

APPLICATION FORM FOR CHANGE OF CONSULTANT / CONTRACTOR

Applicant Reference Number:

Submission Type

New

Resubmission (Specify Trakhees previous Reference No):

Applicant Information

Client

Name

Telephone

E-Mail

Current Consultant / Contractor

Professional / Commercial Name

Telephone

E-Mail

License No.

Trakhees CED Reg. No

Proposed Consultant / Contractor

Professional / Commercial Name

Telephone

E-Mail

License No.

Trakhees CED Reg. No

Project Information

Business Unit / Zone

Plot No.

Plot Area (Sq. M)

 Trakhees CED Project ID
 (if applicable)

 Trakhees CED Building Permit ID
 (if applicable)

Party to be Changed

Reason for changing

Consultant

Contractor

Normal

Dispute

Percentage of Construction Progress

You are hereby advised to fill in the percentage of the work in progress, which is applicable to your project only.

Type of Work	% of Work	Type of Work	% of Work
Mobilization		HVAC Works	
Excavation		Block Works	
Soil Improvement		Electrical Works	
Shoring		Plumbing Works	
Piling		Fire Works	
Foundation (Substructure)		Cladding Works	
Columns		Finishing Works	
Shear Walls		Landscaping	
Slabs			

Other work (Please specify):

*The following table list documents that need to be submitted along with the application. All documents should be submitted in PDF format. Identify documents that are submitted by selecting against each document. Documents should be submitted in a CD organized into folders as identified by folder code against each document title. Following is the list of folder codes and corresponding folder names:
(GD) - General Documents*

New Submission / Re-submission			
	Folder Code	Yes	N/A
Appointment letters of New Consultant / Contractor	(GD)		
Copies of valid Trade license of New Consultant / Contractor	(GD)		
Undertaking letter from New Consultant / Contractor	(GD)		
Termination Letter of the current Consultant / Contractor	(GD)		
Clearance letter from the current Consultant / Contractor (for normal changing)	(GD)		
Undertaking letter from the client stating that he is responsible for any legal obligations which may occur with the involved parties due to this change.	(GD)		

Declaration

- We hereby confirm that all data provided in this application / documents comply with Trakhees CED Guidelines and Regulations.
- If any delay occurs due to incorrect information provided by us in the submitted application we hold ourselves solely responsible for the delay.
- We are liable for any legal obligations which may occur due to invalid / tampered documents being submitted along with this application.

Date

Authorized Name & Signature

Ports, Customs & Free Zone Corporation
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Web Site: www.pfc.ae


تراخيص Trakhees
 دائرة التخطيط والتطوير
 Department of Planning & Development

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