

# NOC APPLICATION FORM

## DEVELOPMENT INFORMATION

Master Community Name:

Development Name:

Unit #:

## NOC INFORMATION

Type of NOC Application ☐ Modification to Existing Unit ☐ Modification to Common Areas ☐ Document Request

For Modification, please select all that are applicable to this request: ☐ MEP ☐ Structural ☐ Others

## APPLICANT DETAILS | ☐ OWNER / OWNER'S POWER OF ATTORNEY ☐ TENANT

Name:

Sale Price:

Owner's Name (If different from Applicant):

Mobile #:

Address:

Email Address:

New Buyer's Name:

Mobile #:

Address:

Email Address:

Current Owner's Signature:

New Buyer's Signature:

Date:

## REQUIRED DOCUMENTS

### For Modification of Existing Unit

☐ Fee of AED 1,000 + VAT. (20 working days)

- ☐ Letter Stating Purpose of Modification ☐ Detailed Drawings ☐ Qualification of Contractor
- ☐ Undertaking Letter from Contractor ☐ Undertaking & Approval Letter from Owner
- + Specialized Engineer's Fees, if required ☐ Service Charge Paid ☐ Contractor All Risks Insurance
- ☐ Refundable Deposit of AED 5,000/-

### For Document Request

☐ Fee of AED 1,000 – AED 5,000 depending on the document requested + VAT. (20 working days)

- ☐ Title Deed ☐ Owner's Passport ☐ Letter Stating Reason for Request
- ☐ No Service Charge Outstanding

### In case of Power of Attorney

- ☐ Power of Attorney attested by Dubai Courts ☐ Passport Copy ☐ Legal English Translated POA

### In case of Company Ownership

- ☐ Copy of Trade License ☐ Authorized Signatory's Passport Copy ☐ Incumbency Certificate

**APPLICATIONS WILL NOT BE PROCESSED WITHOUT PAYMENT OF FEES. ALL FEES ARE NON-REFUNDABLE.**

## INTERNAL USE ONLY

Document Received by:

Signature:

Date:

☐ Payment Received ☐ Checked Documents ☐ Verified Original Title Deed ☐ Notified PAM ☐ Updated customer info sheet

## ACCOUNTS/FINANCE SECTION

☐ Unit Account Checked ☐ Customer Account Checked

☐ Bank Finance Checked

Comments:

## PROJECT MANAGEMENT

☐ Approved

☐ Approved as Noted

☐ Re-Submit

☐ Rejected

Comments:

## MANAGING DIRECTOR

☐ APPROVED ☐ REJECTED ☐ RE-SUBMIT

See attached letter with Ref#

Reviewed by:

Signature:

Date:

## **UNIT MODIFICATION REQUIREMENTS CONTENTS**

- Letter Stating Purpose of Modification
  - Stating the purpose/ reason as to why they have requested the modification.
- Detailed Drawings
  - Sketch of the intended modification to compare to the existing drawings.
- Qualification of Contractor
  - Trade License
  - Certified by EHS, JAFZA, etc.
  - Company Profile
- Undertaking Letter from Contractor
  - Stating the warranty/guarantee period of the structure/modification
- Undertaking & Approval Letter from the Owner
  - That he/she will comply with Master Developer and Authority regulation prior to commencement of construction.
  - That he/she will be responsible for any damages/fees/penalties/fines that result from the modification now or in the future.
  - That he/she will take the approval of the neighbors with respect to the working hours.
- **Modification Deposit refundable on verification of the following:**
  - No deviation from APPROVED NOC
  - Works completed 100%
  - All Authority approvals are taken as per NOC.

**\* Should any document be submitted in any language apart from English, a legal translation fee of AED 100/- + VAT per page will be applicable.**