

## Application for Shifting / Reservation of Lease



**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.** \_\_\_\_\_

**Visas Utilized** \_\_\_\_\_

I / We being the Owner of the above mentioned Company hereby declares that subject to approval of the SAIF ZONE Authority,

- Reserve & allot below stated lease facility as an additional lease to our Company.
- Change the above-mentioned leased premises with new lease as below. We undertake to submit all related clearances pertaining to the old leased facility including keys ***within 30*** days of the allotment of new facility.

### Proposed new lease facilities:

Option 1	
Option 2	
Option 3	

### Reason for Proposed Changes :

--

### Authorized representative on behalf of Company

Name _____	Passport Number / ID Number _____
Contact details : Land line _____	Mobile _____ email _____

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.

<b>Authorized Signatory &amp; Company Stamp</b>	<b>For SAIF ZONE official use (Signature Verified)</b>
<b>Remarks – Facilities Reservation Section.</b>	<b>Remarks – Visa Committee</b>
<b>Vacating Notice Date</b> _____	<b>Keys Received Date</b> _____

### Important Notes:

1. Please check the requirements & fees on reverse

## LEASING, LICENSING & LEGAL AFFAIRS

### Requirements for Shifting of Lease Facility

- SAIF ZONE application form **duly typed, signed & stamped** for the Approval of shifting lease facility (to be signed by shareholder(s) &or to be supported by POA or initial board resolution authorizing the signatory(s) for respective amendment if applicable).
- This would be accepted only if the Maximum Employment / Residence visa utilized is in line with the requested new facility.
- Facilities Management Department Clearance Certificate. (L2 building first floor - Submit letter & copy of license to FMD requesting for Facilities Clearance Certificate to vacate the facility).
- Conversion Fee (30 Days) applicable on existing facility in case of downgrading. Vacating of old leased facility to be completed within **30 days**.
- Submission of Original License & Tenancy Contract.
- Payment & Keys to be returned (Keys shall be accepted only after submission of above-mentioned clearances / NOCs and ***lease chargeable till such date***)

#### Note

*Telephone, fax and internet lines should be disconnected and all personal belongings to be removed prior to handing over of keys. SAIF Zone would not be held responsible for any loss of Personal belongings/Documents of the customer at anytime once keys will be handed over.*

FACILITIES	Lease Rates	Service Charges	Signboard	Refundable deposit	Utilities Deposit	Standard Visa	Remarks
<b>SAIF Desk</b> (Buildings - Q1-03 to Q1-09 & R3-R6 Building)	15,000.00	3,000.00	300.00		-	3	
<b>SAIF Office</b> (Buildings - P8-01 to P8-18, 70 offices each)	20,000.00	3,000.00	300.00	-	-	5	Unfurnished
<b>SAIF Suite</b> (Buildings – Z / Z1 / Z2 / Z3 / Y / Y1 / L1 / X1 / X2 / X3 / X4 (from 21 M2 & above)	@1650/M2	3,000.00	300.00	3,500.00	-	8	
<b>SAIF Suite – Gold Park</b> (Buildings - Q1-1 & Q1-2)	20,000.00	-	-	-	-	8	Commercial-Precious Metals license
125 M2 Warehouse	60,000.00	6,300.00	-	5,000.00	3,000.00	15	
250 M2 Warehouse	110,000.00	6,300.00	-	5,000.00	5,000.00	25	
400 M2 Warehouse	160,000.00	6,300.00	-	5,000.00	7,000.00	35	
600 M2 Warehouse	205,000.00	6,300.00	-	5,000.00	10,000.00	45	
Large Warehouse	@ 340/M2	6,300.00	-	5,000.00	10,000.00	35	
Small Warehouse	@ 480/M2	6,300.00	-	5,000.00	3,000.00	15	
Temporary Warehouse (82 M2)	15,000.00	-	-	-	-	0	For 3 Months only
Jewellery Work Shop	20,000.00	6,300.00	300.00	3,500.00	-	10	One time charges of AED 10,000/- + Accommodation charges is applicable
Restaurants (A9-01 to A9-06 of size 330 M2)	@ 500/M2	6,300.00	-	5,000.00	7,000.00	35	One time charges of AED 75,000/-
SAIF Shops (A8-01 to A8-07, A11-01 to A11-06 of size 10 x 87M2, 2 x 96M2, 1 x 125.50M2)	@ 600/M2	6,300.00	-	5,000.00	3,000.00	4	One time charges of AED 25,000/-
SAIF Shop (SW-18 to SW-51)	40,000.00	6,300.00	-	5000.00	3,000.00	4	

