

**MEMO**

From _____ Office Head
 Ref. () in _____ HyD
 Tel. No. _____
 Fax. No. _____
 Date _____

To _____ Chief Land Surveyor
 (Attn. _____)
 Your Ref. () in _____
 dated _____ Fax. No. _____
 Total Pages _____

Agreement/Contract No. _____
 (Project Title) _____

Request for Digital Map Data from Land Information Centre (LIC), Lands Department

I should be grateful if you would arrange with LIC, Lands D for the supply of the Digital Map Data as listed in the attached Digital Map Order Form. I confirm that:

- (a) the types of Digital Map Data (DMD) required are appropriate for the consultant/contractor to complete the assignment/works stipulated in the consultancy agreement/contract except _____.
- (b) the sheets of DMD required are relevant to the implementation of the project except sheet no(s). _____.
- (c) the DMD will be used by the consultant/contractor mainly for the purpose(s) of:
 (i) _____.
 (ii) _____.
- (d) The computer hardware and software used by the consultant/contractor are appropriate for producing the following deliverables mentioned in the assignment brief/contract:
 (i) _____.
 (ii) _____.

2. The completed Undertakings signed by the consultant/contractor is returned herewith for your necessary action.

3. The project would last for _____ months and upon completion of the project. I will inform the consultant/contractor to complete the Cessation Confirmation Form and forward the completed form to you for action.

4. It would be appreciated if the required data could be available by _____. Please contact _____ at _____ for collection of the data.

(XXX XXX)
 Office Head