

# Documents Required for Tenant Registration

## **If tenant is an individual:**

1. Cancellation Form (signed by landlord) or No Objection email from landlord's registered email address or No Objection Certificate (NOC) – Required only from B2C owners (bulk owners)
2. Ejari copy
3. Valid Passport Copy including signature page + Visa Page of the Tenant (in case of UAE nationals, visa page is not applicable)
4. Emirates ID copy (front & back)
5. Filled Customer Details Form (see page# 2) or update through customer portal

## **If tenant is a company:**

1. Cancellation Form (signed by landlord) or No Objection email from landlord's registered email address or No Objection certificate (NOC) – Required only from B2C owners (bulk owners)
2. Ejari copy
3. Valid Trade License Copy
4. Memorandum of Association copy or copy of POA from company or Shareholders' Resolution certificate
5. Valid Passport Copy including signature page + Visa Page of the Authorized Signatory as per Trade License (in case of UAE nationals, visa page is not applicable)
6. Emirates ID copy of the authorized signatory (front & back)
7. Filled Customer Details Form (see page# 2)

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


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

## CUSTOMER DETAILS FORM

- Name:
- Occupation:
- Job sector:
- Makani Number:
- E-mail address:
- Mobile Number:
- Additional Mobile Number/Landline Number:
- Fax Number:
- P.O. Box, City:

Customer Signature \_\_\_\_\_

*\*All the above fields are mandatory*


<b>Document ID &amp; NAME:</b>	<b>EDC-CSS-F05 &amp; Customer Details Form</b>	
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## CUSTOMER DETAILS FORM

- **Company Name:**
- **Business Activity:**
- **Makani Number:**
- **E-mail address:**
- **Mobile Number:**
- **Additional Mobile Number/Landline Number:**
- **Fax Number:**
- **P.O. Box, City:**

Signature of Authorized Signatory \_\_\_\_\_ Company Stamp \_\_\_\_\_

*\*All the above fields are mandatory*

<b>Document ID &amp; NAME:</b>	EDC-CSS-F77 & Customer Details Form - Company	
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