

Client Procedure (CP) for Free Zone License Renewal Services

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1. Purpose

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

2. Scope

This procedure will apply to all Clients within Trakhees' jurisdiction with free zone licence.

3. Definitions

- 3.1 ID - Trakhees- Inspection Department
- 3.2 DTCM - Department of Tourism and Commerce Marketing
- 3.3 LD - Trakhees- Licensing Department

4. Procedure

4.1 Online Application

4.1.1 Client can apply online upload the below required documents:



For online application help, please refer to (Section 3.1.18) of below link:

http://trakhees.ae/en/Documents/Online_Admin_ExternalUserManual%20-%20CLD%20web.pdf

Type of license	Requirements
License Renewal of Dragoon Mart 1&2&6	<ul style="list-style-type: none"> -Copy of Ejari for shop or sublease contract form developer -Third party approval if required (as per the list of activities with external approval sheet) -Declaration of the Beneficial Owner (LS-CF-01z)

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	<p><u>Note: if customer will apply online, documents should be attached to the online portal</u></p> <p><u>online.trakhees.ae</u></p> <p><u>In case the customer will apply through Amer center, customer should apply by sending the documents to the common Email: LD.info@pcfc.ae</u></p>
<p>License Renewal of Other Projects</p>	<p>-Copy of Ejari for shop or sublease contract form developer.</p> <p>-Declaration of the Beneficial Owner (LS-CF-01z)</p> <p>-Third party approval if required (as per the list of activities with external approval sheet)</p> <p>-Manager valid passport and visa copy.</p> <p>-Accommodation Tenancy contract of the manager/Owner/Shareholder or Dewa Bill (if available)</p> <p>-Accommodation Tenancy contract of the Employees Or Dewa Bill (if available)</p> <p>Remember:</p> <p>*For Hotels Facility all above documents needed in additional to: -</p> <ul style="list-style-type: none">- Letter includes No. of Beds & Rooms.- DTCM license copy- Hotel "stars" evaluation from DTCM <p><u>Note: if customer will apply online documents should be attached to the online portal</u></p> <p><u>online.trakhees.ae</u></p> <p><u>In case the customer will apply through Amer center, customer should apply by sending the documents to the common Email: LD.info@pcfc.ae</u></p>

* In case the license is expired and exceeded grace period and customer want to waive the late fees, customer need to submit clearance letter/ or last Dewa bill proving that the shop was not operating. Then late fees will be waived from date of letter or Dewa bill and only for the late renewal fees after one-year expiration,

4.1.2 Trakhees-LD will check the below required documents availability and update the system as follow:

4.1.2.1 Accept: If the submissions comply with requirements and submission will proceeds with the renewal process.

4.1.2.2 Reject: If the submissions not comply with requirements. Applicant can apply again with new submission number.

4.1.2.3 More information: If note any missing document, LD will reject the submission and advice to re-upload the missing information. Applicant should re-upload the requested information with the same submission number.

4.1.3 In case some external approvals are required (depend on the license activity) a note will be given to clients with the required external approvals.

4.1.4 Client should guarantee the required approvals, and upload the same online to the same transaction.

4.1.5 Once the required approval/s are uploaded, payment advise will be generated by the LD and available online to be settled by the client.

4.1.6 Client should settle the payment, then approach customer service in Amer offices located in Dragon Mart 2, for collecting the renewed license.

4.1.7 Upon showing the receipt for payment settlement the customer service will print the license, and hand it over to the applicant.

Note:

For manual submission, customer can approach Amer offices located in Dragon Mart2.

5. Service Completion Time

	Service	Completion Time
5.1	Review the submission and update submission status (from the date of submission)	2 working days
5.2	License Renewal for project in Dragon Mart 1&2 (from the date of receiving external approval if required)	1 working days
5.3	License Renewal Project other than Dragon Mart (from the date of receiving external approval if required)	2 working days
5.4	Initiation of Auto License Renewal	Started 30 days before license expiry.

6. Service Fees*

	Service	Fees (AED)
6.1	Renewal Fees for Projects within Dragon Mart 1& 2& 6	
6.1.1	7.1.1.1 License Renewal fee For Chinese:	
	Commercial license	8,000
	Professional License	9,000
	7.1.1.2 License Renewal fee For non-Chinese	
	Commercial license	11,000
	Professional License	16,000
6.1.2	General Trading fees (only in case general trading activity)	3,000
6.1.3	If special features are added to the Trade Name	
	- Includes Arabized Name	1,000
		2,000

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	- Includes Foreign Name	1,000
	- Includes Region	1,000
	- Includes firm coverage	2,000
	- includes abbreviation	2,000
	- includes Dubai, UAE, Gulf	2,000
	- includes Number	1,000
	- Includes Trade Mark	
6.1.4	In case number of activities exceeds the allowed number of activities (while allowed number of activates for commercial license are 7 and for professional license are 5)	500/ activity
6.2	Projects other than Dragon Mart 1&2	
6.2.1	License Renewal fee	
	Commercial	600
	Professional	550
	Industrial	600
6.2.2	General Trading fees (only in case general trading activity)	3,000
6.2.3	Employees Accommodation fees	
	A category	1,000
	B category	500
	C category	300
6.2.4	Service improvement fee	
	For Professional License:	
	- For Bank / Hotel / Furnished Apt	1,000

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	- for other facilities	300
	For Commercial License	500
6.2.5	Service agent fee (for Professional license)	700
6.2.6	Shareholder/ manager Accommodation Fee	
	- If the shareholder/manager live outside Dubai/ shared tenancy	1,000
	- If the shareholder/manager live in Dubai and submit Dewa Bill	0
	- If the shareholder/manager live in Dubai and didn't submit Dewa Bill,	5% of the Lease Amount
6.2.7	Market Fee : 7.5% from the annual rent of the Facility	
	*If the facility type is Hotel:	
		1,000 * No. of Beds for 5 Star Hotels
		600 * No. of Beds for 4 Star Hotels
		500 * No. of Beds for 3 or 2 Star Hotels
	* If the facility type is Hotel Apartment:	
		500 * No. of Beds for Normal Hotel apartment
		750 * No. of Beds for Luxurious Hotel apartment
	* If the facility type is Cinema:	
		AED 50 *No of Chairs
6.2.8	If special features are added to the Trade Name	
	- Includes Arabized Name	1,000
	- Includes Foreign Name	2,000

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	- Includes Region	1,000
	- Includes firm coverage	1,000
	- includes abbreviation	2,000
	- includes Dubai, UAE, Gulf	2,000
	- includes Number	2,000
	- Includes Trade Mark	1,000
6.2.9	Local Fees	500
6.2.10	License Printing Fee	50
6.2.11	Sign Board Fees	350
6.2.12	In case number of activities exceeds the allowed number of activities (while allowed number of activities for commercial license are 7 and for professional license are 5)	500/ activity
6.3	Late Renewal Fee	2000 per month

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

7. Related Forms

Declaration of the Beneficial Owner (LS-CF-01z)

8. References

Licensing Department regulations

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9. Workflow

