

Client Procedure to obtain Inspection Report for Lease Termination

Issued by: Inspection Department
(Operations section)

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1. PURPOSE:

It is a requirement to ensure that the facility conforms to TRAKHEES requirements prior to any lease termination and/or taking over of the existing facility by any succeeding client.

2. SCOPE:

All clients within TRAKHEES jurisdictional areas.

3. PROCEDURE:

- 3.1 **Business Unit Request:** Client shall approach respective business unit for their submission of application for plot/facility termination, "the concerned business unit shall in turn raise internal request to TRAKHEES to carryout Facility Termination Inspection & preparation of necessary report to FZ Property Department or Concerned BU Department for the lease termination.
- 3.2 **Inspection:** Upon receipt of BU's notification, Operation Department shall inform the client, sends payment advices and schedule inspection within 02 days from receipt of request.
- 3.3 **Inspection Report:**
 - a) Lease Termination inspection report shall thereafter be sent to the respective BU Administration Department within 02 working days from date of inspection. Any requirements mentioned therein shall be rectified by the occupier and/or accepted by succeeding client prior to issuance of NOC for lease termination.
 - b) On completion of requirements as stated in the Inspection comments, Officer shall take whatever actions (including inspections) are considered to be appropriate in order to confirm the validity of Client's report. Officer has to take action not later 02 days from receipt of client's response date.
 - c) Upon compliance of requirements, Senior Officer shall send NOC for lease termination to BU not later than 01 day from the date of inspection.
- 3.4 **Payment:** Inspection fee of AED 1000/- (plus AED 20 as knowledge & Innovation Dirham) per assessed/inspected premises shall be invoiced to the company/client and to be paid prior to inspection of facility

4. APPLICABLE REGULATIONS

4.1 TRAKHEES Regulations

5. Contacts:



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