Date:…………………

The Executive Director
Construction Industry Development Board
5th Floor, Mutual Aid Building II
5, Guy Rozemont Square
Port Louis

<div align="center">

Request for Downgrade upon Renewal

</div>

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 CIDB 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)