

## APPLICATION GUIDELINE 2.1.2

### COMPANY SERVICES - REQUEST FOR NOC TO CONCORDIA - FIT-OUT

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This form is intended to clarify submission requirements and does not need to be submitted to DMCC.

A DMCC company or a property owner may request a No Objection Certificate (NOC).

### SERVICE TO SELECT ON DMCC MEMBER PORTAL

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Go to Company Services - Official Communications - NOCs and Letters from DMCC - Select desired

### POLICY

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DMCC Authority reserves the right to request additional documents at any stage of the process.

Company cannot shift to a smaller office/space if the number of visas exceeds the allowable quota as per the space taken.

### REQUIREMENTS

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Fill in the application form on DMCC member portal.

Original	Copy	Documents	Remarks
!		Undertaking letter signed by property owner/ authorised signatory	See templates
!		Valid property lease agreement covering the license validity period OR Evidence of PROPERTY ownership either a title deed or current dated certificate of ownership	Document should mention the size/area of the office. Original title deed or certificate of ownership required for verification by a DMCC Member Services Assistant

!	Certificate of Ownership from Tower developer or building management company (Current dated) or title deed from Land Department	Original title deed or certificate of ownership required for verification by a DMCC Member Services Assistant
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## ADDITIONAL INFORMATION

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If property owner is a company, please submit valid trade license of the company along with passport copies and proof of authority of requestor such as memorandum & articles of association / share certificate/ original Power Of Attorney.

## OUTPUT

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Upon completion of all requirements DMCC shall:

- Issue a No Objection Certificate (NOC) to Concordia

## FURTHER INFORMATION

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- Please visit our website at [www.dmcc.ae](http://www.dmcc.ae), or email [CustomerCare@dmcc.ae](mailto:CustomerCare@dmcc.ae)
- Contact us at 800 DMCC(3622), or +971 4 4249600