

Client Procedure (CP) for NOC's, Certificates & Letter for Licensing Services

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1. Purpose

The purpose of this procedure is to facilitate information to Trakhees clients regarding the procedural requirements for obtaining Letter/Certificates, NOC for Licensing services.

The issued certificates can be used by the clients for applying for services from other government and private entities.

2. Scope

This procedure will apply to all clients within Trakhees' jurisdiction.

3. Definitions

3.1 NOC - No Objection Letter

4. Procedure

4.1 NOC Issuance

4.1.1 Client should ensure the availability of enough credits in their prepaid account before applying for the service.

4.1.2 Client should apply online and fill up the mandatory fields then submit the application.

Client can apply for the below type of certificates

- Activity Change (SLS-F12a)
- Open Account- Company (SLS-F12b)
- Company Car Registration (SLS-F12c)
- Certificate of Owning Vehicle (SLS-F12d)
- Car Ownership Transfer (SLS-F12e)
- Change Company Name (SLS-F12f)
- NOC for National Dubia Media Council (SLS-F12g)
- NOC for Dubai SME (SLS-F12h)
- License Clarification (SLS-F12i)
- Company Lost Items (SLS-F12j)
- NOC for New License- Ministry of Tourism (SLS-F12k)



For online application help, please refer to (Section 3.4.1) of below link:

http://trakhees.ae/en/Documents/Online_Admin_ExternalUserManual%20-%20CLD%20web.pdf

4.1.3 Client will receive the request letter/ certificate through email.

4.2 NOC RE-PRINT



4.2.1 Client should request re-print for NOC online

4.2.2 Client should fill up the required information then download and will receive the request letter/certificate through email.

5. Completion Time

	Service	Completion Time
5.1	Sending the requested NOC Letter/Certificates	Upon Request

6. Service Fees*

	Service	Service Fees (AED)
6.1	NOC for Activity Change	120
6.2	Open Account- Company	220
6.3	Company Car Registration	120
6.4	Certificate of Owning Vehicle	120
6.5	Car Ownership Transfer	120
6.6	Change Company Name	120
6.7	NOC for National Dubia Media Council	120
6.8	License Clarification	120
6.9	NOC for Dubai SME.	120
6.10	NOC for New License- Ministry of Tourism	120

*The above fees might be subjective to 5% VAT.

7. Related Forms

- 7.1. SLS-F12a Activity Change.
- 7.2. SLS-F12b, Open Account- Company.
- 7.3. SLS-F12c, Company Car Registration.
- 7.4. SLS-F12d, Certificate of Owning Vehicle.
- 7.5. SLS-F12e, Car Ownership Transfer.
- 7.6. SLS-F12f, Change Company Name.
- 7.7. SLS-F12g, NOC for National Dubai Media Council.
- 7.8. SLS-F12h, NOC for Dubai SME.
- 7.9. SLS-F12i License Clarification
- 7.10. SLS-F12k, NOC for New License- Ministry of Tourism.

8. References

- 8.1 Trakhees Rules and Regulation.



9. Workflow

