



Application Form for Change of Consultant / Contractor

Submission Type

- ☐ New
- ☐ Resubmission (Previous)

Application Information

Client

Name			
E-Mail		Telephone	
Trakhees ID		Trade License # (Companies) / Passport # (Individuals)	

Consultant

Name			
E-Mail			
Trakhees ID		License No.	

Contractor (if applicable)

Name			
E-Mail			
Trakhees ID		License No.	

Project Information

Community Name as per TKS Site Plan		Total BUA (Sq.M) - as per TKS Blue code	
Plot No. (as per TKS Site Plan)		Plot Area (Sq.M) - as per TKS Site Plan	
Project ID	P-	Compound wall (L.M)	
		Chain Link Fence (L.M)	Bldg Height (L.M)

Party to be changed:

Reason for change request:

- ☐ Consultant
- ☐ Contractor
- ☐ Normal
- ☐ Dispute

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Required Documents for submission :

Termination of the current:

Consultant

Contractor

This is to inform you that we have terminated M/S _____,
as our Consultant/Contractor for the project,

Appointment of New:

Consultant

Contractor

This is to inform you that we have appointed M/S _____,
as our consultant/contractor for the project.

We hereby authorize the Consultant to obtain all necessary authority approvals.

Also, this is to inform you that I agree to all submitted designs.

Undertaking by Client:

We hereby confirm that we accept to take full responsibility in regards to completion of the abovementioned Project by appointing the aforesaid Party, and we are responsible for any Legal obligations which may occur with the involved parties due to this change.

Client	Signature/Stamp

Confirmation of Competence :

This is to confirm that our trade license number, as per current practise, issued from Dubai Emirate, permits the activities that covers all the assigned works and we have the required Accreditation cards as per Accreditation Circular Ref. CEDGR – 44 dated 10 May 2017

Consultant	Stamp	Contractor	Stamp

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Undertaking by New Consultant:

We hereby confirm that we accept to take full responsibility in regards to completion of the abovementioned Project by maintaining the Safety and the Integrity requirements in terms of; but not limited to the following conditions:

- 1) We confirm that the approved drawings/documents and specifications prepared by the previous Consultant have been received, checked and verified and found satisfactorily/adequate to complete the remaining works without compromising the safety and durability requirements.
- 2) To ensure that the work on site is proceeding as per the latest approved documents/drawings and all revisions have been considered in the construction process.
- 3) To ensure that all construction documents have been fully coordinated and to resolve whatsoever conflict/defect that may be detected. CED-Trakhees shall be notified of any serious concern which may be observed in the drawings or the constructed works. Accordingly, we undertake to obtain CED approval for any revision/rectification that may be required.
- 4) To undertake full responsibility of any correctness measures, and shall propose/approve the proper solution for design/construction problems in compliance with project documents/relevant standards/engineering code of practice.

Consultant	Stamp

Undertaking by New Contractor:

We hereby confirm that we accept to take full responsibility in regards to completion of the abovementioned Project by maintaining the Safety and the Integrity requirements in terms of; but not limited to the following conditions:

- 1) To ensure that the work on site is proceeding as per the latest approved documents/drawings and all revisions have been considered in the construction process.
- 2) To ensure that all construction documents have been fully coordinated and to resolve whatsoever conflict/defect that may be detected. CED-Trakhees shall be notified of any serious concern which may be observed in the drawings or the constructed works. Accordingly, we undertake to obtain CED approval for any revision/rectification that may be required.
- 3) To undertake full responsibility of any correctness measures, and shall propose/approve the proper solution for design/construction problems in compliance with project documents/relevant standards/engineering code of practice.

Contractor	Stamp

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Undertaking by New Consultant regarding Contractor All Risk Insurance CAR:

We hereby confirm the sole responsibility/liability to ensure that the relevant insurance CAR policy as per below details is complying with the Executive Council Resolution No. (28) Of 2022 / DM circular/Trakhees circular requirements and must be valid and the revalidated during the project construction progress as per the relevant scope of work.

CAR policy details:

- Plot number: _____
- Scope of works: _____
- Contractor All Risk Insurance (CAR) Policy No. _____
- Contractor All Risk Insurance (CAR) Policy Period: _____

Consultant	Stamp

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 (Substructure)		Cladding works	
Columns		Finishing works	
Sheer Walls		Landscaping	
Slabs		Total percentage of Completion:	

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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
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
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"/>
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	