



EUROPEAN CERTIFICATION COUNCIL EEIG
- certcouncil.eu -

Individual Application for Certification
in accordance with ISO 17024 by the

EUROPEAN CERTIFICATION COUNCIL EEIG – certcouncil.eu

Status: January 2026

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| Reference/certificate number: Will be given by certcouncil.eu | |
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Dear Sir or Madam,
I ...

- PLEASE WRITE LEGIBLY -

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|------------------------------|--|---------------------------------------|--|
| Name | | Prenome | |
| Date of Birth | | Place of Birth | |
| Nationality | | Highest professional Qualification | |
| Phone | | Mail | |
| Emirates ID (if existing) | | Number of Passport | |

... hereby apply for my Certification / Recertification in accordance with ISO 17024 as

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| Cert-Code/s: D-032 | Name of the department to be certified: Real Estate Agent for Rental and Sales Objects |
| D-032-1 | Real Estate Agent for Rental Objects |
| D-032-2 | Real Estate Agent for Sales Objects |

Hereby I declare:

- ☐ I have no previous convictions.
☐ No public prosecutor's investigation is pending against me.
☐ I have been convicted of the following offences:

Please tell honestly, if there is or was something in the past!

At the same time as this application (offer), I request confirmation of the following contract. The contract shall become effective upon acceptance of the application and countersignature (acceptance) by certcouncil.eu.

CERTIFICATION AGREEMENT

The contracting parties EUROPEAN CERTIFICATION COUNCIL EWIV – certcouncil.eu and the above-mentioned applicant hereby agree as follows:

The applicant has applied for certification from the certification body. Provided that the certification body has received a complete application and approval for the certification audit has been granted, the following agreement regulates the further procedure and specifies the certification conditions for the contracting parties. Furthermore, the certification conditions for the term of the certification are specified.

I. Commencement and duration of the contract

This contract shall enter into force upon determination of suitability and upon submission of a complete application with the signing of this contract by the certification body and shall end upon expiry of the certification period, upon the discontinuation of certification or its withdrawal, without the need for termination.

II. Auditing procedure

- a) The audit for certification is based on the valid certification conditions in the specified subject area C-031 Real Estate Agents.
- b) Certification is granted if the applicant fulfils all the requirements specified by certcouncil.eu during the audit and is able to provide the certification body with clear evidence of this. Furthermore, there must be no concerns regarding the applicant's suitability and integrity.
- c) The applicant undertakes to pay the certification body the audit fees in accordance with the applicable fee schedule for the performance of the certification audit/recertification audit. The applicable fee schedule is publicly available on the website.

III. Certification

- a) The certificate is generally issued by the certification body for a limited period of time. The period of validity is specified on the certificate. The period of validity for initial certification is usually 1 year. Upon initial recertification, the certificate term is generally extended by 2 years. A certificate term of 3 years is possible at the earliest upon the 2nd recertification. The certification period is shortened if a shorter term is set by the certification body. As a rule, the certification body must provide appropriate justification for this.
- b) The applicant receives a certificate and a certification card from the certification body as proof of their certification. The certificate and card remain the property of the certification body and must be returned to it without request if the certification is discontinued or withdrawn.
- c) Der Antragsteller verpflichtet sich im Rahmen seiner Leistungs- und Aufgabenerfüllung diese gewissenhaft, seriös und stets im Einklang mit geltenden Vorschriften, Verordnungen und Gesetzen sowie die diesem Vertrag zugrunde liegenden Zertifizierungsbedingungen vorzunehmen und die erforderliche Sorgfalt zu beachten.
- c) The certification body is entitled to withdraw certification with immediate effect in the following cases:
 - Loss of personal suitability and/or legal capacity of the applicant
 - Complaints/deficiencies identified during monitoring by the certification body
 - Serious or repeated violation of the certification conditions
(The withdrawal must be communicated in writing and justified).

d) In less serious cases, the certification body may impose a temporary suspension of certification instead of withdrawal. During the period of suspension, the applicant is prohibited from referring to their certification or using the certification stamp. Any violation of these conditions entitles the certification body to carry out the final withdrawal of certification.

IV. Monitoring procedure

- a) For the duration of their certification, applicants are subject to monitoring by the certification body with regard to the certification regulated herein.
- b) Monitoring shall be based on the applicable certification conditions in the relevant field.
- c) The certification body shall be entitled to take appropriate monitoring measures at any time to ensure that the certification conditions are being complied with. Monitoring may be carried out at the discretion of the certification body in the form of a written monitoring procedure or an on-site inspection carried out by auditors. In principle, written monitoring is preferable. The applicant undertakes to provide the certification body with the documents and records requested in the course of such monitoring measures without delay and in full.
- d) The applicant undertakes to pay the fees for monitoring and the monitoring assessment in accordance with the currently valid price list for certification if the certification body has reasonable grounds to suspect a violation.

V. Recertification

If the applicant wishes to continue certification beyond the certification period (term of certification), they must apply to the certification body for recertification three months before the expiry of the certificate. Such new certification shall be granted in accordance with the certification conditions valid at that time. The examination and fees for recertification shall be based on the current documents. If the applicant is granted a new certification, the present contract shall be extended for the period of the new certification period.

VI. General provisions

- a) The applicant is entitled to withdraw from this contract at any time and with immediate effect without giving reasons as long as certification has not yet been granted. In this case, the application fee will not be refunded.
- b) Once certification has been granted, the applicant is entitled to terminate this contract at the end of the certificate term, subject to a notice period of two months. Such termination entitles the certification body to withdraw the certification at the time of termination. Termination does not release the applicant from the payment of fees already incurred and/or outstanding.
- c) The certification body is entitled to terminate the contract without notice if certification is withdrawn in accordance with Section III, if the applicant suspends payments or if bankruptcy or insolvency proceedings are initiated against the applicant's assets.
- d) The certification body shall not be liable for claims for damages by the applicant arising from culpa in contrahendo, breach of ancillary contractual obligations or tort.
- e) The certification body maintains an up-to-date and public list of the estate agents it has certified on its website. By concluding this contract, the applicant consents to the storage of all his personal data, without which certification is not possible. This consent shall also apply beyond the term of this contract.
- f) Upon termination of this contract, the applicant must immediately return the stamp and certificate provided to them by the certification body. They are also obliged to remove any reference to certification and to refrain from doing so in future.
- g) The following are integral parts of this contract:

- The normative document (requirements to be met) of cercouncil.eu valid for the specified subject area
- The current price and service list of cercouncil.eu

By signing this agreement, the applicant confirms that they have received and taken note of the aforementioned documents. The certification body shall publish information about changes to certification conditions, relevant documents and current price lists on its website, where it is accessible to everyone. Applicants are obliged to inform themselves at regular intervals.

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| Date and place of application: | Dated Aachen/Maastricht, European Union |
| Signature of the applicant: | Stamp and signature of the certification body: |

Personal documents to be attached:

- Emirates ID, if available
- Copy of valid passport
- Digital photo (for your certification card)
- Short CV in tabular form
- Proof of professional qualifications
(references, certificates, confirmation of participation in further training, practical experience).
- Current UAE certificate of good standing
- Current UAE certificate of incorporation
- Current UAE E-licence

Further documents for auditing your working methods and compliance with the necessary working methods, documentation, etc. must be submitted in a separate document (xxx).