

## SUBLEASE NOC APPLICATION FORM

### OFFICES AND RETAIL

*(Application Processing Fee – AED 525 Non-Refundable) – Inclusive of VAT*

Form details should be typed no hand written copy

#### 1. Details of applicant (Subtenant's)

Company Name: \_\_\_\_\_

Contact Person \_\_\_\_\_

Address in Full: \_\_\_\_\_

Country: \_\_\_\_\_ City: \_\_\_\_\_ E-mail \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

#### 02. License Type (issued from The Dubai Economic Development Department)

☐ Commercial ☐ Professional ☐ Industrial

#### 03. License Main Activity

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 04. Facility Subleased through?

☐ Landlord ☐ DIP (Staff Name: \_\_\_\_\_)

☐ Real Estate Broker (Company Name) \_\_\_\_\_

#### 04. Office / Retail unit details

Plot No	Office /Retail unit #	Area in sq.ft

**Explanatory Notes/ Guidelines:**

*Please review the items below and note that for any applicable item, you'll need to submit the documents or hold technical meetings with DIP Engineering Department as necessary*

- 1. DIP Security/Safety staff have the right to check the premises without prior notice or approval.*
- 2. Parking of vehicles outside the plot boundary is strictly prohibited.*
- 3. Contract for trash collection to be established and cleaning standards to be maintained at all times.*
- 4. The DIP tenant must ensure that his facility is insured.*
- 5. The DIP tenant is responsible for ensuring that the subtenant complies to all the rules and regulations and the conditions specified in the lease agreement and obtaining all the necessary approvals from the government departments,*
- 6. DIP has all rights to cease all operations relating to the Business in case of default of the DIP regulations*
- 7. DIP will not be held accountable for any violations or penalties applied by any government*
- 8. The DIP tenant is responsible for the subleasing charges payable to DIP hence he will be liable for any defaulted subleasing payments.*
- 9. DIP shall have the right to practice routine inspections over the leased premises to ensure the conformity with Civil Defense approved storage materials.*
- 10. Fire & Safety equipment to be maintained Periodical by Dubai Civil Defense (DCD) approved company as per civil defense*

*Requirements.*

- 11. Any Modification, Renovation and additions to be approved by DIP & DCD & Dubai Municipality (DM)*
- 12. Decoration & Portion works shall be approved by DIP,DM.*

**Notes:**

- Application approval will be based on satisfactory conformity to the requirements outlined, as per DIP standards.
- **Please Call 04-8122146/147 & Contact:** - Ms. Asma , Ms. Nesma to check the status of your application.

\_\_\_\_\_  
(Subtenant's Name)

\_\_\_\_\_  
(Designation)

\_\_\_\_\_  
**Authorized Signatory (and stamp):**

**UNDERTAKING (Landlord)**

I declare that I fully take responsibility of any required government approvals, defaulted payments, DIP fees, that I fully understand the requirements mentioned above as well as the Explanatory Notes and shall abide by all Environmental, Health, Safety and Civil Defense requirements at all stages of my operations in DIP.

I have accepted and approved the activity mentioned in this form.

Finally, I declare that the information provided in the tenancy contract are true and correct, I carry the full legal responsibility in case of any incorrect information provided in the tenancy contract.

Plot No. \_\_\_\_\_

Unit No. \_\_\_\_\_

\_\_\_\_\_  
(DIP Tenant Name)

\_\_\_\_\_  
(Designation)

\_\_\_\_\_  
Authorized Signatory (and stamp):

## **REQUIREMENTS SUMMARY**

- Application processing fee (AED 525 non -refundable) Inclusive of VAT
- Ejari processing fee (AED 180) Inclusive of VAT

<b>Documents</b>	
<b>A valid title deed copy from the landlord</b>	
<b>Tenancy contract copy</b>	
<b>Subtenant's Trade license copy ( ALL Pages )</b>	
<b>Dewa Bill ( GREEN BILL )</b>	