

FACILITY – AMEND



Definition

The Occupancy Agreement of a facility is amended in the event of changes made to the duration or type of facility currently being occupied by the company. An Amended Occupancy Agreement is issued to the company at the end of this process.



Process



Contact Shams to amend Occupancy Agreement

1.



Submit required documents

2.



Settle payment

3.



Receive timeline

4.



Receive notification and Electronic Amended Occupancy Agreement

5.



Timeline

- 1 to 2 business days



Fees

- AED 2,000 (Only if there is an existing license Amendment)



Documents Required

- Letter Request