

Application for Vacating Lease Facility



SAIF ZONE
المنطقة الحرة لمطار الشارقة الدولي
SHARJAH AIRPORT INTERNATIONAL FREE ZONE

Application Date _____

Company Name _____ Contact Number _____

Premises Leased _____ Location _____ Lease Exp. _____

Total Visas Utilized _____

I / We being the Owner of the above mentioned Company hereby declares that subject to approval of the SAIF ZONE Authority, the below mentioned leased premises be vacated. We undertake to submit all related clearances pertaining to the requested leased facility of the Company being vacated.

Premises to be vacated _____ Location _____ Lease Exp. _____

Reason for Vacating:

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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.

Authorized Signatory & Company Stamp	For SAIF ZONE official use (Signature Verified)
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Remarks – Facilities Reservation Section.	Vacating Notice Date _____ Keys Received Date _____
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For Client & Investor Services Department (if applicable)
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Important Notes:

1. Please check the requirements & fees on reverse

LEASING, LICENSING & LEGAL AFFAIRS

Requirements for Vacating of Lease Facility

- SAIF ZONE application form **duly typed, signed & stamped** for the Approval of Vacating Company's lease facility (for FZC & Branch Company signed by all the directors).

The Landlord shall be informed by not less than Ninety days written notice if the Tenant does not intend to renew the lease at its annual expiry term.

*In case of notice less than 90 days, the Landlord shall charge the Tenant for compensation at daily rate of the lease amount applicable under this contract in respect of the number of days by which the period of notice actually given by the tenant is less than 90 days or a penalty of AED 5,000/- **whichever is less***

- 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).
- Keys to be returned (Keys shall be accepted only after submission of above-mentioned clearances / NOCs and lease chargeable till such date)
- No Objection from Client & Investor Services Department (if applicable)
(SAIF MALL building Ground floor)
- Submission of Original License & Tenancy Contract.

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 any time once keys will be handed over.

