

## Property ID:

Use this form for: **SERVICED PLOTS**

Full ID as per Affection Plan

Palm Jumeirah
  Jumeirah Village
  Jumeirah Islands
  Jumeirah Park
  International City
  Al Furjan
  The World
  Deira Islands

### Type of Application:

Preliminary Design Application (PD)
  Non-Standard Application (NS)
  Re-Validation of NOC (RV)

Detailed Design Application (DD)
  Shop Signage (SG)
  Transferal of Approval (TO)

Variation to the Approved Design (VD)
  Nakheel Compliance Certificate (NC)
  Modifications (MV)

### Property Owner Details:

Company/Individual Name:

Owner Live Signature and/or Stamp

Power of Attorney/Authorized Signatory Name:

Tel:  M:  Email:

### Consultant/Contractor:

Name:  Contact Person:

Live Signature and Stamp

Tel:  M:  Email:

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

Plot Affection Plan & Title Deed (if available)
  Particulars of Sales Purchase Agreement
  Power of Attorney

Certificate of Incumbency showing shareholders (for foreign, off-shore & free zone companies)
  Original Appointment Letter (in case of PD & TO Submissions)
  Valid Trade License (for local companies)

Copy of Owner's Passport (s)/ Shareholders' Passports (if any)
  Reply to Nakheel comments on PD (if any)

## 1 Documents Receipt Acknowledgement ONLY:

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

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 Submission Registration Decision:

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

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 **20 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 Registration Decision sent to Applicant by:

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

By Document Control Office

Main Contact email:  Document Control Stamp

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