

Land Registration (Dubai)

Dear Valued customer,

Congratulations on your new home!

Now that your property is ready for handover and to be moved in, Pre Registration (Oqood) is a mandatory requirement for taking possession of your property.

To proceed further please make sure to have a payment Completion Certificate from our credit control team for your unit.

Please note customers with Post Hand Over Payment for their units are not eligible to apply for Title Deed.

EMAAR

Let's process your Title Deed application



Begin your Property Transfer applications

Log onto **Emaar One App**>
Select the Property> Select Land
Registration Request



OR

Visiting Emaar Square, Building 2,
Customer Happiness Center,
Downtown, Dubai.



Upload / Carry Clear Color
copy of documents as
required. Refer to Checklist #1
Company Documents referred
to Checklist 3



Click on **Submit** and pay the
applicable administration fee.

Fees Payable: AED 525 (inc VAT)

Note:

Processing Time

- 30 days from the date of a successful application. Dubai Land Department has stopped the delivery of Original Title Deed and all E-Title Deed would be emailed to the Registered Mailing Address. All outstanding dues are to be cleared.

Additional Note:

- All Applications are subject to approval. The policy and procedure may change without prior procedure.
- Registration is mandatory by law for all properties.
- Any transaction prior to the Property Registration, Dubai Land Department or Trustee offices would require a No Objection Letter (NOC) issued by EMAAR.
- All application with incomplete documentations or requirements will receive an email on the registered email address with a 1-month notice period to provide the documents. Failure to provide in the time span will lead to cancellation of the Service Request.



Land Registration (UAQ)

Dear Valued customer,

Congratulations on your new home!

Now that your property is ready for handover and to be moved in, to proceed further please make sure to have a payment Completion Certificate from our credit control team for your unit.

Please note customers with Post Hand Over Payment for their units are not eligible to apply for Title Deed.

EMAAR

Let's process your Title Deed application



Begin your Property Transfer applications

Log onto **Emaar One App**>
Select the Property> Select Land
Registration Request



OR

Visiting Emaar Square, Building 2,
Customer Happiness Center,
Downtown, Dubai.



Upload / Carry Clear Color
copy of documents as
required. Refer to Checklist#2



Click on **Submit** and pay the
applicable administration fee.

Fees Payable: AED 525 (inc VAT)

Note:

Processing Time

- 30 days from the date of a successful application. UAQ Municipality will contact the Developer and Customer once Title Deed is successfully issued for collection. All outstanding dues are to be cleared.

Additional Note:

- All Applications are subject to approval. The policy and procedure may change without prior procedure.
- Registration is mandatory by law for all properties.
- Any transaction prior to the Property Registration, UAQ Municipality or Trustee offices would require a No Objection Letter (NOC) issued by EMAAR.
- All application with incomplete documentations or requirements will receive an email on the registered email address with a 1-month notice period to provide the documents. Failure to provide in the time span will lead to cancellation of the ServiceRequest.



Checklist #1: Dubai

For all customers

- Payment completion certificate
- Signed Sales Purchase Agreement

UAE National

- Owner/s Valid Passport
- Owner/s Valid Emirates Id (Front & Back)
- Owner/s Marsoom Letter Addressed to **DUBAI LAND DEPARTMENT, NO OLDER THAN THIRTY DAYS FROM DATE OF ISSUANCE.**

GCC National

- Owner/s Valid Passport

Residents

- Owner/s Valid Passport
- Owner/s Valid Visa
- Owner/s Valid Emirates Id (Front & Back)

Non – UAE Residents

- Owner/s Valid Passport

Property with Conventional Mortgage

- Mortgage Contract
- NOC Letter from **Bank** addressed to **Dubai Land Department**

Property with Ijari Mortgage

- Ijari Letter from Bank

Land & Plots/ Shell & Core Property

- Building Completion Certificate from Dubai Municipality / DDA

Company Documents

- As per below Checklist

Checklist #2: UAQ

For all customer

- Payment Completion Certificate
- Signed Sales Purchase Agreement
- Owner/s Valid Passport
- 4% of the purchase price + AED 1060 (*Manager cheque addressed to "DEPARTMENT OF UMM AL QUWAIN MUNICIPALITY". The amount should not be rounded up.*)
- AED 1000 (*Manager cheque addressed to "Government of Umm Al Quwain Department of Planning and Survey". The amount should not be rounded up.*)

Property with Mortgage

- 1% of Mortgage Value + AED 60 (*Manager cheque addressed to "DEPARTMENT OF UMM AL QUWAIN MUNICIPALITY". The amount should not be rounded up.*)
- Letter addressed to UAQ municipality by bank (Arabic).
- Mortgage Contract from bank.
- Trade license copy of the bank

Company Documents Checklist #3:

Jebel Ali Free Zone

- Incorporation Certificate
- Jafza NOC (1 Month Validity)
- Jafza Incumbency (6 Month Validity)
- Jafza Good Standing (6 Month Validity)
- Memorandum of Association Legally translated in Arabic
- Passport, Visa and Emirates ID (Front & Back) of all Shareholders as per Share Certificate/Certificate of Incumbency

DMCC

- Incorporation Certificate
- DMCC NOC (1 Month Validity)
- DMCC Incumbency / Share Certificate(6 Month Validity)
- DMCC Good Standing (6 Month Validity)
- Memorandum of Association Legally translated in Arabic
- Passport, Visa and Emirates ID (Front & Back) of all Shareholders as per Share Certificate/Certificate of Incumbency

Limited Liability Company (LLC)

- Trade License
- Share Certificate
- Memorandum of Association Legally translated in Arabic
- Passport, Visa and Emirates ID (Front & Back) of all Shareholders as per Share Certificate/Certificate of Incumbency

RAK ICC

- Incorporation Certificate
- RAK NOC (1 Month Validity)
- RAK Incumbency (6 Month Validity)
- RAK Good Standing (6 Month Validity)
- Memorandum of Association Legally translated in Arabic
- Passport, Visa and Emirates ID (Front & Back) of all Shareholders as per Share Certificate/Certificate of Incumbency

RAKEZ

- Incorporation Certificate
- RAK NOC (1 Month Validity)
- RAK Incumbency (6 Month Validity)
- RAK Good Standing (6 Month Validity)
- Memorandum of Association Legally translated in Arabic
- Passport, Visa and Emirates ID (Front & Back) of all Shareholders as per Share Certificate/Certificate of Incumbency

Abu Dhabi Global Market

Incorporation Certificate

Abu Dhabi Global Market NOC (1 Month Validity)

Abu Dhabi Global Market Incumbency (6 Month Validity)

Abu Dhabi Global Market Good Standing (6 Month Validity)

Memorandum of Association Legally translated in Arabic

Passport, Visa and Emirates ID (Front & Back) of all Shareholders as per Share Certificate/Certificate of Incumbency

Note: If the company is owned by International company then we require the company documents of the local parent company
For International company documents - must be attested by UAE Embassy from the country of origin and from Ministry of Foreign Affairs here in UAE