

# FACILITY - CERTIFY



## Definition

An Occupancy Agreement serves as the proof of address for a company registered within Shams. A copy of the agreement is attested by the Shams Authority on request by the company for external use.



## Process



Contact Shams to certify  
Occupancy Agreement

1.



Submit required documents

2.



Settle payment

3.



Receive timeline

4.



Receive notification and collect  
Certified Occupancy Agreement

5.



## Timeline

- 1 to 2 business days



## Fees

- AED 350 per Occupancy Agreement



## Documents Required

- Request Letter to Certify Occupancy Agreement