



**Requirements for Structure Transfer**

1. **Request Letter addressed to Leasing, Licensing & Legal Affairs Dept – SAIF ZONE** on the Company Letter head to be submitted by the Manager/Owner or any Authorized Signatory (holding ID Card/ passport with copy of the same) stating clearly the intention to transfer their own building structures with following details:
  - Confirmation that the signature in the Board resolution is true and correct.
  - Undertaking to pay non refundable fees in advance.
  
2. **Board Resolution** signed by all the Shareholders of the Company on the Company Letterhead
  - In case the Shareholder is a company, Legalized Board Resolution with the above details shall be submitted.
  - Must be notarized & attested in case of a foreign document for subsidiary companies & if the owner/shareholder is foreign Company (*notarized & attested by UAE Consulate/Embassy from the Country of Origin & Ministry of Foreign Affairs in UAE*)
  - If the owner/shareholder is Local Company, attestation must be by Chamber of Commerce/Notary public.
  
3. **Attached Documents:**
  - A copy of ID card of Manager/owner who raised the request letter.
  - Copy of completion certificate
  - No objection letter from the Engineering Department
  - Facilities Management Clearance Certificate
  - No Objection letter from Bank if property is under mortgage.
  
4. **Fees:**
  - 3% of the asset value as per evaluation by SAIF ZONE Engineering dept.
  - **Revised Lease rates** will be applicable & **new tenancy contract** will be prepared with the new original lease date and revised lease amount.
  
5. **General Requirements:**
  - Remarks (if any) by any Department of SAIF ZONE to be removed first before commencing the transaction.
  - The concerned staff will verify all the above documents and fix a date and time for the appearance of all the parties for affixing the signature in Legal documents and completing other legal formalities. (PRO may follow up afterwards).
  - All parties shall be required to be present only on the said date and time fixed as above.
  - The parties shall submit all the original SAIF ZONE documents to Lease License Dept.
  - Any other paper/document that may be related to the issue as required by the concerned staff.

**General Schedule of Amendments:**

Task Type	Presence Required	Days
Discussion regarding details of Amendment & verification	PRO/ Authorized Representative	1
Submission of Documents & Payment	PRO/ Authorized Representative	1
Signature of Parties	All Parties	As per Appointment (1-3 days)
Collection of Documents	PRO/ Authorized Representative	1-3 days after above task

***SAIF ZONE reserves the right to cancel the request after 30 days, if there is no follow up by the applicant to complete the process and fees paid will not be refunded.***