



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*:

- NOC** from Customer Service Department
- 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).
- 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.
- Completion of **visa cancellation** procedures (To contact Mr. Salim Al Qassab / Mr. Nadeem)
- The accommodation to be restored and keys returned (To contact Accommodation Department)
- Returning of original License and Certificate of Incorporation, Share Certificates etc. to Leasing and Licensing Department
- Arranging **Customs Clearance Certificate** from HFZ Customs
- Submission of **Bank Clearance Certificate** if there is any mortgages/encumbrance on assets/shares registered with HFZA
- 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