

Application for No Objection Letter / Certificates



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

Application Date _____

Company Name _____ Contact Number _____

License Type _____ License No. _____ License Exp. Dt. _____

Legal Status: FZE FZC Branch of Local/Foreign Company

Request Type	Bank Name	City/Branch
<input type="checkbox"/> No Objection letter to Open Bank Account under the Company Name		
<input type="checkbox"/> Capital Deposit Letter		
Request Type	City	Remarks
<input type="checkbox"/> No Objection letter to Open Branch Office		Under the Company Name
<input type="checkbox"/> No Objection letter to Open Representative Office		
<input type="checkbox"/> No Objection letter to Open Subsidiary Company		
<input type="checkbox"/> No Objection letter to Open Company outside Free Zone		Under the Shareholder / Manager / Employee Name
Request Type		
<input type="checkbox"/> Letter - Change of Company Name	<input type="checkbox"/> Certificate of Good Standing	
<input type="checkbox"/> Letter - Change of License Activity	<input type="checkbox"/> Certificate of Incumbency	
<input type="checkbox"/> Letter - Change of Legal Status	<input type="checkbox"/> Share Certificate	
<input type="checkbox"/> Letter - Tax Exemption	<input type="checkbox"/> Certificate of Incorporation	
<input type="checkbox"/> Letter to Police for Loss of Original Documents:-		
<input type="checkbox"/> True Copy of :-		
<input type="checkbox"/> Registration of :-		
<input type="checkbox"/> Others :-		

Authorized representative for application & collection of No Objection Letter on behalf of Company

Name _____	Passport Number / ID Number _____
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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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Please submit typed & signed renewal application form along with the applicable requirements for renewal of Lease & License as stated on reverse.

LEASING, LICENSING & LEGAL AFFAIRS

Requirements

No Objection Letter:

- To Open Bank Account
 - Capital Deposit Letter
- ✓ SAIF ZONE application form **duly typed, signed & stamped** for No Objection Letter.
- ✓ Board of Resolution for FZC Company signed by all the owners/shareholders.
- ✓ Board of Resolution from Parent Company for Branch of foreign/local companies (duly notarised & attested) or Power of Attorney for signatory.
- ✓ Cost of Letter is Dhs. 100/- (Valid of letter 30 days only)

No Objection Letter for: (Change of Company name / Change of Activity / Change of Legal Status / Tax Exemption / Loss of Documents – for Police report)

- ✓ SAIF ZONE Application form for No Objection Letter duly typed, signed by the Authorised Signatory
- ✓ Cost of Letter is Dhs. 100/- (Valid of letter 30 days only)

No Objection Letter for Owner/Shareholder to open Company outside SAIF Zone

- ✓ SAIF ZONE Application form duly typed, signed & stamped to be submitted to Leasing, Licensing & Legal Affairs for approval with name of the emirates/free zone where they want to start new company or become shareholder.
- ✓ Board of Resolution for FZC Company signed by all the owners/shareholders.
- ✓ Board of Resolution from Parent Company for Branch of foreign/local companies (duly notarised) or Power of Attorney for signatory.
- ✓ License Copy & Passport copy with Visa Page
- ✓ Cost of Letter is Dhs. 1500/- (Valid of letter 30 days only)

No Objection Letter for Manager/Employee to open Company outside SAIF Zone.

- ✓ SAIF ZONE Application form **duly typed, signed & stamped** to be submitted to Leasing, Licensing & Legal Affairs for approval with name of the emirates/free zone where they want to start new company or become shareholder.
- ✓ Board of Resolution for FZC Company signed by all the owners/shareholders.
- ✓ Board of Resolution from Parent Company for Branch of foreign/local companies (duly notarised) or Power of Attorney for signatory.
- ✓ License Copy & Passport copy with Visa Page.
- ✓ Cost of Letter is Dhs. 3000/- (Valid of letter 30 days only)

No Objection Letter to Open Branch, Representative Office or Subsidiary Company of SAIF Zone FZE/FZC Company outside the Zone in UAE only.

- ✓ SAIF ZONE Application form **duly typed, signed & stamped** to be submitted to Leasing, Licensing & Legal Affairs for approval with name of the emirates/free zone where they want to start new company or become shareholder.
- ✓ Board of Resolution for FZC Company signed by all the owners/shareholders.
- ✓ Charges will be as follows.
- For FZE Company – Dhs. 3000/-
 - For FZC Company having 3 or less than 3 shareholders/owners – Dhs. 3000/-
 - For FZC Company having more than 3 – Dhs. 5000/-
 - Valid of letter 30 days only

Certificate of Good Standing / Certificate of Incumbency

- ✓ SAIF ZONE Application form **duly typed, signed & stamped** (to be signed by authorised signatory)
- ✓ Cost of Certificate - Dhs. 500/- (Valid for 60 days only)

Share Certificate & Certificate of Incorporation

- ✓ SAIF ZONE Application form **duly typed, signed & stamped** (to be signed by authorised signatory)
- ✓ Capital letter issued from Bank
- ✓ **If capital letter from bank is not available** - Undertaking for Bank Capital Letter will be required (signed by all the owners/shareholders) & Cost for issuing Certificate without Bank Capital Letter - Dhs. 1000/-.

Registration of Documents :- (Board of Resolution, Contracts, Investors Documents).

- ✓ SAIF ZONE Application form **duly typed, signed & stamped** (to be signed by authorised signatory)
- ✓ Document to be registered in original duly signed & stamped.
- For FZE Company – The document to be registered to be signed by the Owner
 - For FZC Company – The document to be registered to be signed by all the owners/shareholders
 - For Branch Office – Not Applicable since we will not register documents related to the parent company.
- ✓ Cost of Registration - Dhs. 200/- (3 sets – 1 for Master File & 2 for Customer) / Additional Copy – Dhs. 50/- per copy.

True Copy of Company's Legal Documents :- (Investment Service Agreement, Memorandum & Article of Association, License, Share Certificate, Certificate of Incorporation & Tenancy Contract).

- ✓ SAIF ZONE Application form **duly typed, signed & stamped** (to be signed by authorised signatory)
- ✓ Original Document along with 3 set of copies to be certified as true copy (we will not true copy any documents related to the parent company).
- ✓ Cost of True Copy - Dhs. 200/- (3 sets – 1 for Master File & 2 for Customer) / Additional Copy – Dhs. 50/- per copy.



**UNERTAKING
FOR BANK CAPITAL LETTER**

Date: _____

NAME OF COMPANY: _____

I/We (Owner/Director of above stated company) undertake to submit the letter from the Bank for issuing Capital Share Certificate at any time requested by SAIF ZONE and further agree to abide by any instructions from the Free Zone Authority in this regard.

We are aware that SAIF ZONE will suspend the license if we failed to submit the Capital Share Certificate or any other supporting documents proving the capital of the company within time provided by SAIF ZONE.

We undertake to fulfill all the financial responsibilities if any arising in future. *We absolve SAIF Zone from all responsibilities* & understand that the Certificate is being issued based on this undertaking.

SIGNATURE: _____

SIGNATURE: _____

Company Stamp: _____

SIGNATURE: _____

SIGNATURE: _____

Contact Mobile No. _____

Local Telephone No. _____

International Telephone No. _____

Email ID _____

AUTHORISED SIGNATURE (SAIF ZONE): _____

Date: / /



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