Tenant’s Letter Head
P.O. Box [To be filled]
Dubai, U.A.E

To

Customer Relations Department
MBC, Dubai Maritime City
Dubai

NOC Purpose : [Please state the exact purpose for which NOC is requested]
Unit Reference : [Unit Number]
Name of Tenant : [Name of the tenant holding valid contract with DMC to be inserted]
Name of Consultant : [Name of consultant appointed by tenant to be inserted]
Name of Contractor : [Name of contractor appointed by tenant to be inserted]
Name of Sub Contractor : [Name of sub-contractor appointed by tenant to be inserted]

Subject : Request for DMC No Objection Certificate

Dear Sir,

This is in reference to DMC unit [please state unit number].

Kindly issue us an NOC for [Please state the exact purpose for which NOC is requested]. We hereby undertake the responsibility for all proposed works within our unit.

Thanks and Regards,

Signature of the Requestor

[Name of Representative - Contractor/Consultant of the Tenant]
[Designation of Requestor]
[Contact Number of Requestor]

Attachments to be submitted along with this letter:
Copy of contractor/consultant appointment letter by the tenant
Copy of subcontractor/contractor appointment letter by the consultant [Where applicable]
Trade license of tenant/consultant/contractor/subcontractor [Please attach all]
Full set of Design drawings in A3 [2 copies]