**Date:** dd-mm-yyyy

**To:**

Manager – Ports & Maritime Section

Dubai Ports Authority (DPA)

Ports, Customs and Free Zone Corporation

Jebel Ali, Dubai, UAE

**UNDERTAKING LETTER**

Dear Sir,

**Subject:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prequalification No.:** PQ-PORTS-YYYY-MM-123456 **/** **Client ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We, (Company Name) , hereby declare that we are currently in process of prequalification and undertake to submit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ within (03 months / 06 months) from the date of this letter and in accordance with documentation outlined in CP-01, Procedure for Prequalification of Third Party Agencies.

In case of failure to produce the deficient document/s, our Certificate of Approval will stand forfeited and accept sanctions imposed against such violations as evidenced by DPA.

Accordingly, we request your approval of the Undertaking Letter.

Best Regards,

(Signature of Authorized Signatory)

(Name of Authorized Signatory)

(Designation of Authorized Signatory)

(Company Stamp)