

Request for NOC Minor Fit-Out Works

FORM UCMF20-007

Building Name:		Submission Date:	
Unit Number:		Submission Number:	

Unit Owner / Tenant			
Company Name		Owner / Tenant Name	
Trade License		Nationality	
Email ID		Passport Number	
Fit-out Contractor			
Company Name		Contact Person	
Trade License		Phone number	
Email ID		Mobile Number	

Required Documents & Drawings

<ul style="list-style-type: none"> ✓ A clear scanned copy of drawings and documents to be submitted for review by sending email to crm@universaloam.com. ✓ Drawings to be on A3 size and presented as existing & proposed layout. ✓ Documents to be presented on company letterhead, duly signed & stamped 			
Key Plan of entire floor showing respective unit		Appointment Letter from the Owner /Tenant for the Main Fit-out contractor and UCM approved Contactor registration form.	
Furniture Layout Plan		Acceptance letter form the Fit-out contractor	
Partition layout		NOC from the owner allowing the tenant to do the Fit-out work	
Demolition Plan		Title deed / Tenancy Contract	
Ceiling Layout		Valid Trade License from owner, tenant and contactor	
Reflected / coordinated Ceiling Layout Plan		Fit-out Undertaking letter	
Floor finishes layout		Contractor All Risk Insurance (CAR Insurance)	
Emergency exit routes & Exit light layout		Fit-out review Fees (AED 1,500) – Payment receipt	
Sectionals and Elevation Drawings		Fit-out dated Security cheque (AED 5,000)- Payment receipt	
ID card request form and Payment (AED 50.00 per worker) -Payment receipt		Fit-out undated Security cheque (AED 25,000) - Payment receipt	

