|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| EOL - KEY REGISTER FORM | | | | | | | |
| **FACLITY NO** |  | | | **FACILITY TYPE** | |  | |
| **CLIENT NAME** |  | | | **A/C NO** | |  | |
| **CLIENT E-MAIL** |  | | | **PHONE NO** | |  | |
|  |  |  |  | |  | |  |
| **1. TERMINATED FACILITY HAND OVER KEY/S TO JAFZA LEASING & LICENSING SECTION** | | | | | | | |
| **DATE** | **SR NO** | **NAME OF THE PERSON** | **HANDED OVER BY** | | **NO OF KEYS/ CARD** | | **SIGNATURE** |
|  |  |  |  | |  | |  |
|  |  |  |  | |  | |  |
| **2. IMDAAD RECEIVED KEYS FROM END OF LEASE ( EOL ) SECTION** | | | | | | |  |
| **DATE** | **DEPARTMENT** | **NAME OF THE PERSON** | **HANDED OVER BY** | | **NO OF KEYS/ CARD** | | **SIGNATURE** |
|  | IMDAAD | SIRAJ/ASHRAF | ASHUFTA/JAMAL/SHAMMA/ KHALED | |  | |  |
|  |  |  |  | |  | |  |
| **3. END OF LEASE RECEIVED KEYS FROM IMDAAD AFTER JOB COMPLETION** | | | | | | | |
| **DATE** | **DEPARTMENT** | **RECEIVED BY** | **HANDED OVER BY**  **IMDAAD** | | **NO. OF KEYS** | | **SIGNATURE** |
|  | EOL | ASHUFTA /JAMAL/SHAMMA/KHALED | SIRAJ/ASHRAF | |  | |  |
|  |  |  |  | |  | |  |
| **4. END OF LEASE (INSPECTION) HANDED OVER THE KEYS TO ALLOCATION SECTION** | | | | | | | |
| **DATE** | **DEPARTMENT** | **RECEIVED BY** | **HANDED OVER BY** | | **NO. OF KEYS** | | **SIGNATURE** |
|  | ALLOCATION |  |  | |  | |  |
| **DATE OF TERMINATION** | | |  | | | | |
| **DATE OF INSPECTION REPORT RECD** | | |  | | | | |
| **DATE OF INTIMATION TO CLIENT** | | |  | | | | |
| **DATE OF APPROVAL FROM CLIENT** | | |  | | | | |
| **DATE OF GO AHEAD GIVEN TO IMDAAD** | | |  | | | | |
| **DATE OF PIR /MAINT WORK COMPLETED BY IMDAAD** | | |  | | | | |
| **DELAY DAYS** | | |  | | | | |
| **MAINTAINCE CHARGES** | | | AED. | | | | |
| **EOL ADMIN CHARGES** | | |  | | | | |
| **EXTRA DAYS TO BE CHARGED TO THE CLEINT** | | |  | | | | |
| **COST & SUPPLY ( if Any ) / Tarakees Approval** | | | AED. | | | | |
| **SR NO:** | | |  | | | | |