

For license renewal – Property Management Services [PMS] (FZ-LLC)

The following documents (notarized and/or legalized as indicated) are required from the Business Partner before License can be renewed:

1.	Original (valid or an expired) Free Zone License.
2.	<u>Applicable for FZ-LLCs', if the shareholder(s) is a Corporate Person</u> Original Certificate of Good Standing (issued by the Registrar of Companies in which jurisdiction the Corporate Person is incorporated to ensure existence and continuity of the Corporate Person) [copy will be accepted if notarized]. Or Copy of a valid Trade License issued by the Department of Economic Development for the Corporate Person.
3.	Copy of the current dated certificate issued by the Dubai Land Department confirming the ownership of the land. Or Copy of the Land Lease agreement issued by TECOM or the Landlord (if the land is leased).
4.	Signed copy of the Property Management Services Guidelines (if applicable).
5.	Clearance Certificate from the Zoning Authority for any modification made to the building design after issuance of the Building Completion Certificate. Or A letter from the Licensee confirming that no modification has been made to the building design after issuance of the Building Completion Certificate.
6.	Clearance certificate from the Dubai Civil Defence.
7.	Valid Insurance Certificates from a reputed vendor covering Fire and Peril, Workman's Compensation and Third Party Liability.
8.	Valid contract signed between the Building Developer, Property Management and Leasing Company (if applicable).
9.	Valid contract signed between the Building Developer and Facilities Management Vendor.
10.	List of companies operating from the PMS licensed building along with the lease area details.
11.	The Property Management Services License renewal fee (depending on the area). [Payments are to be made in favor of TECOM through a demand draft / cheque / cash / credit card].
12.	Proof of payment receipt towards clearance of all outstanding invoices / pending payments (if any).

Important Notes:

- All legal documents more than one page has to be sealed.
- Powers of Attorney need to be accompanied with a valid passport copy of the Attorney.
- The Authority reserves the right to call for any extra documents it may deem require, as and when necessary.
- The Authority reserves the right to ask for extra attestation by the UAE Embassy or other Embassies, as may be necessary.
- The legal documents must be in English and / or Arabic. Documents in any other language must be accompanied by a certified English or Arabic translation.
- The business activity must be in accordance with the Activity Classification Decision allowed under respective business unit.