

# FACILITY - NEW



## Definition

Shams provides various facility options that companies may use to conduct their day-to-day business activities. An Occupancy Agreement serves as a proof of address for the company utilizing the facility. The agreement specifies the nature of facility, duration as well as terms of use. This service allows for acquiring a new facility and generating a new Occupancy Agreement.



## Process



Contact Shams to issue  
Occupancy Agreement

1.



Submit required documents

2.



Settle payment

3.



Receive timeline

4.



Receive notification and  
Electronic Occupancy  
Agreement

5.



## Timeline

- 1 to 2 business days



## Fees

- AED 3,675 (applicable for Shared Desk Facility)



## Documents Required

- Letter Request