



SAIF ZONE  
المنطقة الحرة لمطار الشارقة الدولي  
SHARJAH AIRPORT INTERNATIONAL FREE ZONE

## COMPANY REGISTRATION FORM

New Registration

Renewal

Date: \_\_\_\_\_

|                                   |         |      |           |
|-----------------------------------|---------|------|-----------|
| Company Name                      |         |      |           |
| Address                           |         |      |           |
| Telephone/ Mobile/ Fax No         | Mobile: | Tel: | Fax:      |
| Company Authorized Representative | Name:   |      | Position: |
| Activity                          |         |      |           |
| Registration Fees                 |         |      |           |

\_\_\_\_\_  
Company Stamp  
Authorized Signatory

### Requirements for registration

- Duly typed SAIF Zone Registration form.
- Trade License copy of Company.
- Request from the Company for registration / renewal.
- Company profile.
- Passport copy of sponsor and Manger & employees.
- Contract (**attested by Leasing, Licensing & Legal Affairs Department**) for companies other than **Sharjah License**.

### Please note:

- Entry Pass shall be issued only after completing the registration procedures and payment of entry pass charges.
- Entry Pass shall be issued from the Security Department.

Approved  
 Not Approved

\_\_\_\_\_  
Juma Abdalla Baharoun  
Manager -Purchase Department

\_\_\_\_\_  
AUTHORIZED SIGNATURE



**Undertaking**

I, the undersigned .....being the  
 Authorized Signatory of M/s.....,a company  
 Registered in the Emirates of.....with License No.....located at  
 .....Contact no:.....Fax:.....Email:.....

Doing the activity of .....herby request you to register our  
 Company for the Supply / Service of .....To be  
 Company inside SAIF-Zone.

We hereby understand and agree as follows:

1. Following documents shall be submitted along with the request letter.
  - A. Copy of our Company Trade License.
  - B. Passport Copy of the Authorized Signatory.
  - C. Company profile and request letter for registration / renewal
  - D. Adequate /Suitable third party liability insurance policy.
  - E. Agreement Contract for companies other than Sharjah License.
2. The Validity of Registration shall be for One year from the date of approval of this request. Any renewal / extension of period shall be subjected to the procedure and approval thereof.
3. Saif Zone Authority is entitled to reject this request and / or de-register our company at any time after the registration and shall not have any claim including, but not limited to the fee paid against the Authority.
4. We hereby acknowledge and abide the rules & regulations of SAIF Zone Authority.
5. All contracts that we may enter with any company in Saif zone shall be registered with legal Department of SAIF Zone.
6. We shall supply only to the contracted company with the registered contract.
7. We shall comply with the procedures of security Department of SAIF Zone for the Entry and Exit.
8. SAIF Zone is entitled to impose penalty and take necessary actions against our company in case of any violations of rules and regulations of Saif zone committed by our company and / or our staff.
9. We undertake the indemnify Saif Zone for any activity which results damage to Saif zone and / or any third party.
10. SAIF Zone shall not any way be responsible for all or any act of our company consequent to the registration hereof.

Accordingly, you are requested to approve our request to register our company as a Supplier / Service provider.

Signature:

Company Stamp

Name:

Date..... /..... /.....

Saif Zone Legal-0-07(1)2011