

## SUBLEASE NOC APPLICATION FORM

### LABOR CAMP

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

Form details should be typed, no handwritten copy

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

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

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

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

Tel: \_\_\_\_\_ Mob: \_\_\_\_\_ E-mail \_\_\_\_\_

#### 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. Labor Camp details

| Plot No | Total No of Rooms | Building Name | Unit # |
|---------|-------------------|---------------|--------|
|         |                   |               |        |

### **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. Porta cabins or containers are not allowed for additional storage or office space.*
- 2. DIP Security/Safety staff have the right to check the premises without prior notice or approval.*
- 3. Parking of vehicles outside the plot boundary is strictly prohibited.*
- 4. Contract for trash collection to be established and cleaning standards to be maintained at all times.*
- 5. The DIP tenant must ensure that his facility is insured.*
- 6. 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,*
- 7. DIP has all rights to cease all operations relating to the Business in case of default of the DIP regulations.*
- 8. DIP will not be held accountable for any violations or penalties applied by any government.*
- 9. The DIP tenant is responsible for the subleasing charges payable to DIP hence he will be liable for any defaulted subleasing payments.*
- 10. Any modification on the site is not allowed without prior approval from Dubai Municipality, Civil Defense and DIP.*
- 11. DIP shall have the right to practice routine inspections over the leased premises to ensure the conformity with Civil Defense approved storage materials.*
- 12. Fire & Safety equipment to be maintained Periodical by Dubai Civil Defense (DCD) approved company.*
- 13. Room Density shall comply with Dip rules.*
- 14. Catering Services to be approved by DM & DIP.*
- 15. Any Modification, Renovation and additions to be approved by DIP & DCD & Dubai Municipality.*
- 16. Cooking or any type of food related activities should only be in the designated areas.*

### **Notes:**

- Application approval will be based on satisfactory conformity to the requirements outlined, as per DIP standards.
- Ejari will be processed within 5 (five) working days from the date of submission of all required documents.
- **To check application status please contact [ejarifollowup@dipark.com](mailto:ejarifollowup@dipark.com) .**

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**(Subtenant's)**  
**Authorized Signatory & stamp**

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**(Landlord)**  
**Authorized Signatory & 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.

Building Name

Unit No.

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**(DIP Tenant Name)**

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**(Designation)**

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**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>Proof of Payment</b>                             |  |