|  |
| --- |
| 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:**  |   |