

Date:.....

**The General Manager
Construction Industry Authority
5th 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 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)