



دبي التجارية
DUBAI TRADE

National Industries Park Apply for New Sublease User's Manual

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Table Designs

DOCUMENT DETAILS

Document Name	Apply for New Sublease
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
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Current Version	1.0

This service enables customers to request Sublessor and NIP's approval for a Sublease. The terms used here **are "Sublessee"** (the tenant on the subleased facility) and **"Sublessor"** (the party that is subletting the facility).

Procedure:

1. Click **"Create New Request"** to initiate the process. "Sublessor" section is only to search, view and action any SRs requested by any sublessee.

NIP Apply for New Sublease

Create New Request

- Edit SR
- Upload Document
- Cancel SR
- Update Address
- View SR Details

SR Number Select Status Search

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
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SR's where I am the Sublessor

SR Number Select Status Search

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
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2. Enter the Sublessor's "Account Number" and "Facility Code" then click "Validate"

NIP Apply for New Sublease

Back

Use this page to create/modify a request for the Apply for New Sublease. Once you have entered atleast the mandatory information, you can :

- Click on Save to save the request. Saved requests can be retrieved later using Search, modified if needed and Submitted for Approval/Submitted to Freezone.

Company Name:

Sub Lessor Details

Account No * Facility Code *

Required Required

Account Name Facility Type

Manager Sublessor lease end date

Validate

3. The Sublessor's account information will be displayed:

Sub Lessor Details

Account No *
25

Facility Code *
I

Validate

Account Name
Gulf

Facility Type
PLOT

Manager

Sublessor lease end date
19-May-2040

4. Fill the "Sublease" Details:

- ***If Sublessor and Sublessor are related***
- ***Purpose of sublease***
- ***Duration of sublease***

Sub Lease Details

Sub-Lessor & Sub-Lessee is Related
☒ Yes ☐ No

Purpose
|

Affiliated through structure / sister companies
Retail within Retail concept
Incubatee with Incubator
Logistics License
Logistics support
Operational Support
Project management / requirement
Other

License Type
General Trading

Other Purpose

Incubator Name

Months
|

Required

Duration

Years
5

Months
0

Sublessor Comments

Add Sublease

Sublease - Apply for New Sublease

4

5. Enter other information such as:

- **Facility Details** - click "Add" to select facility information"
- **Project Team** - only required if Sublease purpose is "Project Management"
- **Documents** - click "Add" to upload required document.

Facility Details Add

Facility Type	Area	Edit / Delete
No data to display.		

Project Team

Job Title	No Of Staff	Gender	View / Delete
No data to display.			

Document Add

Document Name	Document Type	View/Download/Delete
No data to display.		

☐ As a sublessee, I understand that the submission of this form will be regarded as an expression of interest to sublease with the above mentioned company and the sublease request will now be reviewed by the sublessor before it is submitted to Jafza for evaluation and approval.

Required

Any delay in the submission of the complete requirements may result in delays in the formation of the sublessee's company.

Submit to Sublessor

6. Sublessor will be notified of this submission and will be able to action the request. On the service landing page, click "**Edit**" to proceed.

Jafza Apply for New Sublease Create New Request

☒ Edit SR
☒ Upload Document
☒ Cancel SR
☒ Update Address
☒ View SR Details

SR Number Select Status Search

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
SR's where I am the Sublessor					
SR Number <input type="text"/> Select Status <input type="text"/> Search <input type="button" value="Search"/>					
SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
20144673	Apply for New Sublease	Sublessor Action Required	14-Jun-2024 09:51 AM	14-Jun-2024 10:17 AM	Edit Cancel
20143376	Apply for New Sublease	Sublessor Action Required	25-Apr-2024 11:44 AM	25-Apr-2024 12:07 PM	Edit Cancel

7. The sublessor will be able to view the information and documents submitted by the sublessee, along with an option to select actions such as:

- **Submit to Sales** - if this is selected, the request will go to NIP Sales team for evaluation and approval.
- **Return to Sublessee** - if this is selected, the request will go back to sublessee for further action and resubmission to sublessor for approval.

Sublessor Action, Please choose a option:
1.Return to Sublessee - To Return the application to Sublessee for request more information.
2.Submit to Sales - To proceed with Application and Submit to Sales.

Sublessor Action
Select

Required

Sublessor Action
Select

Submit to Sales

Return to Sublessee

8. Enter any comments, if any, then click "**Submit**"

Sublessor Action, Please choose a option:
1.Return to Sublessee - To Return the application to Sublessee for request more information.
2.Submit to Sales - To proceed with Application and Submit to Sales.

Sublessor Action
Submit to Sales

Comments
Please approve

☒ As a sublessor, I understand that the submission of this form will be regarded as a No Objection from our company to sublease and the request will now be submitted to Jafza for evaluation and approval. I also agree that the Jafza Sublease fee will be charged to our company account.

Submit

9. If request is approved, the SR will be forwarded to Sublessor for payment. Click the "Edit" icon to proceed.

SR's where I am the Sublessor

SR Number

Select Status

Search

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
20144673	Apply for New Sublease	Pending Payment confirmation from sublessor	14-Jun-2024 09:51 AM	14-Jun-2024 10:41 AM	<div><div></div><div></div></div>

10. The sublessor will have 2 options to pay the sublease amount - ***Deduct from Portal*** or ***Pay via Cheques/installments***.

Company Name: SR Number: 20144673

Sub Lease Details

Duration

Years: 1 Months: 0

Annual Sublease Fee: 200000 Sublease Start Date: 14-Jun-2024

Sublease End Date: 13-Jun-2025

Payment Method: Select

- Deduct from Portal
- Pay Via Cheques/Installments

11. If cheque payment is selected, system will automatically calculate the payment schedule and draft NOC can be printed to be presented at counters at the time of cheque payments.

Company Name: SR Number: 20144673

Sub Lease Details

Duration

Years: 1 Months: 0

Annual Sublease Fee: 200000 Sublease Start Date: 14-Jun-2024

Sublease End Date: 13-Jun-2025

Payment Method: Pay Via Cheques/Installments

Installment No	Amount	Date	Receipt Number	Receipt Date	Receipt Amount
1	66,666.67	14-Jun-2024	Enter Receipt No		
2	66,666.67	13-Oct-2024	Enter Receipt No		
3	66,666.67	11-Feb-2025	Enter Receipt No		

Print Draft Sublease NOC Submit Payment



You may apply for "Payment Flexibility" at this stage, if required.

12. Once paid, please come back to the SR and update the payment confirmation details, then click **"Submit Payment"**.

Company Name:

SR Number: 20144673

Sub Lease Details

Duration

Years

1

Months

0

Annual Sublease Fee

200000

Sublease Start Date

14-Jun-2024

Sublease End Date

13-Jun-2025

Payment Method

Pay Via Cheques/Installments

Installment No	Amount	Date	Receipt Number	Receipt Date	Receipt Amount
1	33,333.36	14-Jun-2024	12345	14-Jun-2024	300,000.00
2	33,333.33	14-Aug-2024	Enter Receipt No		
3	33,333.33	14-Oct-2024	Enter Receipt No		
4	33,333.33	14-Dec-2024	Enter Receipt No		
5	33,333.33	13-Feb-2025	Enter Receipt No		
6	33,333.33	15-Apr-2025	Enter Receipt No		

Print Draft Sublease NOC

Submit Payment

DEDUCTED FROM PORTAL payment - no payment schedules will be available.

Sublease End Date

13-Jun-2025

Payment Method

Deduct from Portal

Sublease Fee

80000

Print Draft Sublease NOC

Submit Payment



Upon successful payment, the sublease NOC will be sent to both parties as EDV document.

