

FACSIMILE MESSAGE CIRCULAR

TO : All Techno Park Companies
ATTN : General Manager
DATE : Wednesday, May 27th 2009
FROM : Fatma Salem, EVP & Commercial Director, Operations Dept - UAE
SUBJECT : TechnoPark Online Services
REFERENCE: TP/OPT/MAY-09

Dear Valued Customer,

In our continuous efforts to enhance our services to facilitate your business, we are pleased to announce that you can currently apply for the below services online through Dubai Trade Portal (www.dubaitrade.ae):

1. Employment Visa
2. Service Letter (Arabic & English)
3. Letter to Consulate (Arabic)
4. Letter to RTA (Arabic)
5. Letter to Police for lost documents (Arabic)
6. Salary Certificate to Consulates (Arabic & English)
7. Letter to U.A.E. Ports for Pass Clearance (Arabic)
8. Letter to Abu Dhabi for Security Passes (Arabic)
9. Letter to Consulate for SCHENGEN Countries (English)
10. Salary Certificate to Banks (English)
11. Salary Certificate to Government Agencies (Arabic)

Moreover, please note that effective from 15 June 2009 all of the above services will **not** be processed manually at the counters, thus please ensure to register on Dubai Trade at the earliest to avoid any inconvenience.

For any further clarification please contact our Administration Section on Tel: **04-8814888**.

TechnoPark
TP- Customer Service Department
Telephone:- (+9714-8814888) Fax: +9714-8811444
Website: www.tp.ae