



Application Form for Change of Consultant / Contractor

Submission Type

<input type="checkbox"/>	New	
<input type="checkbox"/>	Resubmission (Previous Reference No):	<input type="text"/>

Application Information

Client

Name	<input type="text"/>		
E-Mail	<input type="text"/>	Telephone	<input type="text"/>
Trakhees ID	<input type="text"/>	Trade License # (Companies) / Passport # (Individuals)	<input type="text"/>

Consultant

Name	<input type="text"/>		
E-Mail	<input type="text"/>		
Trakhees ID	<input type="text"/>	License No.	<input type="text"/>

Contractor (if applicable)

Name	<input type="text"/>		
E-Mail	<input type="text"/>		
Trakhees ID	<input type="text"/>	License No.	<input type="text"/>

Project Information

Community Name as per TKS Site Plan	<input type="text"/>	Total BUA (Sq.M) - as per TKS Blue code	<input type="text"/>
Plot No. (as per TKS Site Plan)	<input type="text"/>	Plot Area (Sq.M) - as per TKS Site Plan	<input type="text"/>
Project ID	P-	Compound wall (L.M)	<input type="text"/>
		Chain Link Fence (L.M)	<input type="text"/>
		Bldg Height (L.M)	<input type="text"/>

Party to be changed:

Reason for change request:

<input type="checkbox"/> Consultant	<input type="checkbox"/> Contractor	<input type="checkbox"/> Normal	<input type="checkbox"/> Dispute
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Percentage of Construction Progress:			
You are hereby advised to fill in the percentage of work in progress, which is applicable to your project			
Type of Work	% of Work	Types of Work	% of Work
Mobilization		HVAC works	
Excavation		Block works	
Soil improvement		Electrical works	
Shoring		Plumbing works	
Piling		Fire works	
Foundation		Cladding works	
Columns		Finishing works	
Sheer Walls		Landscaping	
Slabs		Total percentage of Completion:	

Other Work (Please specify):

The following tables 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 online organized into folders as identified by folder code against each document title. Following is the folder code and folder name.

(GD) General Documents

For New Submission / Re-Submission: (For CONSULTANTS only)			
	Folder Code	Yes	N/A
Appointment letter of New Consultant	(GD)	<input type="checkbox"/>	<input type="checkbox"/>
Cover letter including the new Consultant trade license number issued from Dubai Emirate confirming that the permitted activities as per current practise permit covers all the assigned works and the new Consultant has the required Accreditation cards as per Accreditation Circular Ref. CEDGR – 44 dated 10 May 2017	(GD)	<input type="checkbox"/>	<input type="checkbox"/>



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Undertaking Letter from New Consultant (TRK-CED-PS-CF02b)	(GD)	<input type="checkbox"/>	<input type="checkbox"/>
Termination Letter of the current Consultant	(GD)	<input type="checkbox"/>	<input type="checkbox"/>
Clearance Letter from the current Consultant (for normal changing)	(GD)	<input type="checkbox"/>	<input type="checkbox"/>
Undertaking Letter from the Client, stating that they are responsible for any Legal obligations which may occur with the involved parties due to this change.	(GD)	<input type="checkbox"/>	<input type="checkbox"/>
Applicable COC forms (COC 1, COC 2 & COC 3)	(GD)	<input type="checkbox"/>	<input type="checkbox"/>

For New Submission / Re-Submission

(For CONTRACTORS only):

	Folder Code	Yes	N/A
Appointment letter of New Contractor	(GD)	<input type="checkbox"/>	<input type="checkbox"/>
Cover letter including the new Contractor trade license number issued from Dubai Emirate confirming that the permitted activities as per current practise permit covers all the assigned works and the new Contractor has the required Accreditation cards as per Accreditation Circular Ref. CEDGR – 44 dated 10 May 2017	(GD)	<input type="checkbox"/>	<input type="checkbox"/>
Valid Contractor All Risk Insurance CAR with policy No., issued date and expiry date complying with the Executive Council Resolution No. (28) Of 2022 / DM circular/Trakhees circular requirements, concerning that the insurance policy is required for the licensing of the construction works in the Emirate of Dubai.	(GD)	<input type="checkbox"/>	<input type="checkbox"/>
The consultant letter stating the sole responsibility/liability to ensure that the relevant insurance CAR policy must be valid and complying with the Executive Council Resolution No. (28) Of 2022 / DM circular/Trakhees circular requirements.	(GD)	<input type="checkbox"/>	<input type="checkbox"/>
Undertaking Letter from New Contractor (TRK-CED-PS-CF02c)	(GD)	<input type="checkbox"/>	<input type="checkbox"/>
Termination Letter of the current Contractor	(GD)	<input type="checkbox"/>	<input type="checkbox"/>
Clearance Letter from the current Contractor (for normal changing)	(GD)	<input type="checkbox"/>	<input type="checkbox"/>
Undertaking Letter from the Client, stating that they are responsible for any Legal obligations which may occur with the involved parties due to this change.	(GD)	<input type="checkbox"/>	<input type="checkbox"/>
Applicable COC forms (COC 1, COC 2 & COC 3)	(GD)	<input type="checkbox"/>	<input type="checkbox"/>



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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

Submitter's Details

Name		Mobile Number	
ID Type		ID Number	