

## **JAFZA**

### **Asset and Property Management (APM)**

### **No Objection Certificate (NOC)**

**Below are the list of JAFZA APM NOCs which can be applied on online through Dubai Trade Portal**

- 1. Building Completion Certificate**
- 2. Modification NOC for Facilities other than Plot, LIU and Warehouse**
- 3. Modification NOC for LIU and Warehouse Facilities**
- 4. Modification NOC for Plot Facilities**

**1. Building Completion Certificate:**

It is No Objection Certificate (NOC) provided to client to obtain Building Completion Certificate or Modification Completion Certificate from Authorities.

**Who can apply:** All Jafza client who had completed Building or Modification.

**Steps to Apply:**

- a. Log in to "[www.dubaitrade.ae](http://www.dubaitrade.ae)"
- b. Click on the Asset and property management
- c. Select "JAFZA Lease APM NOC".
- d. Select the service "Building Completion Certificate".
- e. Create new request.

**Mandatory Documents to be uploaded:**

- a. Design Concept / Modification Approval issued by **JAFZA**
- b. Copy of Building Permit Issued from CED-TRAKHEES
- c. Design Concept Drawings approved by CED or EHS (Setting out Plan, Floor Plan, Elevation & Section)
- d. Site photographs (Inside & Outside the plot)

## **2. Modification NOC for Facilities other than Plot, LIU and Warehouse**

It is No Objection Certificate (NOC) provided to client for Modification work.

**Who can apply:** Client who had leased Offices, Retail Units, Kiosks, ATM, etc.

### **Steps to Apply:**

- a. Log in to "[www.dubaitrade.ae](http://www.dubaitrade.ae)"
- b. Click on the Asset and property management
- c. Select "JAFZA Lease APM NOC".
- d. Select the service "Modification NOC for Facilities other than Plot, LIU and Warehouse".
- e. Create new request.

### **Mandatory Documents to be uploaded:**

- a. Lease Drawing (Jafza)
- b. Existing Layout Drawings (Floor Plan, MEP)
- c. Proposed Layout Drawings (Floor Plan, Elevation, Cross Section and MEP)

## **3. Modification NOC for LIU and Warehouse Facilities**

It is No Objection Certificate (NOC) provided to client for Modification work.

**Who can apply:** Clients had leased Jafza built LIUs, Warehouses, Showrooms, etc.

### **Steps to Apply:**

- a. Log in to "[www.dubaitrade.ae](http://www.dubaitrade.ae)"
- b. Click on the Asset and property management
- c. Select "JAFZA Lease APM NOC".
- d. Select the service "Modification NOC for LIU and Warehouse Facilities".
- e. Create new request.

### **Mandatory Documents to be uploaded:**

- a. Lease Drawing (Jafza)
- b. Existing Layout Drawings (Floor Plan, MEP)
- c. Proposed Layout Drawings (Floor Plan, Elevation, Cross Section and MEP)

#### 4. Modification NOC for Plot Facilities

It is No Objection Certificate (NOC) provided to client for Modification work and Concept Design Approval.

**Who can apply:** Clients who had leased Jafza Plots.

**Steps to Apply:**

- a. Log in to "[www.dubaitrade.ae](http://www.dubaitrade.ae)"
- b. Click on the Asset and property management
- c. Select "JAFZA Lease APM NOC".
- d. Select the service "Modification NOC for Plot Facilities".
- e. Create new request.

**Mandatory Documents to be uploaded:**

- a. Lease Drawing or Affection Plan issued by TRAKHEES
- b. Proposed Layout Drawings – Architectural Only (Site Setting out Plan, Area Calculation Sheet, Floor Plans, Elevation & Section)
- c. CED approved as built drawings for the existing facilities - Architectural Only (Site Setting out Plan, Area Calculation Sheet, Floor Plans, Elevation & Section)

#### **Important Notes**

- Processing Time for all NOCs is 4 working days on complete submission.
- If any document missing or incomplete submission will be notified to customer through Service Request created.
- Maximum file size is 20 MB for each Document.
- Electronic Letter will be issued on registered email account in PDF format. The document will be password protected and password (EDV Number) will be sent by SMS to the provided contact number.
- Approved Drawings will be attached in Service Request (SR) as attachments.
- For any clarification or escalation, please contact: [apm.noc@jafza.ae](mailto:apm.noc@jafza.ae)