



## Request for Copy of Document

### Requestor's Information

To be filled by the requester:		<b>Date:</b>	
<b>All fields marked with an asterisk (*) are mandatory</b>			
Company Name: *			
Requester's Name: *	E-Mail		
Position / Designation *	Office Telephone *		
P. O. Box *:	Mobile *		
City *	Country:		
<b>Required document details:</b>			
Area *			
Plot No *			
Document Type *			
Document Reference			
Purpose			

Supporting documents required: -

**For Companies (Consultants/ Contractors/ Registered clients)**

- 'Request' Form typed TRK-CED-DC-CF01a, this form)..
- Official Request Letter from Applicant
- Copy of Trade license
- Copy of Lease Agreement
- Copy of Emirates ID
- Payment Receipt copy of the above requested document.

Please apply Online via your Trakhees account

**For Persons (Ownership / Residential Units / Unregistered clients)**

- 'Request' Form typed (TRK-CED-DC-CF01a, this form).
- Official Request Letter from Property Owner/Attested POA
- Copy of Trakhees Site Plan.
- Copy of Title Deed
- Copy of Trade License (if available)
- Copy of Passport with visa page
- Copy of Emirates ID
- Payment Receipt copy of the above requested document.

Please e-mail the request along with above mentioned documents to [Ced.doc@pcfc.ae](mailto:Ced.doc@pcfc.ae)

If your request is not responded within *two working days*, please contact PCFC Call Centre on 800 990 or write to [info@pcfc.ae](mailto:info@pcfc.ae)

<b>For Office Use (Trakhees Document Controller):</b>		Req. No.	( )	
Supporting documents verified?		YES		NO
Number of copies	Rate	Total Amount		
Approved by	Name	Signature		
Document Controller:				

<b>For Office Use (Trakhees Section Administrator):</b>		PA No.	( )	
Is Finance & DED list verified?		YES		NO
Approved By:	Name	Signature		
Section Administrator				
Section Manager				