

Date:.....

**The General Manager  
Construction Industry Authority  
5<sup>th</sup> Floor, Mutual Aid Building II  
5, Guy Rozemont Square  
Port Louis**

**Request for Downgrade upon Renewal**

1) I ..... *(Name of Authorised signatory)* holding NIC  
No. .... *(copy of ID Card to be enclosed)*, wish to inform  
you that we do not wish to collect our renewed certificate for  
..... *(name of firm/individual)* bearing BRN  
..... *(Business Registration No)*, effective as from 01 July

2022 for the following reason(s):

.....  
.....  
.....

2) We are hereby requesting CIA to cancel the renewed certificate and to re-assess our  
application for renewal submitted on ..... *(date of submission)*  
by considering our application for downgrade.

Yours Faithfully,

\_\_\_\_\_

*(Name)*

*(Designation)*