



دبي التجارية
DUBAI TRADE

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

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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.

NIP Apply for Sublease Agreement Cancellation

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 required information.

NIP Apply for Sublease Agreement Cancellation

Back

1 Service Request 2 Document Upload 3 Summary 4 Payment Confirmation

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

- Click on Save and Continue to save the request. Saved requests can be retrieved later using Search, modified if needed and Submitted for Approval/Submitted to Sublessor.
- Kindly ensure that the SR should be created the Sub-lessee (2nd Party) and note that the same would be submitted to the Sub-lessor (1st Party) for confirmation.
- Please note that sublease fee is non-refundable and non-transferable.
- The sublease would be terminated once NIP approves the submitted SR.
- Please ensure that you vacate the premises without delay to avoid inspection fines/sanctions/penalties and any other unnecessary inconvenience.

Company Name:

Company Id

Sublease Record Number *

Sublessor Account Number

Sublessor Account Name

Facility Code

Area Subleased

Sublease Start Date

Sublease End Date

Reason for Sublease Termination *

Request Reason

Authority Comments

Expanding into direct facility

Applying for another Sublease

Company Termination

Others

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

Terms & Condition

Termination will be applied immediately on SR completion, inspection process will be triggered post termination approval and fines/sanction/penalties will be applied if found in violation

☒ I agree

SR Number: 20151634

Save and Continue

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

Company Name:			SR Number: 20151634	
Document Name	File Type	Mandatory	Upload File	Preview/Download/Delete
Other documents 1	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	<div>Preview</div> <div>Download</div> <div>Delete</div>
Other documents 2	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	<div>Preview</div> <div>Download</div> <div>Delete</div>
Other documents 3	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	<div>Preview</div> <div>Download</div> <div>Delete</div>

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.

Area Subleased
Sublease Start Date
Sublease End Date
Reason for Sublease Termination
Justification of negative quota

Additional facility application in progress
Additional visa quota application in progress
Undertaking to clear excess visa
Others

Required

Justification of negative quota if Others

Sr's For Additional Facility Application

Sr's For Additional Visa Quota Application

Request Reason

Additional document will be asked:

Document Name	File Type	Mandatory	Upload File	Preview/Download/Delete
Undertaking to clear excess vi...	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	<div>Preview</div> <div>Download</div> <div>Delete</div>

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

Details of the selected request are given below.

Company Name: ,SR Number: 20151634

Company Id

Sublease Record Name SL

Sublessor Account Number 23

Sublessor Account Name Gu (C

Facility Code EW

Area Subleased

Sublease Start Date 26-Jun-2024

Sublease End Date 25-Jun-2025

Reason for Sublease * Expanding into Jafza facility Termination

Edit

Document Name	Preview/Download
Other documents 1	
Other documents 2	
Other documents 3	

Confirm and Continue

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

Use this page to re-confirm the details entered for a request. Once you have verified the information, you can either:

- Click on the Submit to Freezone button to initiate the request processing.
- Click on the back button to go to request Overview page.

Please re-confirm the following details before forwarding to Admin. Clicking on Submit to Sublessor will reserve the payment for the request from your portal balance.

Current Balance Amount
(Deposit minus amount reserved for submitted requests)
1,068.12 AED

Total Charge Amount: 00.00 AED

Total VAT Amount: 00.00 AED

Total Charge Amount with VAT: 00.00 AED

SR Number	Customer	Status
20151634		Saved





Submit to Sublessor

Sublease - Apply for Sublease Agreement Cancellation

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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.

SR's where I am the Sublessor

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	 
20143376	Apply for New Sublease	Sublessor Action Required	25-Apr-2024 11:44 AM	25-Apr-2024 12:07 PM	 

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.

Previous Status	Current Status	CreationDate
Saved	Sublessor Action Required	30-Oct-2025 09:27 AM
	Saved	30-Oct-2025 09:27 AM

Sublessor Action, Please choose a option:
1.Reject -The Application will be Rejected and SR will be closed.
2.Accept -The Application will be submitted to Business Authority for approvals on sublease agreement cancellation.

Sublessor Action: Select
Accept
Reject

Comments

☐ Termination will be applied immediately on SR completion, inspection process will be triggered post termination approval and fines/sanction/penalties will be applied if found in violation and no refund for sublease fee irrespective of portal payment or cheques.

[Submit to Business Authority](#)

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

