

Ref : RTA/LIC/PRO/1161/2016

March, 03rd 2016

Attention to: General Managers

Subject: Collection of Agreement for Add/Remove Mortgage Services

Please collect the two original copies of agreement document from Licensing Agency - Agreements and Purchasing Team in the Roads and Transport Authority (RTA), we are hereby notify you as follows:

1. Kindly stamp every page of the agreement (both originals) with the company stamp.
2. Company Authorized Signatory to sign in the signature block in the agreement.
3. Company Witness to sign in the signature block in the agreement.
4. All other pages of agreement to be initialled by the Company Authorized Signatory.
5. Provide Power of Attorney
6. Copy of passport of authorized person.
7. Updated and full Commercial trade license document.
8. Business card for contact person.

On completion of the above please return to the undersigned within **3 days**. The two original sets of the agreement with a copy of Power of Attorney proving the signatory's authority to sign the agreement on behalf of the company.

Kindly hand them over to (Ms. Zainab Salmeen – Contracts & Purchasing Team in Licensing Agency (RTA Headquarter, Block C - Floor 5) located at Marrakesh Road, Umm Ramool From 07:00 AM till 02:00 PM and for any clarification please don't hesitate to contact with the following Tel No (+9714290 2538), or by e-mail at (zainab.khamis@rta.ae).

With Best Regards,

Hassan Mohammed Al Belooshi

Contracts & Purchasing Team Manager in Licensing Agency



CC:

- CEO office
- Vehicles Licensing Department
- File