

FACILITY – CANCEL



Definition

Cancelling a facility is deciding not to utilize/occupy the facility. When an Occupancy Agreement of a company registered within Shams expires or is terminated, an Occupancy Agreement Cancellation Certificate is issued to serve as a proof for the same.



Process



Contact Shams to cancel
Occupancy Agreement

1.



Submit required documents

2.



Settle payment

3.



Receive timeline

4.



Receive notification of
Electronic Occupancy
Agreement Cancellation

5.



Timeline

- 1 to 3 business days



Fees

- AED 0 (included in License Cancellation)



Documents Required

- Formation and License Cancellation Documents
- Utility Clearance Letter (if applicable)