Quality Registrar Systems

To : FORTIS SYNC SOFTWARE LLC
From : QUALITY REGISTRAR SYSTEMS
Tel : 0565621866
Date : 24-08-2026
Attn : SEAMUS MCLAUGHLIN

Subject : **NOTIFICATION OF SURVEILLANCE AUDIT**

Our records show that the required surveillance audit on your certified management system has to be implemented before **August 2026.** We need **30 DAYS** for the re-approval/issuance of your certificates/audit report.

In accordance with International Standard **ISO/IEC 17021:2015** the requirements for Certification Bodies providing Annual Audit and certification of management system issued by ISO, the determination on Yearly Audit frequency for the surveillance audit within the full certification cycle (3 year) is based on:

Surveillance audit: at least annually within 12 months from the last day of the audit date.

Likewise, your early reply and utmost cooperation prior to the proposed audit date is very crucial to the success of the said audit to avoid further delays, penalties or extra financial burden that may result to the suspension of your **ISO 27018, ISO 27017, ISO 27001:2022,** Certificate (s).

We will also be grateful if you can arrange the payment for the Surveillance (yearly audit) charges amounting to ***AED 1000/-.with additional charges of VAT (5%).***

Please prepare the cheque under the name of ***"QUALITY REGISTRAR SYSTEMS"***

Note:

- ***• Additional charge will apply if there is any inconvenience or delay in reply for the re-approval and re-verification audit after the expiry of certificate***
- ***• "5% VAT imposed on each Invoices shall be paid by the customer per UAE Law effective January 2018"***

Thanks & best regards,

Office Manager
Achini Askey

Company:

Authorized signature
Date: