

C I R C U L A R - 1 4 6

Date: May 28, 2009
Ref: ZADC/GEN/MEB/gS-066

TO : ALL CONSULTANTS / CONTRACTORS

SUBJECT: UNCOLLECTED DRAWINGS / SUBMITTALS WITH ZONING AUTHORITY

With reference to the above subject, we hereby notify all the contractors and consultants to collect the drawings / submittals that are awaiting collection (SMS / fax notified) **within 2 weeks.**

Please note that the drawings / submittals that are 1 or 2 years old and are kept for collection shall be discarded within 2 weeks (**14-Jun-2009**), if unclaimed by the concerned. In regards to the new / latest drawings & submittals, for which SMS alerts or fax, have been sent from the Zoning Authority Customer Service, please note that the drawings / submittals shall be kept only for 2 weeks and shall be discarded if uncollected.

Any claims after 2 weeks from our SMS / fax notification date, the Zoning Authority will not be responsible and the contractor / consultant should submit (new submission) with all required fees and applicable follow up dates. All approved drawings shall be at our custody for a period of 6 months and discarded if uncollected.

The above is applicable for all types of submittals. For any further details please contact our Customer Service on **04 - 3900 500 / 501 / 704 / 364 39 99 / 360 28 88.**

The above is for your information and necessary action.

Thanking you,

For, and on behalf of
**DUBAI TECHNOLOGY AND MEDIA
FREE ZONE AUTHORITY – DTMFZ**