

HANDOVER FACT SHEET

Dear Homeowner,

Kindly read the information provided in this document to assist you in understanding the steps for completing the handover of your property after receiving the "Notice of Completion".

STEP 1 COMPLETE PAYMENT

- Al Mouj Muscat SAOC ("Al Mouj Muscat") should be in full receipt of the **Final invoiced payment** prior to you taking the handover of your home.
- You may choose to pay by bank transfer or bank cheque. If you are going to give us a personal cheque, or use a bank transfer, please allow 5 business days for the cheque to clear and the bank transfer to reach Al Mouj Muscat account. Please ensure that the cheque issued to Al Mouj Muscat is from the purchasers account and not a third party otherwise an acknowledgement form needs to be filled in. You may request the credit control team to provide with a copy of the acknowledgement form by send them an email on collections@almouj.com.
- If your property is mortgaged, please liaise with your bank to pay the Relevant Instalments at the earliest.
- Please ensure that your cheques are drawn in favour of Al Mouj Muscat SAOC
- For bank transfers please ensure that the following information is used:

Beneficiary Name:	Al Mouj Muscat SAOC
Bank Name:	Bank Muscat
Account No:	0423011071300011
Swift Code:	BMUSOMRXXXX

For identification of the bank transfers, kindly clearly mention your name and property details (in the remittance instructions) as per the Sale and Purchase Agreement so that we can easily identify your payment. Also please send us a copy of your bank transfer advice to the attention of 'Al Mouj Muscat Collection Team' via email or by providing a hard copy to our office.

STEP 2 PAYMENT CLEARANCE

- Upon the completion of the payment formalities of your final instalment, payment clearance will be issued to Al Mouj Muscat Handover team to commence the handover process for your property.
- Please note that the payment clearance will not be issued until the clearance of the cheques[normally it takes 5 business days from the date of the payment]

STEP 3 PROPERTY HANDOVER

You will receive handover invitation by email from our Handover team to schedule an appointment for receiving the handover of your property and Home Demonstration

Home Demonstration is an opportunity for you and Al Mouj Muscat to carry out a joint visit to your home. During this visit our Property Handover Executive will give you a tour of your new home and will familiarize you with the layout and fit-outs in your new home.

Please be informed that

- Property Handover Appointments will be for the duration of 1.5 hour and available from Sunday to Thursday.
- Al Mouj Muscat Property Handover Executive will provide you with the available time slot for the Handover Appointment
- The property will be professionally cleaned before the Handover.

During the Home Demonstration, any observations that require to be attended to will be recorded on a Home Demonstration form. Al Mouj Muscat will liaise with the Contractor to ensure that all these observations (subject to their acceptance by the Consultants) are attended to within a reasonable time frame.



DOCUMENTS REQUIRED FOR PROPERTY HANDOVER

SINGLE OWNERSHIP

- ORIGINAL Sale and Purchase Agreement in respect of the Property signed with Al Mouj Muscat (the "SPA").
- ORIGINAL Power of Attorney or Letter of authorisation [appropriately legalised where necessary] in case the purchaser is not present bearing the same particulars as specified in the SPA.

JOINT OWNERSHIP OWNERSHIP

- ORIGINAL Sale and Purchase Agreement in respect of the Property signed with Al Mouj Muscat (the "SPA").
- ORIGINAL Power of Attorney or Letter of authorization (appropriately legalised, where necessary) from joint owners or one of the owners (who is not present).
- ORIGINAL Valid Passport / Oman ID card of the purchaser(s) of the Property bearing the particulars specified in the SPA.

COMPANY OWNERSHIP

- ORIGINAL Sale and Purchase Agreement in respect of the Property signed with Al Mouj Muscat (the "SPA").
- ORIGINAL Shareholders/Board Resolution (appropriately legalised, where necessary) of the Company authorising a representative to take handover of the Property (standard form available).
- ORIGINAL Valid Passport / Oman ID card of the authorized representative.

Note: Please note that a Power of Attorney executed in a foreign country should be notarized and attested up to the Omani embassy in such country. If such country has acceded to The Hague Apostille Convention then the Power of Attorney may only be apostilled at the apostillation office in the country.