

APPLICATION FOR NEW OFFICE



Completed application form should be submitted to Jafza Sales Department,
P.O. Box: 17000, Dubai, UAE or Fax to +971 4 881 5001

Please review explanatory guidelines page 2 of the form before completing the application.

Registration type

- Branch Free Zone Company (FZCO)* Free Zone Establishment (FZE)*

*An additional application should be submitted for FZE & FZCO registration.

Tell us about your company (Please attach summary, information or brochures about your company)

Name & Address

Company / Applicant Name: _____

Address in full: _____

City: _____ Country: _____ E-mail/Website: _____

Telephone: _____ Fax: _____ Mobile: _____

Licence type required

- Trading General Trading Service

Proposed business activity to be mentioned in the licence: (Please submit project summary)

Proposed company's name in Jafza (Please see reverse for conditions of name approvals)

First choice: _____ Second choice: _____

Facility required

Open Office Area (Specify size in sq. mt.) _____

Date Required: _____

How did you hear about Jafza?

- Exhibition & Seminar Media (Magazine /Newspaper)

Jafza Representative: (Name: _____) Visit to Jafza Website/CD Rom

Newsletter/Direct Mail Others Please specify when/where? _____

Applicant Name: _____ Designation: _____

Signature: _____ Date: _____

Note: Application Processing Fee - AED 500.00 (Non - Refundable)

Member of Economic Zones World

Standard Conditions & Guidelines for Completing Application for New Office

1. If the client intends to trade in chemicals/medicines/dangerous goods, their licence activity has to reflect the same and cannot be included in a "General Trading Licence".
2. No Storage of chemicals/medicines/dangerous goods are permitted within the office premises and advice regarding 3rd party storage of such items at various locations in Jafza will necessitate approvals from Environment, Health, Safety (EHS) Dept. of Ports, Customs & Free Zone Corporation (PCFC).
3. Clients dealing with any type of chemicals should register themselves with the forces (General Head Quarters) after Jafza licence is issued.
4. When the client intends to deal in Agricultural items/Pesticides etc. registration/approvals with UAE Ministry of Agriculture and Fisheries should be effected.
5. Where clarifications on status of various chemicals/controlled/prohibited items etc. and procedure regarding approval are required, EHS Dept. of PCFC should be contacted immediately.
6. Trading in Chemicals. Please attach a list of chemical products and Material Safety Data Sheet (MSDS).
7. Conditions for selecting & approvals of company name:
 - It should be indicative of the type of activity.
 - Jafza has the right to request the change of the trade name in cases when being unindicative of type activity declared.