

Date: 05th June 2007

Dear Business Partner,

As part of our continuous commitment to enhance Door to Door (D2D) service, we take pride in introducing the following optional services aimed at easing the formalities and reducing the processing time for your GSO transactions. Please note these services will be effective from June 2007.

1- **Advance Payment:**

Business Partners can utilize this service, by filling the attached "Advance Payment Form" and submitting the same with a minimum deposit of AED 5,000/- as Advance payment towards the services generally requested from GSO. Thereafter, as and when a service is requested, the application fees will be automatically deducted from the deposit.

2- **Electronic Submission:**

This feature enables Business Partners to submit the application via e-mail. Scanned copies of the duly filled & signed applications together with the required documents can be sent to onlined2d@tecom.ae. A confirmation e-mail will be sent to the Business Partner, once GSO starts processing the application.

Note: *It is imperative for the Business Partners to handover the original application and related documents to the D2D representative, at the time of service delivery of processed transactions.*

3- **GSO portal:**

GSO Portal is a free information service that enables Business Partners to view the status of their respective applications, company and employees details online. To register for this service, kindly fill and submit "GSO Online Registration Form"

Note: *To avail D2D service, as a pre-requisite, Business Partners need to register for GSO portal service and make Advance Payment deposit.*

For any further information on the above services, please contact us on our Customercare number 04-3911111 or e-mail gsoenquiry@tecom.ae

Best Regards,

D2D Service

Government Services Operations