

Dubai Maritime City L.L.C

P.O Box 32111
Dubai, U.A.E



Applicant Name:
[Applicant Name]

Contact Number :
[Contact Number]

Date:
[Date]

TENANCY INFORMATION

Contract Valid from: [Date] Contract Expiry Date: [Date]

TENANT INFORMATION

Company Name:

DMC Unit Reference:

Tenant ID:

Request Reference:

Address:

Office Contact Number:

Mobile Contact Number:

TENANT SIGN OFF

Name:

Designation:

Signature:

Date:

ATTACHMENTS – BY TENANT

Documents:	Attached	Comments
1. Full Set of Design Drawings in A3 (2 copies)	<input type="checkbox"/>	
2. Tenant Request Letter on Letter Head	<input type="checkbox"/>	
3. Contractor Appointment Letter (Copy)	<input type="checkbox"/>	
4. Contractor Undertaking Letter	<input type="checkbox"/>	
5. Signed copy of Checklist - Fit Out Design Checklist	<input type="checkbox"/>	

DMC SIGN OFF

CRM:

PDD:

Name:

Name:

Designation:

Designation:

Date:

Date: