

## C I R C U L A R - 1 5 6

**Date:** November 3, 2009  
**Ref:** ZADC/GEN/JB/gs-078

**TO :** ALL CONSULTANTS / CONTRACTORS

**SUBJECT: APPROVAL OF SUBCONTRACTORS WORKING UNDER OUR JURISDICTION**

With reference to the above subject, please be advised that all main contractors within DTMFZA Jurisdiction must obtain NOC for the subcontractors working under you. Please find attached the form ZADC 76 which should be duly filled and signed by the signatory Authority for the Main Contractor as well as the Consultant.

The signed form must be made available at site and to be provided to the concerned Zoning Authority Development Control General Building Inspector, assigned for the zone.

The approval is mandatory for all types of works such as Electrical, Mechanical, Glass / Aluminum, kitchen, carpentry, fit out works etc. However note that main construction works / structural works are not allowed to be undertaken; unless they are specialized subcontractors (Post tension etc). Also the following criteria are applicable for all sub-contractors:

1. The sub-contractors must have profession, skilled laborers suitable for the works undertaken.
2. Engineer / foreman from the subcontractor company must be present at site.
3. License must be from Dubai Economic Department (DED).
4. Letter from the owner / main contractor should be attached to the form.
5. Sub-contractor's company profile / projects experience to be presented at site for our review.

The above is for your information and necessary action.

Thanking you,

For, and on behalf of  
**DUBAI TECHNOLOGY AND MEDIA  
FREE ZONE AUTHORITY – DTMFZA**

**SUB-CONTRACTORS LOG WORKING AT CONSTRUCTION SITE**

PROJECT NAME:		CONSULTANT:
PLOT NO.:		CONTRACTOR:
OWNER NAME:		

S.NO.	SUB-CONTRACTOR NAME	TYPE OF WORK	LICENSE NO.	LICENSE EXPIRY DATE	CONTRACTOR'S SIGNATURE	CONSULTANT'S SIGNATURE	ZONING AUTHORITY INSPECTOR'S SIGNATURE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

**NOTE:** 1. ALL THE INFORMATION TO BE REGISTERED AND CERTIFIED BEFORE COMMENCEMENT OF THE WORK BY THE SUB-CONTRACTOR.

2. VALID TRADE LICENSE COPY TO BE ATTACHED FOR THE SUB-CONTRACTORS

3. BRIEF EXPERIENCE PROFILE.