



دبي التجارية  
DUBAI TRADE

# JAFZA

## *Jafza Lease APM NOC User's Manual*

### Copyright Information

Copyright © 2022 by Dubai Trade. All rights reserved. This document and all associated attachments mentioned therein are the intellectual property of Dubai Trade. This document shall be used only by persons authorized by DUBAI TRADE, for the purpose of carrying out their obligations under a specific contract with DUBAI TRADE. Unauthorized copying, printing, disclosure to third party and transmission of this document to any other destination by any media will constitute an unlawful act, attracting appropriate legal actions.

### Control Document Notification

This is a controlled document. Unauthorized access, copying, replication and usage for a purpose other than for which this is intended are prohibited. This document is being maintained on electronic media. Any hard copies of it are uncontrolled and may not be the latest version. Ascertain the latest version available with DUBAI TRADE.



## Table Designs

---

### DOCUMENT DETAILS

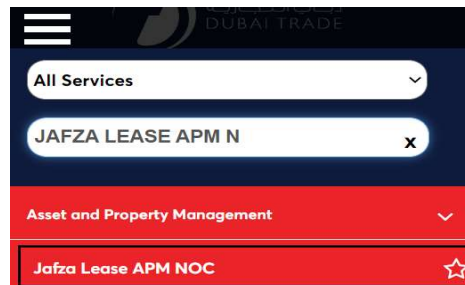
---

Document Name	Jafza Lease APM NOC
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	31 <sup>st</sup> August 2022
Current Version	1.0

*This service enables users to request for NOC from JAFZA for Facility Completion / Modification.*

### Navigation:

1. Login to **Dubai Trade**
2. Go to **Asset and Property Management**
3. Then go to **Jafza Lease APM NOC**



4. The below screen will be displayed where you can select the required NOC or **Search for SR**

**Types of SR's**

Building Completion Certificate	Modification NOC for LIU and Warehouse Facilities
Modification NOC for Facilities other than Plot,LIU and Warehouse	Modification NOC for Plot Facilities


SR Number  Select Status  Search






SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
-----------	---------	--------	---------------	------------------	---------

5. Select the NOC Required

Building Completion Certificate	Modification NOC for LIU and Warehouse Facilities
Modification NOC for Facilities other than Plot,LIU and Warehouse	Modification NOC for Plot Facilities

6. Click **Create New Request**

**Jafza Building Completion Certificate**  [Create New Request](#) [Home](#)

 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
-----------	---------	--------	---------------	------------------	---------

## 7. Enter the details and click **Save and Continue**

**Jafza Building Completion Certificate**Back

1

2

3

Service Request

Document Upload

Summary

Use this page to create/modify a request for the Building Completion Certificate. 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.
- Electronic Letter will be issued, and it will be sent as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given Mobile number.
- Company should have an active Lease and License to Apply for the NOC and is not applicable to Sub Lease, Gold & Diamond and BCW Regus as NOC is issued only to the Direct (Main) lessee.

Company Name:  Dubai

Submission date

Company Id **1673**

NOC Number

Facility Number \*

Location

License Number \*

Contact Person \*

Contact Number \*

Contact Email \*

Consultant Name

Contractor Name

Project Details(as per the Building / Modification permit issued by Trakhees)

Additional info

Jafza Comments

Save and Continue

## 8. Upload the required Documents and click **Continue and Review**

**Jafza Building Completion Certificate**Back

1

2

3

Service Request









Document Upload

Summary

Company Name:  Dubai

SR Number: 20085955

NOC Reference Number 2022/08/31/Jafza/APM/20085955

Document Name	File Type	Mandatory	Upload File	Preview/Delete
Design Concept Drawings approved by CED or EHS (Setting out Plan, Floor Plan, Elevation & Section)	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here	 
Design Concept/Modification Approval issued by Jafza	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here	 
Copy of Building Permit Issued from CED-TRAKHEES	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here	 
Site photographs (Inside & Outside the plot)	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here	 

Continue and Review

## 9. Review the details and click **Submit to Free Zone**

Jafza Building Completion Certificate Back

✓ ✓ ✓  
 Service Request Document Upload Summary

ⓘ Details of the selected request are given below:

Company Name: 
SR Number: 20085955

Company Id <b>1673</b> Submission date <b>31-Aug-2022</b> No Objection Certificate <b>Building Completion / Modification Completion Certificate</b> Facility Number <b>C0045B41204</b> Location <b>Jafza North</b>	License Number <b>5033</b> Contact Person <b>TEST</b> Contact Number <b>0560000000</b> Contact Email <b>TEST@TEST.ae</b> Project Details(as per the Building / Modification permit issued by Trakhees) <b>TEST</b>
--	--

Edit

Document Name	Preview
Design Concept Drawings approved by CED or EHS (Setting out Plan, Floor Plan, Elevation & Section)	ⓘ
Design Concept/Modification Approval issued by Jafza	ⓘ
Copy of Building Permit Issued from CED-TRAKHEES	ⓘ
Site photographs (Inside & Outside the plot)	ⓘ

SR Number	Customer	Status
20085955	<input type="text" value="Dubai"/>	Saved

Submit to Free Zone

*The below confirmation will be displayed*

Jafza Building Completion Certificate Back

✓ ✓ ✓  
 Service Request Document Upload Summary

✓
Your request has been forwarded to the Free Zone for processing.

SR Number	Customer	Status
20085955	Dubai	Submitted to Free Zone

## Procedure:

- I. **Building Completion Certificate** – This is to request for NOC from Asset and Property Management for the JAFZA Company confirming the completion of the building.

### Select **Building Completion Certificate**

Building Completion Certificate

Modification NOC for Facilities other than Plot,LIU and Warehouse

Modification NOC for LIU and Warehouse Facilities

Modification NOC for Plot Facilities

- II. **Modification NOC for Facilities other than Plot, LIU and Warehouse** – This is to request for NOC from Asset and Property Management to make modifications to the Facility other than Plot, LIU and Warehouse of the JAFZA Company.

**Select *Modification NOC for Facilities other than Plot, LIU and Warehouse***

---

Building Completion Certificate

Modification NOC for Facilities other than Plot,LIU and Warehouse

Modification NOC for LIU and Warehouse Facilities

Modification NOC for Plot Facilities

- III. Modification NOC for LIU and Warehouse Facilities – This is to request for NOC from Asset and Property Management to make modifications to the LIU and Warehouse Facility of the JAFZA Company.**

**Select *Modification NOC for LIU and Warehouse Facilities***

---

Building Completion Certificate

Modification NOC for Facilities other than Plot,LIU and Warehouse

Modification NOC for LIU and Warehouse Facilities

Modification NOC for Plot Facilities

- IV. Modification NOC for Plot Facilities – This is to request for NOC from Asset and Property Management to make modifications to the Plot Facility of the JAFZA Company.**

**Select *Modification NOC for Plot Facilities***

---

Building Completion Certificate

Modification NOC for Facilities other than Plot,LIU and Warehouse

Modification NOC for LIU and Warehouse Facilities

Modification NOC for Plot Facilities

