

FACSIMILE MESSAGE **CIRCULAR**

TO : All Techno Park Companies
ATTN : General Manager
DATE : Wednesday, October 9th, 2009
FROM : Fatma Salem, EVP & Commercial Director, Operations Dept - UAE
SUBJECT : Employees Arrival Intimation

Dear Valued Customer,

In our continuous efforts to enhance our services to facilitate your business, we would like to inform you that some modification has been made to the employee arrival intimation procedure.

Once the employee arrives into the country, the documents should be submitted to TechnoPark for RP Stamping within seven days. If the company submits the documents anytime after the mentioned period, the application will only be accepted on urgent basis which would mean an additional charge of AED 275/- per passport.

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

TechnoPark
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