

FACILITY – RENEW



Definition

When the Occupancy Agreement under which a company occupies a facility at Shams is close to expiry, the renewal process is initiated. A Renewed Occupancy Agreement is issued with/without amendments as per the requirements of the company.



Process



Contact Shams to renew
Occupancy Agreement

1.



Submit required documents

2.



Settle payment

3.



Receive timeline

4.



Receive renewed Occupancy
Agreement via email

5.



Timeline

- 1 to 2 business days



Fees

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



Documents Required

- Renewal Form