

❖ Business Center License

<ul style="list-style-type: none"> ▪ Name of Service 	<p>Business Center</p>
<ul style="list-style-type: none"> ▪ Description (Simple Explanation of the Service): 	<ul style="list-style-type: none"> ▪ A specialized office of a specific area that does not allow its division into small properties or its sale but can be divided from inside to open, semi-closed or fully closed spaces or divided by partitions providing privacy and allowing their lease to individual offices, specialized offices or group offices for a company or group of companies and local representatives of big companies
<ul style="list-style-type: none"> ▪ Legal Form: 	<p>All legal forms</p>
<ul style="list-style-type: none"> ▪ Service Beneficiary: 	<ul style="list-style-type: none"> ▪ UAE or GCC investor ▪ Expatriate or foreign investor
<ul style="list-style-type: none"> ▪ Steps for Receiving the Service (Customer Journey): 	<ul style="list-style-type: none"> ▪ The economic process for business center license starts with the service employee's login in case of submission of application through service center or authorized agent center or by the successful login to online service ▪ Entry of the new details of the economic application for issuance of business center license ▪ Confirmation of application details by the applicant, as applicable in DED ▪ Attachment of required documents by the concerned party according to the terms and conditions agreed upon with the business center ▪ Attachment of business incubator / center plan approved by Municipality & Planning Department ▪ verification of working rules defined in the system as applicable in DED electronically through error messages appearing to customer ▪ Correction of application form errors by customer ▪ issuing a valid receipt permission according to the same current receipt permission rules ▪ Fees shall be paid and collected using the same payment and collection mechanisms ▪ Issuing receipt voucher after successful collection of fees ▪ The system issues the economic document and sends it by email to customer
<ul style="list-style-type: none"> ▪ Terms & Conditions: 	<ul style="list-style-type: none"> ▪ E-All fees shall be paid using E-Dirham System applicable internally in the DED.

	<ul style="list-style-type: none"> ▪ Business center license is subject to the same control and consumer protection rules and is not exempted from economic violations or fines ▪ Submitting the written approval of property owner for business incubator authorizing the sublease of the property throughout the term of the contract ▪ The process is regulated as applicable currently. The customer reserves the trade name, approaches Municipality & Planning Department to get an approved site plan and lease contract and then completes the process with DED ▪ Submitting lease contract attested by the Municipality & Planning Department for business incubator whose term shall not be less than (3) years. ▪ The total area of the business incubator location shall not be less than 3000 sq. ft, and must be divided so that the net area of one office is not less than 120 sq. ft ▪ Attaching the site plan approved by Municipality & Planning Department ▪ Authentication of Contract of Establishment is mandatory according to the currently applicable process if the legal form of the company is LLC ▪ Economic activities available for the service are all activities provided that the same are not of nature that requires frequent customer's visits such as grocery shop or beauty salons and does not cause any noise or customers' gathering. ▪ Process fees: the fees are calculated according to the mechanism of fees defined in the License Application currently applicable in DED (issuance, renewal) in addition to the calculation of fees of Ajman Chamber's System, fees for authentication by legal office according to the process currently applicable subject to addition of business center activity fee of AED 25000 (UAE Dirhams twenty five thousand) ▪ The process is completed without application verification or approval with application being subsequently subject to verification ▪ The license is printed after payment of fees and addition of watermark (Business Center License)
<ul style="list-style-type: none"> ▪ Fees: 	<ul style="list-style-type: none"> ▪ Issuance / Renewal of Commercial Licenses AED 600 ▪ Administrative Services Application Form AED 50 ▪ Permit for Installing the Trade Name Signboard AED 350 ▪ Entry in Commercial Register AED 200. ▪ Entry in Consolidated Economic Activities Register AED 200.

	<ul style="list-style-type: none"> ▪ Approval of the Signboard Specification Model AED 100. ▪ Business center activity fee AED 25000 (UAE Dirhams twenty five thousand) ▪ Authentication of a contract or an instrument of a less or more value depending on the capital. ▪ Fees for authentication of contract of specified amount depend on the capital mentioned in the contract. AED 50 charged on each page in case the contract is translated into English ▪ Fees relating to Social Contribution of Companies and Establishments into CSR UAE Fund AED 1500. ▪ Issuance of Commercial Registration Certificate AED 200. ▪ Subject to the collection of Ajman Chamber's System fees
▪ Service Correlation with other Services:	<ul style="list-style-type: none"> ▪ Authentications ▪ Lease contract (sublease)
▪ Service Delivery Channels:	<ul style="list-style-type: none"> ▪ DED's Service Centers. ▪ Online service
▪ Service Code:	▪ N/A
▪ Service Delivery Duration::	▪ 10 mn
▪ Limitation of the Service:	▪ N/A