



Jafza Companies Termination

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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 > 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