



# **Jafza Companies Termination**

THE BIRTH PLACE OF EXCELLENCE

CR/TS/003/2013

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# Termination of Lease and License

In case of termination of business operation, Jafza should be notified 3 months prior for the office and warehouse facility, and 6 month prior for plot facility, to enable all formalities to be completed. The following information has to be submitted to JAFZA Operations Department : **License & Lease Section**

## ❖ Termination of Jafza License only:-

- ❑ License can only be independently cancelled when client has two licenses
- ❑ **Example: (Trading & Industrial).**
- Request letter to be signed by License holder for license cancellation.
- All outstanding to be settlement/ documentation to be cleared.
- License Termination Fees. (AED1,500/-)
- A Fine of (AED1,000/-) will be imposed per month in case the license has already expired.

## ❖ Termination of Jafza Lease only :-

- ❑ Lease can only be independently cancelled when client has two facilities
- ❑ **Example: (Office & Warehouse or Plot).**
- Request letter to be signed by License holder for lease termination with **Lease Termination Form**
- All outstanding to be settlement/ documentation to be cleared from **Finance Dept.**
- Client should return the facility keys to the **Lease & License section.**
- Client is required to contact the **Admin Section** for the Visa access.
- The rent will be charged for the days taken for maintenances of the vacated premises.

# Termination requirements for companies

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## Free Zone Register company

1. Exit Interview to be completed by the Customer Relation on Jafza Building 15.
2. Completed the De-Registration Form for FZCO/FZE.
  - The owner has to sign the **De-Registration form** at Registration section in person Client should return all certificates (certificate of formation, share certificate , Audit report...etc) to the Registration section.
  - **Liquidation report** from the auditors of the company to be submitted to the Registration section(For FZE & FZCO only)
3. Hand over the keys
  - Along with **De-Registration form**, client should submitted the **Lease Termination Form** with keys to the License & Lease section
  - The rent will be charged for the days taken for the maintenances of the vacated premises
4. Clearance letter from DEWA for (Warehouse ,Plot, LIU, Shops, and Restaurants) only.
  - Client should provide us clearance letter or final bill and receipt of payment from DEWA.
5. Etisalat Clearance.
  - Termination section will request Etisalat to provide the outstanding report or clearance letter.
6. RTA Clearance.
  - Client should provide us clearance letter from Road and Transport Authority(RTA).

# Termination requirements for companies

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## Free Zone Register company

### 7. Clearance from Finance.

- Client should obtain clearance on all outstanding dues, from the Jafza finance Department.

### 8. Visas Clearance.

- During the termination client should cancel or transfer all visas under JAFZA sponsorship.

### 9. Customs Clearance.

- Termination section will request Dubai Customs to provide the outstanding report or clearance letter.

### 10. Cancellation fees.

- Free Zone Register company AED 6,500

### 11. A Fine of (AED 1,000/-) will be imposed per month in case the license has expired.

- 1,000 AED for each month's delay.

### 12. Advertisement in News Paper.

- Termination section will publish the announcement of cancelation in the local newspaper.

# Termination requirement for the companies

## “ Branch & Overseas Company”

1. **Exit Interview to be completed by the Customer Relation on Jafza Building 15.**
  - **Board Resolution from parent company to be Notarized by Notary Public & Attested by the UAE Embassy, to close the Jebel Ali branch**
2. **Hand over the keys**
  - **Along with Board Resolution, client should submitted the **Lease Termination Form** with keys to the License & Lease section**
  - **The rent will be charged for the days taken for the maintenances of the vacated premises**
3. **Clearance letter from DEWA for (Warehouse ,Plot, LIU, Shops, and Restaurants) only.**
  - **Client should provide us clearance letter or final bill and receipt of payment from DEWA.**
4. **Etisalat Clearance.**
  - **Termination section will request Etisalat to provide the outstanding report or clearance letter.**
5. **RTA Clearance.**
  - **Client should provide us clearance letter from Road and Transport Authority(RTA).**

# Termination requirement for the companies

## “ Branch & Overseas Company”

### 6. Clearance from Finance

- The client should obtain clearance on all outstanding dues, from the Jafza finance Department.

### 7. Customs Clearance.

- Termination section will request Dubai Customs to provide the outstanding report or clearance letter.

### 8. Cancellation fees.

- Branch & Overseas company AED 1,500

### 9. A Fine of (AED1,000/-) will be imposed per month incase the license has expired.

- 1,000 AED for each month's delay.

### 10. Advertisement in News Paper

- Termination section will publish the announcement of cancelation in the local newspaper.

# FAQ



# Frequently Asked Questions

**Q1. Where can I find the Termination forms?**

**Ans.** Access [www.Jafza.ae](http://www.Jafza.ae) > Customer Lounge > Commercial Application Forms

- Lease Termination Form
- Liquidator Report Form
- De-FZE Form
- De-FZCO Form

**Q2. Where should I submit the cancelation form?**

**Ans.** LOB14, Ground floor, License & Lease Section

**Q3. Where should I pay the cancelation fee?**

**Ans.** Located at LB14, Ground floor, Payment Counter.

**Q4. Who will publish the advertising and where it will be published?**

**Ans.** Termination section will publish in the local Newspaper.

**Q5. How can I clear the Custom clearance ?**

**Ans.** The client has to contact the Dubai Customs in order to clear any outstanding and obtain the clearance letter.

**Q6. What do I do if I lost the Keys ?**

**Ans.** You should inform the License & Lease Section

- Client should provide us request letter sign by license holder for the lost key.

# Frequently Asked Questions

**Q7. What if I lost the original certificate (certificate of formation, share certificate....etc)?**

**Ans.** Client should provide a letter to the Registration section, of lost documents.

- Jafza will provide the client a letter addressed to the Dubai Police Station, to obtain a lost certificate from their side, which to be submitted back to Registration section.

**Q8. How can I refund the security and portal amounts ?**

**Ans.** Client should submit request letter with bank statement, and copy of the clearness letter to License & Lease section.

**Thank You**