



Client Procedure to obtain Inspection Report for Lease Termination

PCFC- Entity (Business Unit) Name	:	Trakhees – Dept. of Planning & Development
Department Name	:	EHS – Environment, Health & Safety
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1. Purpose

Clients are required to ensure that their facility conforms to Trakhees' requirements prior to any lease termination and/or taking over of the existing facility by any succeeding client.

2. Scope

This procedure shall apply to all clients within Trakhees' jurisdictional areas.

3. Definitions

EHS – Environment, Health & Safety Department of Trakhees

OFC – Operation Fitness Certificate

JAFZA – Jebel Ali Free Zone Authority

PCFC – Ports, Customs & Free Zone Corporation

(BU) Business Unit - Entities and establishments under the PCFC umbrella (eg. JAFZA, etc)

FZ – Free Zone

4. Procedure

4.1 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.

4.2 Inspection: Upon receipt of BU's notification, EHS' Operation section shall notify the client, and shall send payment advices and schedule of inspection within 02 days from receipt of request.



4.3 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 the conducting of further inspections) as considered to be appropriate, in order to confirm the validity of Client's report. Officer has to take action not later than 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.

4.4 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

5. Service Completion Time

#	Service Description	Working days (WD)
5.1	Schedule Inspection, sending Payment Advice upon date of request	02 WD
5.2	Send report to Business Unit (after Inspection)	02 WD
5.3	Verification (including inspections) of client's report	02 WD
5.4	Send NOC to requesting Business Unit	01 WD



6. Service Fees

#	Service	Parameter	Fees (AED)
6.1	Inspection Fee (plus AED 20 as knowledge & Innovation Dirham)	Per Inspection	AED 1000

7. Related Forms

N/A

8. Applicable Regulations / References

- [Industrial Operation Regulations](#).
- Trakhees' [Regulations](#) & [Guidelines](#)

9. Contacts:

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