

## SUBLEASE NOC APPLICATION FORM

### INDUSTRIAL / WAREHOUSE

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

#### 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. What is the primary activity of your proposed business activity?

Manufacturing  Distribution  Storage  Service

Other (please specify) \_\_\_\_\_

#### 04. Warehouse details

Plot No	Warehouse no	Area required in sq. ft	Preferred no. of Units

#### 05. Facility Subleased through?

Landlord

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

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

**Guidelines for Completing the Application Form (Subtenant's):**

1) What is the main activity that will be carried out in this warehouse? – the activity must match the license activities and the activity stated exactly in the application  
(Please give comprehensive details)

2) Will there be generation of any liquid or solid industrial wastes from your operations?( if yes ,please specify the type of waste )

YES     NO

3) Will there be any requirement for drainage inside the warehouse building with holding tank?

YES     NO

4) Does your project involve the import/export/storage of any chemical/gases/radio active materials/highly combustible or flammable items like (paper, pulp, perfumes, oil/lubricants, garments, cotton, etc.) in the leased premises?

YES     NO

If Yes and to assess this requirement in details, please specify and attach the list of ALL materials intended for storage in application form.

Material Classification	Select
Explosives	
Flammable Liquid	
Flammable Solid	
Gas	
Oxidizing	
Toxic Substances	
Radioactive	
Corrosive	
Miscellaneous Hazmat	

**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. Only the security guard should stay on site (maximum 2 persons per plot) and laborers are not allowed to have accommodation on site.
2. The signboard must be provided to and approved by DIP prior to installation.
3. Porta cabins or containers are not allowed for additional storage or office space.
4. DIP Security/Safety staff have the right to check the premises without prior notice or approval.
5. NOC from the Economic Department is required to work during night shift.
6. Parking of vehicles outside the plot boundary is strictly prohibited.
7. Loading/Off loading outside the plot boundary is not allowed.
8. Contract for trash collection to be established and cleaning standards to be maintained at all times.
9. Industrial Sewerage waste is not allowed to connect to DIP Sewerage Network. Separate sewage holding tank for industrials waste is required and also no paint/thinner/chemicals/grease to enter DIP sewerage network. **Penalties and legal actions will be taken accordingly.**
10. No Operation will be allowed without Environmental clearance from Dubai Municipality
11. Waste strums apart from sanitary are considered as industrial/trade wastes.
12. Only plots without an office block/space are allowed to construct an office space.
13. Pets are not allowed within the warehouse.
14. The DIP tenant must ensure that his facility is insured.
15. 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,
16. DIP has all rights to cease all operations relating to the Business in case of default of the DIP regulations
17. DIP will not be held accountable for any violations or penalties applied by any government
18. DIP must be notified of any activity change if different from the one listed on the license
19. The DIP tenant is responsible for the subleasing charges payable to DIP hence he will be liable for any defaulted subleasing payments.
20. Raw materials and Finished products must be stored in accordance to civil Defense requirements and DIP regulations
21. Storing outside your premises/warehouse is strictly not allowed.
22. Any modification on the site is not allowed without prior approval from Dubai Municipality, Civil Defense and DIP.
23. DIP shall have the right to practice routine inspections over the leased premises to ensure the conformity with Civil Defense approved storage materials.

**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 or 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 is 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>Emirates ID copies of all partners on the subtenant's license</b>	
<b>Rent cheque copies</b>	
<b>Copy of rent Security deposit receipt</b>	
<b>Dewa Bill ( GREEN BILL )</b>	