



# Client Procedure for requesting for Modification Completion Certificate (MCC) & Modification Cancellation Inspection (MCI)

PCFC- Entity (Business Unit) Name	:	Trakhees – Ports, Customs & Free Zone Corporation
Department Name	:	Civil Engineering Department (CED)
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## 1. Purpose:

This procedure (for clients) aims to describe the steps to be followed for the following:

- 1- Obtaining Final Modification Completion Certificate (MCC), until which no client/applicant shall occupy the premises.

The occupancy of new/modified facilities within the jurisdiction of Trakhees is permitted only after availing Modification Completion Certificate, by ensuring entire compliance during construction as per issued Modification Permit/NOC/ approved drawings.

The purpose of this process is to ensure that the Client's modified (ready to occupy) facilities are constructed in line with the required Trakhees Civil Engineering Department's (CED) policies & procedures / "Planning & Control Regulations" leading to the issuance of Modification Completion Certificate.

- 2- Obtaining Modification Permit Cancellation (MPC) for projects not started on site and client request to cancel issued modification permit.

CED- Modification Compliance section- TRAKHEES, as part of Department of Planning and Development of PCFC, takes the role of 'Authority' in reviewing and approving these modifications works, design and drawings of the facility prior to commencement of construction/ Fit-out works within our jurisdiction.

## 2. Scope

The scope of the process is from the receipt of the Modification application requests for the following services and applies to all Clients/ Business Units operating within PCFC jurisdiction's

### **Modification Completion Certificate (MCC)**

The Scope of the process commences with the receipt of the modification completion inspection request after modification work is completed, leading to the issuance of Modification Completion Certificate, which until received the applicants cannot occupy / use / store the premises.

### **Modification Permit Cancellation (MPC)**

The Scope of the process commences with the receipt of the client's 'modification permit cancellation' inspection request, with the Consultant/Contractor submission, leading to the issuance of Modification Permit Cancellation, which cannot be cleared unless the work approved in the modification permit is not started.

## **3. Definitions and Abbreviations**

- CED – Civil Engineering Department
- BCC – Building Completion Certificate.
- MCC – Modification Completion Certificate
- MPC – Modification Permit Cancellation
- CS – refers to Construction Safety (of I&C section)
- MI – refers to Modification Inspection team (of Modification & Compliance Section)
- DCD - Dubai Civil Defence
- DUDC – Dubai Universal Design Code
- Applicant - The party, which applied and obtained Modification Permit/ NOC
- Local Regulation - The act of regulating under the local Authority
- Consultant – Party / Company responsible for Design & Supervision of Projects
- Contractor – Party / Company responsible for execution of Projects
- BP - Building Permit
- MC- Modification and Compliance
- NOC – No Objection Certificate
- NCC – Nakheel compliance certificate
- PA- Payment Advice

- MPS – Trakhees System for Modification Completion Inspection records
- ONLINE SERVICE: CED's online applications: <https://online.trakhees.ae/oaservices/>
- 'System': Within this procedure, refers to CED's internal electronic systems for processing applications

## 4. Procedure



For quick procedural info, please refer to the [Workflow](#) on last page.  
For a more detailed approach, please read below.

**4.1 INFORMATION & PREPARATION:** For identification of Modification Completion Certificate approval stages or Modification Inspection Cancellation and submission requirements, the Applicant has to visit the service page on website: (Link: [Request Modification completion certificate](#)) and refer submission requirements from client procedure, PCFC-TRK-CED-MF-CP-02 (this procedure), with related forms (refer [section 7](#))

### 4.2 APPLICATION:

The following applications can applied online via link <http://online.Trakhees.ae> by attaching all requirements as set in the various Application Forms for **Modification Completion Certificate and Modification Permit Cancellation** using the applicable folder codes as per the requested application (refer [section 7](#)) and including the filled application Checklist form requirements of (MCC) / (MPC)

### 4.3 SECTION ADMIN / HELPDESK:

Upon receiving online submissions, CED Section Admin/ Helpdesk validates all requirements and accordingly takes the below actions (via system):

- **Accept submission**

If the submission complies with application form/ requirements, Helpdesk shall generate a PA (Payment Advise) based on the built up area provided by the applicant in the system.

Email notification will be sent to submitter informing of the new online submission being accepted



- **Reject submission:**

If the submission does not comply with application form/ requirements, the submission will be rejected by providing applicant the reason for rejection, and the application shall be closed.

This does not allow the applicant to use that closed submission reference again. The applicant can re-submit, but as a new submission.

- **Requires more information**

If the Helpdesk staff notes any missing document or incomplete sign/stamp of application form; he/she will return back the submission and advice applicant to re-upload the missing information/documents, using the same submission reference.

**NOTE:** If the latest stamped CED approved drawings for the facility are not available with the client, then the following procedure shall be adopted.

- Request in the prescribed format ([TRK-CED-DC-CF01a, Application form for requesting Copy of Documents](#)) shall be submitted to CED- Document control (email [Ced.Doc@pcfc.ae](mailto:Ced.Doc@pcfc.ae)) to obtain the existing drawings. The applicant Shall submit a request thru Trakhees online for copy of documents / drawings
- Only if the existing drawings are not available in the Trakhees CED- Document control, then the Consultant/ Contractor shall prepare the drawings as existing on site with a label "As Existing", with company stamp and signature. The drawing shall be submitted to CED along with the email received from the CED document Controller stating the non-availability of the drawings with Trakhees CED- Document Control.

Once all requirements are validated as ok, the required payment advice notification (for applicable type) of fee will be sent to the applicant along with the **MCC reference number** by email for making the payment.

**NOTE:** *CED Helpdesk reserves the right to Accept/ Reject the submission, if the received applicant is not complete as per checklist requirements. Incomplete applications that are rejected can be resubmitted, but as a new submission.*



#### 4.4 INITIAL FEES (if any):

4.4.1 Applicant should ensure that all initial fees (if any) are paid, of which the receipt of Payment advise is essential for CED to proceed further with the Permit review and approval. Thereby, payment shall be made via below channels:

- Online payments
- Al Ansari Exchanges
- Bank Transfers
- Dubai Islamic Bank branched & ATM machines of Dubai Islamic Bank

#### 4.5 INSPECTION & APPROVAL:

4.5.1 Once the customer's Consultant/ Applicant completes the payment (where applicable), the scheduled inspection date will be notified to the applicant by Site Inspection Engineer and relevant CED sections shall then proceed to conduct Inspection & review of the application.

NOTE: In case of any violations observed by Engineers, CED shall follow its violation process and if required, penalty shall be added to the final fees payment.

4.5.2 The Inspection Engineer accordingly coordinates with Applicant concerning inspection time, and after conducting the Inspection, shall accordingly update the system with the inspection results / Site Status.

4.5.3 During this scheduled Inspection, all relevant representatives of the consultant, contractor (accredited by Trakhees) and the client (if required) are required to be present at site; along with a set of Trakhees' approved drawings and other relevant documents are to be also available at site.

4.5.4 Finally, CED shall then notify applicant on the below review outcomes

<b>APPROVED -</b>	If submission is approved and complete, while complying with all Regulations and Guidelines set by Trakhees.
<b>NOT APPROVED -</b>	In the event where any major problems have been identified, the applicant shall be informed via system, for correction prior to resubmitting the application.

#### 4.6 DOCUMENT DELIVERY:

Finally, applicant receives a download link to the approved documents. The system will also update the payment status and record the details of the person downloading these documents.

#### 4.7 INDIVIDUAL APPLICATIONS:

The individual applications for MCC are to be submitted against the issuance of Trakhees-Modification Permit.

This is applicable for developments including cluster of Villas & major Projects, in which phase-wise Trakhees-Building Permits or Trakhees-Infrastructure NOC's are issued.

### 5. Process Measurements

No.	Process	Target (WD)
5.1	Modification Completion Certificate	3 WD
5.2	Modification Permit Cancellation	2 WD

For all submission types, Trakhees/CED is committed to complete review process as per above, however delays can occur due to the following:

- Missing drawings.
- Details clarification.
- Internal System issue.
- Internal Sections clarification.
- Special approval from higher management

### 6. Service Fees

#### 6.1 Inspection Charges:

The Consultant/Contractor will be required to pay the inspection fees, prior to scheduling the inspection, in cash/cheque at Trakhees cash counters OR if the applicant has insufficient funds in their company prepaid amount, they can also pay via other channels, as indicated below:

- Pay through online / prepaid (Online finance services)
- Pay through Cash (Al Ansari Exchange Centres)
- Bank Transfer
- Dubai Islamic Bank branched & ATM machines of Dubai Islamic Bank



**NOTE:** Modification Completion Inspection (MCC) and Modification Permit Cancellation fees as applicable to project specifications.

## 6.2 Re-inspection:

Any pending comments for compliance will result in re-inspection and comments will be notified through system. Once all the comments are fully complied, the Consultant shall submit Re-Inspection request through the online system.

## 7. Documents/ Forms

7.1	<a href="#">Application for Modification Completion Certificate</a>	<a href="#">TRK-CED-MF-CF02a</a>
7.2	<a href="#">Application for Modification Permit Cancellation</a>	<a href="#">TRK-CED-MF-CF01f</a>
7.3	<a href="#">Undertaking Letter FORMAT, for incomplete works</a>	<a href="#">TRK-CED-MF-CF02b</a>
7.4	<a href="#">Acknowledgement &amp; Undertaking for Modification work for Shops</a>	<a href="#">TRK-CED-MF-CF02c</a>

## 8. Applicable References and Regulations

- Submission Requirements and Document Checklist (Refer [section 7](#))
- Dubai Building Code
- Building Regulations & Design Guidelines.
- Building & General Civil Work Construction Regulations.
- Approved Drawings from Trakhees.
- Trakhees Modification Permit/ NOC
- FZ/DM Rules (where applicable)
- Dubai Civil Defence certificate.
- Nakheel Compliance Certificate

## 9. Contacts

Modifications Compliance Section – Trakhees CED

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E-mail: [Ced.Modifications@pcfca.ae](mailto:Ced.Modifications@pcfca.ae)