

National Industries Park DUBAITRADE Apply for Sublease Agreement Cancellation User's Manual

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Sublease - Apply for Sublease Agreement Cancellation

Table Designs

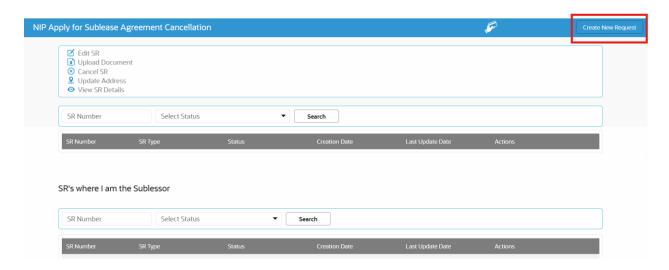
DOCUMENT DETAILS

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

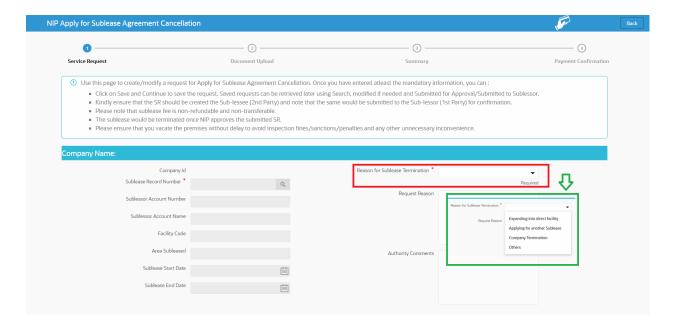
This service enables customers to request Sublessor and NIP's approval for a Sublease Agreement Cancellation. The terms used here **are "Sublessee"** (the tenant on the subleased facility) and **"Sublessor"** (the party that is subletting the facility.

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.



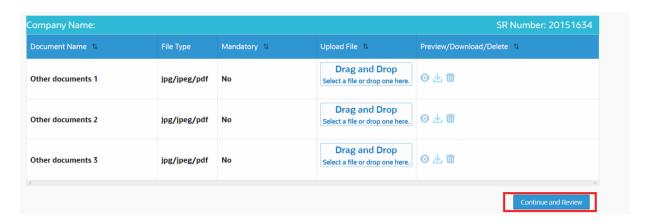
2. Enter the required information.



3. Accept the terms and conditions then Click "Save and Continue"



4. Upload the necessary documents then click "Continue and Review"



If Visa Quota is in negative, below additional fields will be asked: Justification, SR for Additional Facility application and SR for Additional Visa Quota application.

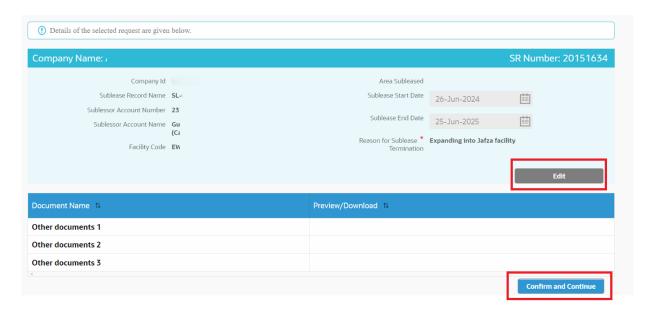




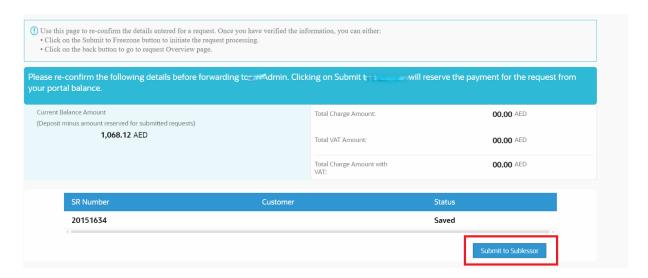
Additional document will be asked:



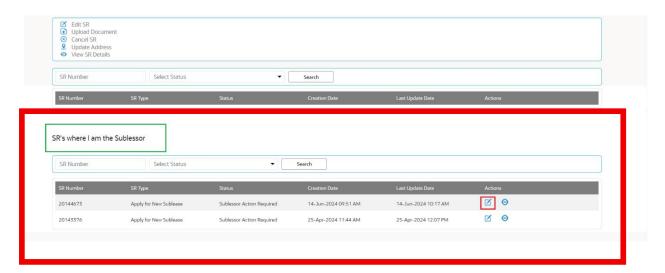
5. A summary of page will be displayed. You can edit or click "Confirm and Continue"



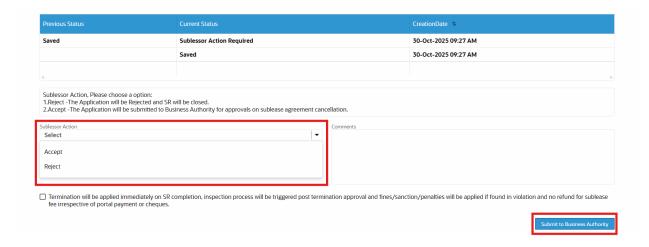
6. Click on "Submit to Sublessor" to proceed with transaction.



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



- 8. The sublessor will be able to view the information and documents submitted by the sublessee, along with an option to select actions such as:
 - Accept will be sent to authority for cancellation approval
 - **Reject** will be rejected and SR will be closed.



9. Once SR is approved by Authority, the SR will be closed.

