

National Industries Park DUBAITRADE Apply for New Sublease User's Manual

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Table Designs

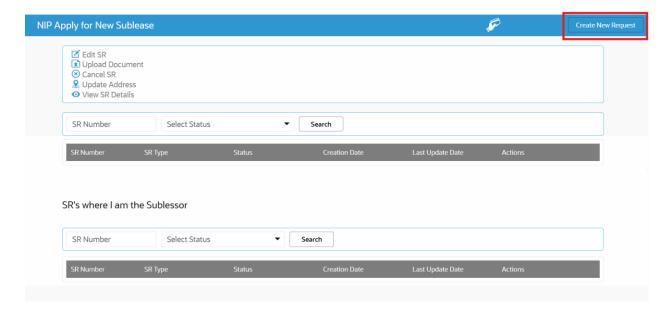
DOCUMENT DETAILS

| Document Name | Apply for New Sublease |
|-------------------|-------------------------------|
| Project Name | |
| Business Unit | National Industries Park |
| Author(s) | DT Training Dept. |
| Last Updated Date | 6 th November 2025 |
| Current Version | 1.0 |

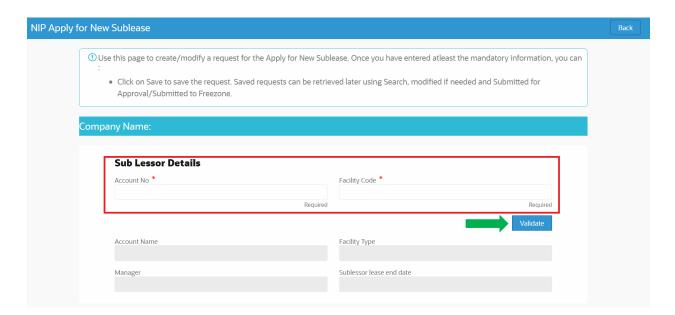
This service enables customers to request Sublessor and NIP's approval for a Sublease. The terms used here **are "Sublessee"** (the tenant on the subleased facility) and **"Sublessor**" (the party that is subletting the facility.

Procedure:

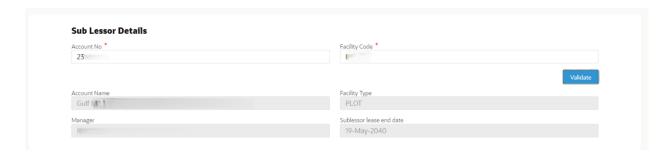
1. Click "Create New Request" to initiate the process. "Sublessor" section is only to search, view and action any SRs requested by any sublessee.



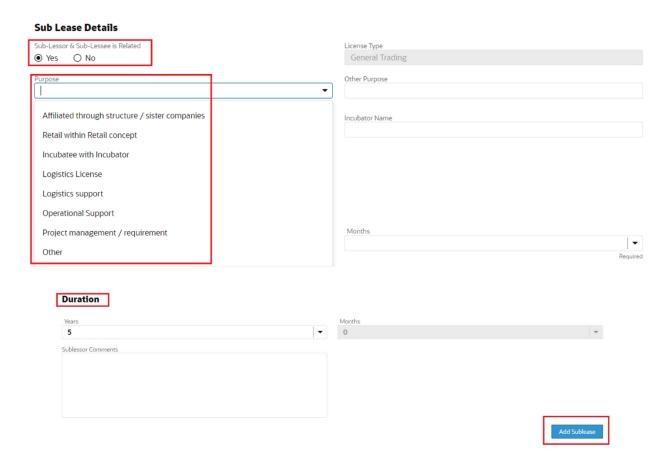
2. Enter the Sublessor's "Account Number" and "Facility Code" then click "Validate"



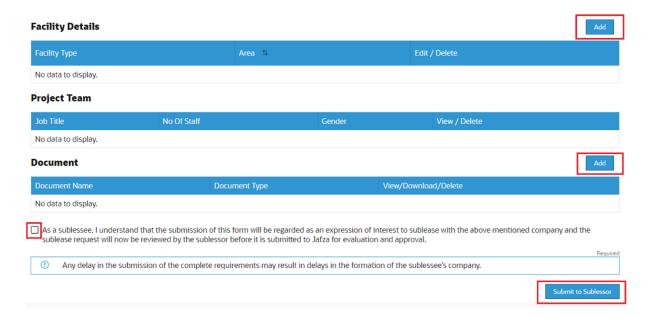
3. The Sublessor's account information will be displayed:



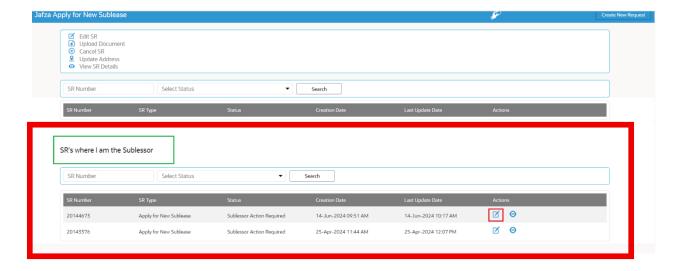
- 4. Fill the "Sublease" Details:
 - If Sublessor and Sublessor are related
 - Purpose of sublease
 - Duration of sublease



- 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.



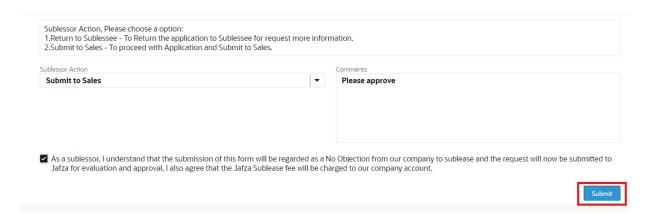
6. Sublessor will be notified of this submission and will be able to action the request. On the service landing page, click "Edit" to proceed.



- 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.



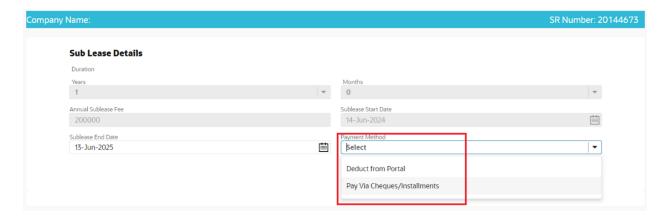
8. Enter any comments, if any, then click "Submit"



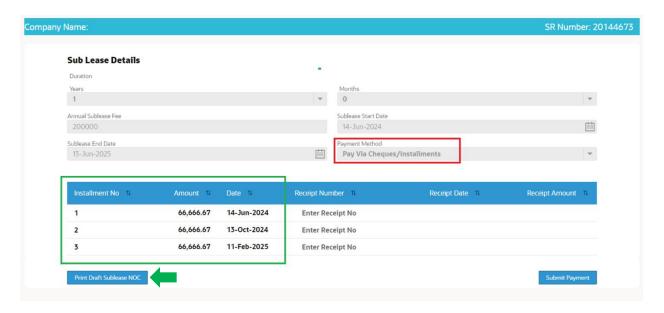
9. If request is approved, the SR will be forwarded to Sublessor for payment. Click the "Edit" icon to proceed.



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

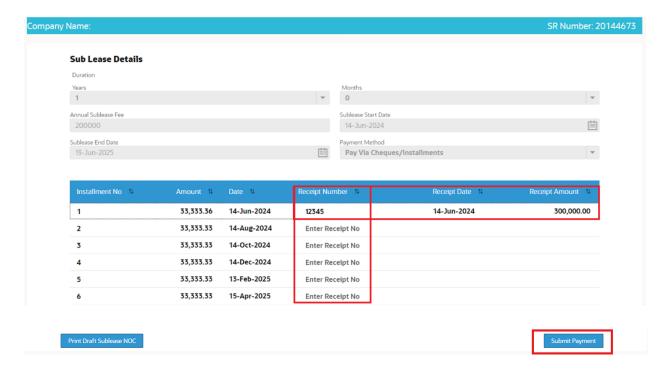


11. If cheque payment is selected, system will automatically calculate the payment schedule and draft NOC can be printed to be presented at counters at the time of cheque payments.

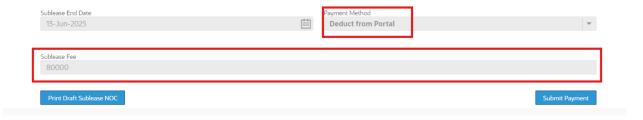


You may apply for "Payment Flexbility" at this stage, if required.

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



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



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

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