

C I R C U L A R

Date: December 5, 2007
Ref: ZADC/GEN/MKK/gs-2203

TO: ALL CONSULTANTS / CONTRACTORS

Dear Sir,

SUBJECT: PROCEDURE CHANGE FOR LATE AND SATURDAY INSPECTIONS

With reference to the above subject, please make a **note of the following changes in our procedure** for requesting **late and Saturday inspections**:

1. **Dial – A – Service** will not be applicable for the **Saturday and Late inspections**. Contractors are instructed to come in person and book a temporary slot for their inspection with the customer service agents.
2. Late inspections will be received only upon the **confirmation** by the structural engineers
3. The Structural Inspection requests for Saturday should be booked by all the contractors on or before **Thursday** itself.
4. Upon requesting for either of the inspections the following is required by the Contractors:
 1. A temporary serial no. will be issued to the Contractor in order to enable them to make the necessary payment (AED. 2000).
 2. Upon payment of the required fees, the contractor should produce the receipt to the Customer Service coordinators and obtain the tracking numbers for structural inspections.

Please be informed that the above is being implemented **from 6th Dec, 2007 onwards**.

In case you require any further information regarding the same, please call our Customer Service on 04 – **3900 500 / 501**.

The above is for your information, records and necessary action.

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

Cc: ZADC