

Application for Lease & License Renewal



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. _____

I / We being the Owner/Shareholder/Manager of the above mentioned Company hereby request to renew the Company's lease & license for the period _____ to _____ subject to the approval of the SAIF ZONE Authority.

Following documents are being submitted in lieu of renewal:

- ☐ P O Box receipt copy or request to remove P O Box
- ☐ Copy of F&A Dept. acknowledgement on Audited Financial Statement **or** approved Undertaking from F&A Dept. for Audited Financial Statement
- ☐ Attested Certificate of Good Standing / Registration proof or approved undertaking for Branch company.
- ☐ Customs no objection (for the Companies licensed for trading and/or manufacturing of gold and/or gold Jewellery)
- ☐ Sharjah Civil Aviation approval (for the Companies licensed for Aviation activities)
- ☐ Building completion certificate or valid building permit, Safety Fitness Certificate & power & water connection from engineering department (for Customers Leasing Plot of land).
- ☐ Valid Passport Copy with visa page of all shareholders (owners as per license)
- ☐ Passport Copy / ID Copy of Authorized representative

Remarks

Authorized representative for renewal & collection of renewed license certificate on behalf of Company

Name _____

Contact Mobile _____

Passport Number / ID Number _____

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's Stamp	- Trust you have signed & collected your <u>tenancy contract</u>. If not, please do so for smooth renewal process. - Renewed License will be available online. <u>Fees of AED 100/-</u> is applicable for issuance of Original Certificate.
For SAIF ZONE official use - Signature Verified by: Name: Date: Signature:	Remarks: ☐ Under Share transfer ☐ Repossessed ☐ Plot of land ☐ Gold & Jewelry ☐ Aviation License

Please submit typed & signed renewal application form along with the applicable requirements for renewal of Lease & License as stated on reverse.

LEASING, LICENSING & LEGAL AFFAIRS

Renewal Requirements

1. Online Submission of Audited Financial Statement from auditor for FZE & FZC Company along with copy of Memorandum & Articles of Association, for details contact info.finance@saif-zone.com.
 - a. The audited financial report should be original and must be **stamped and signed** by the owner/s of the company and the auditor
 - b. Audit Report must be in line with the fiscal year stated in the Memorandum & Articles of Association.
2. P O Box receipt copy (If P O Box is valid & is required to be placed on license) or request letter to remove P O Box number from license (*License amendment fees will be applicable if changes required after renewal of license*).
3. Branch / Subsidiary of Foreign Company: - Submission of parent company's Certificate of Good Standing or valid registration proof (attested by MOFA).
4. Branch / Subsidiary of Local Company: - Valid License copy of Parent Company.
5. Customs no objection for the Companies licensed for trading and/or manufacturing gold and/or gold Jewellery.
6. Sharjah Civil Aviation approval (for the Companies licensed for Aviation activities).
7. Submission of copy of Building completion certificate or valid building permit, Safety Fitness Certificate & power & water connection from engineering department (for Customers Leasing Plot of land).
8. Submission of valid passport copies with visa page of all shareholders (owner(s) as per trade license).
9. Authorization letter for renewal & collection of renewed license in case of owner/manager is not available.

Lease & license renewal payment can be done as follows.

- a) Cash
- b) Company Cheques, payable in the name of SAIF Zone Authority.
- c) Credit Card (Subject to bank charges / commission).
- d) Bank Transfer to :

Bank Name	Sharjah Islamic Bank, Main Branch. Post Box No. 4, Sharjah, U.A.E. Tel: +971-6-5681000 / Fax: +971-6-5580101
Beneficiary Name	Sharjah Airport International Free Zone Authority.
Account Number	0011200079001
IBAN Number	AE890410000011200079001
SWIFT Code [for transfers within UAE]	NBSHAEAS
SWIFT Code [for US Dollars transfers from abroad]	PNBPUS3NNYC
SWIFT Code [for EURO transfers from abroad]	DEUTDEFF
Please always arrange to mail a copy of the transfer receipt to Finance & Accounts Department at info.finance@saif-zone.com to facilitate tracking of the same.	

- For any clarification on your Lease & Licensing, you could contact - L_Lrenewals@saif-zone.com
- For renewal invoice contact - info.finance@saif-zone.com.



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