



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 : **Termination Section**

❖ Termination of Jafza License only:-

- ❑ License can only be independently cancelled when client has at least 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 (AED500/-) 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 at least Two facilities
- ❑ **Example:** (Office & Warehouse or Plot).
- Request letter to be signed by License holder for lease termination
- All outstanding to be settlement/ documentation to be cleared.
- Client should return the keys (Office, warehouse, plot) to the property Department.
- 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



- ❑ **Exit Interview to be completed by the Customer Relation Executive.**
- ❑ **Completed the De-Registration Form for FZCO / FZE.**
 - Client should return all certificates (certificate of formation, share certificate , Audit report...etc) to the registration section.
 - The owner has to sign the De-Registration form at registration section in person.
 - **Form No.9**
- ❑ **Liquidation report from the auditors of the company to be submitted to the registration section. (For FZE & FZCO only) Form No.10,11**
- ❑ **Clearance letter from DEWA for (Warehouse & Plot) only.**
 - final bill and receipt of payment from DEWA.
- ❑ **Etisalat Clearance.**
 - Termination section will request Etisalat to provide the outstanding report or clearance letter.
- ❑ **RTA Clearance.**
 - Client should provide clearance letter from Road and Transport Authority(RTA).
- ❑ **Visas Clearance.**
 - During the termination client should cancel or transfer all visas under JAFZA sponsorship.

Termination requirements for companies

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Free Zone Register company



- ❑ **Clearance from Finance.**
 - the client should obtain clearance on all outstanding dues, from the Jafza finance Department.
- ❑ **Customs Clearance.**
 - Termination section will request Dubai Customs to provide the outstanding report or clearance letter.
- ❑ **Cancellation fees.**
 - Free Zone Register company AED 6,500
- ❑ **A Fine of (AED 500/-) will be imposed per month in case the license has expired.**
 - 500 AED for each month's delay.
- ❑ **Advertisement in News Paper.**
 - Termination section will publish the announcement of cancelation in the local newspaper.
- ❑ **Property Department (to hand over the keys).**
 - Client should return the keys of the facility to the property Department.
 - The rent will be charged for the days taken for the maintenances of the vacated premises

Termination requirement for the companies

“ Branch & Overseas Company”



- ❑ **Exit Interview to be completed by the Customer Relation Executive.**
- ❑ **Board Resolution from parent company to be Notarized by Notary Public & Attested by the UAE Embassy, to close the Jebel Ali branch (Branch & Overseas Company).**
- ❑ **Clearance letter from DEWA for (Warehouse & Plot) only.**
 - **final bill and receipt of payment from DEWA.**
- ❑ **Etisalat Clearance.**
 - **Termination section will request Etisalat to provide the outstanding report or clearance letter.**
- ❑ **RTA Clearance.**
 - **Client should provide clearance letter from Road and Transport Authority(RTA).**
- ❑ **Visas Clearance.**
 - **During the termination client should cancel or transfer all visas under JAFZA sponsorship.**

Termination requirement for the companies

“ Branch & Overseas Company ”



❑ Clearance from Finance

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

➤ Customs Clearance.

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

➤ Cancellation fees.

- ❑ Branch & Overseas company AED 1,500

➤ A Fine of (AED500/-) will be imposed per month incase the license has expired.

- ❑ 500 AED for each month's delay.

➤ Advertisement in News Paper

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

➤ Property Department (to hand over the keys) .

- Client should return the keys of the facility to the property Department.
- The rent will be charged for the days taken for the maintenances of the vacated premises

FAQ

Frequently Asked Questions



Q1. Where can I find the Termination forms?

Ans. Access www.Jafza.ae > Customer Lounge > Commercial Application Forms.

Q2. Where should I submit the cancelation form?

Ans. LOB14, Ground floor, Termination 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 get 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 property Department.

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

Ans. You need to get a letter from the Registration section, addressed to the Police. Then submit this to Police station detailing the loss of the documents, to obtain a police certificate which is to be submitted back to Registration section.

Thank You