

AMENDMENT OF LEASE REQUIREMENTS

DIP Tenant is required to fulfill the following documents in order to process the Amendment of Land Lease No Objection Letter:

NOTE: Please make sure that all outstanding and subleasing payments are fully settled with DIP Accounts Department also to clear any violation or infraction with the other Departments. This is to avoid any delays or incompleteness of the requested formalities or documents by DIP Management.

➤ From DIP Existing Tenant:

- Submission of an original letter of Intent from **DIP Tenant** stating their intention to amend the lease to the **Prospective party** signed by all partners / shareholders or to provide the Board of Resolution attested by Notary Public. **(please coordinate with Ms. Mais for the standard format draft)**
- Trade license and list of partners/ share certificate copy.
- Passport, visa and UAE ID copies for partners/ shareholders listed under the same License.
- Memorandum of association and all amendments.
- An original letter from the bank clearing the Assignment of Lease **(only if there is an existing assignment of lease with the Bank)**
- Title Deed copy is required **(compulsory by DLD)**.
- EMICOOL NOC **after obtaining DIP's Amendment NOC** (for Showrooms, Residential, Offices & Labor Accommodation activity in DIP).

➤ From Prospective:

- Submission of an original letter of intent from the **Prospective party** stating their intention to purchase (copy of power of attorney for the signatory). **(Please coordinate with Ms. Mais for the standard format draft)**
- Trade license and list of partners/ share certificate copy.
- Passport, visa and UAE ID copies for partners/ shareholders listed under the same license.
- Memorandum of association and all amendments.
- Copy of sale agreement / MOU between the **Prospective party** and **DIP Tenant**.
- Contact Information Update form, to be completed by the **Prospective party** & sent back to DIP. **(All mobile phone numbers for each & every partner/ shareholder listed under the same license)**

For any further information required and documents submission please contact:

Mais Hassouna | Tenants Relations Team Leader

D: 04-8122133 | F: 04-8122122 | E: mais@dipark.com