



HANDOVER PROCEDURE

AFTER BUILDING COMPLETION CERTIFICATE (BCC), WHAT HAPPENS?

The following information will guide you through the procedure required for the handover of your unit. The Notice of Handover (“NOH”) is the Notification for the Handover of your property/properties, included within this pack are:

1. The Notice of Handover (NOH).
2. The service charges fee invoices with separate account details.
3. Details on registering with DEWA (Dubai Electricity and Water Authority).
4. Sample Power of Attorney (POA).
5. Essential guidelines.

PRE-REQUISITES

- Registration with DEWA is mandatory prior to the handover of your property upon confirmation from the Handover Department.
- Bank NOH and bank attested copy of your Purchase Agreement in case of mortgaged properties.
- Documents as specified in the Customer Payment & Handover Factsheet.

PAYMENT CLEARANCE CERTIFICATE (PCC)

PCC will be issued after completion of all the payments and connection of DEWA.

The final payment & admin charges: AED 5,000.

APPOINTMENTS & HANDOVER OF KEYS

Once all the payments are cleared in our account, please contact the handover team or call us on 04-308-5666 for the handover details.

OTHER INFORMATION

- During the first 12 months from the Completion Date a construction Defects Liability Period (DLP) exists. This only relates to the failure or malfunction of the equipment but excludes failure caused by daily wear and tear, damage, negligence, or incorrect maintenance of equipment including all fittings and fixtures. White goods supplied (where applicable and as per handover)

within the apartment are provided with the manufacturer's initial warranty. Thereafter responsibility remains with the Homeowner.

- Faults in your property (if any and if within the 12-month Defect Liability Period), should be made known to us and submitted to us within **48 hours** in order for us to investigate and where appropriate, rectify the issue raised. Please note all defects which are not recorded at the time of Handover are entirely the owner's responsibility. Your comments will be forwarded to our contractors to tend to the defects reported subject to the assessment of the consultants and/or the projects team. All observations that do not prevent the occupation of the property shall be made good by the contractor at a suitable time within the Defect Liability Period. Such minor observations should not affect beneficial occupancy of your property or be used as a cause for refusing handover of the property.
- Utility charges by service providers such as DEWA, your chosen gas supplier including but not limited to consumption, demand & maintenance charges as invoiced by the service provider are payable directly by the property owner/occupier.

DOCUMENTS NEEDED FOR THE HANDOVER

SINGLE OWNERSHIP

1. Original Sale & Purchase Agreement.
2. Valid passport for identification.
3. Emirates ID for residents.
4. Original ID of your home country if not a resident.

MULTIPLE OWNERSHIP

1. Original Sale & Purchase Agreement.
2. Valid passports of both buyers.
3. Emirates ID for residents.
4. Original ID of your home country if not a resident.
5. In the absence of one of the buyers a **Notarized & Attested** Power of Attorney (POA) ** issued by the absent buyer.
6. Valid passport copy of the absent buyer (if applicable).

HANDOVER TO A THIRD PARTY

1. Original Sale & Purchase Agreement.
2. Notarized & Attested Power of Attorney (issued by both buyers in case of multiple buyers).
3. Valid passport copy of buyer(s) for verification.
4. Authorized representative should present valid passport.

COMPANY OWNERSHIP

1. Original Sale & Purchase Agreement.
2. Original Trade License (for UAE registered Companies).
3. Articles & Memorandum of Association.
4. Certificate of Incorporation / Business Registration.
5. Registered shareholders & Directors of the Company - Share Certificate & Board Resolution to be provided.
6. Authorized representative should present valid passport.
7. Notarized & Attested Power of Attorney, signed by the authorized signatories as per the documents in point 3 & 4.
8. Valid passport copies of authorized signatories.
9. Alternatively, an Attested & Notarized Board Resolution for handover is required if one (of many) authorized signatory is to take handover.

MORTGAGE

In case you have opted for finance from a bank please arrange to have the following:

1. A No objection letter from the developer to hand over the property to the buyer(s).
2. Attested copy (by the financier) of your Sales and Purchase agreement if the original has been retained.

* PCC (Payment Clearance Certificate) is issued by AZIZI at the point of handover for Units with no dues

** The POA should be specific to the Unit, authorizing the bearer to take handover & sign all documents on the owner's behalf.

The POA &/or company documents should be Attested & Notarized by the UAE courts. For non-UAE residents the POA should be Attested & Notarized by a solicitor and the UAE embassy of that country + UAE's Ministry of Foreign Affairs. The documents would have to be accompanied by a legal translation into Arabic if the original document is in any other language. Below is enclosed is a sample of the Power of Attorney letter.

*** Attested Original documents or attested true copy

In case, the apartment was purchased in the name of a minor, who has since attained majority. The handover will be given jointly to the buyer and the guardian who signed the agreement.

Please forward scanned copy (of all stamped pages) to handover@azizidevelopments.com for approvals prior to arriving for your handover to avoid any inconvenience.

SAMPLE FORMAT FOR POWER OF ATTORNEY

(Please do not use this form, this is a sample copy that you should re-create eliminating the sentences in Italics and the options you do not wish to grant your attorney. This document should be duly **Notarized & Attested** before the Dubai Court Notary (for UAE residents) or **Notarized by your solicitor and Attested the by the UAE embassy/consulate in the country of origin/residence & translation into Arabic** (for non-UAE customers).

POWER OF ATTORNEY

By this Power of Attorney issued on (date), I / We: Mr. /Ms. (Full name as shown on passport) holder of (Country) passport number and resident of [Country]. (Hereinafter referred to as the "**Buyer**"); and Mr. /Ms. (Full name as shown on passport) holder of (Country) passport number and resident of (Country) (hereinafter referred to as the "**Joint Buyer**").

Hereby appoint Mr./Ms. (Full name as shown on passport) holder of (Country) passport number and resident of (Country) hereinafter referred to as the "**Attorney**"; As my / our True and lawful attorney; and authorize the

Attorney to take possession of the Unit Number in project name (hereinafter referred to as the "**Unit**"), of (Company name) (hereinafter referred to as the "**Developer**") in terms of the Unit Sale and Purchase Agreement signed by us with the Developer.

I/we also authorize the attorney to carry out and execute any actions required in respect of the Unit as specified below:

- a) The Attorney is also authorized to make, execute, sign, discharge and deliver all documents; to take **handover /possession** of the unit and to discharge the Developer fully and finally.
- b) To sign all document relating to the Handover of the property.
- c) On behalf of the buyer/joint buyer to execute all formalities before any competent official department or any relevant authority without the need of my/our personal presence.
- d) To represent us and act on our behalf including but not limited to, submission of documents or payments, sign on our behalf, acknowledge receipt of & collect the Title Deed / Unit registration / Ownership certification or any other relevant document in relation to the property and the Ownership title thereof.

I / We hereby agree and undertake to ratify all acts, deeds and assurances done, given, executed or made by my / our said Attorney under the powers conferred by this Power of Attorney as if the same were done or made by me / us personally.

IN WITNESS WHEREOF, I / we sign the foregoing as my, / our durable Power of Attorney, done it willingly and as my / our free and voluntary act for the purpose herein expressed, and further state that I / we are / are eligible to grant this Power of Attorney and have done so without any undue influence.

Executed in this (Day) _____ of (Month) _____ (Year) _____

Signed by:

Buyer: (Full Name)_____ Signature: _____

Joint Buyer: (Full Name)_____ Signature: _____

Witness: (Full Name)_____ Signature: _____

Address of Witness: _____

The documents will have to be accompanied by a legal translation into Arabic if the original document is in any other language. For further information on the Attestation & Notarization process, please contact the CRM Team at +971 4 308 5666 and request for Customer Services.

GAS

The gas network is equipped with necessary regulating stations and control valves to ensure safety. The properties are provided with a gas detection system and the kitchen is also provided with standalone gas detection system. The system is designed, supplied, installed, and tested in accordance with the requirements & regulations of Dubai Civil Defense (DCD) authorities.

It is important to note that individual gas cylinders are not permitted in the building as they pose a safety risk.

PROMINENT FEATURES

- Safe & secure low-pressure gas system.
- Gas leak detection system with auto shut off event of a leak.
- Auto shut off in case of gas pressure variation.
- Monthly consumption cost is confined to consumption.
- Approved from local authorities.

FOR THE OWNER:

- Ownership Agreement Copy (Sales & Purchase Agreement).
- Passport Copy or Trade License (in case of company ownership).
- Signed Gas Agreements (with your chosen provider).
- Contact Details Form.

FOR THE TENANT:

- Tenancy Agreement Copy.
- Passport Copy or Trade License (in case of company ownership).
- Contact Details.

GAS CONSUMPTION

Composed of variable commodity usage charge and fixed commodity usage charge.

- 1) Variable commodity usage charge is a flow-through based on the actual cost of the commodity used.
- 2) Fixed commodity usage charge is the fixed margin charged per cubic meter of gas vapors based upon actual usage that covers the operational investment of the concessionaire.
 - * due to volatility of the cost of gas in the market, this is subject to change from time to time. Relevant information will be provided to gas customer before change in rates will be affected.

CONNECTION FEES

Fees collected before gas service connection and activation from the main gas distribution system to the end user cooker and/or heating unit.

SECURITY DEPOSITS

Deposits required before gas service connection and activation from the main gas distribution system to the end user cooker and/or heating unit. It will be returned to the end user upon request for disconnection/de-activation, less any outstanding charges for gas consumption.

DEFAULT CHARGE

In cases where meter reading cannot be obtained due to reasons beyond the control of your chosen gas supplier, a default charge will be included in your billing. This will subsequently be adjusted in the billing where actual meter reading will be available.

People seeking to connect their villas or apartments to the gas system should first contact their gas supplier call center and a representative will be happy to answer questions or provide information to connect your home to the system. Your gas supplier will maintain a staff of qualified technicians to assist customers in utilizing the benefits of gas for their homes and ensuring that the system is safe and reliable.

Contact Numbers for AZIZI Shaista Gas Suppliers

Integrated Gas Services Co L.L.C

Tel: 600565657

Email: support@sergas.com

REGISTRATION WITH DEWA

As a pre-requisite for the handover of your Unit(s) you are required to register your Unit with Dubai Electricity and Water Authority (DEWA). You may contact the handover team for your Consumer ID number which is required by DEWA for the registration process. You will require the following:

- Consumer Account number (please refer to the Completion Notice or the DEWA number plate on your main door frame).
- Application form for DEWA Services.
- Proof of Ownership (Sales & Purchase Agreement / Title Deed).
- Original passport of the Owner (as shown on the Sales Agreement/Title Deed) showing the passport holders personal details (it is advisable to have the page showing the residency visa as well).
- Tenants require a copy of the proof of ownership, Owners passport copy & their Tenancy Contract & Passport copy.
- Security Deposit AED 2,130 (subject to change at DEWA's discretion).

There are the main DEWA offices that will be able to deal with your account registration

DEWA Main Office

Next to Wafi Shopping Mall
Bur Dubai, Dubai, UAE.
Tel: +971 43072205 (customer services)
Opening hours: Sun - Wed 07:30 - 21:00

DEWA IBN Battuta Office

China Court, Ibn Battuta Mall - Dubai
Tel: +971 4 601 9999
Opening hours: Sun - Thurs 07:30 - 20:00

DEWA Al Quoz Office

Industrial Area 4 - Dubai
Tel: +97143479690
Opening hours: Sun - Thurs 07:30 - 20:00

For further reference on DEWA offices near you and their location maps you may visit the following link: <https://www.dewa.gov.ae/en>

Furthermore, you can register for activation of services online by following the link: <https://www.dewa.gov.ae/en/consumer/supply-management/pre-login-activation-of-electricity-water-move-in>

Note*

Please contact DEWA for any clarification and the above information concerning DEWA may be subject to change at DEWA's discretion.

 AZIZI

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