Registrar of Real Property Handbook

DIFC-PS-HB-01
Rev. 12

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

Contents

DIFC - LEGAL DISCLAIMER 3
DIFC Services 3
Location 3
Contact Details 3
Working Hours 3
DIFC Portal 3
Access to the DIFC Portal 3
Standard DIFC Portal process flow (for most services) 3
Returned Requests 4
Service request submission on the DIFC Portal 4
General guidelines 5
Identification documents for individuals and legal entities 7
Individuals: 7
Legal Entities established within the UAE: 7
Legal Entities established outside the UAE: 7
Power of Attorney (PoA) 8
Freehold 9
Register freehold transfer 9
Internal Transfer – Exempted Transfer 11
Inheritance Transfer 12
Share Transfer 12
LEASES 13
Lease Registration 14
Lease variation 15
Lease Assignment 16
Lease Termination 16
Term commencement notification 17
MISCELLANEOUS 18
Release of Security Deposit 18
Update landlord details 19
Re-issue title deed 20
Caveat Registration 21
Caveat Discharge 22
Official search certificate 22
MORTGAGES 23
Mortgage Registration 24
Variation of Mortgage 24
Discharge of Mortgage 25
Update bank details 26
OTHER SERVICES 27
Re-Issuance of Title Deed for Minor Turning Legal Age 27
Self-Occupy 28

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

DIFC - LEGAL DISCLAIMER

This Client Handbook ("**Handbook**") has been prepared by the DIFC Registrar of Real Property ("**RORP**") to guide and facilitate users on the procedures for the registration of interests and rights relating to real properties located within the Dubai International Financial Centre ("**DIFC**"). Such real properties shall be referred to as "**DIFC Property**" within the remainder of this Handbook. The Handbook may be amended from time to time by the RORP and it does not constitute legal advice nor an exclusive reference to all requirements stated in the DIFC Real Property Laws and Regulations, or any other laws.

For any legal clarification please refer to the DIFC Real Property Law and Regulations and other relevant laws of the DIFC ("**DIFC Laws**") made available on the DIFC website or seek independent legal advice. In the event that there are any inconsistencies between this Handbook and the DIFC Laws, the DIFC Laws shall prevail.

DIFC Services

DIFC Services handles the day-to-day operation of the RORP and processes all applications related to real property registrations of interest or rights:

Location

Dubai International Financial Centre
Sheikh Zayed Road
Gate District 4, Ground Floor
DIFC Services

Contact Details

Telephone: +971 4 362 2222
Email: rorp@difc.ae

Working Hours

8:00 AM - 3:00 PM (Monday to Friday) Our office is closed on Saturday and Sunday and on public holidays announced by the UAE.
We are closed during Friday prayer from 12:00 PM to 2:00 PM

DIFC Portal

The DIFC portal is a system developed by DIFC Authority to extend and facilitate the services of the RORP. All submissions must be made on the DIFC Portal. To sign up to the portal, please click here.

Access to the DIFC Portal

Standard DIFC Portal process flow (for most services)

- Log in
- Select **Request**
- Choose **Apply for a Request** (or search by keyword)
- Complete the form
- Upload the required documents
- Review the details
- Make the declaration
- Pay Submit

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

- DIFC reviews the request
- Outcome:
    - **Approved** – certificate or title deed (if applicable)/approval email
    - **Returned** – more information, re-upload, or edits required
    - **Rejected** – rejection comments will be provided for clarification.

To obtain access to the DIFC portal, follow the steps below:

1. Go to the DIFC Portal sign-in page and select "**Register**".
2. From the picklist, select "**Register a Lease**" or "**Freehold Transfer**", then select "**Next**".
3. Select your "**User Type**" from the picklist and complete the registration form; the portal will display the required fields and documents based on your selection.
4. If you select "**Tenant**" or "**Others**", the registration is auto-approved; complete registration and use the email link you receive to set your password.
5. If you select "**Agent**", "**Bank**", "**Building Management Company**", or "**Developer**", submit the registration for review and approval, then log in and complete your profile once approved.
6. For user types requiring approval, ensure you provide a passport copy valid for at least one month (upload it or use the passport digital verification option where available).

Returned Requests

If DIFC Services needs clarification or additional documents, the request will be returned to you with comments and a required action; follow the steps below to respond.

1. Open the email notification and review the DIFC Services comments or log in and open "**Pending Actions**" in the DIFC Portal.
1. Open the returned request and complete the required action based on the return type:
    1. More information: enter the requested details in "**Customer Comments**", then select "**Save**".
    2. Re-upload: select "**Upload Documents**", upload the corrected file(s), then select "**Save**".
    3. Edit: update the enabled fields in the form as requested, then re-submit the request.
2. After you save/re-submit, the request is sent back to DIFC Services for review.

Service request submission on the DIFC Portal

The following property related services are available under property services dashboard under the following categories:

- Leases
- Freehold
- Bank Services
- Miscellaneous
- Administrative Services

This section provides a step-by-step process for the submission of service request and other requests on the DIFC portal:

1. Log in to the DIFC Portal.

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

2. Click on "**Apply for a request**" from the main dashboard.
3. Use the search bar or filter services by category (e.g. "**Freehold**" or "**Leases**") from the left panel.
4. From the search results, select the required property service (e.g. *Register Freehold Transfer, Inheritance Transfer, Internal Transfer, Share Transfer*).
5. Click on the selected service to proceed with the application.
6. Complete the required fields, including property details and parties involved, and upload the required supporting documents. The pathway guide on the right side provides additional guidance for each step.
7. Where applicable, the system will generate pre-filled templates under the "**Upload Documents**" section for completion and submission.
8. Use available payment options at submission.

General guidelines

1. All Instruments and supporting documents should be submitted only in English.
2. Payment can only be accepted by one of the following methods:
    - Wire Transfer
    - Manager's Cheque from a bank registered in the UAE
    - Credit Card
    - Pay by link is offered to registered banks on the DIFC client portal for mortgage services.

Payment Method	Conditions
Manager Cheques (AED Only)	All manager cheques from banks in the UAE should be in AED and made payable to "**Dubai International Financial Centre Authority**". Manager Cheques drawn on offshore banks will not be accepted.
Credit Card (AED Only)	We accept all major credit cards including *Amex, MasterCard and Visa.*
Wire Transfer	The full payment is to be made in either AED or USD and the remitting party bears all bank charges. Our USD conversion rate is USD 1 equals AED 3.6725. To top up your portal balance, please use this account (AED only). You can also make the payment via wire transfer to the below bank account: • DIFC Investments Ltd. - Collection Account Emirates NBD- Deira Branch Account No. 101-1434147-605- AED Swift Code: EBILAEAD IBAN No.-AE280260001011434147605 Account Name: DIFC INVESTMENTS LTD - COLLECTION ACCOUNT

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

	For freehold transfer fee in Arab Emirates Dirham (AED), please use the account details below: • Payable To: Dubai International Financial Center Bank Name: HSBC Bank Middle East Bank Account Number: 021-349428-003 IBAN Number: AE970200000021349428003 SWIFT Code: BBME-AEAD Bank Address: HSBC Bank, Dubai - Main Office PO Box: 66 UAE For freehold transfer fee in US Dollars (USD), please use the account details below: • Payable To: Dubai International Financial Center Bank Name: HSBC Bank Middle East Bank Account Number: 021-349428-104 IBAN Number: AE860200000021349428104 SWIFT Code: BBME-AEAD Bank Address: HSBC Bank, Dubai - Main Office PO Box: 66 UAE
Payment Link	• The "**Pay by Link**" option is accessible for banks exclusively when the DIFC fee to be collected for mortgage registration does not exceed AED 100,000. This fee is calculated at 0.25% of the mortgage value. Multiple links can be generated, but each link will not exceed the above-mentioned amount of AED 100,000. • The maker submits the service request for checker review, and the checker can choose "**Pay by link**" as the mode of the payment to the DIFC. • An email notification will be sent to the registered email address of bank, registered owner, maker and checker. The service request status will remain "**Awaiting payment**" till the property owner complete the payment process. • Once the payment is completed by the registered owner, the service request status will be submitted. • The payment link expires within 24 hours. The registered owner should coordinate with the bank to resend the payment link.
All charges are subject to AED 20 knowledge and innovation fees per transaction.	

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

Identification documents for individuals and legal entities

The following identification documents will be required for registrations relating to a DIFC Property:

Individuals:

- Clear passport copy (if the passport doesn't have a signature specimen, then an ID with a clear signature specimen will be required).
- If the buyer is holding other nationalities the same needs to be declared at the time of submitting the lodgement for freehold registration on the DIFC portal.
- If the buyer is a minor, the following documents will be required:

  - Minor's passport copy
  - Guardian's passport copy
  - Proof of relationship (e.g., birth certificate)
  - Legal guardianship agreement or court order

Note: A minor is: any person who has not reached the age of 18 years.
The title deed or certificate of plan register will be issued in the guardian's name, with a caveat recorded under the minor's name.

Legal Entities established within the UAE:

- Certificate of incorporation or the commercial license notarised by the issuing authority.
- Copy of articles of association ("**AoA**"). The AoA must be attested by the issuing authority for companies established in the UAE.
- Passport copies of the shareholders (not applicable to public companies).
- Recent dated board resolution approving the transaction and appointing the signatories and point of contacts to carry out the transaction and subsequent registration of the same with the RORP. The documents provided should not be older than 6 months.
- Passport copy of the appointed authorised signatories.
- Attested recent dated certificate of incumbency providing details about the current shareholders in the entity and their shares, or a certified extract from the shareholders register issued by the relevant authority.
- If the buyer is a foundation, a copy of the foundation's charter and/or by-Laws. If the buyer is a trust, a copy of the trust deed/ will be required.

Legal Entities established outside the UAE:

- Certificate of incorporation or the commercial license attested by the UAE Ministry of Foreign Affairs.
- Copy of the articles of association attested by the UAE Ministry of Foreign Affairs.
- Passport copies of the shareholders (not applicable to public companies).
- Recent dated board resolution approving the transaction and appointing the signatories and point of contacts to carry out the transaction and subsequent registration of the same with the RORP attested by the UAE Ministry of Foreign Affairs. Such board resolutions should not be older than 6 months.
- Passport copy of the appointed authorised signatories.
- A certificate of incumbency or an extract from the shareholders register must be certified by the issuing authority. For entities established outside the UAE, these documents need to be notarized by the UAE Ministry of Foreign Affairs.
- shareholders in the entity and their shares.

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

- Attested charter and/or by-laws for foundations or trust deed if the legal structure is trusts.

Note: If the seller or buyer is an entity owned by another entity, identification documents are required for all entities up to the ultimate beneficial owners.

Power of Attorney (PoA) Specifications

In case the buyer or seller has appointed a third party to carry out any property transactions/registrations via power of attorney (PoA), the following must be ensured:

- If the PoA is issued in the UAE, the PoA must carry the seal or be attested by the Dubai courts or Ministry of Justice, depending on the issuing Emirate – original document might be requested to be presented for verification. The passport copy or ID of the authorised person must be provided as well.

- If the PoA is issued outside the UAE, the PoA and legal translation (if not in English or Arabic) should be attested by the UAE Ministry of Foreign Affairs – original documents might be requested to be presented for verification. The passport copy or ID of the authorised person must be provided on the application as well.

Note: All PoA's must be issued within the past six months.

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

FREEHOLD

Register freehold transfer

This request is used to register a freehold transfer in the DIFC. Transfers of freehold Interest must be registered with the RORP within **30 days** for built units, **60 days** for off-plan units, and **50 days** if the property has a registered seller's mortgage, all counted from Freehold Transaction date or Sale and Purchase Agreement . Failure to register within the time frame will result in fines as prescribed in DIFC Laws. Furthermore, a buyer must provide Registry Services with the evidence of payments made to the seller in relation to the purchase of DIFC property.

Before filling the form, please note the below:

- The service request submitted on the DIFC portal is for the initial review and booking the appointment to finalise the registration. The Freehold transfer registration will be completed upon submission of the freehold transfer fee, and all the remaining fees.
- If the transfer involves a unit which is mortgaged, the discharge of mortgage can be done before or along with the submission of the service request to register the freehold transfer.
- All the documents uploaded on the service request must be clear and with a high resolution. Failure to submit clear scanned copies will result in rejecting the request.
- If the payment made to the seller is made by a third party that is not the buyer, the details of the third party will be required including source of income details.
- If payment for the 5 % transfer fee is made by a third party that is not the seller or buyer, the details of the third party must be provided including source of income details.
- The RORP may request for additional documents as and when required.
- If the payment between the buyer and seller is made using multiple payment methods such as wire transfer or cheque, each payment method along with the amount must be entered on the DIFC portal. The user must click on "**Add Payment Method**" button to add each payment method. The sum of all entered amounts must equal the total purchase price.
- For freehold transfer fee payment, the user also has the option to add multiple payment methods, by clicking on the "**Add Payment Method**" button. The amount entered should match the total payment amount indicated in the system.
- Please upload a scanned copy of all the forms and Instruments generated by the system upon finalizing the request. The forms and Instruments must be signed and scanned with a high resolution. All forms and instruments should be provided in the service request to obtain approval and book the appointment for transfer at Registry Services.
- If the seller's Golden Visa was issued based on property ownership, it must be cancelled before the property is sold.
- If the buyer is an existing tenant of the purchased unit, the lease must be terminated before the transfer can proceed.

Documents Required from the Seller	
Off Plan Property	**Completed Property**
• Copy certificate of off plan register. • No objection certificate from the developer. • Refer to above identification documents for individuals and legal entities	• Copy of the title deed. • No objection Certificate - body corporate • Refer to above identification documents for individuals and legal entities.
Documents Required from the Buyer	

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

- If the buyer is from a high risk or sanctioned nationality or jurisdiction. They must provide proof of their source of income, which can be one of the following:

    - Salary: salary certificate, 6-month bank statement, and personal profile details.
    - Inheritance: proof of inheritance, 6-month bank statement, and personal profile details.
    - Property ownership: title deed, 6-month bank statement, and personal profile details.
    - Investments: proof of investment, 6-month bank statement, and personal profile details.
    - Other: a brief description of the income source, supporting documents, 6-month bank statement, and personal profile details.

Other Documents to be uploaded

- Copy of signed sales and purchase agreement. Copy of court order If agreement type is court order.
- Copy of signed transfer instrument.
- Copy of proof of payment between seller and buyer, if the payment is via bank transfer or bank deposit, details of the source funds/income/wealth from the buyer needs to be disclosed along with supporting documents.
- Copy of the proof of payment for the DIFC registration fee (5 % of total purchase value) made to the RORP.
- If the unit has an active registered mortgage which is being discharged, a copy of the mortgage clearance letter and mortgage discharge documents – please see below for further details.
- If the buyer is purchasing the unit with a mortgage and the mortgagee is registering it's security on the date of the Transfer appointment, a copy of the loan/ facility agreement is required together with the mortgage registration documents – please see below for further details.
- If an attorney appointed via a PoA is acting on behalf of the buyer or the seller, please refer to the requirements above regarding PoA specifications.
- If the seller is an entity that is under liquidation, an approval from the appointed liquidator is required.
- Signed Instrument for caveat registration, if the buyer is a minor, to be signed by the gurdian declaration letter, signed by the guardian.
- If a third-party pays the 5 % registration fee exceeding AED 55,000. The third party must also provide proof of their income source as outlined above.
- if a third-party makes the buyer-to-seller payment (poof of payment). The third party must also provide proof of their income source as outlined above.
- If the buyer is a legal entity, they must sign and stamp an undertaking letter (generated by the system) confirming that, if there is any change in the shareholder structure, the RORP will be notified within **30 days** from the date of the agreement.

Service Type	Service Fee
Transfer fee	5% over the total value of the DIFC Property (AED)
Registration of transfer instrument	100 (USD)
Knowledge and innovation fees	20 (AED)

Note: Separate knowledge and innovation fees are applicable to penalty charges for late registration, discharge of mortgage. Mortgage registration submitted as part of the freehold transfer request does not incur separate knowledge and innovation fee.

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

Internal Transfer – Exempted Transfer

This process involves the transfer between individual to a company, a company to individuals or between 2 companies where the beneficial owners are the same.

Documents to be uploaded	
Documents required from the **transferor** (The party transferring their shares or giving up ownership)	
Off Plan Property	**Completed Property**
• Copy certificate of off plan register. • No objection certificate from the developer • Refer to above identification documents for individuals and legal entities	• Copy of the title deed. • No objection certificate - body corporate • Identification documents for individuals and legal entities. • NOC from the bank, if there is an existing active mortgage registered against the unit.
Other required documents	
• Upload a signed agreement or a resolution approving the transfer of real property. • Upload a copy of the AoA of the transferee. The AoA must be attested by the issuing authority for companies established in the UAE. If the company is outside the UAE, the AoA must be recently notarised by the UAE Ministry of Foreign Affairs. • For transferor's and transferee's documents, refer identification documents for individuals and legal entities • Under-taking letter is required for required for each company transferee. • Signed Indirect interest transfer notification. • Signed instrument for caveat registration, required for each minor transferee added, to be signed by the guardian. • When a minor is either transferring or receiving property, their guardian must present a court order or guardianship agreement proving legal guardianship. Additionally, a copy of the minor's birth certificate is required. • If the transferee, is an individual from high risk or sanctioned country, they will be requested to provide a recent 6 month bank statement and provide details on the source and origin of funds, in case the transferee is legal entity will be requested to provide audited financials for the past 2 years and provide details on the source and origin of funds.	

Service Type	Service Fee
Transfer from / to shareholders	273 (USD)
Knowledge and innovation fees	20 (AED)

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

Inheritance Transfer

This process is applicable for the transfer of unit(s) from a deceased owner to his/her heirs. The request should be submitted on the DIFC portal following the steps below:

Required documents	
Off Plan Property	**Completed Property**
• Copy certificate of off plan register. • No objection certificate from the developer • Refer to above identification documents for individuals and legal entities	• Copy of the title deed. • No objection certificate - body corporate • Refer to above identification documents for individuals and legal entities
Other Documents to be uploaded	
• Upload a death certificate of the deceased owner. If the death certificate is not from UAE, upload a copy attested by UAE Ministry of Foreign Affairs. • Upload a clear copy of the court order. The court order must be shared with DIFC courts before filing with the RORP. • Upload a certified English translation of the inheritance confirmation document. • Transfer instrument by a court order. • Signed instrument for caveat registration, required for each minor, to be signed by the guardian.	

Service Type	Service Fee
Transfer from / to shareholders	273 (USD)
Knowledge and innovation fees	20 (AED)

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

Share Transfer

This service request is applicable when a company that owns property in the DIFC sells or transfers its shares between existing or new shareholders or existing shareholders, inherited, or subject to exempted transfers. Share transfers from sales or transfers must be submitted within **30 days** of the agreement for built units, and within **60 days** for off-plan units. There is a fixed penalty of **USD 1,000**, and penalty interest calculated based on the freehold transfer amount of 5% and the number of delayed days.

Required documents
• Upload a copy of the AoA of the buyer. The AoA must be attested by the issuing authority for companies established in the UAE. If the company is outside the UAE, the AoA must be recently notarised by the UAE Ministry of Foreign Affairs. • If built: upload a copy of the title deed for the units purchased. • If off plan: upload a copy of the certificate of off plan register for the off plan units purchased. This will be required only if the logged in user is other than landlord. • Evidence of share transfer. Upload a clear copy of the sale and purchase agreement signed by both parties • If shares are being transferred due to the death of a shareholder, please provide supporting documents as per the required documents for inheritance transfer. • For exempted share transfers, submit supporting documents as listed for internal transfers. • No objection letter from the bank, if the property is mortgaged. • Submit payment proof for the DIFC registration fee (5% of purchase value) to the RORP if the share transfer involves sale or related transfer. • Please submit inheritance-related documents if the share transfer pertains to inheritance. • Depending on the nature of the transaction, the appropriate instrument or form will be generated.

Note: Above requirements might vary, and further documents might be required based on a request of the RORP.

Service Type	Service Fee
Transfer of shares	Freehold transfer fee payments will be based on the new shareholder structure and when the change took place.
Registration of transfer instrument	100 (USD)
Internal or inheritance Transfer	273 USD
Knowledge and innovation fees	20 (AED)

Note: Separate Knowledge and innovation fees are applicable to penalty charges for late registration.

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

LEASES

Lease Registration

Lease registration is required for DIFC Property that is leased for a term exceeding **6 months** and an application for registration can only be submitted via the DIFC Portal. The lease must be registered within **45 days** from the date of the lease agreement. Failure to register the lease within the agreed time frame will result in the penalty of **USD 100**.

Submission process:

Before filling the form, please note the below:

- Commercial units such as offices and retail shops can only be leased by companies or partnerships registered in the DIFC or are under formation at the time of lease registration.
- Residential units can be leased by individuals or companies. A template of the DIFC residential lease will be generated by the DIFC portal upon filling the request. Kindly note that the template of the DIFC residential lease is advisory only and can be enhanced by the landlord and the tenant, provided such enhancements and additional terms do not contravene the Leasing Law and the Leasing Regulations.
- Companies leasing residential units will be asked to provide occupant details.
- A lease must be registered within **45 days** of the date of entering into the lease agreement.
- All the documents uploaded on the service request must be clear. Failure to submit clear scanned copies will result in the application being rejected.
- RORP requires an instrument to be signed by both the landlord and the tenant. The instrument will be pre-filled and generated by the portal upon filling the request and the user will have the option of signing it and uploading it or having it signed electronically.
- The lodgement will not be considered complete until the instrument is fully signed by both parties.

Required documents
• A copy of the lease agreement duly signed by the landlord and tenant. • A copy of the title deed • Landlord documents: a copy of the landlord's passport in case of an individual landlord. A copy of the commercial license in case of a company landlord. • Tenant documents: a copy of the tenant passport and Emirates ID (front and back side) in case of an individual tenant. A copy of the commercial license in case of a company tenant. • In case a PoA is acting on behalf of the landlord or tenant, the following documents will be required: • A copy of the PoA. • A copy of the PoA holder identification documents according to what is mentioned in the PoA. • A copy of the signed lease registration Instrument if the document is not signed electronically through the portal. This document will be generated by the portal. • In case of a sub lease, a copy of the signed sublease consent will be required if not signed electronically through the portal. This document will be generated by the portal. • If the unit is a residential unit and the lease agreement require a security deposit, the following documents will be required: a copy of the signed payment of security deposit form if not signed electronically through the portal. This document will be generated by the portal. • If the unit is mortgaged and a mortgagee consent is required, then a mortgage consent must be uploaded.

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

Application Process
1. Log in to the DIFC Portal and select "**Request**". 2. Under "**Apply for a Request**", search for and select "**Lease Registration**". 3. Select whether it is a lease or sublease. 4. Fill the form and upload all the required documents. 5. If the lease is a sublease and DIFC Investments Ltd or DIFC Investments Ltd affiliate owns the unit, you must enter the subleased area into the system according to the lease agreement. 6. Pay the required fees including the security deposit fees (if applicable) and submit the request. 7. If the client opted for signing the instrument electronically, the request will only be considered submitted upon completion of signing. 8. Upon submission, DIFC Services will review the request. If further details are required, the request will be returned to the portal user. 9. Once approved, the approval email will be sent to the portal user, tenant and landlord with the lease registration certificate.

Service Type	Service
More than 6 months and less than 5 years	100 (USD)
Equal to or more than 5 years and less than 10 years	200 (USD)
Equal to or more than 10 years	300 (USD)
Knowledge and innovation fees	20 (AED)

Note: Separate knowledge and innovation fees will be applicable for late registration penalty.

Lease variation

This request allows registration of variation to an existing lease. The variation can be submitted for amending the lease expiry date, the rental amount, the security deposit amount (applicable to residential leases only) and any other terms or conditions.

Required documents

• A copy of the lease agreement duly signed by the landlord and tenant.
• A copy of the title deed.
• In case a PoA is acting on behalf of the landlord or tenant, the following documents will be required:
  ○ A copy of the PoA
  ○ A copy of the PoA holder identification documents according to what is mentioned in the PoA.
• A copy of the signed lease variation instrument if the document is not signed electronically through the portal. This document will be generated by the portal.

Application Process
1. Log in to the DIFC Portal and select "**Request**". 2. Under "**Apply for a Request**", search for and select "**Lease Variation**". 3. Enter the last approved lease "**SR Number**" and specify the variation purpose (e.g., expiry date, rent, security deposit, or other terms). 4. Upload the required documents and the portal-generated lease variation instrument (signed manually or via electronic signature). 5. Submit the request; DIFC Services will approve and issue the updated certificate or return it for more information/re-upload/edit.

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

Service Fee
• USD 100 • If the variation is made to the expiry date of the lease where the lease term has additional fees as per the below, then the difference will be charged: • Lease term more than six months and less than five years: USD 100 • Lease term equal to or more than five years and less than ten years: USD 200 • Lease term equal to or more than ten years: USD 300 • The fees will include knowledge and innovation fees of AED 20.

Lease Assignment

This request must be submitted to register a transfer of an active lease from the current tenant to a new tenant.

Required documents
• A copy of the lease agreement signed by the landlord, tenant and assignee. • New Tenant documents: a copy of the tenant passport and Emirates ID (front and back side) in case of an individual tenant. A copy of the commercial license in case of a company tenant. • In case a PoA is acting on behalf of the landlord or tenant, the following documents will be required: • A copy of the PoA. • A copy of the PoA holder identification documents according to what is mentioned in the PoA. • A copy of the signed lease assignment Instrument if the document is not signed electronically through the portal. This document will be generated by the portal. •
Application Process
1. Log in to the DIFC Portal and select "**Request**". 2. Under "**Apply for a Request**", search for and select "**Lease Assignment**". 3. Enter the last approved lease "**SR Number**" and complete the assignment details for the current tenant, new tenant, and landlord. 4. Upload the required documents and the portal-generated lease assignment instrument (signed manually or via electronic signature). 5. Submit the request; DIFC Services will approve and issue the updated certificate or return it for more information/re-upload/edit.

Service Fee
• USD 100 • Knowledge and innovation fees of AED 20

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

Lease Termination

This request must be submitted in case of a mutual termination of a lease or termination of a lease pursuant to court order.

Before filling the service request, please note the conditions below:

- The lease must be registered with the RORP to be terminated.
- You will be required to provide reference number "**SR Number**" of the lease registration certificate issued at the time of lease registration
- All the documents uploaded on the service request must be clear. Failure to submit clear scanned copies will result in rejecting the request.

On expiry or mutual termination of a residential lease and where a security deposit has been paid to the RORP, the landlord and the tenant shall submit a release form to RORP, to confirm the amount of the security deposit to be refunded to the tenant and the agreed portion to be retained by the landlord (if any). Refund of security deposit can be submitted along with mutual termination through the DIFC Client Portal.

In the event that the parties are not in agreement with the amount of the security deposit to be refunded to the tenant and/or retained by the landlord, the landlord or the tenant shall submit a dispute form to RORP, to notify the RORP of the existence of a dispute regarding the release of the security deposit. Such disputes can be referred to the Small Claims Tribunal (**SCLT**) by either landlord or tenant and the SCLT, which forms part of the DIFC courts, will provide expedited relief in respect of such disputes.

Documents to be uploaded

• In case of mutual termination, upload signed instrument for termination of lease.
• In case of lease termination due to a court order, the following documents are required:
  • Copt of court order.
  • Signed instrument for termination of lease pursuant to court order.
• In case of release of a security deposit under a residential lease, upload "**Signed Release Form**" to refund or retain security deposit.

Application Process
1. Log in to the DIFC Portal and select "**Request**". 2. Under "**Apply for a Request**", search for and select "**Lease Termination"**. 3. Enter the lease "**SR Number**", select the termination type (mutual termination or pursuant to court order), and complete the required fields. 4. Upload the required signed instrument(s) and supporting documents and include the security deposit release/refund forms where applicable. 5. Submit the request; DIFC Services will review and confirm termination by email, or return the request for more information/re-upload/edit.

Service Type	Service Fee
Lease Termination	100 (USD)
Knowledge and innovation fees	20 (AED)

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

Term commencement notification

This request must be submitted to notify the registrar of the term commencement date of a lease, where the lease is off plan or does not specify a term commencement date at the time the lease was registered with the RORP. The request must be submitted once lease commencement date is determined and specified in accordance with signed lease agreement between the landlord and tenant

Required documents
• A copy of signed term commencement date notification form signed by both the landlord and the tenant. This document is generated by the DIFC portal.
Application Process
1. Log in to the DIFC Portal and select "**Request**". 2. Under "**Apply for a Request"**, search for and select "**Tems Commencement Notification**". 3. Enter the lease "**SR Number**" and provide the confirmed term commencement date as per the signed lease agreement. 4. Upload the portal-generated notification form signed by both parties (manual or electronic signature), then submit the request. 5. DIFC Services will approve and issue the lease certificate or return it for more information/re-upload/edit.

Service Fee
N/A

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

MISCELLANEOUS

Release of Security Deposit

This service is used to apply for a refund of the security deposit paid for a registered residential lease in the DIFC. The refund can be requested either in full or in partial amount based on the agreement between both the landlord and the tenant upon expiry of the registered lease. The request must be submitted on the DIFC Portal.

Before filling the form, please note the below:

- All refunds will be processed in AED. All bank charges for wire transfer shall be borne by the client.
- Mode of refund for security deposit is limited to bank transfer.
- In a situation where there are joint tenants, the joint tenants will add the bank account details of the tenant receiving the payment in the form, thus stipulating which of the two tenants will receive the refund payment, the same process applies
- You be required to provide reference number "**SR Number**" of the lease registration certificate issued at the time of lease registration
- Spot exchange rate will be applied for currencies other than AED.

Required documents

• If the refund is requested in full, a copy of the "**Release Form**" should be uploaded to the portal and duly signed by both the landlord and tenant. This form is generated by the portal.
• If the refund is requested in partial amount, "**Refund of Part of the Security Deposit Form**" must be uploaded and duly signed by both the landlord and the tenant. This form is generated by the portal.
• In case a PoA is acting on behalf of the landlord or tenant, the following documents will be required:
  ○ A copy of the PoA.
  ○ A copy of the PoA holder identification documents according to what is mentioned in the PoA.
• If the refund is made to a third party, the identification documents of the third party are required such as passport copy for individuals and license copy for companies

Application Process
1. Log in to the DIFC Portal and select "**Request**". 2. Under "**Apply for a Request**", search for and select "**Release of Security Deposit**". 3. Enter the lease "**SR Number**", select "**Full**" or "**Partial**" refund, and confirm the receiving party and refund amount. 4. Provide the refund bank details (bank transfer only) and upload the portal-generated signed form(s) and any supporting documents. 5. Submit the request; DIFC Services will review and issue the refund (within **14 working days**) or return the request for updates.

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

Update landlord details

Request for updating the landlord details recorded with the RORP such as change of name, updated passport details, address and/ or contact details.

The request must be submitted by the registered landlord or an appointed PoA.

Required documents
• If the landlord's name has changed, evidence of change is required such as a copy of a certificate issued by the embassy for individuals or certificate of name change for body corporates. • Any changes to a mortgaged unit's title deed require a NOC from the bank.
Application Process
1. Log in to the DIFC Portal and select "**Request**". 2. Under "**Apply for a Request**", search for and select "**Update Landlord Details**". 3. Select landlord type (individual/company), identify which details are changing (name, passport, address, contact), and complete the form (landlord users will see pre-populated details). 4. Upload the supporting evidence (and bank NOC if the unit is mortgaged and the title deed will change), then submit the request. 5. DIFC Services will review and, if approved, issue the updated title deed (where applicable) to the registered email address, or return the request for updates.

Service Type	Service Fee
Update landlord details	100 (USD)
Title deed replacement	273 (USD)
Knowledge and innovation fees	20 (AED)

Initial Title Deed

This request is for issuing a title deed and is only available to property owners and developers.

Required documents
• Developer NOC, upload a no objection certificate issued by the developer for the issuance of the initial title deed
Application Process
1. Log in to the DIFC Portal and select "**Request**". 2. Under "**Apply for a Request**", search for and select "**Initial title deed**". 3. Choose building details, add the unit, and confirm landlord information; if the portal user is the owner, their details are pre-filled. 4. Upload the required support documents. 5. Upon approval, the title deed will be dispatched to the registered email address. If the application is rejected, any fees paid will be refunded to the portal wallet.

Service Type	Service Fee
Initial title deed	100 (USD)
Knowledge and innovation fees	20 (AED)

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

Re-issue title deed

This request can be used to apply for the issuance of a replacement of title deed. This request can be submitted by a landlord or his/her authorised delegate.

Required documents

• If the replacement is required due to lost title deed, copy of loss certificate issued by Dubai police is required.
• If the replacement is required due to change in unit area or unit type, updated surveyed plan is required.
• Landlord documents: a copy of the landlord's passport in case of an individual landlord. A copy of the commercial license in case of a company landlord.
• In case a third party is acting on behalf of the landlord, the following documents are required:
  ○ A copy of the PoA
  ○ A copy of delegated individual identification documents as per the PoA.
• Copy of the title deed (if available)

Application Process
1. Log in to the DIFC Portal and select "**Request**". 2. Under "**Apply for a Request**", search for and select "**Re-issue title deed**". 3. Select the reason for re-issue and add the unit, then confirm landlord details (pre-populated for the landlord user). 4. Upload the required supporting documents (e.g., loss certificate or updated survey plan, where applicable), then review, declare, pay, and submit. 5. If approved, the re-issued title deed will be sent to the registered email address; if rejected, fees are refunded to the portal wallet.

Service Type	Service Fee
Re-issue title deed	273 (USD)
Knowledge and innovation fees	20 (AED)

Caveat Registration

This process is applicable to any individual who claims a real property interest or a real property right concerning a specific property, the applicant must clearly state the purpose of registering the caveat and provide the necessary supporting documents to substantiate their claim.

Required documents
• Signed instrument for the registration of a caveat. This document is generated by the portal. • Evidence of the rights or interests claimed. • Identification documents for the caveator: passport copy in case of individuals, commercial license copy in case of a company.
Application Process
1. Log in to the DIFC Portal and select "**Request**". 2. Under "**Apply for a Request**", search for and select "**Caveat Registration"**. 3. Enter caveat details (purpose/claim), upload supporting evidence and identification documents, and select manual or electronic signature for the portal-generated instrument. 4. Review, declare, pay, and submit; DIFC Services will review and approve or return the request for updates.

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

5. If approved, the caveat letter will be issued electronically to the registered landlord(s) and the caveator by email.

Service Type	Service Fee
Caveat Registration	100 (USD)
Knowledge and innovation fees	20 (AED)

Caveat Discharge

This request is used to withdraw a recorded caveat on the RORP register. The request must be submitted by the Caveator or his/her authorised delegate.

Required documents

- Signed instrument for the discharge of a caveat. This document is generated by the DIFC portal.
- Identification documents for the caveator: passport copy in case of individuals, commercial license copy in case of a company.

Application Process

1. Log in to the DIFC Portal and select "**Request**".
2. Under "**Apply for a Request**", search for and select "**Caveat Discharge**".
3. Provide justification for discharge, upload identification documents, and sign the portal-generated discharge instrument (manual or electronic signature).
4. Review, declare, pay, and submit; DIFC Services will review and approve or return the request for updates.
5. If approved, caveat letter will be issued electronically to the registered landlord(s) and the caveator by email.

Service Type	Service Fee
Caveat Discharge	100 (USD)
Knowledge and innovation fees	20 (AED)

Official search certificate

This request can be used to apply for an official search certificate issued by the RORP. An application for an official search can either be granted or rejected by the RORP based on whether the RORP is satisfied that a certificate is being requested for legitimate purposes. Any person that is believed to have a valid legitimate interest in obtaining an official search certificate in respect of real property.

Required documents

Identification proof of the party applying for the official search:

- Passport copies for individuals.
- Commercial license copy and authorized signatory's passport copy for business entities.

Application Process

1. Log in to the DIFC Portal and select "**Request**".
2. Under "**Apply for a Request**", search for and select "**Official Search**".
3. Select the Building from the dropdown list, the click on "**Search Units**, select the required Unit(s) from the list

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

4. Enter the reason for the official search, then provide the applicant details.
5. Upload required documents.
6. Review all entered details and uploaded documents.
7. Review the payment summary displayed, then proceed with the payment.
8. After the service request is approved, the applicant will receive a copy of the official search at their registered email address.

Service Type	Service Fee
Official Search	200 (USD)
Knowledge and innovation fees	20 (AED)

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

MORTGAGES

All mortgage related services must be submitted on the DIFC portal. All mortgages registered on the RORP register should be provided by approved bank listed on the RORP register. For more details on listing a bank or a financial institution as a mortgagee, please email us on rorp@difc.ae.

Mortgage Registration

This section sets out the requirements to register a mortgage on one or more lots located within the DIFC. All mortgage service requests will be reviewed by the checker after submission by the maker, prior to being submitted to the RORP.

Required documents

• A copy of the financing (Islamic or conventional) agreement duly signed by the mortgagee and the mortgagor.
• Landlord documents: a copy of the landlord's passport in case of an individual landlord. A copy of the commercial license in case of a company landlord.
• In case a third party is acting on behalf of the mortgage or mortgagor, the following documents are required:
  ○ A copy of the PoA document
  ○ A copy of the delegated individual's identification documents according to the PoA.
• A copy of the signed mortgage registration Instrument.

Application Process
1. Log in to the DIFC Portal and select "**Request**". 2. Under "**Apply for a Request**", search for and select "**Mortgage Registration**". 3. Select mortgagee bank (pre-populated for bank users), choose mortgage type (conventional/Islamic) and degree, then enter mortgage terms and add the relevant unit(s). 4. Select the bank authorised signatory(ies) as required and upload the signed financing agreement and portal-generated mortgage instrument. 5. Review, declare, pay, and submit; DIFC Services will approve and issue the updated title deed by email, or return the request for more information/re-upload/edit.

Service Type	Service Fee (USD)
Registration of mortgage (conventional and Islamic)	0.25% of the mortgage amount
Mortgage lodgement fee	100
Knowledge and innovation fees	20 (AED)

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

Variation of Mortgage

This section sets out the requirements to register any variation to the term of the mortgage or amount secured pursuant to a registered mortgage. This request can be submitted by either the mortgagee, the mortgagor or a third party authorised on act on their behalf.

Required documents

• Amended mortgage agreement or variation to the mortgage agreement signed by both parties.
• Variation of mortgage instrument signed by both the mortgagee and mortgagor or their official delegates.
• In case a third party is acting on behalf of the mortgagee or mortgagor, the following documents are required:
  ○ A copy of the PoA.
  ○ A copy of delegated individual identification documents as per the PoA.

Application Process
1. Log in to the DIFC Portal and select "**Request**". 2. Under "**Apply for a Request**", search for and select "**Variation of Mortgage**". 3. Select what is changing (term and/or secured amount), then add the building and unit(s) and enter the updated mortgage details. 4. Upload the amended/variation agreement and the portal-generated variation instrument (signed by both parties or delegates). 5. Review, declare, pay, and submit; DIFC Services will approve and issue an updated title deed if required, or return the request for updates.

Service Type	**Service Fee**
Variation of mortgage	100 (USD)
An increased mortgage would attract mortgage registration fee	0.25%
Knowledge and innovation fees	20 (AED)

Discharge of Mortgage

This section sets out the requirements to discharge a mortgage registered on the RORP register for a one or more lots.

Required documents

• Landlord documents: a copy of the landlord's passport in case of an individual landlord. A copy of the commercial license in case of a company landlord.
• In case a third party is acting on behalf of the mortgagee or mortgagor, the following documents are required:
  ○ A copy of the PoA
  ○ A copy of delegated individual identification documents as per the PoA.
• Clearance letter issued by the mortgagee and signed by its authorised signatory.
• If the mortgage discharge is enforced by a court order, a copy of the court order is required.
• Signed instrument for discharge of mortgage.

Application Process"
1. Log in to the DIFC Portal and select "**Request**". 2. Under "**Apply for a Request**", search for and select "**Discharge of Mortgage**". 3. Select discharge type (with or without court order), then add the building and unit(s) and confirm the mortgage details.

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

4. Select the bank authorised signatory(ies) as required and upload the clearance letter, court order (if applicable), and the portal-generated discharge instrument.
5. Review, declare, pay, and submit; DIFC Services will approve and issue the updated title deed by email, or return the request for more information/re-upload/edit.

Service Type	Service Fee
Discharge of mortgage	100 (USD)
Knowledge and innovation fees	20 (AED)

Update bank details

This request is used to update the details of a registered bank in the records of the RORP. The request can be submitted by the authorised users from the bank or financing institution.

The request must be submitted whenever changes are made to the bank details such as the address, name, contact details or authorised signatories.

Required documents

- Updated license: If the change involves a new license or permit.
- Passport copies and Emirates ID of added authorised signatories.

Application Process

1. Log in to the DIFC Portal and select "**Request**".
2. Under "**Apply for a Request**", search for and select "**Update Bank Details**".
3. Select what is changing (authorised signatories, bank details, and/or address details) and update the fields accordingly.
4. Upload the updated license (if applicable) and ID documents for any added authorised signatories, then submit the request.
5. DIFC Services will review and confirm the update by email or return the request for more information/re-upload/edit.

Service Fee
N/A

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

ADMINISTRATIVE SERVICES

Request a refund

This service is used to apply for portal balance. A refund process will be completed within **20 business days** after approval.

Required documents
• A non-objection letter from the portal user is required if the refund is to be made to a third party. If the account is under a company name, the NOC must be issued by the company's authorised signatory as stated in the commercial license if the refund needs to be processed in favor of a third party • Copy of passport of the beneficiary if the refund is for a third-party individual passport.
Application Process
1. Log in to the DIFC Portal and select "**Request**". 2. Under "**Apply for a Request**", search for and select "**Request a Refund**". 3. Fill the required information and submit after uploading required documents.

OTHER SERVICES

Re-Issuance of Title Deed for Minor Turning Legal Age

When the beneficial title holder turns eighteen, an automated notice will be sent to the legal guardian (registered title holder) detailing the process, required documents, and fees. Send all required documents to RoRP@difc.ae as specified in the email.

Required documents
The transfer instrument is issued when a minor has reached the age of 18 or older. • A clear and valid copy of the passport belonging to the individual who has reached legal age. • Upload a document confirming the contact details such as email address and phone number. • SWIFT copy of payment

Service Type	Service Fee
Issuance of title deed for minor turning legal age	100 (USD)
Knowledge and innovation fees	20 (AED)

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.

Self-Occupy

This process applies when a company is under-formation and plans to use a unit owned by its own sole shareholder. Please review the requirements listed below:

- Letter confirmation from the landlord confirming he/she is the sole shareholder or owner of the property. The letter needs to be addressed to RORP.
- Copy of the landlord's passport in case of an individual. Copy of the commercial license in case of a company landlord.
- A title deed or transfer instrument must be issued for the unit to process self – occupy.

Service Fee
N/A

NOTICE AND DISCLAIMER – This document and any attachments are the work product of the Dubai International Financial Centre Authority may be privileged and are to be used only for their intended purpose. It may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.