the course*): \_\_\_\_\_

**2. Declaration** (*Please read the following thoroughly and carefully before signing*)

2.1 I confirm to the best of my knowledge the information provided is correct and there are no reasons why I should not be certified pursuant to the PIC scheme.

2.2 I agree to adhere to HABC MEA and Dubai Municipality ("DM") requirements for certification and that I will supply HABC MEA with further information on request.

2.3 I confirm that I will keep details of my PIC examination material confidential and I will not participate in fraudulent test-taking practices.

2.4 I will inform HABC MEA and DM of any changes to the information provided.

Regarding the "**Use of Certification**", I confirm that I will

2.5 Only make claims in respect of the scope in which certification has been granted.

2.6 Not use the certification in such a manner as to bring HABC MEA or DM into disrepute.

2.7 Not make a statement regarding certification that HABC MEA or DM may consider misleading or unauthorised.

2.8 Discontinue use of all certification claims upon suspension or withdrawal of certification.

2.9 Return immediately to HABC MEA any certificates, upon suspension or withdrawal of certification; and

2.10 Immediately inform HABC MEA and DM should any situation arise which may affect or invalidate my certification.

2.11 Recognise that HABC MEA maintains sole ownership of the certificate.

**Digital Signature (of applicant):** \_\_\_\_\_ **Date:** \_\_\_\_\_

*HABC MEA assures that all the information obtained during the certification process will be kept confidential and it will not be disclosed to an unauthorised party without consent of the candidate except where the law requires such information to be disclosed.*

*This section is for HABC MEA use only*

**Reviewed by (Digital Signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_