


• **Files & Data Handover to Mr. Osman by Mr. Adeel**

1. All User's Name & password's 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. Corporate Tax Certificate, VAT Certificate, License & EST Cards (Both Hard & Soft Copy) of CEMCON FZE, CEMCON MECHANICAL & CEMCON MIDDLE  
WPS (Mr. Fazal & Tayyab Contact Number)  
WPS Monthly Basis, VAT Quarterly basis, Corporate Tax Annually
3. Original receiving from Milele for Guarantee CHQ and Letter. Expense Soft & Hard Copy
4. Following files
  - I. Invoices
  - II. Quotation
  - III. PO's (received and issue)
  - IV. All Project Files both Middle East, Mechanical & Cement Industries
  - V. Petty Cash (Expenses)
  - VI. Audit (2023)
  - VII. Salary File
  - VIII. Cash Receipts, Bank Receipts, Bank Payment, ICB File
  - IX. CHQ Books (CEMCON Middle East QTY 1, CEMCON Mechanical QTY 2, Mr. Faisal, Mr. Shoaib, Neha Ma'am & CEMCON Middle East Old
  - X. 4 Stamp (CEMCON FZE, CEMCON Middle East, CEMCON Mechanical & Old Middle East)
  - XI. Details of Banks Accounts
  - XII. Guarantee CHQ File

Taken Over



Hand Over

