



PO Box:85797, Dubai, U.A.E
Ph:971-42230479, mob:971-563923409
Email: info@unigreen.ae, Web: www.unigreen.ae

TABLE OF CONTENTS

SERIAL NO.	PARTICULARS / DESCRIPTION	PAGE NO.
1	Introduction	03
2	Mission & vision statement	03
3	Objectives	03
4	Our Services	04
5	Client details	07
6	Organization chart	08
7	QA/QC manuals	09
8	Safety policy	10
9	Trade license	14

EXECUTIVE SUMMARY

UNIGREEN LANDSCAPE GARDENING has long been a leader in the creation, maintenance and providing qualitative service experience in the landscaping industry. Our dedication and commitments to our objectives speaks volumes through the long-term business relationships we have established in our continuing business endeavour. Our expertise in the knowledge of all that is green, and an observant eye for colour and a comprehensive understanding of the environment allows us to bring various landscapes to life as per the customer's desire.

With our proactive approach to landscape maintenance, you can rest assured that your investment is well protected. A cornerstone of this approach is our Landscape Improvement plan. Through this unique process, we work with you to review all aspects of your landscape investment, identifying potential problems and proposing solutions – considering not only how to improve your property, but how to control costs as well.

We believe that building strong relationships with our customers is key to our success, and take pride in our ability to understand your needs and exceed your expectations. Our fulltime customer service representatives and sophisticated field communications equipment give you instant access to the information and solutions you need.

Our professional team is committed to giving you the best service and value in the marketplace. Let us build an advantage for your business by enhancing the value of your landscape.

MISSION STATEMENT

Our mission is to provide efficiency, timely, consistent and cost-effective solutions to our customer desires, whenever and wherever they need it.

VISION STATEMENT

Our vision is to convert the ample solution provider for all our customers, whether it may be momentary or enduring.

POLICIES

Unigreen Quality Policy is Client Satisfaction and continual improvement.

OBJECTIVES

To provide the best possible services to the customers using the best practices of the industry economically. To implement and improve continuously on total quality in people, performance and product.

SAFETY POLICY

Unigreen safety policy is Zero Accident Policy.

SAFETY OBJECTIVES

To train all personnel in safety management. To adhere to the client's safety procedure apart from Unigreen safety norms. Continuous improvement in safety standard on feedback from clients and consultants



OUR SERVICES VARYING FROM,

INDOOR PLANTS

Improve your atmosphere with natural beauty by adding indoor plants to your workplace. Plants are the most pleasing emotion for the tree lovers. Natural plants involve care, love and passion. The right seed grown in a right way requires proper guidance. We are here to help you to show how to raise your plants in your preferred way. More over our experts will direct and explain a wide range of options to show how this can be done; subsequently our team will carry out the installation includes....



- * Indoor plants & Pot Delivery
- * Indoor plant & Pot Installation
- * Indoor plant Maintenance

LANDSCAPING WORKS

We provide you with the best landscape gardening, plantation, lawn and pavement setting services which include Formal Garden, Freestyle Garden, Ancient gardens, Indoor plantation, Carpet lawns, Artificial lawns. A beautiful frontal area is always an added advantage as it gives you a cool and peaceful atmosphere. We all the more beautify your residential/office area with our exceptional designing and setting.



- * Landscape Designs
- * Landscape installation



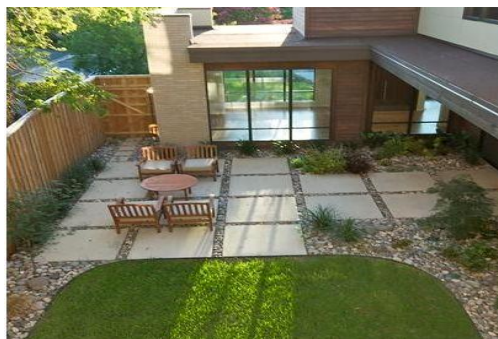
IRRIGATION WORKS

A well conserved irrigation system is always a vital part of a succulent outdoor surrounding. Our irrigation services help you maintain a healthy and vibrant home landscape. We offer the best solution to suit all your irrigation needs. The health and beauty of your landscape gets enhanced with our use of best commercial equipment for your irrigation needs and it help prevent problems that can result in very expensive repairs. We offer the automatic Irrigations system as well as manual irrigation system.



CIVIL & HARDSCAPE

A beautifully constructed outdoor space with entrancing hardscape design can add immense beauty to your frontal area. Well execution of your plans by balancing it with our unique style thus ensuring you complete satisfaction is all we aim at. We assure you with unique designs, quality installation, guaranteed arrangements and best maintenance. Our hardscape services can give your property a dazing appeal.



- * Paving works
- * Tile works
- * Gravel works
- * Rockery gardens



CARPENTRY & COMPOSITE WORKS

A beautifully constructed structured work with composite design can add immense beauty to your frontal area such as pergola, gazebo. Well execution of your composite work will get more attraction and style. We assure you with unique designs, quality installation, guaranteed arrangements and best maintenance. Our composite work services can give your property an astonishing appeal.



- * Pergola Works
- * Gazebo works
- * Wooden fencing work

ELECTRICAL, PUMP & GARDEN LIGHTS

We aim to provide our customers with simple, efficient and cost-effective garden lighting services. Our lighting services deliver viable value to your facility operations. We assure you maximum profitability and effectiveness for the services we provide thus giving the area an aesthetic effect.



- * LED Lights
- * Deck Lights
- * Decorative Lights

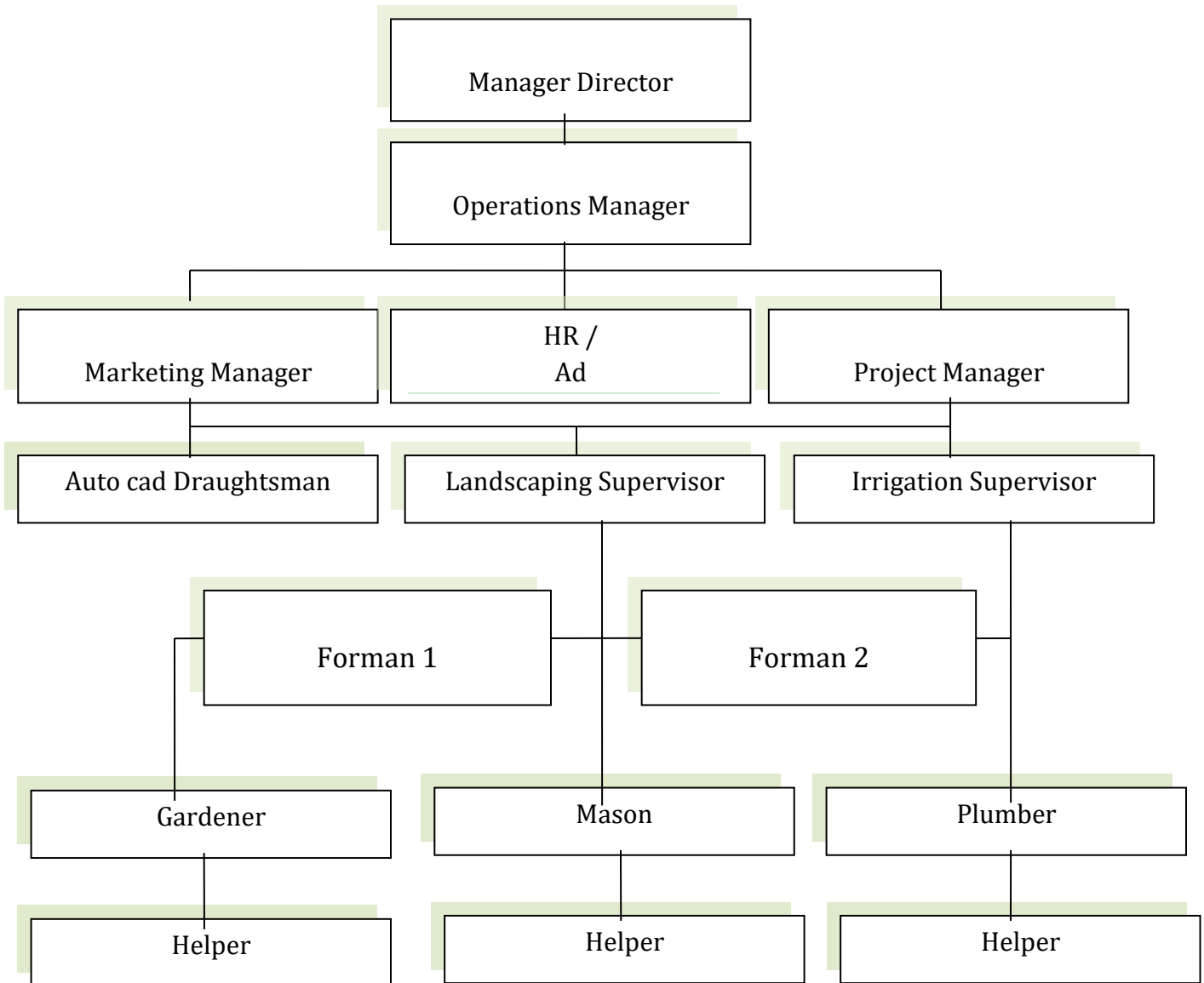


CLIENT DETAILS

- * Fairmont the Palm
- * RIVA Beech Hotel
- * Th8 Palm Jumeriah
- * Movenpick Hotel & Resorts
- * Ranches Primary School
- * JSS International School
- * JSS Private School
- * Imdaad LLC
- * Strive Facility management LLC
- * Better Community managements
- * Panasonic DAFZA
- * Muller & Phipps Middle East – Dubai
- * Transworld LLC
- * Al shurooq industries LLC
- * Al Samaya hospital Group
- * Emril Facility Management LLC
- * Granda Europe Constructions LLC
- * IDAMA Facility Management
- * Laxuary Facility Management
- * Asteco Properties.
- * Aramex international LLC
- * CAD CHE Café, Bussiness bay
- * Three 60 Degree communities
- * Stata Global Management LLC
- * Stratum Owners Association Management
- * Dutch Foundations Co. WLL
- * Saga International

ORGANIZATION CHART: -





QA / QC CHECK LIST

I - Primary / Initial Level				
Sl. No.	Particulars	YES	NO	TAT
1	Service Request Received			1 – 2 Hours
2	Responded and Documented			
2.1	Request is in our scope			
2.2	Meeting Scheduled			
2.3	Site visit			According to the client
Estimation and Design				
3	Analysis of client's requirements			1 working day after the Site visit or the meeting
4	Technical design has been made and sent for approval			
5	Availability of Resources			
5.1	Man			
5.2	Money			
5.3	Machines			
5.4	Materials			
5.5	Plants and Trees			
6	Costing			
7	Quotation has been send across			
8	Proposal has been approved by the client			
9	Resources has been allocated			
10	QA / QC Personal has been allocated			

Reviewed and Approved By,
General Manager

Signature



QA / QC CHECK LIST

II - Second / Final Level				
Sl. No.	Particulars	YES	NO	Comments
1	QA / QC Personal Educated the Work Crew [Regarding the project and safety measures in detail]			
2	Safety measures and Signage are in place			
3	Resources are in place			
3.1	Man			
3.2	Money			
3.3	Machinery			
3.4	Materials			
4	PPE are in place			
5	Work commenced on site			
6	Site Inspection			
6.1	By the supervisor (On a daily base)			
6.2	Reporting and Documentation (On a daily base)			
6.3	Discrepancies has been filtered and eradicated			
6.4	By Site Manager (Thrice in a week)			
6.5	Reporting and Documentation (Thrice in a week)			
6.6	Discrepancies has been filtered and eradicated			
6.7	By Project Manager (Twice in a week)			
6.8	Reporting and Documentation (Twice in a week)			
6.9	Discrepancies has been filtered and eradicated			
7	Completion of work on site			
8	Work site has been cleared			
9	Job Completion Report			
10	Invoice generation, review and submittal			
11	Payment against Invoice			
12	All project specific special provisions with referenced pay items have matching pay items in the respective files.			

Reviewed and Approved By,
General Manager

Signature



Environmental, Safety and Quality Policy

UNIGREEN recognizes the importance of incorporating environmental issues into everyday business decisions and activities, and monitoring appropriate technology and management practices which when addressed, if reasonably practical, will enhance its environmental performance. The Company is committed to continually improving its quality, safety, health and environmental performance and to achieving higher levels of awareness among its management and workforce, suppliers and subcontractors. We recognize that our activities have an impact on the environment and are committed to preventing pollution through seeking continually to improve our environmental performance.

Environmental

1. We always maximize the use of recycled and biodegradable materials.
2. We reduce or eliminate the use of hazardous substances from operations and safeguard the health, safety and well-being of our employees, customers and community neighbor in all possible ways.

Safety

1. We will produce Quality, Safety and Health and Environmental plans for all major works or those with specific contractual requirements.
2. Every employee is expected to contribute to the prevention of minimization of emissions and waste
3. We coach and motivate the employees to Provide and maintain a safe and healthy workplace
4. We ensure that all employees are having a workplace where hazards are identified and controlled.
5. We Develop and implement proactive measures aimed at preventing injuries in the workplace
6. The safe, secure and reliable operation of our plants is essential to the health and wellbeing of our employees and neighbors and is therefore essential to our success.

Quality

1. We ensure that our products and services consistently meet or exceed the needs and expectations of our internal and external customers.
2. We are always focused to attain quality through open communication and leadership, by encouraging and fostering innovation and by a dedication to continuous improvement in all our work.



Every UNIGREEN employee has a vested responsibility for the safety of their own and fellow employees' health, along with the obligation to meet environmental regulations, and provide a quality product / service to our internal and external customers. UNIGREEN is committed to enhancing the health and well-being of people around the globe both at work and at home.

Risk Management at UNIGREEN

The risk management at UNIGREEN has four process steps, namely

1. Risk Assessment
2. Risk Control
3. Risk Financing
4. Risk Review

We identify the root causes and the same will be evaluated and defined (i.e. if the risk is assessed) so that suitable risk control measures can be applied to eliminate or mitigate the risk magnitude to an acceptable level.

Both the hazard and exposure descriptions are relevant risk dimensions in terms of parameters used in the identification of risks. Firstly, risk is described as a hazard or a chance of bad consequences, loss, etc., and secondly as an exposure or a chance of injury or loss.

In a safety context, risk refers to a chance of loss measured in economic, severity or human injury terms. In a risk identification context, risk can be viewed as a Hazard and/or an Exposure, where hazard is a physical or chemical condition or practice with the potential for causing harm, and exposure is a condition or practice of being unprotected from or being subjected to potential harm. In a context of pure risk, risk means a chance of loss or no loss, but no gains (e.g. a fire or theft loss).

We, UNIGREEN, do the risk management through following steps;

Step 1

Risk Management Planning: This involves planning to ensure that all the steps to follow (from risk assessment to risk review) run smoothly. It includes deciding on the level and type of risk assessment, the deliverables and ensuring that all necessary resources are available for the risk management process at the times and places where they need to be.



Step 2

Risk Assessment: This comprising a risk identification stage, where the potential hazards and/or exposures to risks are identified, a risk evaluation stage, where the magnitude of the risks identified and quantified and prioritized, while the value judgment stage, involves deciding on the acceptability of the nature and magnitude of the risks identified.

Step 3

Risk Control: The risk control strategy is firstly decided upon by applying the “4T’s” to risk, followed by a practical approach of managing the risks through making procedural, process or system changes.

Step 4

Risk Financing: It may be applicable where the magnitude of the risk scenario indicates that financial provisions need to be made to pay for the losses suffered if a risk scenario occurs. There are three main methods of establishing risk financing funding provisions through internal/retained, shared and/or external or transferred funding sources.

Step 5

Risk Review: This should be regularly performed to ensure that the risk controls implemented are working effectively and to determine if any new or changed risks need to be managed. If defective controls or new risks are detected, then control revisions or a re-assessment of the risk management process is performed to establish an ongoing improvement in risk reduction.





رخصة مهنية Professional License

تفاصيل الرخصة / License Details

License No.	924935	رقم الرخصة
Trade Name	UNIGREEN LANDSCAPE GARDENING	الإسم التجاري
Legal Type	Civil Company	الشكل القانوني
Expiry Date	27/12/2022	تاريخ الانتهاء
D&B D-U-N-S @	0	الرقم العالمي
Register No.		رقم السجل التجاري
Issue Date	28/12/2020	تاريخ الإصدار
Main License No.	924935	رقم الرخصة الأم
DCCI No.		عضوية الغرفة

الأطراف / License Members

Share / الحصص	Role / الصفة	Nationality / الجنسية	Name / الإسم	No./ رقم الشخص
4.00%	Partner / شريك	India / الهند	THANKAMMA BABY MATHAI JOSEPH	897316
96.00%	Partner / شريك	India / الهند	VIJESH SUMAIDAN NAIR SUMAIDAN NAIR	897311
	Manager / مدير	India / الهند	VIJESH SUMAIDAN NAIR SUMAIDAN NAIR	897311
	Agent / وكيل خدمات	United Arab Emirates / الإمارات	YOUSUF MURAD YOUSUF ABDULLA	789982

نشاط الرخصة التجارية / License Activities

Land Preparation & Irrigation Systems Works & Maintenance	أعمال إعداد الأراضي وتنفيذ شبكات الري وصيانتها
Landscape & Gardening works & Maintenance	أعمال تنفيذ البستنة والتجميل الزراعي والصيانة

العنوان / Address

Phone No	تليفون	P.O. Box	صندوق بريد
Fax No	فاكس	Parcel ID	رقم القطعة
Mobile No	هاتف متحرك		السوق الكبير بر دبي ملك محمد سعد عبدالله الشريف - T17 مكتب رقم

البريد الإلكتروني / Email

الملاحظات / Remarks

Print Date	24/05/2022	12:06	تاريخ الطباعة	Receipt No.	14407200	رقم الإيصال
------------	------------	-------	---------------	-------------	----------	-------------



يمكنك الآن تجديد رخصتك التجارية من خلال الرسائل النصية القصيرة، أرسل رقم الرخصة إلى 6969 (دو/اتصالات) للحصول على إذن الدفع.
Now you can renew your trade license by sending a text message (SMS). Send your trade license number to 6969 (Du/ Etisalat) to receive payment voucher.

Get FREE access to Zoho One for the first year
احصل على زوهورن مجاناً للسنة الأولى



وثيقة إلكترونية معتمدة وصادرة بدون توقيع من دائرة الاقتصاد والسياحة في دبي. لمراجعة صحة البيانات الواردة في الرخصة يرجى مسح رمز الاستجابة السريعة
this is a certified e-document issued without signature by the department of Economy and Tourism. Kindly Scan the QR Code to Verify the certificate