

## 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.**