

Client Procedure (CP) for NOC's, Certificates & Letter Services

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Table of Contents

1. Purpose and Objectives.....	3
2. Scope	3
3. Definitions and Abbreviations	3
4. Procedure	3
5. Service Completion Time.....	4
6. Service Fees*	4
7. Related Documents/ Forms	4
8. Applicable References and Regulations.....	5
9. Process Workflow	5

1. Purpose and Objectives

The purpose of this procedure is to facilitate information to Trakhees clients regarding the procedural requirements for obtaining Letter/Certificates, NOC for government services.

The issued certificates can be used by the clients for applying for services from other government and private entities.

2. Scope

This procedure will apply to all clients within Trakhees' jurisdiction.

3. Definitions and Abbreviations

3.1 NOC - No Objection Certificate

4. Procedure

4.1 NOC Issuance

4.1.1 Client should ensure the availability of enough credits in their prepaid account before applying for the service.

4.1.2 Client should apply on www.online.trakhees.ae and fill up the mandatory fields then submit the application.

Client can apply for the below type of certificates

- Issue a Driving License (TRK-LD-GS-SF06c).
- Change Driving License (TRK-LD-GS-SF06d).
- Open Bank Account (TRK-LD-GS-SF06e)
- Salary Certificate (TRK-LD-GS-SF06g).
- Consulate Letter (TRK-LD-GS-SF06h).
- Alcoholic beverage permit (TRK-LD-GS-SF06k)
- Adding an Employee as a Partner (TRK-LD-GS-SF06l).
- Company Establishment for Employee (TRK-LD-GS-SF06n).

- No Objection to Apply for Golden Residency (TRK-LD-GS-SF06w)

4.1.3 Client will receive the request letter/ certificate through email.

4.2 NOC Re-Print

4.2.1 Client should request re-print for NOC online

4.2.2 Client should fill up the required information then download and will receive the request letter/certificate through email.

5. Service Completion Time

	Service	Completion Time
5.1	Sending the requested NOC Letter/Certificates	Once the payment is settled
5.2	Sending the requested re-printed NOC Letter/Certificates	Upon request

6. Service Fees*

	Service	Service Fees (AED)
6.1	Issue/ Re-send Letters and NOC for: - Adding an Employee as a Partner. - Company Establishment for Employee.	520
6.2	Issue/ Re-send Letters and NOC other than NOC/ letters mention in 6.1 of this procedure.	80
6.3	Manual submission fee	100

7. Related Documents/ Forms

- 7.1 TRK-LD-GS-SF06c, Issue a Driving License.
- 7.2 TRK-LD-GS-SF06d, Change Driving License.
- 7.3 TRK-LD-GS-SF06e, Open Bank Account.
- 7.4 TRK-LD-GS-SF06g, Salary Certificate.
- 7.5 TRK-LD-GS-SF06h, Consulate Letter.
- 7.6 TRK-LD-GS-SF06k, Alcoholic beverage permit.
- 7.7 TRK-LD-GS-SF06l, Adding an Employee as a Partner.

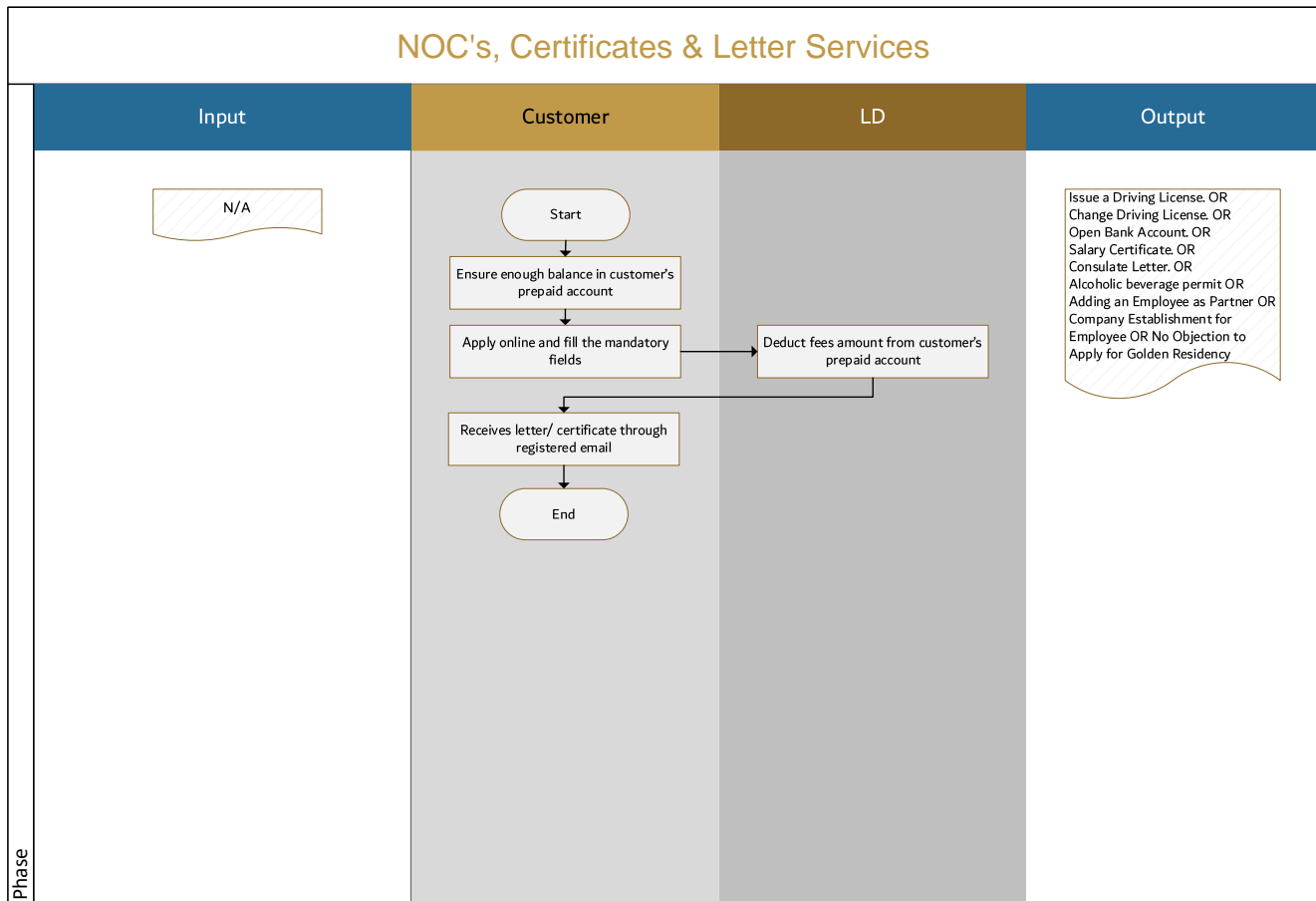
7.8 TRK-LD-GS-SF06n, Company Establishment for Employee.

7.9 TRK-LD-GS-SF06w, No Objection to Apply for Golden Residency.

8. Applicable References and Regulations

8.1 Trakhees Rules and Regulation.

9. Process Workflow



Phase