

## Licensing Section Procedures

### *License Issuance*

#### *Required Documents:-*

1. License Form.
2. Trade Name Certificate.
3. Copy of Passport and Emirates ID (local investor), if required.
4. Copy of Passport and Emirates ID (foreign investor), if required.
5. Certified No Objection Letter (Expatriate).
6. Permission for minors (under 21) to carry out business from the Legal Court, if required.
7. Technical Evaluation Report (Commercial Control Section).
8. Certified Copy of Lease Contract and Title Deed, if required.
9. Official Entities Approvals According to Commercial Activities, if any.
10. Notarization of Partnership Agreements- Memorandum of Association from Commercial Legal Affairs depending on legal status (Legal Status: Limited Liability Company/ General Partnership/ Public or Private Joint Stock Company)
11. Service Agent Contract/ professional corporations Certified by Commercial Legal Affairs depending on legal status (Legal Status: Service Agent/ professional corporations).
12. Certified copy of license and register certificate depending on legal status (Legal status: Gulf/ foreign branch). As for local branch, a copy of license and register certificate are required.
13. Certified copy of Memorandum of Association and appendices, if any, depending on legal status (Gulf/ foreign branch with legal translation). As for local branch, a copy of Memorandum of Association for main company and appendices are required, depending on legal status.
14. Certified Copy of Company's Policies (Joint Stock Companies).
15. Agency Contract between Foreign Company and Certified Local Agent depending on legal status (Legal Status: Local/ Gulf/ Foreign Branch with its Legal Translation).
16. Board meeting minutes approving the opening of the branch depending on legal status (Gulf / foreign branch with legal translation).

17. Sole Proprietorship companies with service agent system (approval from license owner to open a branch).
18. Various companies (approval from license owner to open a branch).

*Fees:-*

License issuance: the collection rate is 8% for citizen and 13% for expatriate (from lease value)

Record issuance: AED 500/ 1000/ 1200/ 1700/ 4000/ 5000/ 7000 (depending on legal status)

Printing: AED 300

Signboard: AED 200

Smart Services: AED 100

Representative ID: AED 300

Technical Evaluation: AED 150

Extra fees associated to other Departments will be charged.

## *License Renewal*

### *Required Documents:-*

1. License Form.
2. Copy of passport and ID for investors, if required.
3. Certified copy of lease contract and title deed, if any.
4. Approvals from official authorities if necessary and according to business, if required.

### *Fees:-*

License renewal: the collection rate is 8% for citizen and 13% for expatriate (from lease value)

Warehouse renewal: the collection rate is 6% for citizen and 10% for expatriate (from lease value)

Register renewal: AED 500/ 1000/ 1200/ 1700/ 4000/ 5000/ 7000 (depending on legal status)

Printing: AED 300

Signboard: AED 200

Smart Service: AED 100

Representative ID: AED 300

Extra fees associated to other Departments will be charged.

### Licenses Amendment

License Amendment is either a waiver or partner entry, changing the activity, or amending a trade name. Such a procedure is carried out into two stages or steps, which are initial and final approvals.

#### **Required Documents:-**

1. License Form
2. A copy of valid passport and ID for investors.
3. No objection Letter from official authorities in case of adding foreign investor.
4. Permission for minors (under 21) to carry out business from the Legal Court, if required (upon adding investor).
5. Approvals from official authorities if necessary and according to business, if required.
6. Declaration for amendment from Commercial Legal Affairs Section (waiver, adding investor, trade name amendment).
7. Technical evaluation report if the amendment includes (adding or changing activity).
8. Certified copy of lease contract and title deed, if required.
9. Sale of shares contract (waiver, adding or removing investor, changing trade name, or changing activity).
10. Service agent contract and professional corporations contract (in case of changing license owner, changing partner, or changing service agent) depending on legal status (service agent/ professional corporations).
11. Annex to amend Memorandum of Association form Commercial Legal Affairs Section depending on legal status (Legal Status: Limited Liability Company/ General Partnership/ Public or Private Joint Stock Company).

#### **Fees:-**

Register amendment: AED 500/ 1000/ 1500/ 2000 (depending on legal status)

Printing: AED 300

Activity addition: AED 500 (for each activity)

Technical Evaluation: AED 150

Adding Partner/ Service Agent: AED 1000 (for each)

Removing Partner/ Service Agent: AED 1000 (for each)

Signboard: AED 200

Extra fees associated to other Departments will be charged.

Extra fees will be charged in case of waiver for certain activates (General Trade - Contracting – Engineering Consultancy - Real Estates and Properties).

### Warehouse Permit Issuance

Issuance of warehouse permit for a licenses that is carried inside or outside the emirate.

#### **Required Documents:-**

1. License Form.
2. Copy of the main company's license.
3. Letter from the main company to issue a warehouse permit in Sharjah in the case if the company is located outside the emirate.
4. Partners' passport and ID.
5. Approvals from official authorities if necessary and according to business.
6. Certified copy of lease contract and title deed.
7. Technical evaluation form Commercial Control Section.

#### **Fees:-**

Warehouse Permit Issuance: the collection rate is 6% for citizen and 10% for expatriate (from lease value)

Register issuance: AED 500

Printing: AED 300

Signboard: AED 200

Representative ID: AED 300 (for licenses from outside the emirate only)

Technical Evaluation: AED 150

Extra fees associated to other Departments will be charged

### **Warehouse Permit Cancellation**

Cancellation of warehouse permit that is related to a license carried inside or outside the emirate.

#### **Required Documents:-**

1. Licensing Form.
2. Technical evaluation from Commercial Control Section
3. Letter from company indicating warehouse cancellation request.

#### **Fees:-**

Printing: AED 300

Warehouse Permit Cancellation: AED 500

Technical Evaluation: AED 150

Extra fees associated to other Departments will be charged

### **Changing Site**

Changing site information or data.

#### **Required Documents:**

1. Licenses form.
2. Approvals from official authorities if necessary and according to business, if required.
3. Technical evaluation form Commercial Control Section.
4. Certified copy of lease contract and title deed, if any.