

# Office Application Form



Please submit the completed Application Form to:  
Jafza Sales Department, P.O. Box: 17000, Dubai, UAE or fax it to +971 4 881 5001.

Please go through Page 2 of this form, the 'Explanatory Notes /Guidelines' section, 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  Service  General Trading

**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  Newsletter/Direct Mail  
 Website/CD Rom  
 Others  
 Please specify when/where?

Applicant's Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Application Processing Fee – AED 500.00 (Non-refundable)

## Standard conditions & guidelines for completing application for new office

1. If the client intends to trade in chemicals/medicines/dangerous goods, their license 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 third 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 Headquarters) after the 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. The EHS Dept. of PCFC should be immediately contacted for clarifications and approval procedures regarding the status of various chemicals/controlled/prohibited items, etc.
6. If the client intends to trade in chemicals, a list of chemical products and Material Safety Data Sheet (MSDS) needs to be attached.
7. Conditions for selection & approval 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 where it is not indicative of the type of activity declared.