SOLAYA

A PRIVATE COLLECTION

# EXPRESSION OF INTEREST ("EOI") SUBMISSION GUIDELINES

To ensure your Expression of Interest (EOI) is submitted and processed successfully, please follow the steps below:

## 1. COMPLETE AND SIGN THE EOI FORM

- The EOI Form will be shared with you via email.
- Complete all required fields in the form.
- Obtain the customer's signature on the EOI Form.
- Keep a scanned copy of the signed form ready for upload, along with copies of the customer's passport and Emirates ID, where applicable.

## 2. SUBMIT THE EOI APPLICATION THROUGH THE BROKER PORTAL

- Log in to the Broker Portal.
- Select **EOI Submissions.**
- Click **Create EOI.**
- Complete all required customer and unit details.
- Upload the signed EOI Form and click **Submit.**
- Once the application has been submitted successfully, an **Application Reference Number** will be generated and sent by email to both the broker and the customer.

## 3. COMPLETE THE EOI DEPOSIT PAYMENT

**Payment Methods**

- Manager's cheque(s) (will not be banked or encashed)
- Personal cheque(s) (will be banked and encashed)
- Bank transfer(s)
- Credit card payment

**Bank Transfer**

- Refer to the bank details provided in the Broker Portal under the **Payment Details.**
- Once the transfer has been completed, open the email containing your **Application Reference Number.**
- Click **Submit Proof of Payment** and follow the on-screen instructions to upload your bank transfer confirmation.

**All other payment methods are accepted at the Meraas-Nakheel Sales Centre in Al Sufouh**

- Provide the **Application Reference Number** received by email to the Finance team.
- Submit the cheque and/or proof of payment.
- Ensure the **Application Reference Number** is clearly referenced on all payment documents submitted.

## 4. TRACK YOUR EOI STATUS THROUGH THE BROKER PORTAL

The EOI statuses are as follows:

- **Submitted** indicates that your EOI application has been successfully submitted and is awaiting payment confirmation.
- **Paid** indicates that your deposit payment has been received and cleared by Finance. The status will be updated automatically once the payment has been validated.

For further clarification, please contact **agents@dhre.ae or 600 555 588.**

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