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# LEASING & LICENSING GUIDE

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## General Services

### **1.1 Bank Letter stating Share Holders**

- A request letter is to be typed on the company's Letterhead requesting for a Bank Letter stating Shareholders and it is to be submitted to the Leasing and Licensing Department.
- Request letter is to be signed by the Shareholders/Directors.
- A service charge of 100- AED per Bank Letter.

### **1.2 Duplicate Copy**

- A request letter is to be typed on the company's Letterhead stating the document required and it is to be submitted to the Leasing & Licensing Department.
- Request letter can be signed by the Shareholders/Directors.
- A service charge of 200- AED per Duplicate Copy.

### **1.3 Certified as True Copy**

- Original document that is required for True Copy is to be submitted to the Leasing and Licensing Department.
- A service charge of 50- AED per True Copy.

### **1.4 Registration of Document**

- Copy of document that is required for registration (Board of Resolution, Share Certificate, Company Registration, License, Memorandum of Association, Certificate of Incorporation, Agreements).
- A service charge of 200- AED per Registration of Document.

### **1.5 Certificate of Incumbency**

- A request letter is to be typed on the company's Letterhead requesting for a Certificate of Incumbency to be submitted to the Leasing and Licensing Department.
- Request letter is to be signed by the Shareholders/Directors/Managers.
- A service charge of 500- AED per Certificate of Incumbency.

### **1.6 Photocopy of co. File**

- A request letter is to be typed on the company's Letterhead requesting for a Photocopy of co. File stating Shareholders and it is to be submitted to the Leasing and Licensing Department.
- Request letter is to be signed by the Shareholders/Directors/Managers.
- A service charge of 1000- AED.

## **1.7 NOC to do business**

- NOC Application is to be submitted to the Leasing and Licensing Department stating what type of business and location.
  - I. For NOC to do business outside of any free zone copy of sponsors passport and Trade Name approval from the Economic Department required.
- Upon approval an NOC will be issued.
  - I. A service charge of 1,500- AED per NOC to do business for Shareholders.
  - II. A service charge of 3,000- AED to do business for Manager/Employees. (If required for Manager/Employees the Director Generals approval is required.)

## **License Services**

### **2.1 Renewal of License and Lease**

- I. Should the company be an FZE or FZC audited financials are to be submitted to the Accounts Department.
  - II. Should the company be an International Branch a Certificate a Good Standing is to be submitted to the Leasing and Licensing Department.
  - III. Should the company be a Local Branch a renewed Trade License/Commercial Registration Certificate is to be submitted to the Leasing and Licensing Department.
- License and Lease renewal fees to be paid to Accounts Department.
  - P.O. Box must be renewed before License can be obtained. (P.O. Box can be renewed through any U.A.E. Post Office or Online at [www.-----.ae](http://www.-----.ae) and must be renewed in January of every year or late fees will apply).
  - Visit Leasing and Licensing Department to collect License. (SMS will be sent for confirmation of License Collection).

### **2.2 Additional License**

- Board of Resolution typed on the company's Letterhead to be submitted to the Lease & Licensing Department for the Additional License mentioning the license type and activities required. (No specific format required)
  - I. For additional Service/Normal Trade License a service charge of 3,500- AED required.
  - II. For additional General Trade License a service charge of 10,000- AED for E-Office and 12,000- AED for LOB.
  - III. For additional Industrial license the lease must be a Warehouse or Plot. (E-Office or LOB not eligible.) A service charge of 3,500- AED required.
- Resolution can be signed by the Shareholder.

### **2.3 Additional Activity**

- Board of Resolution typed on the company's Letterhead to be submitted to the Lease & Licensing Department for the Addition of Activity mentioning the new activity needed. (No specific format required)

- I. For Additional Activity on an Industrial license the Board of Resolution must be stamped by the Leasing and Licensing Department then submitted and approved by the Environmental Department.
- Request can be signed by the Shareholders/Directors/Managers.
- A service charge of 500- AED required for Additional Activity.
- Original License to be returned for issuance of Amended License.

## **2.4 Change of Activity**

- Board of Resolution typed on the company's Letterhead to be submitted to the Lease & Licensing Department for the Change of Activity mentioning the new activity needed. (No specific format required)
- I. For Additional Activity on an Industrial license the Board of Resolution must be stamped by the Leasing and Licensing Department then submitted and approved by the Environmental Department.
- Request can be signed by the Shareholders/Directors/Managers.
- A service charge of 500- AED required for Changing the Activity.
- Original License to be returned for issuance of Amended License.

## **2.5 Change of Trade License Type**

- Board of Resolution typed on the company's Letterhead to be submitted to the Lease & Licensing Department for the change of type of License required. (No specific format required)
- Request can be signed by the Shareholders/Directors/Managers.
- For changing from Normal Trade/Service License to General Trade fees will be 10,000- AED for E-Offices & 12,000- AED for LOB Offices.
- For changing from General Trade to Normal/Service Trade fees will be 500- AED
- Fees of converting from Normal Trade to Service and vice versa are 3500- AED
- Activities related to Industrial License require the approval of the Environmental Department.
- Original License to be returned for issuance of Amended License.

## **2.6 Change of Manager**

- Board of Resolution typed on the company's Letterhead to be submitted to the Lease & Licensing Department for the change of Manager. (No specific Format required)
- Resolution to be signed by the shareholders of the company.
  - I. Should the company be owned by individuals they should sign the Resolution.
  - II. For a company who has another company as the shareholder, an attested Resolution from the mother company needs to be presented. (Attestation from Notary public and/or UAE Embassy, Ministry of Foreign affairs from country of origin.
- A service charge of 500- AED required for Changing the Manager.
- Passport copy of the new Manager to be attached with Resolution.
- Original License to be returned for issuance of Amended License.
- NOC is required should Manager have a Visa from another company operating within UAE.

## 2.7 Additional Manager

- Board of Resolution typed on the company's Letterhead to be submitted to the Lease & Licensing Department for the addition of Manager. (No specific Format required)
- Resolution to be signed by the shareholders of the company.
  - I. Should the company be owned by individuals they should sign the Resolution.
  - II. For a company who has another company as the shareholder, an attested Resolution from the mother company needs to be presented. (Attestation from Notary public and/or UAE Embassy, Ministry of Foreign affairs from country of origin.
- A service charge of 700- AED for 2<sup>nd</sup> Additional Manager.
- A service charge of 1,000- AED for 3<sup>rd</sup> Additional Manager.
- Original License to be returned for issuance of new Amended License.
- NOC is required should Manager have a Visa from another company operating within UAE.

## 2.8 Company Termination

- Board of Resolution typed on the company's Letterhead to be submitted to Lease and Licensing Department for the closure of the company, if it is a branch of an International company the resolution is to be notarized & attested.

**Below is a list of NOC's to be obtained:**

1. Payment of all outstanding dues.	Finance & Accounts.	Contact Persons: Rasheed, Abid, Huzaifa, Suresh
2. NOC from Etisalat ( License Copy Required )	Etisalat Main Branches Only	N/A
3. Get the office Cleaned and in good condition for inspection. If Plot/WH & IH NOC from SEWA is applicable.	Maintenance Dept.	Contact Persons: Mr. Mujeeb & Mr. Hari
4. Return your Original License and Certificate of Incorporation	Leasing & Licensing Dept.	Contact Persons: Hamad & Shaikha
5. Clearance from Customs Dept.	Customs	Contact Persons: Muneer
6. Cancellation of Visa	Visa Department	Contact Person: Rashid & Salim

## Legal Services

### **3.1 Additional Director / Secretary**

- An Additional Director/Secretary form No. 14 is to be filled out (forms can be obtained at HFZ Leasing & Licensing Department or Online at [www.hamriyahfreezone.ae](http://www.hamriyahfreezone.ae)).
- A copy of the additional Director/Secretary's passport.
- Board of Resolution typed on the company's Letterhead stating the addition of Director/Secretary. (No specific Format required)
- Resolution to be signed by the shareholders of the company.
  - I. Should the company be owned by individuals they should sign the Resolution.
  - II. For a company who has another company as the shareholder, an attested Resolution from the mother company needs to be presented. (Attestation from Notary public and/or UAE Embassy, Ministry of Foreign affairs from country of origin.
- A service charge of 250- AED for Additional Director/Secretary
- A service charge of 250- AED for Termination of Director/Secretary

### **3.2 Increase in Share Capital**

- Shareholders Resolution typed on the company's Letterhead to be submitted to the Lease & Licensing Department for the Increase in Share Capital with bank letter for capitol deposit, auditor's report or latest stamped bank statement attached.
- A service charge of 1,500- AED for Increase in Share Capital.

### **3.3 Decrease in Share Capital**

- Shareholders Resolution typed on the company's Letterhead to be submitted to the Lease & Licensing Department for the Decrease in Share Capital.
- Collection of new documents to be ready 2 weeks from advertisement date.
- A service charge of 1,500- AED for Decrease in Share Capital.

### **3.4 Rearrangement Shares**

- Shareholders Resolution typed on the company's Letterhead stating the Arrangement of Shares for each shareholder. (No specific Format required)
  - I. All shareholders must sign Board of Resolution.
- A service charge of 2,000- AED for Rearrangement of Shares.
- Original share certificates to be returned for issuance of new share certificates.

### **3.5 Change of Shareholders/Legal Status**

- A Change of Shareholders form is to be filled out (forms can be obtained at HFZ Leasing & Licensing Department or Online at [www.hamriyahfreezone.ae](http://www.hamriyahfreezone.ae)).
- Board of Resolution typed on the company's Letterhead stating the changes to be made and it is to be signed by existing and new shareholders in the presence of any Licensing Officer after approval of Change of Shareholders application.
- If the owners are individuals the following is required:
  - I. Passport copy of the new shareholder.
  - II. NOC from customs.
- If the owners are a company the following documents are required:

- I. A board of Resolution from the new company acquiring the shares of the existing company.
  - II. A board of Resolution from the existing company transferring their shares to the new company.
  - III. Certificate of Incorporation and Memorandum of Association of the new company.
  - IV. Appointment of manager and director and authorized signatory on behalf of the company.
  - V. All the above documents are to be notarized and attested.
- Collection of new documents to be ready 2 weeks from advertisement date.
  - A service charge of 10,000- AED for Change of Shareholders/Legal Status.
  - Original License to be returned for issuance of Amended License with Change of Shareholders.

### **3.6 Change of Company Name**

- Shareholders Resolution typed on the company's Letterhead to be submitted to the Lease & Licensing Department for Change of Company Name. (No specific format required)
- Clearance from customs must be obtained.
- Clearance from Bank required if mortgages are registered.
- Collection of new documents to be ready 2 weeks from advertisement date.
- A service charge of 10,000- AED for Change of Company Name.

### **3.7 Share Pledge**

- Concerned Shareholders Resolution to be submitted to the Lease & Licensing Department to pledge the shares in favor of the pledgee.
- Forms 20 A and 20 B are to be filled out and submitted to the Leasing and Licensing Department.
- A Share Pledge fee of 0.05% of the total value of the loan amount (maximum amount of 25,000- AED).

### **3.8 Cancellation of Registration of Bank Account Pledge**

- A letter from bank/mortgagee stating the completion of all outstanding dues is to be submitted to the Leasing and Licensing Department.
- A service fee of 1,000- AED for Cancellation of Registration of Bank Account Pledge.

### **3.9 Mortgage**

- Shareholders Resolution typed on the company's Letterhead to be submitted to the Lease & Licensing Department to mortgage the facility/assets in favour of the mortgagee.
- A Mortgage of Facilities and/or Buildings or Assets of a Company application is to be filled out and submitted to the Leasing and Licensing Department duly signed by the mortgagor and the mortgagee with stamp.

- A list of buildings/assets/machinery under mortgage with details and value, mentioning the loan amount duly confirmed/certified by the mortgagee.
- A Mortgage Registration fee of 0.1% of the total value of loan amount (minimum amount of 2,000- AED). The cost of Mortgage Amendment/Cancellation will be 3,000- AED.
- Upon completion of procedures and payments, HFZA will issue a certificate mentioning that it shall not ratify and application for the removal or transfer of any assets/property subject to the Mortgage without prior approval of the mortgagee.

### **3.10 Mortgage Amendment**

- Board of Resolution typed on the company's Letterhead to be submitted to the Lease & Licensing Department to mortgage the facility/assets in favor of the mortgagee.
- A Mortgage of Facilities and/or Buildings or Assets of a Company application is to be filled out and submitted to the Leasing and Licensing Department duly signed by the mortgagor and the mortgagee with stamp.
- A list of buildings/assets/machinery under mortgage with details and value, mentioning the loan amount duly confirmed/certified by the mortgagee.
- A service charge of 1,000- AED for Mortgage Amendment. The cost of Mortgage Amendment/Cancellation will be 3,000- AED also 0.1% of the additional loan amount is payable.
- Upon completion of procedures and payments, HFZA will issue an Amendment to the Mortgage Certificate.

### **3.11 Mortgage / Share Pledge Cancellation**

- A letter from bank/mortgagee stating the completion of all outstanding dues is to be submitted to the Leasing and Licensing Department.
- A service fee of 3,000- AED for Mortgage / Share Pledge Cancellation.

## **Leasing Services**

### **4.1 Facility Relocation**

- Board of Resolution typed on the company's Letterhead to be submitted to Lease and Licensing Department stating the License No., reason for relocation, current Facility and Facility in which to be located to. (Visit Leasing and Licensing Department for available locations).
- - I. Relocating from Warehouse or Plot to Office with an Industrial license the license type must be changed to either Commercial or Service.
- Request can be signed by Manager or Shareholders of the company.
- A service charge of 500- AED required for E- Office to E-Office Relocation.

- A service charge of 2000- AED required for LOB Office to E-Office Relocation.
- A service charge of 5000- AED required for Warehouse to Office Relocation.
- A service Charge of 5000-AED required for Plot to Office Relocation.
- Original License to be returned for issuance of new License with New Location.

#### **4.2 Lease Agreement Renewal**

- A Form of Amendment provided by the Leasing and Licensing Department is to be signed.
- Form of Amendment will be attached to current Lease Agreement.
- No service charge required.

#### **4.3 Collection of Keys**

- A Facility Handing Over form can be obtained at the Leasing and Licensing Department.
  - I. For E-Office and LOB the Facility Handing Over form must be submitted to the Maintenance Department for collection of keys.
  - II. For Warehouse the Facility Handing Over form must be signed at the Leasing and Licensing Department for collection of keys.

#### **Visit the Sales Department for any other Leasing Services Including:**

- New Office, Warehouse, or Plot.
- Additional Office, Warehouse, or Plot.