

AMENDMENT OF LEASE REQUIREMENTS

Kindly submit the following documents to DIP Office, to proceed further with the necessary formalities related to the Amendment of the Land Lease No Objection Letter:

NOTE: Application will only be processed upon:-

- Receiving all documents.
- Settlement of all outstanding and subleasing payments with DIP.
- Clearance of any violation or infraction with other DIP Departments.

➤ DIP Tenant:

- ☐ An original (LOI) letter of intent (company letter head) from **DIP Tenant** stating the intention to amend the lease to the **Prospective party** (signed by all partners/ shareholders else to provide copy of the power of attorney or the Board of Resolution attested by Notary Public). (please refer to DIP standard LOI format)
- ☐ 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.
- ☐ Title Deed copy is required (compulsory by DLD).
- ☐ EMICOOL NOC (will be requested once you obtain from DIP the Amendment of Land Lease No Objection Letter)
- ☐ If you have an Assignment of Lease with Bank, it is compulsory to submit an original clearance letter from the assigned Bank. (will be requested once you obtain from DIP the Amendment of Land Lease No Objection Letter)

➤ Prospective Party:

- ☐ An original (LOI) letter of intent (company letter head) from the **Prospective party** stating their intention to continue with the lease (copy of power of attorney for the signatory). (please refer to DIP standard LOI format)
- ☐ 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 **DIP Tenant & Prospective party**.
- ☐ Contact Information Update form, to be completed by the **Prospective party** & sent back to DIP (required to add the mobile number(s) of the listed partner(s)).
- ☐ VAT Registration Certificate copy, if not applicable a VAT Declaration Letter is required as DIP standard form.

For any further information required and documents submission please contact:

Alya Al Maazmi | Tenant Relation Executive | Commercial Department

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