

Application for No Objection Certificate (NOC) to hold training in community facilities and refund of Security Deposit



Please submit the completed form to the Emaar Community Management (ECM) office in your community. No faxes or emails will be accepted.

Applicant name:	<input style="width: 100%;" type="text"/>		
Company name and address:	<input style="width: 100%;" type="text"/>		
Email:	<input style="width: 40%;" type="text"/>	Telephone:	<input style="width: 20%;" type="text"/>
Total number of facilities requested:	<input style="width: 30%;" type="text"/>	Total number of hours requested:	<input style="width: 30%;" type="text"/>

Fee: AED 30 per hour per facility*
Refundable Security Deposit: AED 5,000 per facility*

Applying for: **NOC** **Refundable Security Deposit**

*Booking fees and the Refundable Security Deposit are subject to modification by Emaar Community Management at any time, at its sole discretion, with immediate effect and without prior notice.

Documents required for NOC	Documents required for Security Deposit refund
<input type="checkbox"/> Copy of valid Trade License of the applicant's company and Public Liability Insurance <input type="checkbox"/> Training certificates of the trainers <input type="checkbox"/> Type of training, target audience, facilities proposed for usage, proposed timings (refer to Appendix A) <input type="checkbox"/> Letter of Undertaking on company letterhead (refer to Appendix B) <input type="checkbox"/> Copy of receipt of refundable Security Deposit* <small>*Required at the time of collection of NOC</small>	<input type="checkbox"/> Copy of receipt of booking fee payment* <input type="checkbox"/> Requisition letter on company letterhead stating the beneficiary <input type="checkbox"/> Receipt of Security Deposit payment <input type="checkbox"/> Copy of final NOC

- I / We hereby agree to abide by the Terms and Conditions mentioned in the NOC, the Community Rules, the Access Guidelines for service providers and the Training Policy and Procedure.
- I / We hereby certify that the information provided in this application including the required documents, are to the best of my / our knowledge, complete and accurate.

.....
Signature

.....
Date

For office use only

*Applicable for refundable Security Deposit

Deduction (if any): AED Amount in words:

Reason(s):

Enclosures:

Received and verified by:

Name: Signature: Date:

Approved by:

Name: Signature: Date:

Remarks:

Appendix A

Community name:

Type of training:

Important notes:

- The number of slots allocated will be decided at the discretion of the Community Manager
- Change in timing and facilities can be made only at the time of renewal of the NOC
- The NOC will be issued for a period of three months only or as otherwise decided by the Community Manager
- The issuance of the NOC and its renewal are subject to the Community Manager’s discretion, who reserves the right to reject any application without justification
- The Community Manager may cancel any NOC with immediate effect at any time without the need for justification, prior notice, formality or legal proceedings. Such cancellation will not entitle the training company / trainer with the right to claim any compensation.
- The training company / trainer will only be allowed to conduct training (during the allotted slot) within a particular facility with the stipulated number of trainees as mentioned in the list below (this may change at the Community Manager’s discretion)
 - Swimming pools – 3 members
 - Tennis courts – 6 members
 - Squash courts – 2 members
 - Basketball half / full courts – 3 / 6 members respectively
 - Gymnasiums – 2 members
 - Football fields – 6 members
 - Open parks – (will be specified by trainer as per desired use)

Booking Format

COMMUNITY NAME	DAY	TIME	COMMUNITY NAME	DAY	TIME	TOTAL HOURS
	Sunday			Sunday		
	Monday			Monday		
	Tuesday			Tuesday		
	Wednesday			Wednesday		
	Thursday			Thursday		
	Friday			Friday		
	Saturday			Saturday		



COMPANY NAME

Sports Coaching • Tournaments • Fitness Classes
Lifeguard Training • Sports Management

LETTER OF UNDERTAKING

(Appendix B)

Date:

Emaar Community Management LLC
Dubai, UAE

Dear Sir,

Subject: **Letter of Undertaking**

I / We hereby confirm that all details provided to obtain the NOC are true and accurate.

I / We have received a copy of the Community Rules, the Access Guidelines, and the Training Policy and Procedure and have read and understood them. I / We assure you that we, **<Company Name>**, will abide by the same.

I / We confirm that all employees of <Company Name> possess valid employment visas and are professionally trained and duly licensed to provide the training services.

In case of any violation of the Community Rules, the Access Guidelines, the Training Policy and Procedure or the laws and regulations by any of the staff member of <company name>, I / we take complete responsibility for the same and promise to pay for any damage caused to your company and / or to any property or person within the community.

I / We agree to take a signed undertaking from the trainers and trainees and submit it to the Community Manager.

Yours sincerely,

Name:

Designation:.....

Date:

Note:

The above information must be printed on the company's letterhead and in this format only or Appendix C / C1 – whichever is applicable. It must be completed with the required information, signed by the authorised signatories, bear an official company stamp and be submitted along with the application form.