

Client Procedure (CP) for NOC's, Certificates & Letter 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 government 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
- 3.2 LD - Trakhees-Licensing Department

4. Procedure

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

4.2 Client should apply online and upload the below required documents:



For online application help, please refer to (Section 3.1.5) of below link:

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

- Residence Visa Copy
- Passport Copy
- Contract Copy
- NOC from the company
- Establishment Card
- License Copy

4.3 LD will process the application and the client will receive the request letter/ certificate through email.

5. Completion Time

	Service	Completion Time
5.1	Sending the requested NOC Letter/Certificates after approving the submission	1 Working day



6. Service Fees*

	Service	Service Fees (AED)
6.1	Letters and NOC (ALL other than Add Partner/New Commercial License)	70
6.2	Letters and NOC : Add Partner/New Commercial License	500

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

* 10 AED Innovation fees and 10 AED for knowledge fees are to be added for each service.

7. Related Forms

N/A.

8. References

8.1 Trakhees Rules and Regulation.

9. Workflow

