

# Licence Amendment

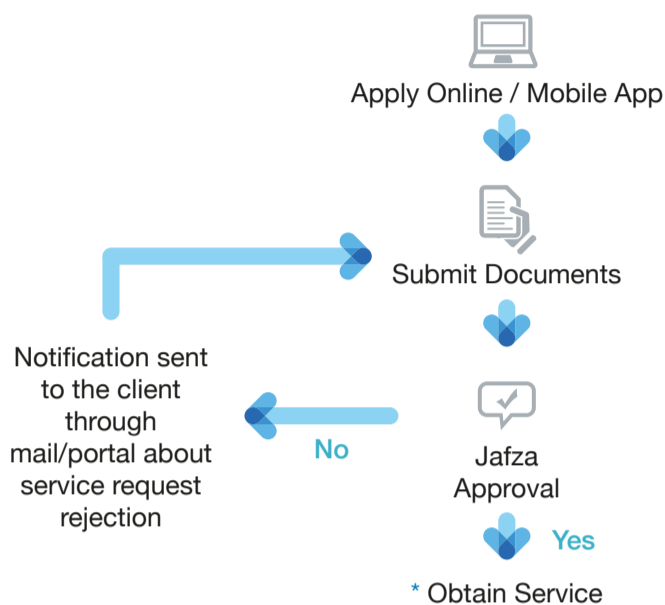


## Definition

- Add or Remove activity from the existing license



## License Amendment Process



\* Print New License



## Required Documents

- Activity Amendment Form 4
- Dubai Licence Copy (Service and Logistics Licence only)



## Licence Amendment Fee

Licence	Fee AED	Option	Number of Activities	Additional Activities
Trading	5,500	One Group	Seven (7) - Additional (10)	Each additional Activity AED 500
	9,000	Two Groups	Seven (12) - Additional (5)	
Industrial	5,500	One Group	Seven (7) - Additional (10)	Each additional Activity AED 500
	9,000	Two Groups	Seven (12) - Additional (5)	
National Industrial	5,500	One Group	Seven (7) - Additional (10)	Each additional Activity AED 500
	9,000	Two Groups	Seven (12) - Additional (5)	
Service	8,000	-	-	-
General Trading	30,000	-	-	-
Logistics	30,000	-	-	-



## Fee

- Amendment during licence validity period - full amount of licence fee to be paid.

Amendment with licence renewal is licence fee + AED 500 Amendment Charge

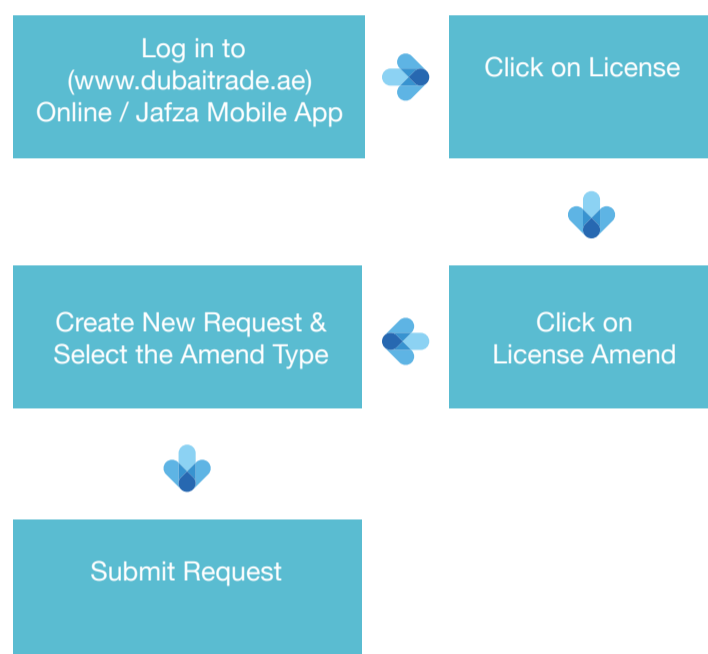


## Service Time Delivery

- 5 Days



## How to Apply Online



# Licence Attestation

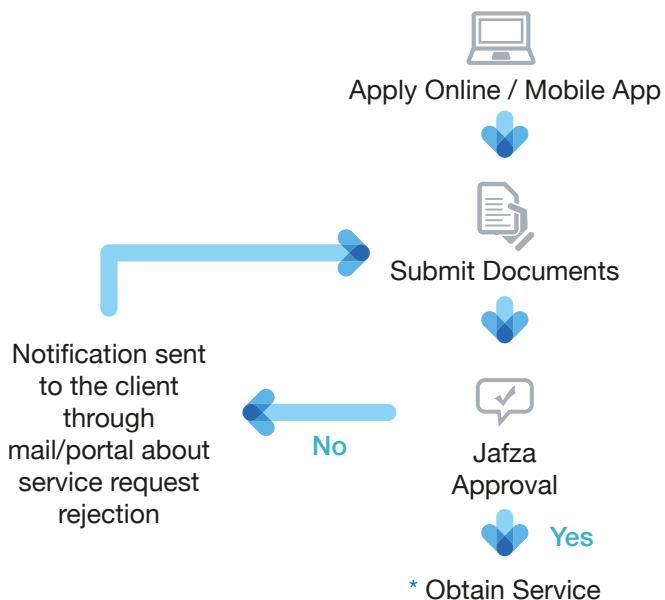


## Definition

- Attestation of the copy of the original licence



## Licence Attestation Process



\* Attested Licence will be issued and sent to the customer either through Courier or Over the Counter as per the option chosen by him/her



## Fee

- AED 50 / Per Month
- AED 150/- Three Months



## Service Time Delivery

- 1 Day



## How to Apply Online

Log in to  
([www.dubaitrade.ae](http://www.dubaitrade.ae))  
Online / Jafza Mobile App

Click on License

Create New Request &  
Select the Attest Type

Click on  
License Attest

Submit Request

# Licence Cancellation

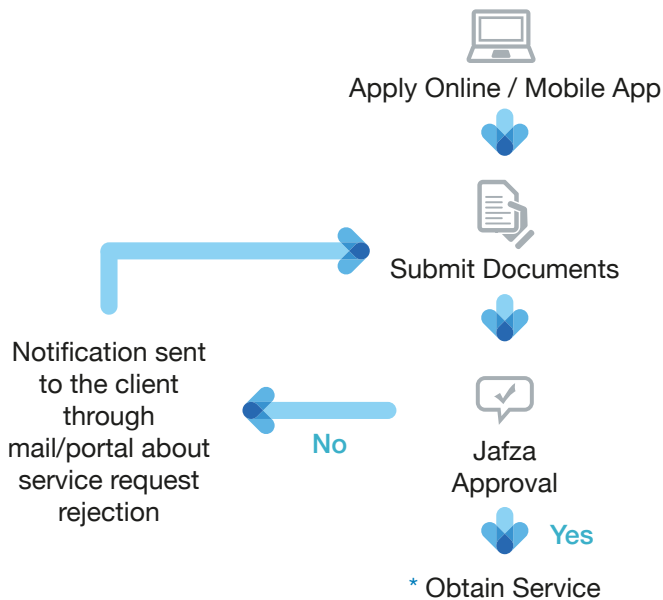


## Definition

- Cancellation of Licence



## Licence Cancellation Process



\* Licence Cancellation



## Fee

- AED 1500



## Service Time Delivery

- 1 Day



## How to Apply Online

Log in to  
([www.dubaitrade.ae](http://www.dubaitrade.ae))  
Online / Jafza Mobile App

Click on License

Create New Request &  
Select the Cancel Type

Click on  
License Cancel

Submit Request



## Required Documents

- Request letter signed by licence holder

# New Licence

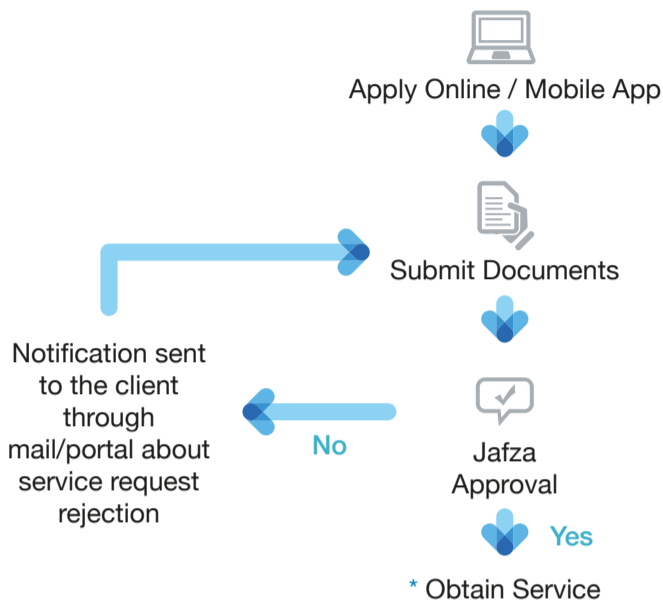


## Definition

- New Licence or Additional Licence under the same registration



## New Licence Process



\* Print New License



## Required Documents

- New License Request Form 5

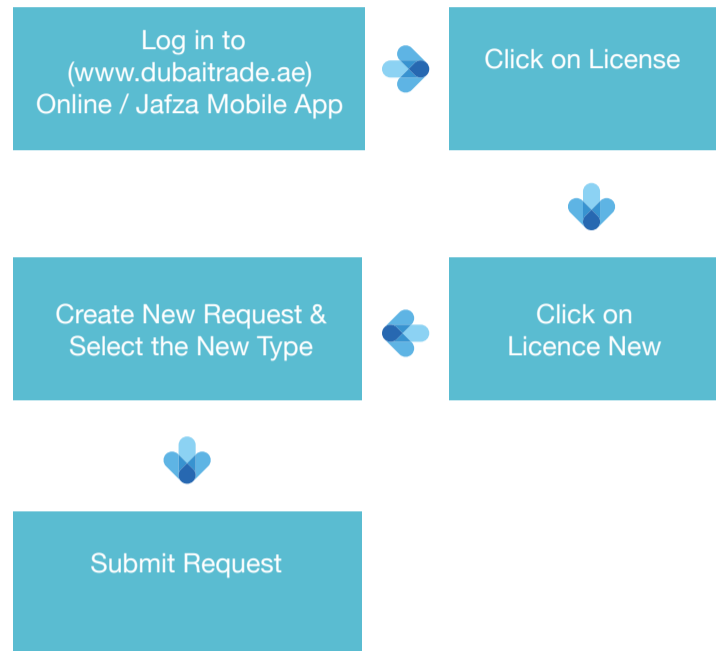


## Service Time Delivery

- 3 Days



## How to Apply Online



## Licence New Fee

Licence	Fee AED	Option	Number of Activities	Additional Activities
Trading	5,500	One Group	Seven (7) - Additional (10)	Each additional Activity AED 500
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Industrial	5,500	One Group	Seven (7) - Additional (10)	Each additional Activity AED 500
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National Industrial	5,500	One Group	Seven (7) - Additional (10)	Each additional Activity AED 500
	9,000	Two Groups	Seven (12) - Additional (5)	
Service	8,000	-	-	-
General Trading	30,000	-	-	-
Logistics	30,000	-	-	-

# Licence Renewal



## Definition

- Renew Existing Licence

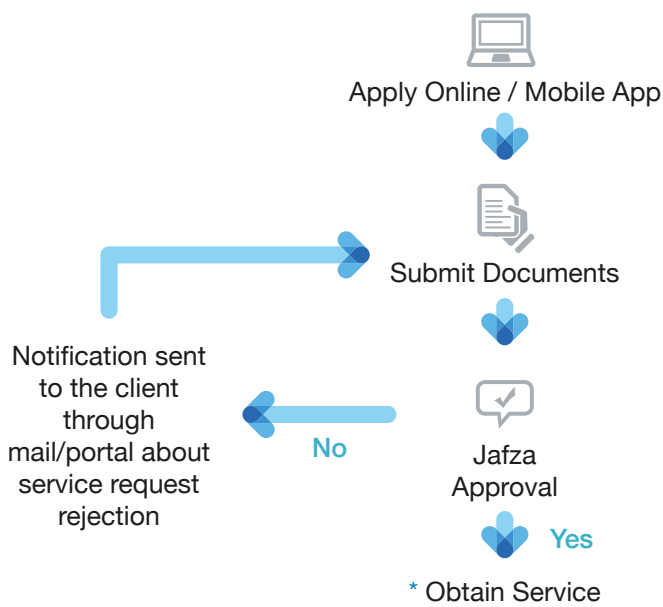


## Service Time Delivery

- 3 Days



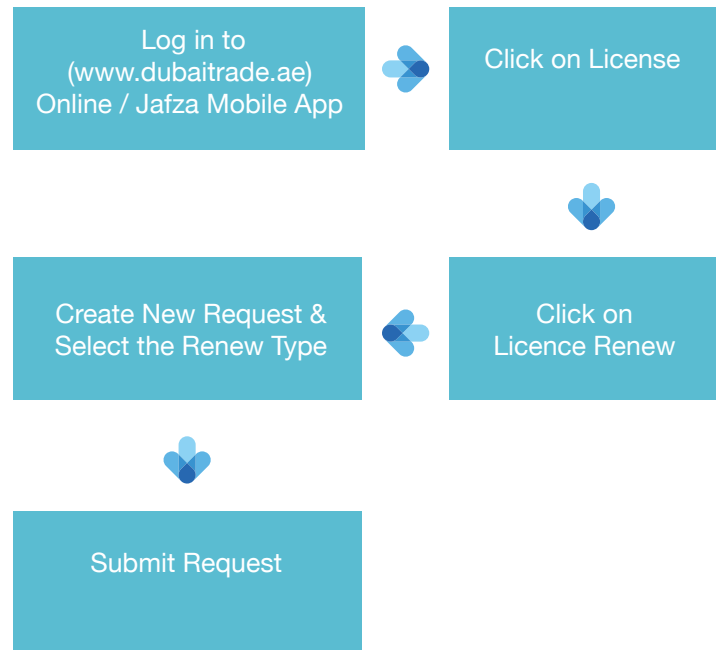
## Licence Renewal



\* Print Renewed Licence



## How to Apply Online



## Required Documents

### ● Branch of Overseas Registered Company

- Online Request
- Good Legal Standing Certificate of the Mother Company, notarized and attested
- Insurance
- Lease Renewal Agreement
- Licence Renewal Check List Form # 1

### ● Branch of UAE Registered Company

- Online Request Print
- Copy of a valid UAE Registered Company Licence
- Insurance
- Valid National Production Certificate Copy (National Industrial Licence only)
- Lease Renewal Agreement
- Licence Renewal Check List Form # 1

### ● FZE / FZCO

- Online Request
- Insurance
- Valid National Production Certificate Copy (National Industrial Licence only)
- Lease Renewal Agreement
- Licence Renewal Checklist FORM 1



## Licence Renewal Fee

Licence	Fee AED	Option	Number of Activities	Additional Activities
Trading	5,500	One Group	Seven (7) - Additional (10)	Each additional Activity AED 500
	9,000	Two Groups	Seven (12) - Additional (5)	
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Logistics	30,000	-	-	-



## Insurance

### ● Insurance Types:

- Workmen's Compensation Policy (for Jafza sponsored employees only)
- Third Party Liability (Office, Plot, Warehouse, Show Room, LIU & Work Station)
- Fire Insurance for all risk related activities (Plot only)