

Application for Shifting / Reservation of Lease



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

Application Date _____

Company Name _____ Contact Number _____

Premises Leased _____ Location _____ Lease Exp. _____

License Type _____ License No. _____ License Exp. _____

Visas Utilized _____

I / We being the Owner of the above mentioned Company hereby declares that subject to approval of the SAIF ZONE Authority,

☐ Reserve & allot below stated lease facility as an additional lease to our Company.☐ Change the above-mentioned leased premises with new lease as below. We undertake to submit all related clearances pertaining to the old leased facility including keys.**Proposed new lease facilities:**

Option 1	
Option 2	
Option 3	

Reason for Proposed Changes :

--

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 Signatory & Company Stamp	For SAIF ZONE official use (Signature Verified)
Remarks – Facilities Reservation Section. Vacating Notice Date _____ Keys Received Date _____	<u>Remarks – Visa Committee</u>

Important Notes:**1. Please check the requirements & fees on reverse**

LEASING, LICENSING & LEGAL AFFAIRS

Requirements for Shifting of Lease Facility

- SAIF ZONE application form **duly typed, signed & stamped** for the Approval of shifting lease facility, to be signed by all shareholder(s) &or signatory supported by Board Resolution signed by all shareholders (scan copy of Board resolution is accepted subject to submitted from registered email), POA signatory has to be verified & approved from Legal section.
- This would be accepted only if the Maximum Employment / Residence visa utilized is in line with the requested new facility or no objection from Client & Investor Services Department (if applicable).
- Industrial license has to be cancelled if downgrading from Warehouse & Plot of land to SAIF Office, SAIF Exe. Office & SAIF Suite.
- Clearance certificate from the **SAIF ZONE FACILITIES MANAGEMENT** (L2 building first floor - Submit letter & copy of license to FMD requesting for Facilities Clearance Certificate to vacate the facility – contact number 06-5572222) & **Utilities Clearance from Utilities Section – F&A Dept.**
- Submission of Original License & Tenancy Contract.
- Payment & Keys to be returned (Keys shall be accepted only after submission of above-mentioned clearances / NOCs. ***Lease for vacated facility is chargeable till payment of new leased facility is done & new tenancy contract is signed***).

Once invoice for new lease is generated & in the event of cancellation of request, prorated lease until cancellation will be charged.

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.

FACILITIES	Lease Rates	Service Charges	Signboard	Refundable deposit	Utilities Deposit	Standard Visa	Remarks
SAIF Office (Buildings - Q1-03 to Q1-09 & R3-R6 Building)	15,000.00	3,000.00	300.00		-	5	
SAIF Executive Office (Buildings - P8-01 to P8-18, 70 offices each)	20,000.00	3,000.00	300.00	-	-	8	Unfurnished
SAIF Suite (Buildings – Z / Z1 / Z2 / Z3 / Y / Y1 / L1 / X1 / X2 / X3 / X4 (from 21 M2 & above)	@1650/M2	3,000.00	300.00	3,500.00	-	12	
SAIF Suite – Gold Park (Buildings - Q1-1 & Q1-2)	20,000.00	-	-	-	-	8	Commercial-Precious Metals license
125 M2 Warehouse	60,000.00	6,300.00	-	5,000.00	3,000.00	15	
250 M2 Warehouse	110,000.00	6,300.00	-	5,000.00	5,000.00	25	
400 M2 Warehouse	160,000.00	6,300.00	-	5,000.00	7,000.00	35	
600 M2 Warehouse	205,000.00	6,300.00	-	5,000.00	10,000.00	45	
Large Warehouse	@ 340/M2	6,300.00	-	5,000.00	10,000.00	35	
Small Warehouse	@ 480/M2	6,300.00	-	5,000.00	3,000.00	15	
Temporary Warehouse (82 M2)	15,000.00	-	-	-	-	0	For 3 Months only
Jewellery Work Shop	20,000.00	6,300.00	300.00	3,500.00	-	10	One time charges of AED 10,000/- + Accommodation charges is applicable
Restaurants (A9-01 to A9-06 of size 330 M2)	@ 500/M2	6,300.00	-	5,000.00	7,000.00	35	One time charges of AED 75,000/-
SAIF Shops (A8-01 to A8-07, A11-01 to A11-06 of size 10 x 87M2, 2 x 96M2, 1 x 125.50M2)	@ 600/M2	6,300.00	-	5,000.00	3,000.00	4	One time charges of AED 25,000/-
SAIF Shop (SW-18 to SW-51)	40,000.00	6,300.00		5000.00	3,000.00	4	

