

# Documents Required for Ownership Transfer

No Objection email or No Objection Certificate (NOC) from **Master Developer** with cut-off date

## **Seller:**

1. Signed Cancellation Form or No Objection Email from Seller's registered email address
2. Title Deed Copy
3. Emirates ID copy (front & back)

## **Buyer:**

1. Signed 'Annex 2' Form, see page#2
2. Valid Passport Copy including signature page + Visa Page (in case of UAE nationals, visa page is not applicable)
3. Emirates ID copy (front & back)
4. Filled customer details form (see page #3) or update through customer portal
5. Memorandum of Understanding (MOU) if new title deed is not available

- In case the buyer and/or seller is a company, we require a valid trade license copy along with valid passport, visa & Emirates ID copy of the authorized signatory and Memorandum of Association copy or copy of POA from company or Shareholders' Resolution certificate.
- In case the ownership is under multiple names, all owners should sign Emicool contract or submit valid POA copy

**NOTE:** If the unit is currently tenanted, please note that Emicool requires the outstanding of the tenant to be cleared.

## **Requested documents can be submitted via following channels:**

- Emicool office counters (DIP/DMC)
- Email [customercare@emicool.com](mailto:customercare@emicool.com)
- Upload on Emicool Portal

**Seller's Security Deposit Refund:** Security deposit will be refunded to the seller either by account payee cheque or via Bank Transfer (if IBAN already updated in customer's account) only after Emicool contract formalization with buyer along with submission of new title deed copy under buyer name.

For queries, please email at [customercare@emicool.com](mailto:customercare@emicool.com) or call us at **600534440**.