

Application for License Amendments



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

Application Date _____

Company Name _____ Contact Number _____

Premises Leased _____ Premises No. _____ License No. _____

I / We being the Owner of the above mentioned Company hereby declare that subject to approval of the SAIF ZONE Authority, following amendments in License to be incorporated to the above mentioned Company.

☐ Change of License Activity / Type

	License Type	License Activity
Current		
Proposed		

An amendment in license activity during valid license period is allowed only in case where license type & license category is same (For example, Commercial standard license having activity as Trading in Garments can be changed to Commercial Standard license having activity as Trading in Furniture).

☐ Request for Additional License(s)

Sr. No	License Type	License Activity
1		
2		

☐ Request for Cancellation of License(s)

Sr. No	License Type	License Activity
1		
2		

When company has more than one license(s) then they can choose to cancel any of the licenses (not all). However, cancellation can be done at the time of expiry of license since license fees is not refunded if cancelled during the tenure of license.

We undertake to accept all previous liabilities related to the above requested amendments.

Reason for Proposed Changes :

Authorized representative on behalf of Company

Name _____ 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 & attached board resolution (if applicable) 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 – Client & Investor Service Dept.	

Important Notes: Please check the requirements & fees on reverse

LEASING, LICENSING & LEGAL AFFAIRS

Requirements

Requirements for Change of License Activity / Category

1. SAIF ZONE application form **duly typed, signed & stamped** for License Amendments.
2. **Board Resolution** signed by all the Shareholders of the company (to be supported by POA or initial board resolution authorizing the signatory(s) for respective amendment if applicable). *In case of new board resolution for branch & subsidiary companies, must be attested from embassy in country of origin & MOFA in UAE.*
3. **Project summary** for proposed new category/activity.
4. Original license (With old activity) has to be returned (if valid).
5. **NOC from Client & Investor Service Dept.**
6. **Health Section approval** is required for all Industrial license (new/additional/amendments) – (L2 Building, 1st floor)
7. **Department of Civil Aviation dept.** approval is required for Aviation related license (new/additional/amendments).
8. **Clearance certificate** from the SAIF ZONE **CUSTOMS** for Commercial & Industrial License (contact number 06-5571323).
9. **Fees Payable:-**
 - a. If the current license is expired, then full amount should be paid.
 - b. If the license is not expired, then difference amount as per prorated for upgrading of license category to be paid. No credit applicable for the fee paid against earlier license.
 - c. If the license is not expired, then amendment fees of **Dhs. 1000/-** will be charged to amend the activity within same category (License expiry date will not be changed).

Requirements for Additional License

1. SAIF ZONE application form **duly typed, signed & stamped** for License Amendments.
2. **Board Resolution** signed by all the Shareholders of the company (to be supported by POA or initial board resolution authorizing the signatory(s) for respective amendment if applicable). *In case of new board resolution for branch & subsidiary companies, must be attested from embassy in country of origin & MOFA in UAE.*
3. **Project summary** for proposed new license.
4. **Health Section approval** is required for all Industrial license (new/additional/amendments) – (L2 Building, 1st floor).
5. **Department of Civil Aviation dept.** approval is required for Aviation related license (new/additional/amendments).
6. **Fees Payable:-**
 - a. Payment of License Fees as applicable (additional license will be issued till the expiry date of current Lease & License unless validity is less than **2** months)

Requirements for Cancellation of License

1. SAIF ZONE application form **duly typed, signed & stamped** for License Amendments.
2. **Board Resolution** signed by all the Shareholders of the company (to be supported by POA or initial board resolution authorizing the signatory(s) for respective amendment if applicable). *In case of new board resolution for branch & subsidiary companies, must be attested from embassy in country of origin & MOFA in UAE.*
3. **NOC from Client & Investor Service Dept.**
4. **Clearance certificate** from the SAIF ZONE **CUSTOMS** for Commercial & Industrial License (contact number 06-5571323).
5. **Department of Civil Aviation dept.** approval is required for Aviation related license.
6. Original license has to be returned (if valid).

Type / Category	AED 7500/-	AED 10,000/-	AED 15,000/-
Commercial	1-3 activities	4-5 activities	6-10 activities
Services	1 activity	2-3 activities	4-5 activities
Industrial	1 activity	2-3 activities	4-5 activities

Special Activity @AED 10,000/-		Special Activity @AED 15,000/-	
Type / Category	Activity	Type / Category	Activity
Commercial & Service (E-commerce)	E-Commerce	Commercial & Services (Aviation)	As per Aviation NOC
Commercial (Precious Metals)	Gold, Precious Metal, Stones & Jewellery	Commercial & Services (Shipping)	1-3 activities
Commercial (Food Stuff)	Food Stuff & Beverages Trading	Commercial & Services (Oil & Gas) *	1-3 activities
Commercial (Chemicals)	Chemical Trading	Service (Investment of Own Financial resources)	Investment in XXXXXXXX
Service (Logistics & Transportation)	Providing Logistics Services	Commercial (Supermarket / Hypermarket) *	Supermarket / Hypermarket
Commercial (Medical & pharmaceutical)	1-3 activities	Services (Audit & Accounting) *	Providing Audit & Accounting Services
Services (Cargo & Freight Forwarding)	Providing Freight Forwarding Services	*Subject to Management approval	
Commercial (Telecommunication)	1-3 activity		
Services (Consultancy)	Investment Consultancy, Tax Consultancy, HR Consultancy, Project Management Consultancy		



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