

• **Files & Data Handover to Mr. Mohsin Ali by Mr. Adeel**

1. All User's Name & passwords of followings List attached
  - I. G-mail (CEMCON [2010@gmail.com](mailto:2010@gmail.com))
  - II. Hamriya Portal
  - III. Custom Portal
  - IV. Etisalat B2B
  - V. Salik
  - VI. Nakheel.com
  - VII. FTA (VAT & Corporate Tax) CEMCON FZE, CEMCON MECHANICAL & CEMCON MIDDLE EAST
2. Original Passport (As per Attached List)
3. Insurance Files (Health Card, Un- Employment Insurance & Work man Compensation)
4. All HR Formats
5. Guest Card
6. Personal Files
7. DO
8. Certificate of Man Power With Original Card (List Attached)
9. Vehicle Files (Reg. Card & Insurance)
10. Sub Contract Files
11. All Employee Record (PPT Copies, EID Copies, Visa Copy & Pics )
12. Contact number for Customs (Cemcon FZE)
13. Contact number of photo copy machine
14. Contact number of protectable Approval

Taken Over: \_\_\_\_\_

Hand Over: \_\_\_\_\_

  
