

# Client Procedure (CP) for Free Zone License Cancellation

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## Table of Contents

1. Purpose.....	2
2. Scope.....	2
3. Definitions.....	2
4. Procedure.....	2
5. Service Completion Time.....	3
6. Service Fees*.....	3
7. Related Forms.....	3
8. References.....	3
9. Workflow.....	4



## 1. Purpose

The purpose of this procedure is to facilitate information to clients regarding the procedural requirements for cancellation of a Free Zone License.

## 2. Scope

This procedure will apply to all Clients within Trakhees' jurisdiction with free zone licence, and will also involve any external parties concerned with the Clients requirements

## 3. Definitions

3.1	JAFZA	-	Jebel Ali Free Zone
3.2	FZE	-	Free Zone Establishment
3.3	FZCO	-	Free Zone Company
3.4	LD	-	Trakhees- Licensing Department
3.5	NOC	-	No Objection Certificate
3.6	DEWA		Dubai Electricity and Water Authority

## 4. Procedure

4.1 Client should cancel all Visas related to the license except the manager's visa, apply to Cancel Establishment Card, and ensure the settlement of all the duly fees and charges related to the license.

4.2 Client then should apply for cancellation of a free zone license through LD customer service **in Amer offices** and submit the below required documents:

4.2.1 Clearance letter from JAFZA (For companies transferred from JAFZA)

4.2.2 Liquidation letter to be submitted by registered auditor in Dubai for FZE & FZCO only.

4.2.3 Original License or copy if the license is expired.

4.2.4 Original Certificate of Formation & share certificate or copy.

4.2.5 Cancellation the bank account.

4.2.6 Cancellation the lease contract under company name.

4.2.7 Letter from DEWA with the last bill or rent clearance letter from developer, in case the license is expired for more than 1 year (if available).

4.2.8 NOC from the company to cancel the license.

Note: the submission should be done by authorised person.



4.3 Customer service will check the required documents availability and accordingly accept/reject the submission.

4.4 Once the cancellation request is approved, payment advice will be generated to be settled by the client.

4.5 Client should settle the payment and then showing the receipt for the customer service staff to proceed with the cancellation process.

4.6 Once the cancellation is done LD will coordinate for cancellation advertisement in the newspaper with grace period of 15 days for any comments to be received related to the license.

4.7 After 15 days of the advertisement, LD will cancel the license.

4.8 client may request for cancellation clearance letter, while LD will prepare the attested clearance letter and hand it over to the client.

Notes:

- Only the company manager or company PRO can process this procedure and also they must bring their ID for identification purpose

## 5. Service Completion Time

	Service	Completion Time
5.1	Application for license cancellation and generate the payment advice	At the time of application
5.2	License Cancellation (from the date of settlement the payment)	15 Working days
5.3	Issuance of clearance Letter	Upon client request

## 6. Service Fees\*

	Service	Fees
6.1	Free Zone License Cancellation:	
	6.1.1. Cancellation Fee	5,000
	6.1.2 Advertisement Fee	1,500

\*The above fees might be subjective to 5% VAT.

\* 10 AED Innovation fees and 10 AED for knowledge fees are to be added for each service.

## 7. Related Forms

N/A

## 8. References

Licensing Department regulations



## 9. Workflow

