

COMPANY TERMINATION FORM



Request Date: _____

1. License No _____ 2. Date of Issue _____

3. Name of Company: _____

4. Contact Number: _____

5. Facility No. _____

6. Reason/s for Termination: _____

Shareholders Resolution*

We hereby resolve to terminate our Lease, License and Company in Hamriyah Free Zone and complete the related termination procedures. If the company is a branch, parent company's notarized and attested Board Resolution for Termination is required.

 Shareholder (Name & Signature)

 Shareholder (Name & Signature)

 Shareholder (Name & Signature)

 Shareholder (Name & Signature)

 Shareholder (Name & Signature)

 L&L Officer

We understand following Termination Procedures*:

1. **Payment of all outstanding amounts**, if any and rent for any shortage in **Notice Period**; 1 month for Office, 3 months for Warehouse Facilities and 6 months for Land and an additional amount of 1,500 AED towards advertisement charges for termination. (To contact Finance & Accounts Dept).
2. The **facility (if plot/W/H) to be restored and returned** with **SEWA NOC** to Engineering Dept. for inspection. (To contact Engineering Department). Rent will be payable until the facility is duly returned with keys.
3. Completion of **visa cancellation** procedures. (To contact Mr. Salim Al Qassab / Mr. Nadeem)
4. The accommodation to be restored and keys returned. (To contact Accommodation Department)
5. Returning of original License and Certificate of Incorporation, Share Certificates etc. to Leasing and Licensing Dept.
6. Arranging a **Customs Clearance Certificate** from HFZ Customs.
7. Submission of **Bank Clearance Certificate** if there is any mortgages/encumbrance on assets/shares registered with HFZA.
8. Submission of **Auditor Certificate** that there are no public liabilities for the Company.

FOR HFZA USE ONLY

Leasing & Licensing _____

Engineering & EHS _____

Visa _____

Strategies & Compliances _____

Finance & Accounts _____

 Approved by: CHAIRMAN/DIRECTOR