



## Four Options and Legal documents required for Registration of a Company in the Sharjah Airport International Free Zone (SAIF)

### Option 1: Branch Company

#### Document Required

Branch of a Company registered in the UAE

1. Application from (enclosed)
2. Project Summary
3. Passport copies of owners' managers
4. Certificate of Incorporation/Registration
5. Board resolution to open a branch in the SAIF-Zone and power of Attorney appointing person(s) in charge
6. Bank statement for the last 3 months
7. Balance sheet (for the last 2 years, if applicable)

#### Share Capital

- No shared Capital required

#### License & Registration Fee

- License Fees

<u>Industrial License</u>	AED 7,500
<u>Commercial License</u>	
Specific	AED 7,500
Oil & Gas	AED 10,000
Real Estate	AED 15,000
Aviation	AED 15,000
<u>General Trading License</u>	AED 15,000
<u>Service License</u>	
Specific	AED 7,500
Oil & Gas	AED 10,000
Freight Forwarding	AED 8,500
Real Estate	AED 15,000
Aviation	AED 15,000
- Registration Fee - AED 5,000/-

#### Facility Type

- Executive Office Space
  - 16 Sqm ( R ) - AED 27,000/-
  - 19 Sqm ( R ) – AED 32,000/-
  - 21 Sqm ( R ) – AED 34,500/-
  - 24 Sqm ( R ) – AED 39,600/-
- Ware House Space
  - 1,345 Sqft – AED 63,000/-
  - 2,690 Sqft – AED 100,000/-
  - 4,304 Sqft – AED 120,000/-
  - 6,456 Sqft – AED 185,000/-
- Land Space
  - AED 50 – 100 (Per/Sqm) (Min. Plot Size 2,500 Sqm)



## Option 2: Branch of a Foreign Company

### Document Required

Branch of a foreign company incorporated outside the UAE

1. Application form (enclosed)
2. Project Summary
3. Passport copies of owners' managers
4. Certificate of Incorporation/Registration
5. Memorandum & Article of Association or equivalent
6. Board resolution to open a branch in the SAIF-Zone and power of Attorney appointing person(s) in charge
7. Bank statement for the last 3 months
8. Balance sheet (for the last 2 years, if applicable)

### Share Capital

- No shared Capital required

### License & Registration Fee

- License Fees

<u>Industrial License</u>	AED 7,500
<u>Commercial License</u>	
Specific	AED 7,500
Oil & Gas	AED 10,000
Real Estate	AED 15,000
Aviation	AED 15,000
<u>General Trading License</u>	AED 15,000
<u>Service License</u>	
Specific	AED 7,500
Oil & Gas	AED 10,000
Freight Forwarding	AED 8,500
Real Estate	AED 15,000
Aviation	AED 15,000
- Registration Fee - AED 5,000/-

### Facility Type

- Executive Office Space
  - 16 Sqm ( R ) - AED 27,000/-
  - 19 Sqm ( R ) – AED 32,000/-
  - 21 Sqm ( R ) – AED 34,500/-
  - 24 Sqm ( R ) – AED 39,600/-
- Ware House Space
  - 1,345 Sqft – AED 63,000/-
  - 2,690 Sqft – AED 100,000/-
  - 4,304 Sqft – AED 120,000/-
  - 6,456 Sqft – AED 185,000/-
- Land Space
  - AED 50 – 100 (Per/Sqm) (Min. Plot Size 2,500 Sqm)



### Option 3: FZE (Free Zone Establishment)

#### Document Required

A limited liability establishment incorporated in SAIF Zone, owned by one natural or juridical person with a distinct legal entity and an independent financial liability

1. Personal details of Owner / manager, i.e. passport copy.
2. Bank reference (Original) from the country of origin.

If Owner is a company, the following documents will be required:

3. Memorandum and Articles of Association ( Notarized & attested )
4. Certificate of Incorporation ( Notarized & attested )
5. Trade License ( For Local Company ).
6. Power of attorney for the representative of the Owner.

#### Share Capital

- Minimum share capital required AED 150,000

#### License & Registration Fee

- License Fees

<u>Industrial License</u>	AED 7,500
<u>Commercial License</u>	
Specific	AED 7,500
Oil & Gas	AED 10,000
Real Estate	AED 15,000
Aviation	AED 15,000
<u>General Trading License</u>	AED 15,000
<u>Service License</u>	
Specific	AED 7,500
Oil & Gas	AED 10,000
Freight Forwarding	AED 8,500
Real Estate	AED 15,000
Aviation	AED 15,000
- Registration Fee - AED 10,000/-

#### Facility Type

- Executive Office Space
  - 16 Sqm ( R ) - AED 27,000/-
  - 19 Sqm ( R ) – AED 32,000/-
  - 21 Sqm ( R ) – AED 34,500/-
  - 24 Sqm ( R ) – AED 39,600/-
- Ware House Space
  - 1,345 Sqft – AED 63,000/-
  - 2,690 Sqft – AED 100,000/-
  - 4,304 Sqft – AED 120,000/-
  - 6,456 Sqft – AED 185,000/-
- Land Space
  - AED 50 – 100 (Per/Sqm) (Min. Plot Size 2,500 Sqm)



## Option 4: FZC (Free Zone Company)

### Document Required

A limited liability company incorporated in SAIF Zone, by more than one share holder with a distinct legal entity and an independent financial liability

1. Personal details of shareholder / manager, i.e. passport copy.
2. Bank reference (Original) from the country of origin.

If shareholder is a company, the following documents will be required:

3. Memorandum and Articles of Association ( Notarized & attested )
4. Certificate of Incorporation ( Notarized & attested )
5. Trade License ( For Local Company )
6. Power of attorney for the representative of the shareholders

### Share Capital

- Minimum share capital required AED 150,000

### License & Registration Fee

- License Fees

<u>Industrial License</u>	AED 7,500
<u>Commercial License</u>	
Specific	AED 7,500
Oil & Gas	AED 10,000
Real Estate	AED 15,000
Aviation	AED 15,000
<u>General Trading License</u>	AED 15,000
<u>Service License</u>	
Specific	AED 7,500
Oil & Gas	AED 10,000
Freight Forwarding	AED 8,500
Real Estate	AED 15,000
Aviation	AED 15,000
- Registration Fee - AED 10,000/-

### Facility Type

- Executive Office Space
  - 16 Sqm ( R ) - AED 27,000/-
  - 19 Sqm ( R ) – AED 32,000/-
  - 21 Sqm ( R ) – AED 34,500/-
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- Ware House Space
  - 1,345 Sqft – AED 63,000/-
  - 2,690 Sqft – AED 100,000/-
  - 4,304 Sqft – AED 120,000/-
  - 6,456 Sqft – AED 185,000/-
- Land Space
  - AED 50 – 100 (Per/Sqm) (Min. Plot Size 2,500 Sqm)



## **Frequently Asked Questions - SAIF**

1. Is it possible to establish a branch office of my Company in the city of Sharjah or other UAE cities?  
With exception to FZE and FZC, there is no restriction to establish a branch outside SAIF-Zone, but subject to the approval of local authorities.
2. Can I utilize my SAIF-Zone License to operate from Sharjah or any other emirate?  
The License issued from SAIF-Zone is valid for operating your business only inside the free zone territory. You cannot use this license to set up a business in any of the other Emirates. Goods however may be sold to the other Emirates after payment of the relevant and applicable customs duties.
3. What is the maximum capital required to establish a company in the free zone?  
If you are establishing a FZE or an FZC, the minimum capital requirement is AED 150,000/- or US\$ 40,000/-, but there is no minimum capital required if you are setting up a branch of a foreign / local company.
4. Do I need a local partner to invest in SAIF-Zone?  
No, there are no restrictions on the Foreigner's exclusive proprietorship.
5. Is it possible for me to be a partner in more than one company?  
Yes, SAIF-Zone does not levy any restrictions on the number of business the investor can be involved in.
6. Are there restrictions to employment of any nationality?  
No, you may employ whoever you wish provided you adhere to the immigration procedures.
7. Is it possible to hire personal security service to guard my Office/Factory?  
We do provide general all round security, however, personal security service can be provided at request by the free zone authorities.
8. What is the maximum number of employees allowed?  
This will depend on the nature/proposal/size of your business
9. Other than my labourers, is it possible to hire additional labourers should there be a requirement?  
Yes, SAIF-Zone provides labourers, office boys, technician, etc. whenever required on a casual hire basis.
10. Do you have staff accommodation available in the Zone?  
Yes, SAIF-Zone has labour camps located inside the Zone separately for male and female workers only up to supervisory level.
11. Would SAIF-Zone be able to provide secretarial services?  
Yes, SAIF-Zone provides professional secretarial services.
12. What are the communication services available in the Zone?  
International and local Telephone lines services, Fax, Email and Internet services are all available through telephone lines at competitive prices.
13. Does SAIF-Zone provide transportation to commute to and from the city?  
Yes, SAIF-Zone has a shuttle bus service provided at nominal charges from the Zone to the city centre 5 times a day.
14. How long my residence visa valid?  
The residence visa issued from SAIF-Zone is valid for 3 years, from the date of issue



15. Are there any restrictions in bringing my family?  
No, provided you follow the immigration procedures.
16. Are members of my family allowed to work?  
Yes, they can apply for work if they are on residence visas, then they have to follow the UAE Rules and Regulations.
17. How can I bring in Business/other visitors?  
SAIF-Zone's Client & Investor Services Department provides the service of issuing transit and tourist visas. You can process your request with SAIF-Zone.
18. Can I convert my driving license?  
Yes, the UAE recognizes driving licenses from certain countries. A local UAE Driving license can be issued against this upon completing certain formalities.
19. Will the Government of Sharjah or the SAIF-Zone authority provide monetary support for investment in the Free Zone?  
At present, neither the Government nor the SAIF-Zone authority provides monetary support for investment in the Free Zone. However, there are over 49 International and Local Banks in the UAE for this purpose.
20. Is there any corporate/income tax applied to the companies or to the individuals?  
There is neither any income tax nor any corporate tax applicable or payable.
21. Can I reside in one of the UAE Emirates while conducting business in the SAIF-Zone?  
Yes, you could stay in any of the emirates of the UAE provided you have a valid residence visa.
22. Can I travel outside the country without any restrictions?  
Yes, provide you have a valid visa.
23. How can the SAIF-Zone assist in constructing my Factory/Warehouse building?  
SAIF-Zone maintains and will provide on request a list of registered consultants and contractors for the same.
24. Would SAIF-Zone assist in purchase of furniture items for offices/warehouses?  
Yes, our Purchasing Department will assist in purchasing furniture at very competitive rates.
25. Are there any restrictions to importing and exporting of goods?  
No, there are no restrictions to importing and exporting of goods as long as it is in accordance with your license. No duties are imposed on goods imported and/or exported from within the Free Zone (other than when goods are sold locally in the UAE market then the applicable custom duty will be payable).
26. Can we sell our product in the local market (UAE)?  
Yes, subject to payment of relevant customs duties.
27. How easy is it to market/exhibit our products in the UAE?  
Other than advertisements, there are many international exhibitions held in Sharjah, Dubai, Abu Dhabi and other emirates throughout the year.
28. Do banks in UAE allow companies or individuals to open bank accounts in the US Dollar?  
Yes, as well as other major international currencies.
29. Can I transfer my money outside the country freely?  
Yes, the authorities impose no restrictions on the movement of capital or profits.
30. What is the electricity system of Sharjah?  
H.T. 33kv or 11 kv, L.V. 415 V – 3 Phase, 230 V – 1 Phase. Frequency 50 Hz (cycle per second).



31. What are the customs procedures of Sharjah?  
Please refer customs section in this Guide or visit Sharjah customs website:  
[www.sharjahcustoms.gov.ae](http://www.sharjahcustoms.gov.ae)
32. How do we get more information about Sharjah?  
Please visit the following websites:  
Sharjah Chamber of Commerce & Industry – [www.airport.gov.ae](http://www.airport.gov.ae)  
Sharjah Airport – [www.shj.airport.gov.ae](http://www.shj.airport.gov.ae)  
Sharjah Tourism Authority – [www.sharjahtourism.ae](http://www.sharjahtourism.ae)  
Sharjah Ports Authority – e-mail: [sharjah@emirates.net.ae](mailto:sharjah@emirates.net.ae)

#### **COMMON QUESTIONS RAISED ON THE ENVIRONMENT & HEALTH ISSUES**

1. What are the fields covered by the Environment Impact Assessment Form (EIA)?  
Definition of proposed activity, measures to be taken for on-site and off-site locations to order to mitigate harmful effects on the environment. (we process your data immediately and approve it if it meets our environmental standards).
2. What are the types of industrial activities allowed in the SAIF-Zone keeping the safety of the environment in mind?  
All types of industrial activities are allowed with the exception of leather and tanning industries, manufacturing and packing of all types of pesticides and battery factories, manufacturing and packing of all types of materials leads to Ozone Layer depletion.
3. Can we have licenses for pharmaceutical plants?  
Yes, according to the Environment & Health standards.
4. Do you maintain International Environment & Health standards?  
SAIF-Zone has already implemented the Environment Impact Assessment (EIA) standards, in addition to safety measures against environment pollutants such as air, noise, etc.
5. Can chemical dyes be imported?  
Natural and synthetic dyes can be imported. However, we do not allow importing chemical compounds and dyes that contain Radioactive substances.
6. What is the strategy of the SAIF-Zone for waste management?
  1. Disposal and elimination of all waste must be done safely and stored in special places.
  2. Before disposing, waste should be classified (e.g., iron, wood, cartons, etc.)
  3. The Basil Convention, for the control of transfer of waste outside UAE should be followed.
7. If a chemical compound expires, what are the measures to be taken?  
Environment & Health Dept. must be notified immediately along with Material Safety Data Sheet. SAIF-Zone has an incinerator available for the disposal of such chemicals.
8. What are the procedures for implementing basic rules when dealing with manufacturing and packing foodstuff?
  1. Analysis of the final product's sample for any consignment sent to lab (under control of Environment & Health Dept.).
  2. Issuance of health certificate
  3. Issuance of Clearance Perishable goods
  4. Packing labels must include: Ingredients of the products, Net & gross weight, Production and Expiry dates, Brand Name and Origin of the product (i.e. SAIF-Zone).



9. Are recycling companies allowed to recycle waste generated locally?  
Yes, however, they are not allowed to import waste materials for recycling.
10. Do you have any facility to dispose of trash/debris?  
We have trash bins (skips) and small drums located at various points of our premises in which domestic and non-hazardous waste are collected.
11. How can liquid waste be disposed of?  
Liquid waste can be disposed of through septic tanks and soak away wells. However, pre-treatment unit may be required for special industries. Our tanker is capable of sucking liquid waste up-to a capacity of 5000 gallons.
12. What is the permissible limit for Air Pollutants?

<b>Parameter</b>	<b>Maximum Allowed Concentration</b>
Nitrogen Dioxide	1 ppm (parts per million)
Sulphur Dioxide	2 ppm
Hydrogen Sulphide	5 ppm
Ammonia	5 ppm
Total suspended particulate	260 ug/m <sup>3</sup>

13. What are the standard requirements for a chimney?  
A chimney should be at a height of 2.5 to 3 meters above the roof of the neighboring buildings. (for heavy industry).
14. How could the spread of insects, rodents and termites be controlled?  
We have trained personnel in insect control and spraying techniques. We also have Gloria Pumps and Insecticides. Termite is controlled during pre-construction or post construction of buildings.
15. Are workers protected against direct contact with spraying agents?  
Yes, they are attired with head cover, overalls, gloves, boots, masks, etc.