

COMPLIANCE RECORD FOLDER CHECKLIST FOR LICENSEES*

LICENSE NAME		DATE	
LOCATION		LICENSE #	
MANAGER IN CHARGE NAME		MOBILE NO	
		E-MAIL	
FM COMPANY / MANAGER IN CHARGE NAME		MOBILE NO	
		E-MAIL	

POST CONSTRUCTION COMPLIANCE

SR NO	REQUIREMENTS AS APPLICABLE	YES	NO	N/A	REMARKS
COMMERCIAL					
1.	CLIENT EMERGENCY CONTACT DETAILS				
2.	VALID TRADE LICENSE COPY				
3.	TRADE MARK CERTIFICATE AND COPIES OF MAGAZINE AND NEWSPAPERS (if applicable)				
4.	LIST OF ACTIVITIES				
5.	EMPLOYEE LIST (WITH JOB TITLES) / EMPLOYEE ID CARD DETAILS				
6.	ALL APPLICABLE NOCs AND CERTIFICATES FROM RELEVANT AUTHORITIES (e.g. KHDA, DM, DCD)				
7.	ALL APPLICABLE COMMERCIAL PERMITS FROM DCCA (e.g. FOOD DELIVERY DURING RAMADAN, WORKING EXTRA HOURS etc.)				
8.	FIRE FIGHTING AND FIRE ALARM EQUIPEMENT'S AND DEVICE'S MAINTENANCE COPY (ONLY AFTER ONE YEAR)				
ZONING					
9.	RISK ASSESSMENT OF THE FACILITY / PREMISES				
10.	DESIGN MODIFICATION PERMIT				
11.	ANNUAL MAINTENANCE CONTRACT & SERVICE REPORT OF KITCHEN HOOD EXTRACTION SYSTEM				
12.	ANNUAL MAINTENANCE CONTRACT & SERVICE REPORT OF GREASE TRAP UNIT				
13.	VALID ID FOR SECURITY AND WASTE MANAGEMENT EMPLOYEES				
14.	EMERGENCY PLAN				
15.	FIT OUT PERMIT				
16.	DCCA FIT OUT COMPLETION CERTIFICATE AND FINAL APPROVED DRAWING OF THE PREMISES				

*NOT REQUIRED BY BUSINESS CENTRE AND FREELANCER LICENSEES