



TERMINATION FORM

Request Date: _____

1. Licence No. _____

2. Date of Issue _____

3. Name of Company: _____

4. Contact Number: _____

5. Facility No. _____

6. Reason/s for Termination: _____

7. Can HFZA assist you to avoid termination with the following annual packages? YES NO

AED 11,000

AED 17,000

AED 20,000

Any other proposal/ request:

Shareholder/s (Name & Signature)

Date of Submission to HFZA

If not,

Shareholders Resolution*

*We hereby resolve to terminate our Lease, License and Company in Hamriyah Free Zone and complete the related termination procedures.***

***If the company is a branch, parent company's notarized and attested Board Resolution for Termination is required.*

Names & Signatures

We understand following Termination Procedures*:

1. **Payment of all outstanding amounts**, if any and rent for any shortage in **Notice Period**; 1 month for Office, 3 months for Warehouse Facilities and 6 months for Land and an additional amount of 1,500 AED towards advertisement charges for termination. *(To contact Finance & Accounts Dept).*
2. The **facility (if plot/W/H) to be restored and returned** with **SEWA NOC** to Engineering Dept. for inspection. *(To contact Engineering Department).* Rent will be payable until the facility is duly returned with keys.
3. Completion of **visa cancellation** procedures. *(To contact Mr. Salim Al Qassab / Mr. Nadeem).*
4. The accommodation to be restored and keys returned. *(To contact Accommodation Department).*
5. Returning of original License and Certificate of Incorporation, Share Certificates etc. to Leasing and Licensing Dept.
6. Arranging a **customs clearance** certificate from HFZ Customs.
7. Submission of **Bank Clearance Certificate** if there is any mortgages/encumbrance on assets/shares registered with HFZA.
8. Submission of **Auditor Certificate** that there are no public liabilities for the Company.

FOR HFZA USE ONLY

Leasing & Licensing _____

Engineering & EHS _____

Visa _____

Strategies & Compliances _____

Finance & Accounts _____

Approved by: CHAIRMAN/DIRECTOR