استمارة ظلب رفع مخالفة / ملاحظة إدارية

OFFence Remoual Form Inspection Department / إدارة التفتيش رقم الطلب



تاريخ تقديم الطلب Application Date

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Expatriate Establishmen	عامل أجنبه Employee t / Personal Name	طحب عمل Employe	r	NC	عم NG اسم المنش CR/P اسم المنش	Establish	The state of the s	جهة المخالفة Offender
AL JIN Address		NTERIOR			co sipic l		ر اسخطي	رقم القيد / الرقم أ العنوان
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Employees D	etails				Market Company			يبانات العمال
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Activity Deta	ils and Working	Time				*************	To control to the way to provide the	تفاصيل النش
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(2100 B	M	8:00 AN	1	THU	RSDAY.	S	MACAUTA	
Please describe	the actual activit	y currently being p	practiced?		حالياً؟	تتم مزاولته	اط الفعلي الذي	يرجى وصف النش
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Applicant Det	ails and Declara	ition		and the second s	With the second	1.00	CONTRACTOR OF THE PROPERTY OF	
رتبة عليها. certify that all info	rmation given by me	ات المقدمة وتحملي الر on this application is d	complete and accura	ate and ackno	owledge the legal re	قالشيوطوالد	مقدم الطك باطلاعيعلىكاة submitting incorr	أمَّ السَّاسِ مِمْ عَالَمِناهِ
Personal No.		Relation الرقم الش 8 1 0 W N	ier of the		에 Name W.SHAIK 1	MAHON	MAD MU	REEN IKULD
signature		Contacts التوقيع	No.					أرقام الإتصال

39328147

الشروط والأحكام 1. The applicant must complete and verify all required data on the first page. يتوجب على صاحب العمل ملء جمية البيانات المطلوبة في الصفحة الأولى والتأكد من 2. The applicant must be the CR . owner or assignee under power of attorney. يجب أن يكون مقدم الطلب هو صاحب العمل أو الموكل عنه بموجب توكيل رسمي . 3. This form is considered as a request for an inspection visit, and does not waive the هذه الاستمارة تعتبر بمثابة طلب زيارة تغتيشية , ولاتخلى مسؤلية صاحب العمل من تحمل responsibility of the employer to bear the legal violations during the inspection المخالفات القانونية , او الملاحظات الإدارية إن وجدت وقَّت الزيارة. visits. The employer is responsible of providing the necessary permits to enable the يتحمل صاحب العمل مسؤلية توفير التصاريح اللازمة لتمكين المغتش من دخول موقع المنشأة ومواقحً العمل التابعة لها. inspector to enter the office in addition to work sites if available. يتوجب على صاحب العمل تمكين المغتش من الاطلاع على سجلات العمال واتفاقيات The employer must enable the inspector to access the worker records, agreements العمَل ومقابلة العمال على رأس العمل إن دعت الحاجة. and interview / meet workers if required. The address registered in the Ministry of Commercial Register (MOIC) shall يجب أن يتطابق العنوان المسجل لدى وزارة التجارة والصناعة مع العنوان الفعلى للمنشأة correspond to the actual address of the establishment in which the activity is carried التي تمارس فيه النشاط. out. يجب أن تكون المنشأة مجهزة بما يتناسب مع طبيعة النشاط المصرح به ويسمح لها 7. The authorized activity according to the license and the issued permits must match بمزاولة العمل فعليا. the equipment and actual work performed during the inspection visit. لايحق لصاحب العمل تشغيل العامل المسجل عليه بعد انتهاء أو إلغاء تصريح عمله. 8. A employee is not allowed to work if his work permit is terminated or canceled. المستندات المطلوبة **Required Documents** Copy of a valid Commercial Registration (CR). نسخة من السجل التجاري. Copy of owner's CPR or their representatives. نسخة من بطاقة صاحب العمل أو الموكل عنه. نسخة من التوكيل الرسمي على أن يكون مسجل في نظام الهيئة. Copy of an official authorization letter should be uploaded in LMRA system. نسخة حديثة من فاتورة الكهرياء ليس بها إنذار قطعً. Copy of latest paid Electricity and water bill has no disconnection notice. Photos for the establishment premises from inside and outside along with the صور للمنشأة من الداخل والخارج مع وجود الإعلان التجارى. signboard and address photos. تسخة من كشوف الحضور والانصراف للعمال البحرينيين والأجانب. Copy of work attendance records for (Bahraini & Non Bahraini employees) for the last 3 months. نسخة من كشوف رواتب البحرينيين والأجانب. Copy of (Bahraini & Non Bahraini) employees payroll documents for the last 3 months. نسخة حديثة من كشف الحساب المصرفى. Copy of the establishment's bank statement for last 3 months. اتفاقيات المشاريخ الحالية وما يثبت حجم العمل متطابقة حسب التسلسل في Copy of current projects contracts, work load documents attached in order as stated. الصفحة الأولى. Copy of the Social Insurance Statement (SIO). 📗 نسخة من كشف التأمينات الاجتماعية. Ruling of the court in the case of criminal offenses. حكم المحكمة في حالة المخالفات الجناثية. Certificate of non-appeal in case of criminal offenses. شهادة عدم حصول استثناف في حالة المخالفات الجناثية. Received By مستلم الطلب Signature التاريخ Name التوقيع Date الاسم For Official Use Only للاستعمال الرسمى فقط Inspector Recommendation توصية المفتش Name التوقيع Date Signature التاريخ الاسم Recommendation and Accreditation of Direct Administrator توصية واعتماد المسؤول المباشر Name التوقيع Date Signature التاريخ الاسم

Terms and Conditions



شركة الجينيربي للديكورالداخلي ش.ش.و AL JINNERBI INTERIOR DECORATION CO. SPC

Date: December 18,2019

To. Labour Market Regulatory Authority Inspection Department Kingdom of Bahrain

Subject: Request Remove Administrative Offense

Dear Sir/Madame,

We "AL JINNERBI INTERIOR DECORATION CO.SPC", CR no. 11811201, have

Offenses applicable to branch

Branch	Alert Code	English Description	Arabic Description	Alert Date	Action	Classification
11811201	36	Expatriate manpower number not matching the actual number	العمالة المستخدمة لا تتطابق مع العدد الفعلي المسجل	19-02- 2019	Refer to inspection front office team in LMRA	William Control of the Control of th
11811201	44	Inspection department will verify the actual need of WP	إدارة التفتيش ستقوم بالتحقق من الحاجة الفعلية لتصاريح العمل	03-02- 2019	LMRA inspector will visit your establishment and will verify the actual need of WP	Alert
11811201	98	Carrying unauthorized business activity	مزاولة نشاط تجاري غير مصرح به	08-12- 2019	Refer to Inspection Front Office Team in LMRA	
11811201	107	Establishment is Inactive	المنشأة غير قائمة	03-02- 2019	Refer to Inspection Front Office Team in LMRA	

please remove our offences as I don't have any workers so I can't practice or go further with company progress and market is weak nowadays kindly remove the offense and allow me to be able to sign contracts and start practicing the activity for now only I have quotations but can't approve it with the other party as I need to hire specialists and workers

Thanks & Regards



KINGDOM OF BAHRAIN

Ministry of Industry, Commerce and Tourism



مُعَلَّكُ الْبَصَاءُ الْمُحَادِّةِ مِنْ الْمُحَادِّةِ مِنْ الْمَصَادِّةِ مِنْ الْمُحَادِّةِ مِنْ الْمُحَادِّةِ مِنْ الْمُعَادِّةِ الْمُحَادِّةِ مِنْ الْمُحَادِّةِ مِنْ الْمُحَادِّةِ مِنْ الْمُحَادِّةِ مِنْ الْمُحَادِّةِ م

شهادة قيد السجل التجاري Commercial Registration Certificate

The Registration Directorate at the Ministry of Industry, Commerce and Tourism certifies that the merchant's below details have been registered in accordance with Decree law No. (27) for the year 2015 of the Commercial Registration.

تشهد إدارة التسجيل بوزارة الصناعة والتجارة والسياحة بأنه قد تم قيد التاجر المسجلة بياناته أدناه وذلك وفقا للمرسوم بقانون رقم (27) لسنة 2015 بشأن السجل التجاري.

Due Date	11/12/202	تاريخ الاستحقاق 0	Registration Date	11/12/2017		تاريخ القيد	Registration No.	118112 - 1	رقم القيد
Group Name	AL JIMNERBI INTERIOR DECORATION CO.OF C			SPC	شركة الجينيربي للديكور الداخلي ش.ش.و لمالكها شيخ محمد موبين				اسم المجموعة
Commercial Name	AL JINNERBI INTERIOR DECORATION CO.SPC				شركة الجينيربي للديكور الداخلي ش.ش.و لمالكها شيخ محمد موبين				الاسم التجاري
Registration Type	Single Person Company				شركة الشغص الواحد				نوع القيد
CR Status		ACTIVE			نشطة				حالة القيد
Commercial	P.O.BOX	Area عظمة	B الم	lock مجمع R	طریق oad	Bu	مینی ilding	شقة/محل .Flat/Shop No	
Address		MANAMA CENTER	وسط المنامة /	304	357		21	243	العنوان التجاري

Activities	الأنشطة
Activities of head offices or Management Offices	أنشطة المكاتب الرئيسة أو الإدارية
Interior Decoration	أنشطة الديكور الداخلي



* This CR does not permit its holder to practice investment activities on behalf of others.

* هذا القيد لا يجيز لصاحبه بمزاولة تشاط استثمار أموال الغير.

إدارة التسجيل Registration Directorate

Q.F. 409 Issue 0

Issued Date: 26/11/2019

Page 1 of 1

مستخرج بیانات قید شرکة Company Commercial Register Extract

سية الشركة Company's Nat			_		. •	رقم السجل CR No
بحريني BAHRAI	NI		شركة الشخص الواحد Single Person Company		/12/2017	118112
	اسم المجموعة باللغة العربية Group Name in Arabic					
	AL JINNERBI INTERIOR DECORATION CO.SPC					
	شركة الجينيربي للديكور الداخلي ش _. ش و لمالكها شيخ محمد موبين					
	AL JIN	NERBI INTERIO	R DECORATI	ION CO.SPC		اسم الشركة باللغة اللاتينية Name in English
В	ahrain Dinar			دينار بحريني		العملة الرئيسية لرأسمال الشركة The main currency of the Company capital
500	المال المدفوع Paid up cap	<u> </u>	00	رأس المال الصادر Issued Capital	500	رأس المال المصرح Authorized Capital
	ں المال العيني In-kind cap	-	50 N	السهم/الحصة Nominal value per share	10	الإسهم/الحصص No. of shares
						بيان راس المال العيني In-Kind capital Details

تاريخ انتهاء السنة المالية	مدة الشركة	رقم العقد	تاريخ عقد التأسيس
Financial year end	Company Duration	Memorandum / Article No	Memorandum of Association Date
31/12	غير محددة		11/12/2017

Date: 27/11/2019 CR No. 118112 Page 1 of 3 118112 قرم السجل: 27/11/2019 كالمنابع: 27/11/2019

بيانات الفروع Branch's Details

11/12/2020	تاريخ الانتهاء Expiry date	11/12/2017	تاريخ التسجيل Registration date	1	رقم الفرع Branch No.			
	شركة الجينيربي للديكور الداخلي ش ش و لمالكها شيخ محمد موبين							
	AL JINNERB	I INTERIOR DECORA	ATION CO.SPC		اسم الفرع باللاتينية Branch English Name			
	شطة ACTIVE							
21	مبنی Building	357	شارع/طریق/ممر Street/Road/Avenue	243	شقة رقم Flat no.			
	ب.ص P.O. Box	وسط المنامة MANAMA CENTER	المدينة/القرية City/Village	304	مجمع Block			
(+973)	الفاكس Fax	(+973)	رقم الهاتف Telephone 2	(+973) 39328147	رقم الهاتف Telephone 1			
	aljinnerbiint@gmail.com							
					الموقع الالكتروني Web site			

Company's activities	انشطة الشركة
Activities of head offices or Management Offices Interior Decoration	أنشطة الديكور الداخلي أنشطة المكاتب الرئيسة أو الإدارية

26/08/2020	تاريخ الانتهاء Expiry date	26/08/2018	تاريخ التسجيل Registration date	2	رقم الفرع Branch No.		
	اسم الفرع بالعربية Branch Arabic Name						
AL JINNERBI CONV	AL JINNERBI CONVENTIONS AND EVENTS ORGANIZING CO. S.P.C OWNED BY SHAIK MOHAMMAD MUBEEN						
	شطة ACTIVE						
621	مبنی Building	2309	شارع/طریق/ممر Street/Road/Avenue	12	شقة رقم Flat no.		
	ب.ص P.O. Box	وسط المنامة MANAMA CENTER	المدينة/القرية City/Village	323	مجمع Block		
	الفاكس Fax	(+973) 38912362	رقم الهاتف Telephone 2	(+973) 38912362	رقم الهاتف Telephone 1		
	البريد الالكترون <i>ي</i> E-mail						
					الموقع الالكتروني Web site		

Company's activities	انشطة الشركة
Organization of conventions, events, and trade shows	تنظيم المؤتمرات والمعارض التجارية

Date: 27/11/2019 CR No. 118112 Page 2 of 3 118112 قال 27/11/2019 حقم السجل: 18112 كالماليخ: 27/11/2019

The Partners الشركاء

	الاسم باللغة العربية Name in Arabic						
	SHAIK MOHAMMAD MUBEEN						
رقم السجل التجاري CR No	رقم الجواز/البطاقة Passport / ID No.	الجنسية Nationality	النسبة المؤية Percentage	عدد الحصص No. of Shares			
	791313581	هندي INDIAN	100	10			

عضاء مجلس الإدارة

		<u> </u>	الاسم باللغة العربية		
			Name in Arabic		
	الاسم باللغة اللاتينية				
	SHAIK MOHAMMAD MUBEEN				
الجنسية	رقم الجواز	رقم الهوية.	المنصب		
Nationality	Passport No.	ID No.	Position		
هندي	115224104	501010501	العضو المنتدب		
INDIAN	H5224184	791313581	managing director		

Authorized signatory

			الاسم باللغة العربية Name in Arabic
	الاسم باللغة اللاتينية Name in English		
الجنسية Nationality	رقم الجواز Passport No.	رقم الهوية. ID No.	نوع التوقيع Type of signature
هندي INDIAN	H5224184	791313581	منفر د Solely

قطاع السجل التجاري والشركات

Commercial Registration and Companies Sector

أعطى هذا المستخرج من واقع البيانات المدونة بملف الشركة لدى إدارة التسجيل بوزارة الصناعة و التجارة والسياحة

This Extract has been issued as per the information registered in the Company's record with the Directorate of registration at the Ministry of Industry, Commerce and Tourism.

Date: 27/11/2019 CR No. 118112 Page 3 of 3 118112 رقم السجل: 27/11/2019



Account Statement

AL JINNERBI INTERIOR DECORATION CO. SPC FLAT12, BUILD621, ROAD2309, BLOCK323

Date: 26/11/2019

Period: From 2019-08-01 to 2019-11-26

CPR / CR: 118112-1

RSM: S.Sadiq Al Alawi

152

Account Number: SSV - 200005798845

Transaction Information

IBAN: BH42 BBKU 0020 0005 7988 45

BHD

Effective Date	Entered Date	CK#	Description		Debit	Credit	Balance
16/08/2019	16/08/2019		CASH DEPOSIT CD100040 TO 200005798845		200.000	200,800	
17/08/2019	17/08/2019		ATM WITHDRAWL ON 17/08/19	922911000537	170,000		30.800
18/08/2019	18/08/2019		BNFT POS BH AUG17 LMRA 922909613360		24.000		6.800
31/08/2019	31/08/2019		Super Saver Below Balance		1.000		5.800
04/09/2019	04/09/2019		POS-SEP03 USD10.98 DNH*GODADDY.COM		4.140		1.660
04/09/2019	04/09/2019		POS-SEP03 USD Rate .3770 FEE 1.5%		.065		1.595
18/09/2019	18/09/2019		CASH DEPOSIT CD100002 TO 200005798845			43.000	44.595
19/09/2019	19/09/2019		CASH DEPOSIT CD100002 TO 200005798845			120.000	164.595
22/09/2019	22/09/2019		SEP21 JASMIS-048		3.800		160.795
24/09/2019	24/09/2019		CASH DEPOSIT CD100293 TO 200005798845			55.000	215.795
27/09/2019	27/09/2019		ATM WITHDRAWL ON 26/09/19	926921000391	10.000		205.795
28/09/2019	28/09/2019		SEP27 MUKTA A2 CINEMAS-048		3,150		202.645
28/09/2019	28/09/2019		ATM WITHDRAWL ON 28/09/19 927118000983		200.000		2.645
20/03/2013	20/00/2010		A STATE OF THE STA				





Transaction Information

Effective Date	Entered Date CK#	Description		Debit	Credit	Balance
31/10/2019	31/10/2019	Super Saver Below Balance		1.000		1.645
12/11/2019	12/11/2019	CASH DEPOSIT CD100002 TO 200005798845			80.000	81.645
13/11/2019	13/11/2019	ATM WITHDRAWL ON 12/11/19 931622000248		80.000		1.645
18/11/2019	18/11/2019	CASH DEPOSIT CD100291 TO 200005798845			500.000	501.645
18/11/2019	18/11/2019	ATM WITHDRAWL ON 18/11/19	932217000126	300.000		201.645
18/11/2019	18/11/2019	CDP 10501 Online Deposit TO 200005798845		23.000	224,645	
19/11/2019	19/11/2019	POS-NOV18 USD58.00 SHAADI.COM(USD)		21.870		202.775
19/11/2019	19/11/2019	POS-NOV18 USD Rate .3770 FEE 1.5%		.344		202.431
19/11/2019	19/11/2019	ATM WITHDRAWL ON 19/11/19	932318000224	100.000		102.431
20/11/2019	20/11/2019	BNFT POS BH NOV19 LMRA 932301623718		79.000		23.431
20/11/2019	20/11/2019	BNFT POS BH NOV19 LMRA 932301623743	Notice the time to the sea the time to	20.Q00		3,431
26/11/2019	26/11/2019	CASH DEPOSIT CD100291 TO 200005798845	152		500.000	503.431



la Polania

This Lease Agreement is made in Bahrain as on 18th November -2019. Between

M/S. K CITY BUSINESS CENTER CO.SP.C, CR.NO. 110268-1, P.O. Box: 21921, Tel: 17472255, Manama, Kingdom of Bahrain. Hereinafter referred as "First Party".

AND

USINESS CEN

M/S. AL JINNERBI INTERIOR DECORATION CO. SPC, CR No: 118112-1, Represented by Mr. SHAIK MOHAMMAD MUBEEN, CPR No: 791313581 Indian National, Tel No: 39328147, hereinafter referred as "Second Party".

Whereas by the Management Agreement with the Landlord, the First Party has right to sublease the Office No.243, Building No.21, Salah Aldin Alayoobi Avenue(Road No.357), Block-304, Manama, Kingdom of Bahrain.

PRINCIPAL TERMS OF THE LEASE

- Descriptions of the premises and its use: Office No.243, Building.21, Salah Aldin Alayoobi Avenue (Road No.357),
 Block-304, Manama, Kingdom of Bahrain.
- 2. **Terms of the lease:**-Beginning on 20th November -2019 to 19th November 2020, One Year Fixed Contract.
- 3. **Rent:** Shall be BD.**100.000** (Bahrain dinar One Hundred Only) per month, Including Electricity, Water and High Speed Internet (Wi-Fi).
- 4. **Mode of Payment:** Monthly in Advance, One month deposit and rest postdated cheques.

CONDITIONS OF LEASE:-

- The First Party has the right to vacate the lease holder from the rented place immediately and without any notice for any of the following reason:

 a) In case of delay of rental payment up-to a maximum of 15 working days.
 b) The Second Party made any damages to the property.
- > The Second Party has no right to remove, alter, destroy or ask a compensation for any installation, which he has made in rented place.
- > The Second Party must take proper care of the property and be responsible for any damage or losses. Conference room is available at an extra service cost and subject to prior reservation.
- In case the Second Party has been filed with any Lawsuit because of any violation herein, the party held liable by the concerned court and will have to bear all the court fees and legal charges.



- > The Second Party to permit the First Party and his authorized agent's at all suitable times, to enter and view the condition of the premises and to carry out necessary repairs or additions after reasonable notice.
- > The Second Party to pay all Municipal Taxes.
- > Service charges BD. 50.000 & Utility Charges BD. 60.000 will be charged in every month.
- > First Party has right to cancel the contract by giving 1 month notice Period.
- > Second Party must give 1 month notice in writing for cancellation of this agreement after the contract period, if the second party no need to continue.
- > In case the agreement is made in the name of person, the validity of this contract shall be available for ONE CR only. In case it is found that same person has applied or register two or more CR on the single address, the second party shall have to pay for the lease amount starting from the date of registration.
- > The Second Party is required to close its account with Municipality within 1 week from termination or expiry date of this agreement and copy of proof of termination must be submitted to First Party, failure to closing the account in Municipality will be result in payment of rent until the date of cancellation.
- > Payments can be made in form of CASH, Bank Cheque or Bank Transfer in our name or directly to our Management Company.
- > In case this agreement is terminated within 3 months from the date of agreement, the rent amount shall be non-refundable.
- > This Agreement shall be automatically renewed for similar period or periods but subject to increase of 7% rental amount.

IN WITNESS WHEREOFF, The parties here to have set their names and signatures hereunto on the day year first above written.

FIRST PARTY

SECOND PARTY

For M/S K CITY BUSINESS CENTER CO.SP.C

Witness:-

or M/	S. AL JUNNERBI INTERIOR
	DECORATION CO. SPC
	······································
V	Vitness:

Service Point No.:

Rate Amount [BD]:

Occupancy Status:

RSC:

3576877(2)

Private Property with Lease

10.000

600

هيئة الكهرباء و الماء



AGREEMENT - MUNICIPAL RENT AND RATES ONLY ACCOUNT

(Page 1 of 2)

Customer ID No.:	11811201	ID Type: C.R.
Customer Name:	AL JENNERBI INTERIOR	DECORATION. SPC
Account No.:	4246735	COUNT DETAILS
Supply Address:		LAHALDIN ALAYOOPI AVENUE, CENTRAL MANAMA 0304, CAPI
Account Billing Period:		Preset Payment Type: Effective payment
Postal Address:		LAHALDIN ALAYOOPI AVENUE, CENTRAL MANAMA 0304, CAPI
	CUSTOMER	CONTACT INFORMATION
Telephone No.(s):	39328147	EMINEDINALATOOTTAVENOE, OENTTAL MINIMANIA 0004, OATT
E-mail Address:	ri4akhanrh@gmail.com	Fax No.:
Pref. Communication:	Email only	Pref. Language: English
	CUSTOMER GUA	ARANTOR / DEPOSIT DETAILS
Guarantor Name:		
Account No.:		
Deposit Bond No.:		Amount [BD]:
	-10	
	FOR (OFFICIAL USE
	MUNICIPA	AL RATES DETAILS
	Tarabasa a dada sara	

LEASE AGREEMENT DETAILS

Service Type:

% from Rent:

Business customer

10.00

Service Point No.:			Service Type:	Business customer	
Occupancy Status:	Private Proper	ty with Lease			
RSC:		1 11			
Lease Start Date:	20/11/2019	Lease End	Date: K31/12/2999	Monthly Rent [BD]:	100.000
Landlord Name:	AL FATEH RE	AL ESTATE CO	MPANYPITAL Municipality	7	
Real Estate Agent:		1	- Indipality	and the los	
		Dir	ectorate Human Resources Customer Services De	N. Syldi	







شركة الجيئيربي للديكوز الداخلي ش.ش.و AL JINNERBI INTERIOR DECORATION CO. SPC

REF: 0001-12-2019

Date: 10 December 2019

Dear Client

PROJECT: Quotation for INTERIOR DESIGN

Thank you for affording Al Jinnerbi Interior Decoration Co. SPC the opportunity to submit a fee proposal. Please read through this document thoroughly and should you have any queries contact us prior to signing. Please keep in mind that the interior design function is a very time consuming process and it is very difficult to accurately estimate our fees, thus we have erred on the side of the worst case scenario.

If you find the conditions of the following fee proposal acceptable, please fill out the client details document, sign the fee proposal in the relevant places and at the bottom of each page and return by hand, mail or fax. Receipt thereof will serve as confirmation of our appointment and we will begin your project accordingly.

As the client you will need to supply the following documentation prior to work commencing on the project: detailed brief, copy of title deeds, and a survey of the site indicating contours at 1m intervals.

<u>Al Jinnerbi Interior Decoration Co. SPC</u> has a Professional Indemnity insurance cover to the value of <u>6000 bd</u>, which is limited to the extent of your mandate to <u>Al Jinnerbi Interior Decoration Co. SPC</u>. Copies of the policy will be made available on request.

Please feel free to contact us should you have any queries at any stage. It is always better to resolve any aspects of the design while it is still on paper.

We look forward to a happy relationship during this exciting project.

Kind regards

Shaik Mohammad Mubeen +973 393282147





شركة الجينيربي للديكور الداخلي ش.ش.و AL JINNERBI INTERIOR DECORATION CO. SPC

Summary of Scope of Work

- Provide a full interior design service for the main house which includes:-
 - Selecting paint colors, floor colors & types, ironmongery and sanitary ware.
 - Sourcing furniture, light fittings, rugs, artwork, accessories, etc

Our service includes:

- Design Stage:
 - Meet on site with client;
 - Generate designs;
 - Provide mood / sample boards;
- Sourcing Stage:
 - Source the following:
 - Furniture;
 - Appliances;
 - Sanitary ware,
 - Ironmongery,
 - Accessories, eg Artwork, mirrors, etc;
- Supply Stage:
 - Arrange for the supply of the above sourced materials to site;
 - Should it be necessary to visit the site during this stage.

ARCHITECT'S FEE

We propose a 15% fee based on the Comprehensive value of the full fit out on the buildings.

Project Stage	Amount (BD)	
Design Stage	2400	
Sourcing Stage	1750	
Supply Stage	1500	
Total Amount	5650	

DISBURSEMENTS:

Disbursements will be recovered at the rates listed below.





شركة الجينيربي للديكور الداخلي ش.ش.و AL JINNERBI INTERIOR DECORATION CO. SPC

PAYMENT CONDITIONS:

Invoices will be issued after the completion of each stage, payable on presentation of invoice. We allow 7 days in which to settle the outstanding amount from date of invoice.

Al Jinnerbi Interior Decoration Co. SPC reserves the right to cease work on a project and/or terminate the contract should there be a delay in payment. Payment for subsequent stages may also be requested in advance. Work on overdue accounts may be suspended without notice at the sole discretion of Al Jinnerbi Interior Decoration Co. SPC.

Al Jinnerbi Interior Decoration Co. SPC shall not be responsible for any delays caused by late

payments, nor for any damages arising therefrom.

Invoices will be issued after the completion of each stage.

GENERAL CONDITIONS

DESIGN

The proposed fees will comprise of no more than three re-designs during the design stage, thereafter fees will be charged on a time basis for changes, in accordance with the Time Charge fee table.

SITE INFORMATION

The client shall provide copies of the title deeds, diagrams, lease conditions and details of any other pertinent constraints related to the project.

Signature:	Date:	

I hereby accept all terms and conditions with regards to costing and fees as outlined above.





