



### Application for Vacating Lease Facility

Company Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Premises Leased \_\_\_\_\_ Location \_\_\_\_\_ Lease Exp. \_\_\_\_\_

Premises to be vacated \_\_\_\_\_ Location \_\_\_\_\_ Lease Exp. \_\_\_\_\_

Total Visas Utilized \_\_\_\_\_

I / We being the Owner of the above mentioned Company hereby declares that subject to approval of the SAIF ZONE Authority, the above mentioned leased premises be vacated. We undertake to submit all related clearances pertaining to the requested leased facility of the Company to be vacated.

#### Reason for Vacating:

#### Authorized representative on behalf of Company

Name \_\_\_\_\_ Passport Number / ID Number \_\_\_\_\_

Contact details : Land line \_\_\_\_\_ Mobile \_\_\_\_\_ email \_\_\_\_\_

I/We the undersigned hereby declare and certify that the above details are accurate & confirm that the signature(s) in this request is true & correct. In the event of any discrepancy to the above mentioned information, the undersigned and the company will be liable to Local and Federal Rules and any other penalty without prejudice and compensation by SAIF ZONE, any approval and the resultant documents and transactions will be treated as null and void with retrospective effect.

#### Authorized Signatories & Company's Stamp

#### For SAIF ZONE official use (Signature Verified)

#### Remarks – Facilities Reservation Section.

Vacating Notice Date :- \_\_\_\_\_

Keys Received Date:- \_\_\_\_\_

#### For Client & Investor Services Department (if applicable)

#### For Finance & Accounts Department (Copy)

#### Important Notes:

1. Please check the requirements & fees on reverse

## LEASING, LICENSING & LEGAL AFFAIRS

### Requirements for Vacating of Lease Facility

1. SAIF ZONE application form for the Approval of Vacating Company's lease facility (for FZC & Branch Company signed by all the directors).

*The Landlord shall be informed by not less than Ninety days written notice if the Tenant does not intend to renew the lease at its annual expiry term.*

*In case of notice less than 90 days, the Landlord shall charge the Tenant for compensation at daily rate of the lease amount applicable under this contract in respect of the number of days by which the period of notice actually given by the tenant is less than 90 days or a penalty of AED 5,000/- **whichever is less***

2. Facilities Management Department Clearance Certificate.  
(L2 building first floor - Submit letter & copy of license to FMD requesting for Facilities Clearance Certificate to vacate the facility).
3. Keys to be returned (Keys shall be accepted only after submission of above-mentioned clearances / NOCs and lease chargeable till such date)
4. No Objection from Client & Investor Services Department (if applicable)  
(L2 building Ground floor)
5. Submission of Original License & Tenancy Contract.

#### Note

- Telephone, fax and internet lines should be disconnected and all personal belongings to be removed prior to handing over of keys.
- SAIF Zone would not be held responsible for any loss of Personal belongings/Documents of the customer at anytime once keys will be handed over.

