

Application for Leasing / Vacating rooms in Male / Female Accommodation



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

Application Date _____

Company Name _____ Contact Number _____

Number of Rooms Leased _____ Male _____ Female _____

Visas Utilized _____

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

☐ **Allot** below stated rooms / bed space to our Company.

<u>Type</u>	<u>Number of Rooms</u>	<u>Number of Bed Space</u>
Male Accommodation		
Female Accommodation		

☐ **Vacate** below stated rooms / bed space leased to our Company.

<u>Type</u>	<u>Number of Rooms / Bed Space</u>	<u>Block / Room number</u>
Male Accommodation		
Female Accommodation		

Reason for above request:

Authorized representative on behalf of Company

Name _____ Passport Number / ID Number _____

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)
Remarks – Visa Committee <i>(NOC required only for vacating)</i>	Vacating Notice Date _____
Remarks – Accommodation Section	Keys Received Date _____

Please check the requirements & fees on reverse

LEASING, LICENSING & LEGAL AFFAIRS



Requirements for Leasing & vacating Rooms in Male/Female Accommodation

SAIF ZONE provides male & female staff accommodation with electricity, water, air conditioning, suitable furniture and bunk bed. *Companies having staff with salary less than AED 1600/- per month or/and are under labour category are mandatory to be accommodated within SAIF ZONE Accommodation.*

Each rooms accommodate six (6) persons per room & room lease rates are as follows (*payable as per calendar year*).

- Male & Female AED 22,800.00 per room per annum
- Bed Space (Male & Female) AED 5,000.00 per annum

1. Requirements for Leasing of Rooms & Bed Space

- Application form signed by authorized signatory of Company requesting room / bed space in Male/Female Accommodation to be submitted to Accommodation Section.
- Allocation of the room(s) and handing over of the keys will be as per the availability.
- Accommodation section will issue a good order form after payment to the company's authorized representative to collect keys from Camp Boss based in Accommodation.
- Tenancy contract issued from Accommodation section to be signed by Shareholder(s).
- The accommodation renewal is annually as per calendar year.

2. Requirements for Vacating of Rooms & Bed Space

- Application form signed by authorized signatory of Company requesting for vacating room / bed space in Male/Female Accommodation to be submitted to Accommodation Section.
- No objection is required from Clients & Investors Service Dept. (Visa Committee) to verify the current visa status of the company prior to accepting vacating application.
- Clearance certificate from the SAIF ZONE Facilities management Section (Maintenance, HSE & Cargo sections – contact number 06-5572222).
- Submit the room(s) keys along with application after NOC from Visa Dept.
- Payment / refund if any will be debited/credited within 30 days of vacating the room(s).

3. Attestation of Accommodation Contract

Companies having staff with salary less than AED 1600/- per month or/and are under labour category are mandatory to be accommodated within SAIF ZONE Accommodation. If they are not accommodated in SAIF ZONE Accommodation, their tenancy contract with current landlord must be attested by SAIF ZONE.

Requirement for Attestation

- Request letter from the company signed by company's authorizes signatory requesting for attestation of contract
- Copy of Tenancy Contract.

Contract Attestation fees is:

Description	Price
Accommodation with in SAIF ZONE from authorized service provider	AED 1250/- per person per annum
Accommodation outside the SAIF ZONE	AED 1500/- per person per annum