

## Property ID:

Full ID as per Affection Plan

Use this form for: **BUILT FORM**

<input type="checkbox"/> Palm Jumeirah	<input type="checkbox"/> Jumeirah Village	<input type="checkbox"/> Jumeirah Islands	<input type="checkbox"/> Jumeirah Park	<input type="checkbox"/> Jumeirah Heights
<input type="checkbox"/> International City	<input type="checkbox"/> Discovery Gardens	<input type="checkbox"/> Shoreline Apartments	<input type="checkbox"/> Al Furjan	<input type="checkbox"/> Marina Residences

### Type of Application:

<input type="checkbox"/> Modification to Existing Villa (MV)	<input type="checkbox"/> Non-Standard Application (NS)	<input type="checkbox"/> Re-Validation of NOC (RV)
<input type="checkbox"/> Modification to Existing Apartment (MR)	<input type="checkbox"/> Shop Signage (SG)	<input type="checkbox"/> Licensing Application (LS)
<input type="checkbox"/> Transferal of Approval (TO)	<input type="checkbox"/> Villa Extension (EV)	<input type="checkbox"/> Outdoor Works (OW)

### Property Owner Details:

Company/Individual Name:

Power of Attorney/Authorized Signatory Name:

Tel:  M:  Email:

Owner Live Signature and/or Stamp

### Consultant/Contractor:

Name:  Contact Person:

Tel:  M:  Email:

Live Signature & Stamp

### Required Documents - to be enclosed with this form:

<input type="checkbox"/> Plot Affection Plan & Title (if available)	<input type="checkbox"/> Particulars of Sales Purchase Agreement	<input type="checkbox"/> Power of Attorney
<input type="checkbox"/> Copy of Owner's Passport (s)	<input type="checkbox"/> Original Appointment Letter	<input type="checkbox"/> Valid Trade License
<input type="checkbox"/> Bank NOC for Mortgaged Villas	<input type="checkbox"/> Itemized Scope of Work	<input type="checkbox"/> Recent Villa Pictures (different angles)

# 1

Part 1 - to be filled by DC and return a copy to the Applicant.

### Documents Receipt Acknowledgement ONLY:

By Nakheel Document Control Office  
The Planning Approvals Department hereby acknowledge the Receipt of your Application, however, the Submission is **Not yet registered** until reviewed for completeness of information and documents validity. You will be notified by the final registration status (one of the 3 options below), within 5 working days.

### Initial Acknowledgement of Submission

**Acknowledging receipt of the submission does not waive Nakheel PJSC's and any of its affiliates' rights and remedies neither releases the applicant's obligations and/or liabilities under the executed contract, master community declaration, DCR and/or any applicable rules, regulations or laws.**

Document Control Stamp

Document Controller:  Date:    Signature: \_\_\_\_\_

# 2

Part 2 - to be filled and processed by DCUP-PA team and return back to DC

### Submission Registration Decision:

By Planning Approvals Office

Document ID, in case of complete Submissions only:

**Complete Submission Registered**

The Review Process will commence.

You will be notified by the decision not later than **15 working days** from the date of this notice.

**Incomplete Submission Pending (for 5 Working Days only)**

Lacking essential documentations **Complete** the missing documentations.

Failing to complete your submission within **5 working days** will be considered as rejected application.

**Rejected Submission Rejected**

Lacking substantial documentations **Resubmit** a full fresh application.

You are requested to collect your Submission within **5 working Days**, otherwise submitted documents shall be considered as null and void.

### List of Missing Documents Required for Incomplete or Rejected Submission

- 
- 
- 

Reviewed by:  Date:    Signature: \_\_\_\_\_

Approved by: **Dr. Ahmed A. Monem Ragab** Date:    Signature: \_\_\_\_\_

# 3

Part 3 - DC has to send this form with the final decision in Part 2 to the Applicant.

### Registration Decision sent to Applicant by:

By Document Control Office

Main Contact email:

Document Control Stamp

Document Controller:  Date:    Signature: \_\_\_\_\_