

Government of Sharjah  
Economic Development Department



حُكُومَةُ الشَّارِجَةِ  
دَائِرَةُ التَّنْمِيَةِ الْاِقْتِصَادِيَّةِ



**SHARJAH INDUSTRIAL**  
**Guide – 2025**



# Index

- ▶ Introduction
- ▶ Overview of the Industrial Sector
- ▶ Industrial operator journey
  - ▶ Procedures of concerned entities
- ▶ Sharjah Economic Development Department
- ▶ Ministry of Industry & Advanced Technology
- ▶ Sharjah Civil Defense Authority
- ▶ Sharjah City Municipality
- ▶ Directorate of Town Planning and Survey
- ▶ Department of Seaports and Customs
- ▶ Sharjah Electricity, Water and Gas Authority
- ▶ Sharjah Chamber of Commerce and Industry
- ▶ The Federal Tax Authority (FTA)
- ▶ Sharjah Foundation for Supporting Entrepreneurship “RUWAD”

# Introduction

The Sharjah Economic Development Department issued “Sharjah Industrial Guide” in 2019 to complement and implement its strategic plan for planning and leading comprehensive economic development in Sharjah; enhancing services provided to clients and strategic partners; developing the industrial sector; and consolidating its processes by utilizing Sharjah’s industrial base - which is the largest in the country and the region as a whole.

The Sharjah Industrial Guide is a clear and specific guide and identification tool describing Sharjah’s services and procedures. The identification and documentation of services is the first building block of continuous improvement through which implemented processes and procedures are reviewed in light of the Department’s vision of comprehensive development to achieve a competitive, diversified, knowledge-based and innovative economy.

This updated version of the Sharjah Industrial Guide was prepared in cooperation and coordination with strategic partners and stakeholders to update main procedures and provide a complete database capturing all information and data related to the sector, including partners and investment opportunities in Sharjah. This helps investors establish industrial partnerships that serve shared goals and add value to Sharjah’s industrial sector, creating an empowering business environment that ensures economic welfare in the Emirate.

Sharjah features one of the largest spaces dedicated for industry in the UAE, including ... an industrial zone in addition to several free zones which helped the Emirate become the heart of industry in the country. Furthermore, Sharjah established a strong and empowering legislative and regulatory ecosystem that supports future plans and visions of the industrial sector and keeps abreast with the fourth industrial revolution. This was done by in implementation of the government’s plans to transform the country into a leading global model in proactively addressing the challenges of the industrial future.





## Overview of the Industrial Sector

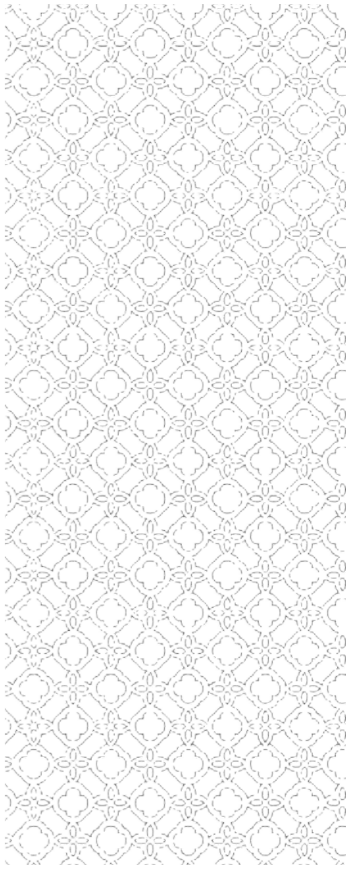
Industry in Sharjah has a long history. In the past, the Emirate hosted light industries, and its people practiced some traditional professions such as building ships and fishing tools to meet their daily livelihood and sustenance needs. The industrial sector in Sharjah has flourished since the discovery of oil and the establishment of the UAE, bringing about paradigm shifts in the sector and reinforcing the scientific and practical concepts of industrial development and progress. Sharjah has become a leading industrial platform in the region, as it established in the seventies the first planned and specialized industrial zones supported by a package of services and facilities for investors in addition to infrastructure projects. This attracted more investments and stimulated economic growth, achieving the wise economic vision of His Highness Sheikh Dr. Sultan bin Muhammad Al Qasimi, Member of the Supreme Council and Ruler of Sharjah.

In a few years, Sharjah managed to attract numerous local, regional and international investments and took leading positions at the national level in terms of the number of industrial establishments, with the number of industrial licenses reaching 2,804 in 2023, at a 10% growth rate.

The industrial sector in Sharjah is reinforced by competitive and sustainable economic growth thanks to the important components available for industrial development, including capital, raw materials and labor, in addition to residential, social and security services.

The industrial sector makes significant contributions to wages and various compensations for workers, which were estimated at AED 6.2 billion in 2023. These compensations have increased by 9% in 2023 compared to 2022, which indicates the continued and consistent growth in this sector and in Sharjah's economy at large. Sharjah has also achieved great economic diversity, especially in the industrial sector, through a typical and standard weight of industrial output in the GDP, which amounted to 16.7% of the general output for the year 2023, representing the most important relative weight in the total output of factories in the country. Industrial production in the Emirate of Sharjah is also a point of strength, as the value of industrial production increased from AED 61 billion in 2022 to AED 65.6 billion in 2023, with a relative weight of 24.6%.

Furthermore, Sharjah recorded distinguished results in the formation of fixed capital in the Emirate, which increased from AED 2.5 billion in 2022 to AED 2.9 billion in 2023, which is undoubtedly a record percentage and an important indicator that the economy operates in a healthy manner and enjoys a stable attractive environment.







# Industrial operator journey

**1** Sharjah Economic Development Department  
Registration and Licensing Department  
**Trade Name Issuance**

**Requirements:** - Licensing form. - Initial approval from Federal Authority for Identity, Citizenship, Customs and Port Security. - Copy of passport and ID. - A trade permit for minors Who has completed 15 years.  
**Fees:** Arabic Name (AED 250)  
Translated Name (AED 1250)  
Foreign Name (AED 2250)

**2** Sharjah Economic Development Department  
Commercial Control and Protection Department  
**Technical Evaluation**

**Requirements:** Site map - Title deed.  
**Fees:** Technical evaluation (AED 150)

**3** Sharjah Electricity, Water and Gas Authority  
Customer care department  
**Open Joint Account**

**Requirements:** Trade name certificate. - Lease contract/ Title deed. - Approved technical evaluation. - Payment of insurance fees. - Copy of passport and ID.  
**Fees:** Payment of insurance fees (depending on electrical loads).

**4** Sharjah City Municipality  
Rental Regulation Department  
**Certifying Lease Contract**

**Requirements:** Trade name certificate - Approved technical evaluation - Lease contract/ Title deed / Site map - Copy of passport and ID - Joint account from Sharjah Electricity, Water and Gas Authority.  
**Fees:** 5% of lease contract value plus AED 250 for each year of the lease contract. The lessor (owner) is obligated to pay attestation fees.

**5** Approvals of other Entities according to Activity

**Sharjah Civil Defense Authority**  
Issuance of completion certificate  
**Sharjah City Municipality**  
Environment Department  
**Approval of other parties according to licensed activities**

**Fees:** Issuance of completion certificate (from AED 200 to AED 5000 depending on the activity and risk classification)  
Issuance of environmental permit (from AED 250 to AED 1000 depending on the activity and risk classification)

**7** Sharjah Economic Development Department  
Registration and Licensing Department  
**License Issuance**

**Requirements:** License form - Trade name certificate - Copy of passport and ID - Certified copy of lease contract - External approvals according to activity and location - Certified partnership contract according to legal form.  
**Fees:**  
**Local Investor** (8% of lease contract value and service fees according to the type of license, activity and legal form)  
**Foreign investor** (13% of lease contract value and service fees according to the type of license, activity and legal form)

**6** Sharjah Economic Development Department  
Legal Affairs Department  
**Certifying Contract according to Legal Form**

**Requirements:** Copy of contract according to legal form. - Approving signature of partners or their legal representatives  
**Fees:** **Limited Liability Company Contract**  
(The minimum fee amount ranges from AED 200 to a maximum of AED 15,000.)







In April 1981, His Highness Sheikh Dr. Sultan bin Muhammed Al Qasimi, Supreme Council Member and Ruler of Sharjah, issued Emiri Decree No. 18 to establish the Economic Department. Thus, the first local economic department in the history of the United Arab Emirates was established in the Emirate of Sharjah. This Department was responsible to take over the local authority for the application of federal laws related to economic issues.

SEDD was established to prepare and implement economic plans in Sharjah, provide suitable economic environment, offer license for economic activities, monitor the application of economic performance and improve investment climate.

## Services

- ▶ Trade Name Issuance
- ▶ Real Beneficiary Registration
- ▶ Issuing Industrial License
- ▶ License Renewal
- ▶ Warehouse Permit Issuance

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www.sedd.ae

# Trade Name Issuance

## Service requirements for issuing the trade name

- ▶ Select the activity
- ▶ Determining the legal status (Individual – Limited Liability Company – One-person Limited Liability Company)
- ▶ Selecting the trade name
- ▶ Adding the investors
- ▶ The presence of the concerned persons or their legal representatives (Only when the investor visits the department or service centers)

## Required Documents

- ▶ Licensing Form (if required).
- ▶ A copy of the ID card or passport.
- ▶ Approval of the Federal Authority for Identity and Citizenship, Customs and Ports Security.
- ▶ A no-objection declaration (Non-national investor) that works in any governmental or federal agency or sponsored by individuals.
- ▶ A trade permit for a minor under 18 legally certified by Sharjah Court, (if required).
- ▶ Approval of official entities according to the commercial activity (if required).
- ▶ A Declaration and Acknowledgment Form from the investor that he/she does not work in any governmental or federal agency in Sharjah in case the investor has more than ten licenses (if required).

## Requirements

Trade name should be in Arabic, with the exception of:

- ▶ The names of branches of foreign companies registered abroad.
- ▶ The names of branches of companies, whether local or foreign.

Names that are not allowed to be registered:

- ▶ Names and attributes of Allah unless they are personal names.
- ▶ Names of international companies (famous) unless the name is a branch thereof.
- ▶ Names of local, Arab and international bodies, institutions and organizations.
- ▶ Names that conflict with trademarks registered in the country unless the applicant is authorized to use them.
- ▶ Names that conflict with public order and morality in the country.
- ▶ Names that are vague, similar to registered names or may mislead the public.

**Using or selecting names of important landmarks in UAE is not allowed: for example:** (UAE, Abu Dhabi, Dubai, Sharjah, Ajman, Umm Al Quwain, Ras Al Khaimah, Fujairah, Burj Khalifa, Zabeel, Al Wasl) . Also, they may not be chosen even if associated with (city or village).

**The following names cannot be chosen:**  
Olympic - Union - Zula- Numbers - Letters.

## Fees

- ▶ Issuance of trade name AED 250
- ▶ Issuance of translated trade name AED 1,250
- ▶ Issuance of foreign trade name AED 2,250
- ▶ Trade name reservation fees AED 1,000

## Receiving Trade Name certificate

**You may reach our services through**

- ▶ SEDD Branches
- ▶ SEDD Official Website ([www.sedd.ae](http://www.sedd.ae))
- ▶ Service Centers
- ▶ SEDD App

# Real Beneficiary Registration

## Service requirements for Real Beneficiary Registration

- ▶ Contact information
- ▶ License number
- ▶ Investor number
- ▶ Filling out the Form - Know Your Customer (KYC)

# Issuing Industrial License

## Service requirements for issuing Industrial License

- ▶ The presence of Trade Name – Valid.
- ▶ The presence of Technical Evaluation Report – Valid.
- ▶ The presence of legal contracts endorsed according to the legal procedure.

## Required Documents

- ▶ Endorsed lease contract (if required).
- ▶ Approval of the official authorities according to the commercial activity, if any.

## Factory Site Accreditation Mechanism

- ▶ Printing technical evaluation request.
- ▶ Copy of title deed & Land map.
- ▶ Approving technical evaluation request.

## Accreditation Ratification of Lease Contract

- ▶ Lease contract/ Title deed.
- ▶ Copy of the owner's passport and ID.
- ▶ Payment of fees due for certification.

## Preparing Legal Documents

- ▶ Printing the Memorandum of Association.
- ▶ Ratification of the Memorandum of Association by notary public.
- ▶ Payment of fees due for certification.



# License Renewal

## Approvals of Concerned Authorities

- ▶ Environment Permit - Sharjah City Municipality
- ▶ Issuance of a certificate of completion from the Sharjah Civil Defense Authority.
- ▶ Approval of other parties according to the licensed activities

## Electricity Insurance

- ▶ Lease contract/ Title deed.
- ▶ Certified technical evaluation.
- ▶ Payment of insurance fees.

## Fees

- ▶ Issuance of a license of 8% for a citizen - 13% for a non-citizen (From the value of the lease contract or according to the area if the site is owned by investors - the minimum for citizen is AED 2,750 and AED 5,500 for non-citizen.
- ▶ Issuance of Trade Registration Certificate: AED 1200-1700-4000-5000-7000 by the legal form
- ▶ Printing: AED 300
- ▶ E-services: AED 100
- ▶ Representative Card: AED 300
- ▶ Technical Evaluation: AED 150
- ▶ Fees for a permit to place trade name sign AED 200
- ▶ AED 550 service agent contract certification fee for individual license under service agent system.
- ▶ Fees of other parties related to the licensing shall be collected.

## Receiving Industrial License

### You may reach our services through

- ▶ SEDD Branches
- ▶ SEDD Official Website ([www.sedd.ae](http://www.sedd.ae))
- ▶ Service Centers
- ▶ SEDD App
- ▶ WhatsApp application, only upon renewal.

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## Service requirements for issuing Industrial License

- ▶ Selecting the number of renewal years

## Required Documents

- ▶ Approval of the official authorities according to the commercial activity, if any.
- ▶ Endorsed lease contract (if required).

## Fees

- ▶ Renewal of license of 8% for a citizen - 13% for a non-citizen (From the value of the lease contract or according to the area if the site is owned by investors) – the minimum for citizen is AED 2,750 and AED 5,500 for non-citizen.
- ▶ Issuance of registry: AED 1200-1700-4000-5000-7000 by the legal form
- ▶ Printing: AED 300
- ▶ E-services: AED 100
- ▶ Representative Card: AED 300
- ▶ Signboard: AED 200
- ▶ Fees of other parties related to the licensing shall be collected.

**Note:** In the event of a warehouse, 6% is collected for the citizen and 10% for the foreigner from the value of the lease contract or according to the rent if the site is owned by the investors.

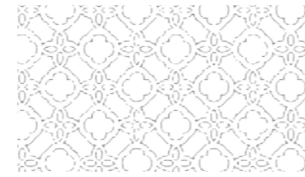
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# Warehouse Permit Issuance

(Permit for a license that is carried inside or outside the emirate)



## Service requirements for issuing Warehouse Permit

- ▶ The presence of Technical Evaluation Report – Valid
- ▶ Adding a company outside the Emirate (For licenses from Outside the Emirate)

## Required documents

- ▶ Licensing Form
- ▶ Copy of the main company's license.
- ▶ A letter from the parent company stating that the warehouse permit to be issued (for licenses from outside the emirate).
- ▶ A copy of the passport or ID card for partners (for licenses from outside U.A.E).
- ▶ Approvals from official authorities if necessary depending on business nature.
- ▶ Endorsed lease contract (if required).

## Fees

- ▶ Warehouse Permit Issuance of 6% for a citizen - 10% for a non-citizen (From the value of the lease contract or according to the area if the site is owned by investors) – the minimum for citizen is AED 1,200 and AED 2,000 for non-citizen.
- ▶ Register Issuance: AED 500
- ▶ Printing: AED 300
- ▶ Signboard: AED 200
- ▶ Representative Card: AED 300
- ▶ Technical Evaluation: AED 150
- ▶ Fees of other parties related to the licensing shall be collected.

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Ministry of Industry & Advanced Technology works continuously on proposing and developing policies, legislation and strategies in coordination with the concerned departments. It seeks to achieve security, sustainability, and competitiveness of national energy and industry sectors, as well as preserve water and mineral resources. Likely, it aims to reduce greenhouse gas emissions in the country, and develop as well as follow up the strategies related to the preparation of specialized and innovative studies and research that go in line with international best practices.

## Services

- ▶ Issue Initial Approval Certificate
- ▶ Renew Initial Approval Certificate
- ▶ Modify Industrial Production License
- ▶ Cancel Initial Approval Certificate
- ▶ Issue Industrial Production License
- ▶ Renew Industrial Production License
- ▶ Modify Initial Approval Certificate
- ▶ Cancel Industrial Production License
- ▶ Request Customs Duty Exemption for Industrial Inputs
- ▶ Increase Customs Exemption
- ▶ Request Quantity Increase for a Registered Industrial Input
- ▶ Issue Value-Added Certificate According to Arab Countries Rules of Origin
- ▶ Issue Price Preference Certificate
- ▶ Registration of Conformity Assessment Bodies
- ▶ Renewal of Registration of Conformity Assessment Bodies

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# Services

- ▶ **Amendment on the Registration Certificate of Conformity Assessment Bodies Certificate**
- ▶ **Accreditation of Conformity Assessment Bodies**
- ▶ **Expand Accreditation Scope of Conformity Assessment Bodies**
- ▶ **Renewal of Accreditation of Conformity Assessment Bodies**
- ▶ **Notification of Conformity Assessment Bodies**
- ▶ **Amendment on the Accreditation Certificate of Conformity Assessment Bodies Certificate**
- ▶ **Amendment on the Notification Certificate of Conformity Assessment Bodies Certificate**
- ▶ **Issue a Non-Objection Certificate**
- ▶ **Issue License to use Halal National Mark**
- ▶ **Expand the Scope of Halal National Mark**
- ▶ **Expand the Scope of Emirates Quality Mark**
- ▶ **License the Use of Emirates Quality Mark**
- ▶ **Issue Conformity Certificates for Regulated Products**
- ▶ **Issue Certificate of Conformity (ECAS)**
- ▶ **Issue a Product Label Card**

# Services

- ▶ **Issue Product Status Statement for Drones**
- ▶ **Issue Product Label Card for Drones**
- ▶ **Issue Product Status Statement for Used Imported Vehicles**
- ▶ **Issue product label card for Used Imported Vehicles**
- ▶ **Issue Product Status Statement for Customs Shipment**
- ▶ **Issue conformity certificate for non-regulated products**
- ▶ **Issue Performance Efficiency Cards**
- ▶ **Selling Standards**
- ▶ **Registration of Halal Certification Bodies**
- ▶ **Renewal of Registration of Halal Certification Bodies**
- ▶ **Amendment on the Registration of Halal Certification Bodies Certificate**
- ▶ **Registration the shops which calibrating and maintaining the legal measuring instruments**

# Issue Initial Approval Certificate

## Description of the service

This certificate amounts to a statement of no objection from the ministry for the owner of the industrial project to complete the procedures related to approvals from the relevant departments and start the construction of the plant, connect electricity, bring machinery and equipment and start initial production.

## Requirements

- ▶ Initial Approval Certificate from the local licensing authority (e.g.: economic departments)
- ▶ Identification documents of all owners (i.e. UAE ID, Passport, Trade License)
- ▶ Total staff shall be at least 10
- ▶ Total capital of the plant shall not be less than AED 250,000
- ▶ Agree to abide by all laws and regulations in force in the country and implement its provisions on industrial security, public health and environmental conservation.

## Service Procedure

- ▶ Submitting application through the ministry's digital service platform Issue Initial Approval Certificate (moiat.gov.ae)
- ▶ Payment of fees (fees is non-refundable)
- ▶ Examination of the application by the competent employee
- ▶ Issuing initial approval certificate if the is approved

## Service Fees

- ▶ Non-Applicability Certificate AED 500
- ▶ Initial Approval Certificate AED 1000

## Service Limits

- ▶ The certificate shall be valid for one year from the date of issuance

## Linkage to other services

- ▶ Local customs authorities

## Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

## Target Audience

- ▶ Companies

**Service Time:** 3 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

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# Renew Initial Approval Certificate

## Description of the service

Renew the initial approval certificate for one year to complete the construction of the factory, bring machinery, equipment and raw materials and start initial production.

## Requirements

- ▶ Initial Approval or Industrial License from a local licensing department (Mainland)

## Service Procedure

- ▶ Submitting application through the ministry's digital service platform Issue Initial Approval Certificate (moiat.gov.ae)
- ▶ Payment of fees (fees is non-refundable)
- ▶ Examination of the application by the competent employee
- ▶ Issuing initial approval certificate if the is approved

## Service Fees

- ▶ No fees

## Service Limits

- ▶ The certificate shall be valid for one year from the date of issuance

## Linkage to other services

- ▶ Local customs authorities
- ▶ (Economic Departments)

## Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

## Target Audience

- ▶ Companies

**Service Time:** 3 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Modify Industrial Production License

## Description of the service

This service allows the facility to update and modify the data in the initial approval certificate.

## Requirements

- ▶ Attach documents that the customer wishes to amend. (trade name, legal entity, change of owners, capital) is provided:
- ▶ Photo from the local license valid
- ▶ A copy of the amended partnership contract.
- ▶ A copy of the salvation of the registration of the citizen and the passport and residence of the non-citizen
- ▶ (change financial statements, change raw material record, change product record, change factory address),
- ▶ no documents are attached.
- ▶ (repositioning, changing activity) is provided:
- ▶ A copy of the local license.
- ▶ Map (location chart).
- ▶ Inspection report
- ▶ (Employment) is provided (workers' disclosure from the Ministry of Human Resources and Emiratisation).
- ▶ The existence of the amendment in the local license certificate.

## Service Procedure

- ▶ Apply electronically through the Ministry's digital service platform
- ▶ Modify data of industrial production license (moiat.gov.ae)
- ▶ Study demand and audit the following data and attachments: trade name, legal entity, change of owners, change of financial statements, change of raw material record, change of product record, change of communication data, capital and workers
- ▶ Payment of fees
- ▶ Approval of the application if the data and attachments are correct
- ▶ Payment of application and inspection fees
- ▶ Approval of request id data and attachments are correct.
- ▶ Transfer the application in case the following data or attachments are modified:
- ▶ Change of activity, change of site for inspection

## Service Fees

- ▶ Inspection Fees: AED 100
- ▶ License Amendment: AED 250

## Service Limits

- ▶ Certificate validity one year from the date of release

## Target Audience

- ▶ Companies

## Linkage to other services

- ▶ Local customs authorities

## Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

**Service Time:** 3 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.



# Cancel Initial Approval Certificate

## Description of the service

This service allows the facility to cancel the initial approval certificate

## Requirements

- An official cancelation request letter from the establishment

## Service Procedure

- Applying in the digital platform for ministry services (moiat.gov.ae)
- Receive service request and check data and attachments
- If the application is approved, it will be transferred to the customer to print the cancellation message

## Service Fees

- No fees
- Inspection Fees: AED 100

## Service delivery channels

- Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- Google Store App: MOIAT - Apps on Google Play
- Apple Store app: MOIAT on the App Store (apple.com)

## Service Limits

- The certificate shall be valid for one year from the date of issuance

## Target Audience

- Companies

## Linkage to other services

- Local customs authorities

**Service Time:** 3 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Issue Industrial Production License

## Description of the service

Registering a factory in the industrial register, this certificate is provided to companies that meet the requirements of industrial licensing and the factory can then benefit from duty exemption services on machinery, equipment, spare parts, unprocessed raw materials, semi-manufacturers and packaging materials. The export of products to gcc and Arab countries if it meets the requirements.

## Requirements

- Memorandum of Association
- Total of employees not less than 10
- Total of capital not less than AED 250,000.
- Obtain industrial license from local licensing Dept.

## Service Procedure

- Submit the application through the website.
- Issue Industrial Production License (moiat.gov.ae)
- In case of non-conformity of the conditions, a certificate of non-compliance will issue.
- In case of approval, the application will be directed to the customer to pay the inspection fees.
- The inspector will visit the factory.
- When the inspection report is approved, the customer pays the license fee
- The certificate can be printed on the new site

## Service Fees

- No fees

## Service delivery channels

- Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- Google Store App: MOIAT - Apps on Google Play
- Apple Store app: MOIAT on the App Store (apple.com)

## Service Limits

- Certificate validity one year from the date of release

## Target Audience

- Companies

## Linkage to other services

- Local Industrial Licensing Authorities

**Service Time:** 15 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

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2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Renew Industrial Production License

## Description of the service

Renewal of the industrial production license in the ministry's industrial register, and this certificate is provided to companies to which the requirements of industrial licensing apply.

## Requirements

- ▶ Photo an industrial license issued by the competent local authority valid

## Service Procedure

- ▶ Applying in the digital platform for ministry services Renew Industrial Production License (moiat.gov.ae)
- ▶ Study of the application by the competent staff member
- ▶ - Payment of inspection fees when conditions are met
- ▶ - Inspecting site and issuing inspection report
- ▶ -Issuing license upon approving inspection report
- ▶ -Rejecting request if inspection report is not approved

## Service Fees

- ▶ Inspection Fees: AED 100
- ▶ License Renewal: AED 500

## Service Limits

- ▶ Certificate validity one year from the date of release

## Linkage to other services

- ▶ Local Industrial Licensing Authorities

## Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

## Target Audience

- ▶ Companies

**Service Time:** 3 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Modify Initial Approval Certificate

## Description of the service

This service allows the facility to update and amend the initial approval certificate data

## Requirements

- ▶ Initial approval or initial industrial license from one of the local licensing departments

## Service Procedure

- ▶ Applying in the digital platform for ministry services Renew Industrial Production License (moiat.gov.ae)
- ▶ Payment of fees ( fees are no-refundable)
- ▶ Study of the application by the competent staff member
- ▶ Issuing initial approval certificate upon approval

## Service Fees

- ▶ Free

## Service Limits

- ▶ Certificate validity one year from the date of release

## Linkage to other services

- ▶ Local Industrial Licensing Authorities

## Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

## Target Audience

- ▶ Companies

**Service Time:** 3 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

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2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Cancel Industrial Production License

## Description of the service

Is the cancellation of the factory registration in the industrial register of the Ministry, and this certificate is provided to companies that wish to cancel an industrial production license

## Requirements

- ▶ An official letter from the establishment containing a letter of cancellation and a copy of the license issued by the local authority

## Service Procedure

- ▶ Applying in the digital platform for ministry services (moiat.gov.ae)
- ▶ Receive service request and check data and attachments

## Service Fees

- ▶ No fees
- ▶ Inspection Fees: AED 100

## Service Limits

- ▶ Certificate validity one year from the date of release

## Linkage to other services

- ▶ Local customs authorities

- ▶ If the application is approved, it will be transferred to the customer to print the cancellation message.

## Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

## Target Audience

- ▶ Companies

**Service Time:** 3 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Request Customs Duty Exemption for Industrial Inputs (Machinery, Equipment and Raw Materials)

## Description of the service

Apply for duty-free duty for factories with an industrial production certificate after adding or increasing raw materials, machinery, equipment and packaging materials to the factory balance.

## Requirements

- ▶ Industrial production license or preliminary approval of machinery
- ▶ Shipping policy
- ▶ List of articles
- ▶ Certificate of origin

## Service Procedure

- ▶ Presentation through the ministry's digital service platform. Request Customs Duty Exemption for Industrial Inputs (moiat.gov.ae)
- ▶ Make sure there is enough credit for the coordinated code
- ▶ Complete the application for customs exemption and enter the data correctly.
- ▶ Paying fees
- ▶ Attach the exemption request and payment receipt to your customs declaration request [in the customs system] and

## Service Fees

- ▶ AED 50 for each HS Code application

## Service Limits

- ▶ None

## Linkage to other services

- ▶ Local Industrial Licensing Authorities

- ▶ Invoice (invoice must be certified by the Ministry of Foreign Affairs and International Cooperation or the customer can certify directly through service procedures (certification is a service linked to the Ministry of Foreign Affairs and International Cooperation (MOFAIC)

- ▶ mention the application number that starts with DX
- ▶ The customs officer will examine the request from the industrial services system
- ▶ If approved by customs, the quantity is deducted from the factory balance
- ▶ In case of rejection by customs, the reserved quantity is returned to the factory balance
- ▶ In the case of errors, the customer can return the transaction and modify it

## Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

## Target Audience

- ▶ Companies

**Service Time:** 5 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)



# Increase Customs Exemption

## Description of the service

Applying for the registration of a customs exemption material for factories with an industrial production certificate for the factory's balance

### Requirements

- ▶ Industrial production license or preliminary approval of machines
- ▶ Shipping policy
- ▶ List of articles
- ▶ Certificate of origin
- ▶ Invoice

### Service Procedure

- ▶ Applying through the digital platform for ministry services
- ▶ Request Registration of Industrial Input for Customs Duty Exemption (moiat.gov.ae)
- ▶ Payment of fees
- ▶ Study of the application by the competent staff member
- ▶ In the event of approval, the quantity will be added to the factory balance.
- ▶ If the order is rejected, the quantity is not added to the factory balance
- ▶ In the event of insufficient credit to clear the shipment, the quantity difference between the quantity is provided in the invoice and the available balance
- ▶ Transfer of application for inspection in the event of machinery or equipment and in the case of large
- ▶ Transfer the request for inspection if the materials to be added are confirmed
- ▶ Paying inspection fees
- ▶ Visit the facility and write the report
- ▶ Materials will be added if the inspection report is approved
- ▶ The application is rejected if not approved
- ▶ In the event of a data statement of request, the customer is responsible and the amount paid cannot be recovered.

### Service Fees

- ▶ Charges for increasing the amount of customs exemption: AED 100

### Service Limits

- ▶ None

### Linkage to other services

- ▶ Application for registering customs exemption material (moiat.gov.ae)

### Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

### Target Audience

- ▶ Companies

**Service Time:** 3 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Request Quantity Increase for a Registered Industrial Input

## Description of the service

This service benefits the factories related to the industrial production certificate, where the request to increase the quantity in kilograms of additives previously from unprocessed and half-manufactured raw materials and packaging materials is submitted to be added to the customer's fishing for use to exempt customs duties when importing.

### Requirements

- ▶ Industrial production license
- ▶ Shipping policy
- ▶ List of articles
- ▶ Certificate of origin
- ▶ Certified Invoices (MOFAIC)

### Service Procedure

- ▶ Submitting application through the ministry's digital service platform
- ▶ Request Quantity Increase for a Registered Industrial Input (moiat.gov.ae)
- ▶ Paying fees
- ▶ Study of the application by the competent staff member
- ▶ In the event of approval, the quantity will be added to the factory balance.
- ▶ If the order is rejected, the quantity will not be added to the factory balance.
- ▶ Transfer the request for inspection in case of confirmation of the materials to be added
- ▶ Pay inspection fees
- ▶ Visit the facility and write the report
- ▶ Materials will be added if the inspection report is approved
- ▶ The application is rejected in the event of disapproval

### Service Fees

- ▶ AED 50
- ▶ Inspection Fees: AED 100

### Service Limits

- ▶ None

### Linkage to other services

- ▶ Local customs authorities

### Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

### Target Audience

- ▶ Companies

**Service Time:** 3 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Issue Value-Added Certificate According to Arab Countries Rules of Origin

## Description of the service

This service benefits factories with an industrial production license, where the system calculates the added value (percentage of the national component in the final product) based on the financial statements of the factory, and the percentage of the national component in the total production costs must not be less than 40% so that the factory can register in the system of certificates of origin in the Ministry of Economy to export its products out of the country.

## Requirements

- ▶ Financial statements for the last financial year of the plant include:
  - ▶ Balance sheet
  - ▶ Income list
  - ▶ A detailed analysis of the cost of sales/general and administrative expenses.
  - ▶ Attach invoices for raw materials purchased from local or Gulf factories for the same year
- ▶ Letters from uae or gulf manufacturers explaining the value of the materials purchased and the year of supply to be identical to the last fiscal year
- ▶ In case the supplier is not from the factory, the supplier requests a certificate that the supplier is an agent for an Emirati/Gulf factory until invoices and certificates are approved.

## Service Procedure

- ▶ Applying through the digital platform for ministry services (moiat.gov.ae)
- ▶ Paying fees
- ▶ Study of the application by the competent staff member
- ▶ Issuing the certificate in case of approval

## Service Fees

- ▶ AED 1,000

## Target Audience

- ▶ Companies

## Linkage to other services

- ▶ Ministry of Economy

## Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

## Service Limits

- ▶ None

**Service Time:** 3 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Issue Price Preference Certificate

## Description of the service

This service benefits factories with an industrial license certificate, which gives priority to national factory products when applying for procurement tenders in the Ministry of Finance or local financial departments.

## Requirements

- ▶ N/A

## Service Procedure

- ▶ Registering through the digital platform for ministry services (moiat.gov.ae)
- ▶ Applying request
- ▶ Paying fees
- ▶ - Receiving certificate

## Service Fees

- ▶ No fees

## Service Limits

- ▶ None

## Linkage to other services

- ▶ -

## Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

## Target Audience

- ▶ Companies

**Service Time:** Instant Service.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Registration of Conformity Assessment Bodies

## Description of the service

Approval issued through the national accreditation to grant the conformity assessment body permission to conduct conformity assessment activities in UAE after meeting a set of technical requirements

### Requirements

- ▶ Valid UAE Trade License
- ▶ CAB Management System and Required Documents

### Service Procedure

- ▶ Registration in the digital platform for MOIAT (moiat.gov.ae)
- ▶ Apply Register Conformity Assessment Bodies (moiat.gov.ae)
- ▶ Upload the required Documents
- ▶ Documents review
- ▶ Remote/ Onsite assessment.
- ▶ Payment of fees
- ▶ Receipt of the certificate

### Service Fees

- ▶ AED 7500

### Service Limits

- ▶ Applying for registration certificate within six months from the date of issuance of trade license. Application will be subjected to cancellation if the CAB did not comply with the registration requirement within the time frame of 6 months. Certificate can be extended for a similar period (6 months) based on justifiable reasons approved by MOIAT. MOIAT will contact the licensing authority

### Linkage to other services

- ▶ CAB Accreditation service and Notification service

### Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

### Target Audience

- ▶ For all Government/Semi Government/ private sectors in the field of:
- ▶ All types of testing and calibration laboratories
- ▶ All types of Inspection bodies
- ▶ All types of certification bodies (products, personnel, system)
- ▶ All types of proficiency testing providers
- ▶ With the exception of medical laboratories, research and development laboratories, private laboratories for personal use or training/learning purposes or for quality control purposes in the .factories

**Service Time:** 30 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Renewal of Registration of Conformity Assessment Bodies

## Description of the service

Renewal of the approval issued through the National Accreditation Department to grant the conformity assessment body permission to conduct conformity assessment activities in UAE after meeting a set of technical requirements

### Requirements

- ▶ Valid UAE Trade License
- ▶ CAB Management System and Required Documents
- ▶ Valid MOIAT Registration Certificate

### Service Procedure

- ▶ Sign in to the digital platform for MOIAT (moiat.gov.ae)
- ▶ Apply Renewal of Registration of conformity assessment bodies (moiat.gov.ae)
- ▶ Upload the required Documents
- ▶ Payment of fees
- ▶ Remote/ Onsite assessment.
- ▶ Receipt of the certificate

### Service Fees

- ▶ AED 3800

### Service Limits

- ▶ Applying for registration certificate within six months from the date of issuance of trade license. Application will be subjected to cancellation if the CAB did not comply with the registration requirement within the time frame of 6 months. Certificate can be extended for a similar period (6 months) based on justifiable reasons approved by MOIAT. MOIAT will contact the licensing authority

### Linkage to other services

- ▶ CAB Accreditation service and Notification service

### Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

### Target Audience

- ▶ For all Government/Semi Government/ private sectors in the field of:
- ▶ All types of testing and calibration laboratories
- ▶ All types of Inspection bodies
- ▶ All types of certification bodies (products, personnel, system)
- ▶ All types of proficiency testing providers
- ▶ With the exception of medical laboratories, research and development laboratories, private laboratories for personal use or training/learning purposes or for quality control purposes in the .factories

**Service Time:** 30 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)



# Amendment on the Registration Certificate of Conformity Assessment Bodies Certificate

## Description of the service

Amendment on the Registration Certificate of Conformity Assessment Bodies Certificate after providing sufficient evidence.

## Requirements

- ▶ Valid UAE Trade License
- ▶ CAB Management System and Required Documents
- ▶ Valid MOIAT Registration Certificate

## Service Procedure

- ▶ Sign into the digital platform for MOIAT (moiat.gov.ae)
- ▶ Apply Amending an Activity in Registration of conformity assessment bodies Certificate (moiat.gov.ae)
- ▶ Upload the required Documents
- ▶ Payment of fees
- ▶ Receipt of the certificate

## Service Fees

- ▶ AED 500

## Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

## Service Limits

- ▶ Applying for registration certificate within six months from the date of issuance of trade license. Application will be subjected to cancellation if the CAB did not comply with the registration requirement within the time frame of 6 months. Certificate can be extended for a similar period (6 months) based on justifiable reasons approved by MOIAT. MOIAT will contact the licensing authority

## Target Audience

- ▶ For all Government/Semi Government/ private sectors in the field of:
- ▶ All types of testing and calibration laboratories
- ▶ All types of Inspection bodies
- ▶ All types of certification bodies (products, personnel, system)
- ▶ All types of proficiency testing providers
- ▶ With the exception of medical laboratories, research and development laboratories, private laboratories for personal use or training/learning purposes or for quality control purposes in the factories

## Linkage to other services

- ▶ CAB Accreditation service and Notification service

**Service Time:** 5 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

# Accreditation of Conformity Assessment Bodies

## Description of the service

A procedure whereby Emirates National Accreditation System (ENAS) shall formally recognize the conformity assessment body and declare that it has become qualified and competent to perform certain tasks.

Accreditation is granted in the following Accreditation Schemes:

- ISO/IEC 17025: 2017 for Testing and Calibration Laboratories.
- ISO/IEC 17065: 2012 for Certification Bodies
- ISO/IEC 17020: 2012 for Inspection Bodies.
- ISO 15189:2012 for Medical Laboratories.
- UAE S 2055-2: 2016 for Halal Certification Bodies.

For more information, visit Ministry website

## Requirements

- ▶ Valid UAE Trade License
- ▶ Valid MOIAT Registration Certificate (Not required from Medical Labs).
- ▶ CAB management system and required documents as per Annex 1 in Application Form (ACF 1001-).
- ▶ Fees payment on time.

## Service Procedure

- ▶ Registration in the digital platform for MOIAT ([moiat.gov.ae](http://moiat.gov.ae))
- ▶ Apply Accreditation of Conformity Assessment Bodies ([moiat.gov.ae](http://moiat.gov.ae))
- ▶ Valid MOIAT Registration Certificate (For CABs located in UAE).
- ▶ Upload the Required Documents.
- ▶ Pay the Fees.
- ▶ Documents Review.
- ▶ If the Documents is fulfilling with all the requirements, system will notify the client and schedule the assessment.
- ▶ Pre-assessment if required.
- ▶ Onsite assessment.
- ▶ Closure of Findings (If any).
- ▶ Pay the fees.
- ▶ Accreditation decision making.
- ▶ Issuance of Accreditation Certificate (Valid for 3 years)
- ▶ Annual Surveillance assessment.
- ▶ Please refer to ENAS EG 03 Guideline on Accreditation Scheme and Process

## Service Fees

- ▶ AED 36500

## Service Limits

- ▶ Applications will be cancelled:
- ▶ If the initial assessment has not been conducted within six months from the application confirmation date and the delay has been caused primarily by the applicant, application will be considered cancelled, and applicant will be informed.
- ▶ If CAB did not submit needed required information/ Documents to ENAS to proceed with Accreditation process.
- ▶ If any Accreditation related fees are not paid as required.

## Linkage to other services

- ▶ CAB registration service and CAB Notification service

## Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO ([moiat.gov.ae](http://moiat.gov.ae))
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store ([apple.com](http://apple.com))

## Target Audience

- ▶ Testing and Calibration Laboratories.
- ▶ Inspection Bodies.
- ▶ Product Certification Bodies.
- ▶ Medical Laboratories.
- ▶ Halal Certification Bodies.

**Service Time:** 135 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

# Expand Accreditation Scope of Conformity Assessment Bodies

## Description of the service

A procedure whereby Emirates National Accreditation System (ENAS) shall formally recognize the conformity assessment body and declare that it has become qualified and competent to perform certain tasks.

Accreditation is granted in the following Accreditation Schemes:

- ISO/IEC 17025: 2017 for Testing and Calibration Laboratories.
- ISO/IEC 17065: 2012 for Certification Bodies
- ISO/IEC 17020: 2012 for Inspection Bodies.
- ISO 15189:2012 for Medical Laboratories.
- UAE S 2055-2: 2016 for Halal Certification Bodies.

For more information, visit Ministry website

## Requirements

- ▶ Valid UAE Trade License
- ▶ Valid MOIAT Registration Certificate (Not required from Medical Labs).
- ▶ Submit complete Application for scope expansion (at least 2 months before the on-site assessment date).
- ▶ Fees payment on time.

## Service Procedure

- ▶ Sign in to the digital platform for MOIAT (moiat.gov.ae)
- ▶ Apply Scope Expansion of Accreditation of Conformity Assessment Bodies (moiat.gov.ae)
- ▶ Valid MOIAT Registration Certificate (For CABs located in UAE).
- ▶ Upload the Required Documents.
- ▶ Pay the Fees.
- ▶ If the Documents is fulfilling with all the requirements, system will notify the client and schedule the assessment.
- ▶ Onsite assessment.
- ▶ Closure of Findings (If any).
- ▶ Pay the fees.
- ▶ Accreditation decision making.
- ▶ Update the Accreditation Scope Document
- ▶ Annual Surveillance assessment.
- ▶ Please refer to ENAS EG 03 Guideline on Accreditation Scheme and Process

## Service Fees

- ▶ AED 15500

## Service Limits

- ▶ Applications will be cancelled if:
- ▶ The applicant did not commit to providing the UAE National Accreditation System with all the information and documents necessary to proceed with the provision of the service
- ▶ The applicant did not pay the required fees on time.

## Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

## Target Audience

- ▶ Testing and Calibration Laboratories.
- ▶ Inspection Bodies.
- ▶ Product Certification Bodies.
- ▶ Medical Laboratories.
- ▶ Halal Certification Bodies.

## Linkage to other services

- ▶ CAB registration service and CAB Notification service

**Service Time:** 90 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.



# Renewal of Accreditation of Conformity Assessment Bodies

## Description of the service

A procedure whereby Emirates National Accreditation System (ENAS) shall formally recognize the conformity assessment body and declare that it has become qualified and competent to perform certain tasks.

Accreditation is granted in the following Accreditation Schemes:

- ISO/IEC 17025: 2017 for Testing and Calibration Laboratories.
- ISO/IEC 17065: 2012 for Certification Bodies
- ISO/IEC 17020: 2012 for Inspection Bodies.
- ISO 15189:2012 for Medical Laboratories.
- UAE S 2055-2: 2016 for Halal Certification Bodies.

For more information, visit Ministry website

## Requirements

- ▶ Valid UAE Trade License
- ▶ Valid MoIAT registration Certificate (Not required from Medical Labs).
- ▶ CAB
- ▶ Submit complete Application for Accreditation Renewal and pay the fees at least 4 months before the Accreditation Expiry Date.
- ▶ Fees payment on time.

## Service Procedure

- ▶ Sign in to the digital platform for MOIAT ([moiat.gov.ae](http://moiat.gov.ae))
- ▶ Apply Renew Accreditation of Conformity Assessment Bodies ([moiat.gov.ae](http://moiat.gov.ae))
- ▶ Valid MoIAT Registration Certificate (For CABs located in UAE).
- ▶ Upload the Required Documents.
- ▶ Pay the Fees.
- ▶ Documents Review.
- ▶ If the Documents is fulfilling with all the requirements, system will notify the client
- ▶ and schedule the assessment.
- ▶ Onsite assessment.
- ▶ Closure of Findings (If any).
- ▶ Pay the fees.
- ▶ Accreditation Renewal decision making.
- ▶ Issuance of Accreditation Renewal Certificate (Valid for 3 years)
- ▶ Annual Surveillance assessment.
- ▶ Please refer to ENAS EG 03 Guideline on Accreditation Scheme and Process

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2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

## Service Fees

- ▶ AED 18500

## Service Limits

- ▶ Applications will be canceled if:
- ▶ The application for accreditation renewal and the evaluation renewal process are not implemented within the time period specified for proceeding with the accreditation renewal procedures.
- ▶ The applicant did not pay the required fees on time.

## Linkage to other services

- ▶ CAB registration service and CAB Notification service

## Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO ([moiat.gov.ae](http://moiat.gov.ae))
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store ([apple.com](http://apple.com))

## Target Audience

- ▶ Testing and Calibration Laboratories.
- ▶ Inspection Bodies.
- ▶ Product Certification Bodies.
- ▶ Medical Laboratories.
- ▶ Halal Certification Bodies.

**Service Time:** 90 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Notification of Conformity Assessment Bodies

## Description of the service

The notification service is the approval process for the competent Conformity Assessment Bodies (CABs) that will be authorized to issue EQM / ECAS certificates on behalf of the Ministry in accordance with the requirements of Cabinet Resolution No. 35 of 2015.

Acceptable conformity assessment bodies are appointed in accordance with the conformity and technical regulations issued by the Ministry and the mandatory product specifications stipulated in the technical regulations or specifications.

## Requirements

- ▶ Valid UAE Trade License
- ▶ Clients Happiness Centre According to the Global Star Rating System
- ▶ Agreement between ESMA and the Applicant signed by applicant's top management
- ▶ Valid registration certificate
- ▶ Accreditation Certificates issued either by ENAS or any MOIAT approved accreditation body for the applied scope as a notified body.
- ▶ Quality Manual and Procedures including procedures for evaluation and conformity assessment schemes
- ▶ Policy for Independence and Impartiality of the Applicant approved by top management.
- ▶ Description of independence of the conformity assessment body from the designating authority and from the competent authority, when this body is a public entity/ institution
- ▶ Professional Liability Insurance Coverage with a minimum amount of coverage of AED 3,000,000
- ▶ List of All Qualified personnel per scope (permanent, non-permanent, external) with Duties and Responsibilities of personnel involved in the applied scope of notification activities
- ▶ Description of accredited inspection and system certification capabilities
- ▶ Documentation demonstrating adequate core competence within the conformity assessment body to assess, select, contract, and to verify the appropriateness and validity of subcontractor activities
- ▶ List of Accredited Subcontractors including detailed document specifying a clear description of the subcontracted work
- ▶ Checklist/Forms
- ▶ Full details of other licensed activities (not covered in the scope) being carried out by the CAB in the UAE
- ▶ Details of own accredited laboratories and testing facilities
- ▶ Non-discriminatory policy when dealing with clients signed by top management
- ▶ Qualification matrix/Qualification criteria
- ▶ Tutorial

## Service Procedure

- ▶ Registration in the digital platform for MOIAT ([moiat.gov.ae](http://moiat.gov.ae))
- ▶ Apply Notification of Conformity Assessment Bodies ([moiat.gov.ae](http://moiat.gov.ae))

## Service Fees

- ▶ AED 26000

## Service Limits

- ▶ Applying for Conformity Assessment Bodies Notification certificate is after guaranteeing the accreditation from ENAS or any MOIAT approved accreditation body for the applied scope. Accreditation of the products standards shall be based on the technical requirements of the cabinet resolution/ MOIAT scheme
- ▶ standard as the Notification certificate will be issues based on MOIAT scheme requirements.

## Linkage to other services

- ▶ CAB registration service and accreditation service

## Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO ([moiat.gov.ae](http://moiat.gov.ae))
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store ([apple.com](http://apple.com))

## Target Audience

- ▶ Companies

**Service Time:** 50 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

# Amendment on the Accreditation Certificate of Conformity Assessment Bodies Certificate

## Description of the service

Amendment on the Accreditation Certificate of Conformity Assessment Bodies Certificate after providing sufficient evidence.

### Requirements

- Valid UAE Trade License
- Valid MOIAT Registration Certificate (Not required from Medical Labs).
- Valid ENAS Accreditation Certificate
- CAB management system and required documents.

### Service Procedure

- Sign in to the digital platform for MOIAT (moiат.gov.ae)
- Apply for the Service Services Details Test (moiат.gov.ae)
- Upload the required Documents
- Technical Review of submitted Documents.
- Decision Making.
- Payment of fees
- Receipt of the certificate

### Service Fees

- AED 1000

### Service delivery channels

- Digital platform for ministry services: services Login - SSO (moiат.gov.ae)
- Google Store App: MOIAT - Apps on Google Play
- Apple Store app: MOIAT on the App Store (apple.com)

### Service Limits

- Applications will be canceled if:  
The application for accreditation renewal and the evaluation renewal process are not implemented within the time period specified for proceeding with the accreditation renewal procedures.  
The applicant did not pay the required fees on time.

### Target Audience

- Testing and Calibration Laboratories.
- Inspection Bodies.
- Product Certification Bodies.
- Medical Laboratories.
- Halal Certification Bodies.

### Linkage to other services

- CAB registration service and CAB Notification service

**Service Time:** 5 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Amendment on the Notification Certificate of Conformity Assessment Bodies Certificate

## Description of the service

Amendment on the Notification Certificate of Conformity Assessment Bodies Certificate after providing sufficient evidence.

### Requirements

- Valid UAE Trade License
- Registration Certificate from MOIAT as a Product Certification Body
- Accreditation Certificates issued either by ENAS or any MOIAT approved accreditation body for the applied scope as a notified body.
- Quality Manual and Procedures including procedures for evaluation and conformity assessment
- schemes

### Service Procedure

- Sign in to the digital platform for MOIAT (moiат.gov.ae)
- Apply Amending an Activity for Notification of Conformity Assessment Bodies Certificate (moiат.gov.ae)
- Upload the required Documents
- Payment of fees
- Receipt of the certificate

### Service Fees

- AED 1000

### Service delivery channels

- Digital platform for ministry services: services Login - SSO (moiат.gov.ae)
- Google Store App: MOIAT - Apps on Google Play
- Apple Store app: MOIAT on the App Store (apple.com)

### Service Limits

- Applying for Conformity Assessment Bodies Notification certificate is after guaranteeing the accreditation from ENAS or any MOIAT approved accreditation body for the applied scope. Accreditation of the products standards shall be based on the technical requirements of the cabinet resolution/ MOIAT scheme standard as the Notification certificate will be issues based on MOIAT scheme requirements.

### Target Audience

- Companies

### Linkage to other services

- CAB registration service and accreditation service

**Service Time:** 5 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)



# Issue a Non-Objection Certificate

## Description of the service

Issuance of No Objection Certificate for completion of the issuance of the Trade license

### Requirements

- ▶ An electronic undertaking to obtain a registration certificate within six months from the issuance of the no-objection

### Service Procedure

- ▶ Registration in the digital platform for MOIAT (moiat.gov.ae)
- ▶ Apply Issue a Non Objection Certificate (moiat.gov.ae)
- ▶ Upload the required Documents
- ▶ Payment of fees
- ▶ Receipt of the certificate

### Service Fees

- ▶ AED 300

### Service Limits

- ▶ Applying for registration certificate within six months from the date of issuance of trade license. Application will be subjected to cancellation if the CAB did not comply with the registration requirement within the time frame of 6 months. Certificate can be extended for a similar period (6 months) based on justifiable reasons approved by MOIAT. MOIAT will contact the licensing authority to cancel the trade license issued for any conformity assessment activities in case of failure to meet the registration requirement within the time frame.

### Linkage to other services

- ▶ CAB Registration service

### Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

### Target Audience

- ▶ For all Government/Semi Government/ private sectors in the field of:
- ▶ All types of testing and calibration laboratories
- ▶ All types of Inspection bodies
- ▶ All types of certification bodies (products, personnel, system)
- ▶ All types of proficiency testing providers
- ▶ With the exception of medical laboratories, research and development laboratories, private laboratories for personal use or training/learning purposes or for quality control purposes in the .factories

**Service Time:** Instant Service.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Issue License to use Halal National Mark

## Description of the service

Issue License to use Halal National Mark According to approved technical requirement

### Requirements

- ▶ Valid UAE Industry/Trade License.
- ▶ Test Reports from an approved lab.
- ▶ Electronic Declaration of Continuous Conformity.
- ▶ Fees

### Service Procedure

- ▶ Registration in the digital platform for MOIAT
- ▶ Apply for Issuance of License to use Halal National mark
- ▶ Upload the Required Document. Pay the fees

### Service Fees

- ▶ Total fees for 3 years = AED 18100, as per below details:  
AED 600 Application fees
- ▶ AED 2500 Document Review fees
- ▶ AED 15000 License to use Halal National mark

### Service Limits

- ▶ One factory \ regulation for each application. Max 1000 product (SKUs) for each application
- ▶ Applications will be canceled after 6 months without completing the requirements by the Applicant

### Linkage to other services

- ▶ Registration of Halal Certification Bodies

### Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

### Target Audience

- ▶ Companies

**Service Time:** 6 working days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Expand the Scope of Halal National Mark

## Description of the service

Expanding the Halal National Mark According to approved technical requirement

### Requirements

- Valid Halal National Mark licenses.
- Halal Certificate from approved Halal Certification Body
- Declaration of Compliance
- Fees

### Service Procedure

- Registration in the digital platform for MOIAT
- Apply for Expand the Scope of the Halal National Mark  
Upload the Required Document.
- Pay the fees

### Service Fees

- AED 2500 Document Review fees

### Service Limits

- One factory\ regulation for each application.
- Total HNM application should not exceed 1000 product (SKUs)
- Applications will be cancelled after 6 months without completing the requirements by the Applicant
- Inspections on the facility will be conducted annually

### Linkage to other services

- Issue License to use Halal National Mark

### Service delivery channels

- Digital platform for ministry services: services Login - SSO (moei.gov.ae)
- Google Store App: MOIAT - Apps on Google Play
- Apple Store app: MOIAT on the App Store (apple.com)

### Target Audience

- Companies

**Service Time:** 6 working days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Expand the Scope of Emirates Quality Mark

## Description of the service

Expand the Scope of Emirates Quality Mark According to the approved technical requirement

### Requirements

- Valid Emirates Quality Mark licenses.
- Technical documents for new products
- Declaration of Compliance
- Fees

### Service Procedure

- Log in to the digital platform for MOIAT
- Apply for Expand the Scope of Emirates Quality Mark  
Upload the Required Document.
- Pay the fees

### Service Fees

- AED 2500 Document Review fees

### Service Limits

- One factory\ regulation for each application.
- Total EQM application should not exceed 1000 product (SKUs)
- Applications will be cancelled after 6 months without completing the requirements by the Applicant

### Linkage to other services

- License the Use of Emirates Quality Mark

### Service delivery channels

- Digital platform for ministry services: services Login - SSO (moei.gov.ae)
- Google Store App: MOIAT - Apps on Google Play
- Apple Store app: MOIAT on the App Store (apple.com)

### Target Audience

- Companies

**Service Time:** 6 working days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# License the Use of Emirates Quality Mark

## Description of the service

License the Use of Emirates Quality Mark According to the approved technical requirement

### Requirements

- ▶ Valid UAE Industry/Trade License. (or declaration or accountability)
- ▶ Test Report from Accredited laboratory based on approved standard by MOIAT Factory assessment.
- ▶ Electronic Declaration of Conformity.
- ▶ Fees

### Service Procedure

- ▶ Registration in the digital platform for MOIAT
- ▶ Apply for License the Use of Emirates Quality Mark
- ▶ Upload the required documents
- ▶ Pay the fees

### Service Fees

- ▶ AED 1000 Application fees
- ▶ AED 2500 document review fees
- ▶ AED 2500 (per man/day) Assessment fees
- For EQM regulated products:**
- ▶ AED 5000 First Year License of Emirates Quality mark
- ▶ AED 5000 Second Year License of Emirates Quality mark

### Service Limits

- ▶ Applications will be canceled after 6 months without completing the requirements by the Applicant Inspections and oversight of the facility will be carried out on an annual basis
- ▶ A maximum of 1000 models/products are accepted per application

### Linkage to other services

- ▶ N/A

### Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

- ▶ AED 5000 Third Year License of Emirates Quality mark
- For not EQM regulated products:**
- ▶ AED 15000 First Year License of Emirates Quality mark
- ▶ AED 5000 Second Year License of Emirates Quality mark
- ▶ AED 5000 Third Year License of Emirates Quality mark
- ▶ \*\* local factory & support youth enterprises are applied

### Target Audience

- ▶ Companies

**Service Time:** 6 working days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Issue Conformity Certificates for Regulated Products

## Description of the service

Registration and issuance of a matching certificate according to the UAE Match Evaluation Program (ECAS) confirming its conformity with technical requirements, for more information can be consulted on the Ministry's website services (moiat.gov.ae)

### Requirements

- ▶ Valid business license
- ▶ Product test report issued by an accredited laboratory
- ▶ Acknowledge and pledge to continue matching the product
- ▶ Fees

### Service Procedure

- ▶ Registration on the Ministry's website services (moiat.gov.ae)
- ▶ Applying for a certificate of conformity and issuing certificates of conformity to products subject to technical regulations Issue Conformity Certificates for Regulated Products (moiat.gov.ae)
- ▶ Attach the required documents (please refer to the service card of each product)
- ▶ Paying fees
- ▶ Note: The customer will be notified electronically if the certificate is issued

### Service Fees

- ▶ AED1800

### Service Limits

- ▶ The order will be cancelled after 6 months if the requirements are not completed by the customer -

### Linkage to other services

- ▶ Local licensees
- ▶ Local customs authorities
- ▶ Dubai Municipality
- ▶ Abu Dhabi Quality and Conformity council

### Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

### Target Audience

- ▶ Companies

**Service Time:** 3 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)



# Issue Certificate of Conformity (ECAS)

## Description of the service

Issue Certificate of Conformity (ECAS) for regulated products According to the approved technical requirement

### Requirements

- ▶ Valid UAE Industry/Trade License.
- ▶ Test Reports from an approved lab.
- ▶ Electronic Declaration of Continuous Conformity.
- ▶ Fees

### Service Procedure

- ▶ Registration in the digital platform for MOIAT Apply for Issue Certificate of Conformity (ECAS) Upload the Required Document.
- ▶ Pay the fees

### Service Fees

- ▶ AED 400 per hour, document review fees.
- ▶ AED 1000 certificate fees
- ▶ AED 400 performance test report review fees will be adding to the products included in EESL scheme.
- ▶ AED 2500 per Man\Day, will be adding in case of factory assessment.

### Service Limits

- ▶ Applications will be canceled after 6 months without completing the requirements by the Applicant

### Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

### Target Audience

- ▶ Companies\Individual

**Service Time:** 3 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Issue a Product Label Card

## Description of the service

Issue a Product Label Card According to the approved technical requirement

### Requirements

- ▶ Valid UAE Trade license licenses.
- ▶ Conformity Certificate
- ▶ Distributor authorization from factory
- ▶ Fees

### Service Procedure

- ▶ Log in to the digital platform for MOIAT Apply for Issue a Product Label Cards Upload the Required Document.
- ▶ Pay the fees

### Service Fees

- ▶ AED 1

### Service Limits

- ▶ N/A

### Linkage to other services

- ▶ Attestation of Conformity Certificate issued by GCC Standardization Organization (GSO)

### Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

### Target Audience

- ▶ Companies

**Service Time:** Instant Service.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Issue Product Status Statement for Drones

## Description of the service

Issue Product Status Statement for Drones According to the approved technical requirement

## Requirements

### Professional

- ▶ Valid UAE Industry/Trade License (with related activity). Applicant ID.
- ▶ Technical product information. Copy of user manual.
- ▶ Product photo.
- ▶ Manufacture serial No.
- ▶ specifications Declaration, as per Board Dissection No. (22) of 2019. GCAA security permit
- ▶ E-publications subscribe of General Civil Aviation Authority

### Organization

- ▶ Valid UAE Industry/Trade License, with related activity TRA approval
- ▶ TRA test report Copy of user manual Product photo specifications Declaration, as per Board of Directors No. (22) of 2019.

### Individual

- ▶ Copy of UAE ID (Passport copy for Non-UAE residents) Product specifications information.
- ▶ Copy of user manual Product photo
- ▶ Product serial No.

## Service Procedure

- ▶ Log in to the digital platform for MOIAT
- ▶ Apply for Issue Product Status Statement for Drones

## Service Fees

- ▶ AED 200 Issue Product Status Statement for Drones

## Service Limits

- ▶ N/A

## Linkage to other services

- ▶ N/A

- ▶ Upload the Required Document.
- ▶ Payment of fees

## Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

## Target Audience

- ▶ Companies \ Individuals

**Service Time:** 6 working Days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Issue Product Label Card for Drones

## Description of the service

Issue Product Label Card for Drones According to approved technical requirements

## Requirements

- ▶ -Valid license
- ▶ Product test report issued by an accredited laboratory
- ▶ Acknowledgment and undertaking to continue conforming to the product
- ▶ Fees

## Service Procedure

- ▶ Log in to the digital platform for MOIAT
- ▶ Apply for Issue Product Label Card for Drones

## Service Fees

- ▶ AED 1 for each product label

## Service Limits

- ▶ Using or operating the Drones requires a special permit from the General Authority of Civil Aviation
- ▶ This Resolution shall not apply to Products specialized of military and security purposes and Air balloon drone products.

## Linkage to other services

- ▶ Issue Product Status Statement for Drones

## Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

## Target Audience

- ▶ Companies \ Individuals

**Service Time:** Instant Service.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Issue Product Status Statement for Used Imported Vehicles

## Description of the service

Issue Product Status Statement for Used Imported Vehicles According to approved requirements

## Requirements

- ▶ Copy of valid commercial/industrial license for companies
- ▶ Copy of ID card for individuals
- ▶ A minimum copy of one of the following documents: customs declaration / invoice / inspection statement / product list
- ▶ - Photo of product (if any)

## Service Procedure

- ▶ Log in to the digital platform for MOIAT
- ▶ Apply for Issue Product Status Statement for Used Imported Vehicles
- ▶ Upload the Required Document.
- ▶ Pay the fees

## Service Fees

- ▶ AED 200, Issue Product Status Statement for Used Imported Vehicles

## Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

## Service Limits

- ▶ N/A

## Target Audience

- ▶ Companies \ Individuals

## Linkage to other services

- ▶ N/A

**Service Time:** Instant Service.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Issue product label card for Used Imported Vehicles

## Description of the service

Issue product label card for Used Imported Vehicles According to approved technical requirements

## Requirements

- ▶ VIN number for vehicle.

## Service Procedure

- ▶ Log in to the digital platform for MOIAT
- ▶ Apply for Issue product label card for Used Imported Vehicles
- ▶ Upload the Required Document.
- ▶ Pay the fees

## Service Fees

- ▶ AED 7 for Specific products.

## Service Limits

- ▶ N/A

## Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

## Target Audience

- ▶ Individuals

## Linkage to other services

- ▶ N/A

**Service Time:** Instant Service.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)



# Issue Product Status Statement for Customs Shipment

## Description of the service

Issue Product Status Statement for Customs Shipment to facilitate the customs shipment clearance process

## Requirements

- ▶ Copy of a valid commercial/industrial license for companies
- ▶ Copy of the ID card for individuals
- ▶ Minimum copy of one of the following documents: customs declaration / invoice / inspection statement / product list
- ▶ Copy of the product (if applicable)

## Service Procedure

- ▶ Log in to the digital platform for MOIAT
- ▶ Apply for Issue Product Status Statement for Customs Shipment
- ▶ Upload the Required Document.
- ▶ Pay the fees

## Service Fees

- ▶ AED 200, Issue a Product Status Statement for customs shipment

## Service Limits

- ▶ N/A

## Linkage to other services

- ▶ N/A

## Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

## Target Audience

- ▶ Companies \ Individuals

**Service Time:** Instant Service.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Issue conformity certificate for non-regulated products

## Description of the service

Issue conformity certificate for non-regulated products According to the technical requirement

## Requirements

- ▶ Copy of valid commercial/industrial license for companies
- ▶ Copy of ID card for individuals
- ▶ A minimum copy of one of the following documents: customs declaration / invoice / inspection statement / product list
- ▶ - Photo of product (if any)

## Service Procedure

- ▶ Registration in the digital platform for MOIAT
- ▶ Apply for Issue conformity certificate for non-regulated products
- ▶ Upload the Required Document.
- ▶ Pay the fees

## Service Fees

- ▶ AED 600 Application fees
- ▶ AED 400 per hour, document review fees. AED 500 certificate fees
- ▶ AED 2500 per Man\Day, will be adding in case of factory assessment.

## Service Limits

- ▶ Applications will be canceled after 6 months without completing the requirements by the Applicant

## Linkage to other services

- ▶ N/A

## Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

## Target Audience

- ▶ Companies

**Service Time:** 6 working days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Issue Performance Efficiency Cards

## Description of the service

Issue License to use Halal National Mark According to approved technical requirement

## Requirements

- ▶ Conformity Certificate or Emirates Quality Mark

## Service Procedure

- ▶ Log in to the digital platform for MOIAT
- ▶ Apply for Issue Performance Efficiency Cards
- ▶ Upload the Required Document.
- ▶ Pay the fees

## Service Fees

- ▶ Issuing EES label Star (1) AED 10 /label
- ▶ Issuing EES label Star (2) AED 7 /label
- ▶ Issuing EES label Star (3) AED 5 /label
- ▶ Issuing EES label Star (4) AED 1 /label
- ▶ Issuing EES label Star (5) Free.

## Service Limits

- ▶ N/A

## Linkage to other services

- ▶ License the Use of Emirates Quality Mark
- ▶ Issue Certificate of Conformity (ECAS)

## Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

## Target Audience

- ▶ Companies

**Service Time:** Instant Service.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Selling Standards

## Description of the service

Service provided by the ministry to enables Clients to get the UAE, GCC Standards

## Requirements

- ▶ Create account on MOIAT service portal

## Service Procedure

- ▶ Registration in the digital platform for MOIAT (moiat.gov.ae)
- ▶ Apply for a Purchase Standards
- ▶ Select the required Standards.
- ▶ Add the selected Standards to the shopping cart.
- ▶ Pay the fees
- ▶ Download the Standards as a (PDF)

## Service Fees

- ▶ It depends on the number of specification pages according to the table approved by Cabinet Resolution No. 13 of 2021 regarding fees for ministry services.

## Service Limits

- ▶ N/A

## Linkage to other services

- ▶ N/A

## Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

## Target Audience

- ▶ All sectors include:
- ▶ Government.
- ▶ private sector
- ▶ Individuals

**Service Time:** Self service.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Registration of Halal Certification Bodies

## Description of the service

Approval issued by MOIAT to register Halal Certification Bodies to recognize and approve Halal Certificates issued by HCBs, according to Cabinet Decisions No. 10 for the year 2014, regarding "The UAE System to Control Halal Products".

## Requirements

- ▶ Valid Accreditation Certificate with valid Halal Scope Certificate from accreditation body approved by MOIAT
- ▶ ISO/IEC 17065 valid Accreditation Certificate

## Service Procedure

- ▶ Registration in the digital platform for MOIAT (moiat.gov.ae)
- ▶ Apply Registration of Halal Certification Bodies (moiat.gov.ae)
- ▶ Upload the required Documents
- ▶ Payment of fees
- ▶ Documents review
- ▶ Receipt of the Certificate

## Service Fees

- ▶ AED 2000

## Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

## Service Limits

- ▶ One year

## Target Audience

- ▶ All Halal Certifying Bodies

## Linkage to other services

- ▶ N/A

**Service Time:** 10 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Renewal of Registration of Halal Certification Bodies

## Description of the service

Renewal of the Registration of Halal Certification Bodies after completing the requirements.

## Requirements

- ▶ Valid Accreditation Certificate with valid Halal Scope Certificate from accreditation body approved by MOIAT
- ▶ ISO/IEC 17065 valid Accreditation Certificate
- ▶ Valid Registration Certificate

## Service Procedure

- ▶ Sign in to the digital platform for MOIAT (moiat.gov.ae)
- ▶ Apply Renewal of Registration of Halal Certification Bodies (moiat.gov.ae)
- ▶ Upload the required Documents
- ▶ Payment of fees
- ▶ Documents review
- ▶ Receipt of the Certificate

## Service Fees

- ▶ AED 800

## Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

## Service Limits

- ▶ One year

## Target Audience

- ▶ All Halal Certifying Bodies

## Linkage to other services

- ▶ N/A

**Service Time:** 10 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)



# Amendment on the Registration of Halal Certification Bodies Certificate

## Description of the service

Amendment on the Registration Certificate of Halal Certification Body after providing sufficient evidence.

### Requirements

- ▶ Valid Accreditation Certificate with valid Halal Scope Certificate from accreditation body approved by MoIAT
- ▶ ISO/IEC 17065 valid Accreditation Certificate
- ▶ Valid Registration Certificate

### Service Procedure

- ▶ Sign in to the digital platform for MoIAT (moiat.gov.ae)
- ▶ Upload the required Documents
- ▶ Apply Amending an Activity in Registration of Halal Certification Bodies Certificate (moiat.gov.ae)
- ▶ Payment of fees
- ▶ Documents review
- ▶ Receipt of the Certificate

### Service Fees

- ▶ AED 500

### Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

### Service Limits

- ▶ One year

### Target Audience

- ▶ All Halal Certifying Bodies

### Linkage to other services

- ▶ N/A

**Service Time:** 10 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Registration the shops which calibrating and maintaining the legal measuring instruments

## Description of the service

Issuance of a registration certificate for maintenance and calibration workshops for legal measurement instrument According to the technical requirements of Chairman of the Board's decision No. (15) for the year 2015,

### Requirements

- ▶ Valid trade / industrial license
- ▶ Calibration certificates for reference standards.
- ▶ Procedures for handling the reference standards
- ▶ Technical procedures and form used for maintenance of measuring instruments.
- ▶ Maintenance and calibration form.
- ▶ Operating Plan
- ▶ Site Map
- ▶ Qualification of staff.
- ▶ Efficiency and accuracy of Infrastructure and technical tools.
- ▶ Appropriate measurement criteria for the activity
- ▶ Quality management system.
- ▶ Provide a prices list for customers printed clearly and publicly
- ▶ Provide a distinctive mark or seals for the operator approved by MoIAT.
- ▶ Electronic declaration.

### Service Procedure

- ▶ Registration in the digital platform for MOIAT (moiat.gov.ae)
- ▶ Apply Notification of Conformity Assessment Bodies (moiat.gov.ae)
- ▶ Upload the required Documents
- ▶ Payment of fees
- ▶ Documents review
- ▶ Onsite assessment.
- ▶ Receipt of the Certificate

### Service Fees

- ▶ AED 3000

### Service delivery channels

- ▶ Digital platform for ministry services: services Login - SSO (moiat.gov.ae)
- ▶ Google Store App: MOIAT - Apps on Google Play
- ▶ Apple Store app: MOIAT on the App Store (apple.com)

### Service Limits

- ▶ Two Years

### Target Audience

- ▶ Companies

### Linkage to other services

- ▶ N/A

**Service Time:** 8 Working Days.

**Service delivery times:** 24 hours a day, seven days a week.

[www.moei.gov.ae](http://www.moei.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)



حكومة الشارقة  
هيئة الشارقة للدفاع المدني  
Government of Sharjah  
Sharjah Civil Defence Authority

Sharjah Civil Defence Authority aims to preserve human and material resources, provide protection for public and private property, as well as establish stability. Also, the Civil Defence supervises the implementation of policies and requirements for prevention and safety in residential, commercial, industrial and public buildings in the Emirate..

## Services

- ▶ Issuing certificates of compliance for establishment with slight risk
- ▶ (Issuing certificates of compliance for establishments with medium risk)
- ▶ (Issuing certificates of compliance for establishments with high risk)
- ▶ License for a factory of Civil Defence equipment and fire doors
- ▶ Adoption of executive plans for safety systems
- ▶ Issuing certificate of meeting requirements for preventive safety of buildings
- ▶ Issuing agent license in the field of fire safety
- ▶ Issuing distributor license in the field of fire safety
- ▶ Building completion certificate request
- ▶ Approval of Trucks transporting hazardous material (compliance of license requirements)
- ▶ Approval for hazardous material transport tanks
- ▶ Preventive safety awareness lectures
- ▶ Fines

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https://cd.shj.ae/

## (Issuing certificates of compliance for establishment with slight risk)

### Description of the Service

Issuance, renewal or amendment of a certificate from the General Directorate of Civil Defence, stating that the establishment of a slight risk complying with the prevention and safety requirements.

### Required Documents

- ▶ license
- ▶ Membership certificate of Sharjah Chamber of Commerce and Industry
- ▶ Lease Contract
- ▶ Establishment Card
- ▶ Labour List
- ▶ Determination of the establishment address
- ▶ Payments bill of SEDD Fees
- ▶ Establishment compliance certificate

### Steps of Service Procedure

- ▶ Providing required documents
- ▶ Payment of fees
- ▶ Issuing a certificate of compliance with requirements

### Fees

- ▶ Federal Fees: Determined on demand based on the value of the highest activity
- ▶ Other fees: Delay fines 10% for every month.
- ▶ Re-inspection Fees AED200

### Limitation of service

- ▶ Submitting commercial establishment licensing request at Sharjah City Municipality and Sharjah Economic Development Department (SEDD)

**The average Period for Service Completion:** Issuance: 2 working days      Renewal: 2 working days

<https://cd.shj.ae/>

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

## (Issuing certificates of compliance for establishments with medium risk)

### Description of the Service

Issuance, renewal or amendment of a certificate from the Sharjah Civil Defense Authority, stating that the establishment of a medium risk complying with the prevention and safety requirements.

### Required Documents

- ▶ license
- ▶ Membership certificate of Sharjah Chamber of Commerce and Industry
- ▶ Lease Contract
- ▶ Establishment Card
- ▶ Labour List
- ▶ Determination of the establishment address
- ▶ Payments bill of SEDD Fees
- ▶ Establishment compliance certificate

### Steps of Service Procedure

- ▶ Providing required documents
- ▶ Payment of fees
- ▶ Approval from concerned official
- ▶ Refer the transaction to any unannounced inspection
- ▶ Issuing a certificate of compliance with requirements

### Fees

- ▶ Federal Fees: Determined on demand based on the value of the highest activity
- ▶ Other fees: Delay fines 10% for every month  
Re-inspection AED200

### Limitation of service

- ▶ Submitting commercial establishment licensing request at Sharjah Economic Development Department (SEDD)
- ▶ Obtaining or renewal of trade name

**The average Period for Service Completion:** Issuance: 8 working days      Renewal: 8 working days

<https://cd.shj.ae/>

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)



## (issuing certificates of compliance for establishments with high risk)

### Description of the Service

Issuance, renewal or amendment of a certificate from Sharjah Civil Defense Authority , stating that the establishment of a high risk complying with the prevention and safety requirements.

### Required Documents

- ▶ license
- ▶ Membership certificate of Sharjah chamber of commerce & industry
- ▶ Lease Contract
- ▶ Labour List
- ▶ Determination of the establishment address
- ▶ Establishment Card
- ▶ Establishment compliance certificate
- ▶ Payments bill of SEDD Fees

### Steps of Service Procedure

- ▶ Providing required documents
- ▶ .Payment of fees
- ▶ Approval from concerned official
- ▶ Refer the transaction to any unannounced inspection
- ▶ Issuing a certificate of compliance with requirements

### Fees

- ▶ Determined on demand based on the value of the highest activity
- ▶ Other fees: Delay fines 10% for every month  
Re-inspection AED 200

### Limitation of service

- ▶ Submitting commercial establishment licensing request at Sharjah Economic Development Department (SEDD)
- ▶ Obtaining or renewal of trade name

**The average Period for Service Completion:** Issuance: 8 working days      Renewal: 8 working days

<https://cd.shj.ae/>

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

## License for a factory of Civil Defence equipment and fire doors

### Description of the Service

Issuance, renewal or amendment of a license Issued from Civil Defence. This license allows its holder to manufacture firefighting equipment and safety materials

### Service Registration Requirements

- ▶ Compliance certificate
- ▶ Membership certificate at Sharjah Chamber of Commerce and Industry
- ▶ Pledge
- ▶ Industrial licenses from the concerned licensing authorities in the activity zone
- ▶ Ministry of finance & industry's license
- ▶ Valid passport copy of the license owner

### Steps of Service Procedure

- ▶ Submit for distributor license online
- ▶ Review the transaction online
- ▶ Refer to inspection
- ▶ Fees payment
- ▶ Issuance of distributor license

### Fees

- ▶ Federal Fees: AED 1000
- ▶ Other Fees: AED 100 for each equipment

### Limitation of service

Availability of user name and password for every establishment on the prevention and safety system.  
license shall be received only by the owner or his representative

**The average Period for Service Completion:** 2 working days

<https://cd.shj.ae/>

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Adoption of executive plans for safety systems (fire safety contractor)

## Description of the Service

Approval of engineering plans for buildings by Sharjah Civil Defense Department.

## Required Documents

- ▶ Approval of scheme request
- ▶ Site plan issued from Sharjah City Municipality and Directorate of Town Planning and Survey in Sharjah
- ▶ Consultant satisfaction certificate
- ▶ Copies of printed and electronic plans
- ▶ Contract approved by the main contractor and approved firefighting contractor

## Steps of Service Procedure

- ▶ Submitting the application and required documents by the consultant on the Sharjah Digital Platform of the Sharjah Government
- ▶ Reviewing and auditing documents by SCD - Sharjah General Directorate of Civil Defense engineers
- ▶ Paying fees
- ▶ Considering the plan
- ▶ Approval

## Fees

50 fils per square foot

## Limitation of service

Transaction should be submitted and received by consultant only.

The chosen Firefighter contractor should be approved by Sharjah Civil Defense Authority (list of approved companies)

**The average Period for Service Completion:** 10 working days

**Note: This service has been completely transferred to the Sharjah Government system**

<https://cd.shj.ae/>

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Issuing certificate of meeting requirements for preventive safety of buildings

## Description of the Service

A service provided by the Prevention and Safety Section at the Civil Protection and Safety Department in Sharjah Civil Defense Authority. This service enables issuing certificate of fulfillment of preventive safety requirements for buildings.

## Required Documents

- ▶ E-contract approved by Civil Defence
- ▶ Building completion letter
- ▶ Title deed
- ▶ Owner ID
- ▶ Safety System

## Steps of Service Procedure

- ▶ Visit the official website of Civil Defence services- choose building preventive safety procedures – completing required fields and requirements
- ▶ Fill in request
- ▶ Choose the building file number issued from the maintenance contract and the installation and maintenance contractor file number or the agent for equipment only
- ▶ Attach required documents

## Fees

Federal fees: AED 500

## Limitation of service

Submit a request through the installation and maintenance contractor or the agent using building file number issued from the maintenance contract. Request must be submitted through the electronic system.

**The average Period for Service Completion:** 2 working days

<https://cd.shj.ae/>

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)



# Issuing agent license in the field of fire safety

## Description of the Service

Service provided by the Civil Protection Section at the Civil Protection and Safety Department in Sharjah Civil Defense Authority. This service enables issuing agent license in the field of fire safety for the ones who already have the license to carry out preventive safety and fire-fighting materials sales, installation, maintenance, as well as providing equipment, accessories and supplies in such field according to official commercial agencies duly certified and registered within the country.

## Required Documents

- ▶ A valid fulfillment certificate issued by the General Directorate of Civil Defense in the emirate to be licensed
- ▶ Commercial license from the specialized licensing authorities in the Emirate of the activity area.
- ▶ Registration certificate of the Chamber of Commerce and Industry.
- ▶ Applicant valid passport.
- ▶ A list of the devices, equipment, or materials to be licensed
- ▶ The agency contract with the manufacturer or producer in the country of origin, duly legalized.
- ▶ Valid agency registration certificate from the Ministry of Economy.
- ▶ Test reports of the devices, equipment and materials to be licensed issued by a locally and internationally recognized laboratory proving their conformity. These equipment and materials should adopt national and international standards and specifications (accept sample test reports).
- ▶ An accreditation certificate for devices, equipment and materials to be licensed issued by local or international recognized body
- ▶ A certificate conforming to the approved standards in the country, issued by Emirates Authority for Standardization and Metrology (ESMA).
- ▶ Original technical manuals of specifications for equipment and materials to be licensed.
- ▶ Provide samples of devices, equipment and materials required to be licensed to the competent department for examination and compliance.
- ▶ Official certified translation into Arabic for all required documents and documents bearing languages other than Arabic is a must.
- ▶ Pledge letter to guarantee all devices and equipment that will be approved and supplied for various projects for a period of three to five years, depending on the nature of the device or equipment.
- ▶ Pledge letter to provide spare parts for all devices and equipment that will be approved.

<https://cd.shj.ae/>

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

## Steps of Service Procedure

- ▶ Visit official website – Civil Defence services- Procedures for licensing trading companies - Requests for issuing an agent's license in the field of fire safety
- ▶ Choose the file of the facility to be licensed.
- ▶ Choose a new order type.
- ▶ Fill in required data.
- ▶ Attach required documents.

## Fees

Federal Fees: AED 1000 for licensing and approving companies  
Other Fees: AED 100 for each equipment

## Limitation of service

Providing 2 specialized engineers for each of the preventive safety systems who have at least 5 years of experience in the maintenance and installation of devices and equipment to be licensed or 3 years if he/she is a citizen of the country (this requirement does not apply to agents of materials that do not need after-sales services)

**The average Period for Service Completion:** 3 working days

<https://cd.shj.ae/>

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)





# Issuing distributor license in the field of fire safety

## Description of the Service

Service provided by the Civil Protection Section at the Civil Protection and Safety Department in Sharjah Civil Defense Authority According to this service, a distributor license is issued in the field of preventive fire safety, which is everyone who has been authorized by the competent department to carry out sales of preventive safety devices and equipment for firefighting and its accessories and equipment based on a duly certified distribution agreement granted by a licensed agent from the competent department.

## Required Documents

- ▶ A valid fulfillment certificate issued by the General Directorate of Civil Defense in the emirate to be licensed
- ▶ Commercial license from the specialized licensing authorities in the Emirate of the activity area.
- ▶ Registration certificate of the Chamber of Commerce and Industry.
- ▶ Applicant valid passport.
- ▶ A list of the devices, equipment, or materials to be licensed.
- ▶ Certified distribution agreement concluded between agent or factory accredited to the Civil Defense and the distributor who requested the license stating the quality of the devices, equipment and materials
- ▶ Test reports of the devices, equipment and materials to be licensed issued by a locally and internationally recognized laboratory proving their conformity. These equipment and materials should adopt national and international standards and specifications (accept sample test reports).
- ▶ A certificate conforming to the approved standards in the country, issued by Emirates Authority for Standardization and Metrology (ESMA).
- ▶ Original technical manuals of specifications for equipment and materials to be licensed.
- ▶ Provide samples of devices, equipment and materials required to be licensed to the competent department for examination and compliance.
- ▶ Official certified translation into Arabic for all required documents and documents bearing languages other than Arabic is a must.
- ▶ Pledge letter to guarantee all devices and equipment that will be approved and supplied for various projects for a period of three to five years, depending on the nature of the device or equipment.

<https://cd.shj.ae/>

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

## Steps of Service Procedure

- ▶ Visit official website – Civil Defence services- Procedures for licensing trading companies - Requests for issuing distributor license in the field of fire safety
- ▶ Choose the file of the facility to be licensed.
- ▶ Choose a new order type.
- ▶ Fill in required data.
- ▶ Attach required documents.

## Fees

Federal Fees: AED 1000 for licensing and approving companies  
Other Fees: AED 100 for each equipment

## Limitation of service

- ▶ Provide samples of the devices, equipment and materials to be licensed
- ▶ Restriction to the activity of selling devices, equipment and materials to be licensed
- ▶ The distributor's license should be related to the agent's license in accordance with the Commercial Agencies Law
- ▶ All devices, equipment and material must be provided by the licensed agent
- ▶ The distributor should be associated with the manufacturer only if the factory owner is the distributor

The average Period for Service Completion: 3 working days

<https://cd.shj.ae/>

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Building completion certificate request

## Description of the Service

Service provided by the Safety and Protection Section at the Civil Protection and Safety Department in Sharjah Civil Defense Authority. According to this service, building completion certificates are issued.

## Required Documents

- ▶ A pledge or declaration from the applicant that all materials used are in compliance with the requirements of the Emirates Code
- ▶ Initial plans with amendment or implementation approved by the General Administration of Civil Payment
- ▶ A letter from the consultant and the contractor stating that all equipment installed in the building are ready for inspection
- ▶ site map
- ▶ Water schemes
- ▶ Licenses for companies supplying and executing the project
- ▶ Certificate of fulfillment of safety and protection conditions for companies supplying and implementing fire alarm and firefighting systems
- ▶ Fulfillment certificate of the protection and firefighting requirements of the consultant and the contractor
- ▶ Books from companies that have installed alarm and anti-fire devices and are ready for inspection
- ▶ Safety System

## Steps of Service Procedure

- ▶ Visit official website – Civil Defence services- Security and safety procedures for buildings - issuance of completion certificate
- ▶ Choose submitting the consultant file and start submitting an application using the approved executive plan file number
- ▶ - Fill in required data.
- ▶ - Attach required documents.

## Fees

Federal fees: Fees are calculated according to the total area, considering 5 dirhams per meter

## Limitation of service

The request should be submitted through the approved executive plan via e-system

**The average Period for Service Completion:** 2 working days

<https://cd.shj.ae/>

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Approval of Trucks transporting hazardous material (compliance of license requirements)

## Description of the Service

Issuance, renewal or amendment of a license issued by Sharjah Civil Defense stating that the vehicle for hazardous material transport comply with the required conditions of prevention and safety

## Required Documents

- ▶ Company's compliance certificate
- ▶ Result of vehicle inspection
- ▶ List of vehicles belonging to the license issued by department of machineries
- ▶ Certificate of Installation Tracking System

## Steps of Service Procedure

During the inspection on heavy vehicles at the licensing and drivers department, the inspector at Civil Defence should preliminary inspect the vehicles to ensure that they meet the requirements of prevention and safety and prepare a report on the detection of such vehicles.

Then, customer should visit the service delivery centre in the Civil Defence and submit the disclosure report as well as the required papers.

After that, concerned employee should enter customer's data and receive fees through e-dirham card or credit. Later on, this procedure must be approved by the concerned official and certificate will be issued.

## Fees

Federal fees: AED 500

## Limitation of service

Customer should check with numbers committee at licensing and drivers department if the transaction is registering vehicle for the first time in the Emirate. Check the vehicle at licensing and drivers department

**The average Period for Service Completion:** Issuance: 12 minutes      Renewal: 12 minutes      Amendment: 12 minutes

<https://cd.shj.ae/>

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Approval for hazardous material transport tanks

## Description of the Service

Issuance, renewal or amendment of a license issued by Sharjah Civil Defense Authority which states that the vehicle for transporting hazardous material should comply with the required conditions of prevention and safety

## Service Registration Requirement

- ▶ Company compliance certificate.
- ▶ Vehicle test result.
- ▶ List of vehicles belonging to the license issued by the Licensing Department of vehicles and drivers
- ▶ Certificate of Installation Tracking System

## Steps of Service Procedure

During the inspection on heavy vehicles at the licensing and drivers department, the inspector at Civil Defence should preliminary inspect the vehicles to ensure that they meet the requirements of prevention and safety and prepare a report on the detection of such vehicles.

Then, customer should visit the service delivery centre in the Civil Defence and submit the disclosure report as well as the required papers.

After that, concerned employee should enter customer's data and receive fees through e-dirham card or credit. Later on, this procedure must be approved by the concerned official and certificate will be issued.

## Fees

Federal Fees: AED 1000

## Limitation of service

Customer should check with numbers committee at licensing and drivers department if the transaction is registering vehicle for the first time in the Emirate. Check the vehicle at licensing and drivers department

**The average Period for Service Completion:** Issuance: 12 minutes      Renewal: 12 minutes      Amendment: 12 minutes

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2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Preventive safety awareness lectures

## Description of the Service

Service provided by the Civil Protection Section at the Civil Protection and Safety Department in Sharjah Civil Defense Authority. This service enables government and private sectors as well as various community groups to receive awareness lectures in the field of civil defense.

## Required Documents

- ▶ Official letter from the requesting party

## Steps of Service Procedure

- ▶ Visit official website – Civil Defence services- Security and safety procedures for stores and establishments
- ▶ Submit facility licensing request
- ▶ Submit establishment license application

## Fees

N/A

## Limitation of service

Apply on the website

**The average Period for Service Completion:** Two hours and a half

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2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)





# Fines

## Description of the Service

Collecting the due fines on all the establishments in the Emirate where prevention and safety requirements violation have been reported

## Service Registration Requirements

Electronic Seizure report

## Steps of Service Procedure

Collect the amount of the fines through the Central Finance Department (Sharjah).

## Fees

**Local charges:**  
Ranges from AED 500 to 5000

## Limitation of service

N/A

The average Period for Service Completion: 10 min

<https://cd.shj.ae/>

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)







الإمارات العربية المتحدة - حكومة الشارقة  
بلدية مدينة الشارقة  
United Arab Emirates - Sharjah Government  
SHARJAH CITY MUNICIPALITY

Sharjah City Municipality believes that quality is everyone's responsibility and continuous improvement is the reason for success. Therefore, it has adopted a quality management system that meets the highest international standards and strategic objectives in an integrated way that goes in line with the provided services.

It also undertakes to develop it consistently to attain happiness of its employees, customers and partners. Likely, the Municipality believes that "Our Customers Happiness is Our Happiness", thus it works to provide them with their needs and expectations.

In addition, Sharjah City Municipality seeks to build a solid foundation based on the original values of authenticity, integrity, excellence, innovation, professionalism and happiness to achieve its vision of a modern city with quality services and sustainable development.

## Services

### Environmental Control Department

- ▶ Environmental Permit Issuance (New/Renewal)
- ▶ Release of a non-food chemical sample
- ▶ Hazardous Waste Disposal Permit
- ▶ Non-hazardous Waste Disposal Permit
- ▶ Electrical Generator Permit
- ▶ Transportation of hazardous / non-hazardous wastes permit
- ▶ Absence of environmental risk for export purposes certificate
- ▶ Trading non-food product in local market certificate
- ▶ To whom it may concerns letter (for chemical products)
- ▶ Requirements for Environmental Activities

### Food Control Department

- ▶ Requirements of General Food Control Department for Industrial Licenses
- ▶ Food Tracking and Retrieving
- ▶ Procedures for releasing imported foodstuffs shipments through Sharjah's ports
- ▶ Approving Food Card Procedures
- ▶ New food product registration procedures
- ▶ Procedures to Obtain Food Transporting and Distribution Permit
- ▶ Health requirements for food transport and distribution vehicles
- ▶ Issuance of Food Export Certificate Procedures

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# Environmental Permit Procedures (Issuance/ Renewal)

## Location

E-service through Municipality's website

- New/Renewal ▶ category - A
- Medium risk category ▶ category - B
- High risk category ▶ category - C

## Required Documents

- ▶ Trade Name- license initial amendment - license
- ▶ Technical evaluation report from SEDD in case of (changing site- amending activity - trade name)
- ▶ Lease contract / title deed
- ▶ Receipt of receiving SEDD fees (in case of license renewal)
- ▶ Map site
- ▶ Project's Graphic Sketch
- ▶ Safety detection of used chemicals (factories, if any, buildings cleaning companies)

## Procedures

- ▶ Submit request on Municipality website
- ▶ Checking the request by the municipal employee
- ▶ Receiving a text message on the date of establishment inspection
- ▶ Field inspection and filling of inspection report
- ▶ Reviewing the request by Head of Permits Division
- ▶ Informing client about results through text message
- and e-mail
- ▶ Attachment of environmental study contract in the event of noticing the client
- ▶ Adoption of the request by the Head of Division
- ▶ Payment of fees by customer electronically and printing the permit

**Attachments:** In case of renewal (Copy of previous Environment Permit is required).

**Duration:** 3-6 working days

## Fees

- AED 500 ▶ New environmental permit - category (A)
- AED 1000 ▶ New environmental permit - category (B)
- AED 2000 ▶ New environmental permit - category (C)
- AED 250 ▶ Renewal of environmental permit - category (A)
- AED 500 ▶ Renewal of environmental permit - category (B)
- AED 1000 ▶ Renewal of environmental permit - category(C)

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2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Release of a non-food chemical sample

## Location

E-service through Municipality's website

## Required Documents

- ▶ Safety detection of material to be released
- ▶ Certificate of origin for material to be released
- ▶ Shipping Policy
- ▶ Invoice
- ▶ Detection of shipment content
- ▶ Company's valid license
- ▶ Company's/ Warehouse's valid Environmental declaration
- ▶ Letter of authorization from the company for representative
- ▶ Letter from the company indicating name of chemical store man
- ▶ Academic qualification and establishment of a valid chemist
- ▶ A map showing the route of the shipment from the port of entry to site
- ▶ Attachment of approval from concerned bodies of the material to be released
- ▶ For companies operating in UAE and other free zones, attachment of no objection letter (copy ) for the shipment (NOC) is a must
- ▶ Certificate of completion from Civil Defense for warehouse.

## Procedures

- ▶ Submit request on Municipality website
- ▶ Checking the request by the municipal employee
- ▶ Approving request by Head of Permits Division
- ▶ Informing client about results through text message and e-mail
- ▶ Payment of fees by customer electronically
- ▶ Printing the permit

**Duration:** 2-4 working days

▶ **Fees:** AED 200

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2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)



# Hazardous Waste Disposal Permit

## Location

(Paper service at Municipality's customer service centers)

## Required Documents

- ▶ A copy of the old waste disposal permit (in case of renewal)
- ▶ A copy of the previous waste entry receipts to the landfill in Al Sajaa area, at most, within the last 3 months (in case of renewal).

## Procedures

- ▶ Fill out the application form for obtaining a waste disposal permit, attach the required documents, and submit it to the Customer Service employee at the Environmental Control Department.
- ▶ Customer Service employee should review the application.
- ▶ The request is transferred to the Inspection Division.
- ▶ A sample is taken (if necessary). In case the sample is not taken, a report of the quantity and type of waste is prepared with the pictures.
- ▶ Sample is sent to the Environment laboratory for analysis
- ▶ Approval of analysis results is acquired.
- ▶ Payment of fees
- ▶ Receive the permit

**Duration:** 5-7 working days

**Fees:** AED 500

Additional charges are required if the sample is analyzed

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2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Non-hazardous Waste Disposal Permit

## Location

▶ E-service through Municipality's website

## Required Documents

- ▶ Company license
- ▶ Chamber of Commerce and Industry Membership
- ▶ Lease contract / title deed
- ▶ Company's environmental declaration. As for construction companies, they require warehouse environmental declaration
- ▶ Waste of demolition and construction should be submitted through paper transactions provided at customer service center

## Procedures

- ▶ Submit a request on the website
- ▶ Obtaining permit

**Duration:** Immediately

**Fees:** AED 500

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2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Electrical Generator Permit

## Location

E-service through Municipality's website

## Required Documents

- ▶ License
- ▶ Lease contract / title deed
- ▶ Site map

## Procedures

- ▶ Submit a request for review
- ▶ Inspection to check generator and take required environmental measurements
- ▶ Approval of required measurements by the Head of Division
- ▶ Payment of fees
- ▶ Obtaining permit

**Duration:** 5-7 working days

**Fees:** AED 110

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2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Transportation of hazardous / non-hazardous wastes permit

## Location

E-service through Municipality's website

## Required Documents

- ▶ License
- ▶ Ownership of vehicle
- ▶ Attachment of valid environmental permit to the companies operating or contracted in the Emirate of Sharjah.
- ▶ Contracting in the case of transport companies or companies operating in other Emirates according to the authorized activities.

## Procedures

- ▶ Submit request on Municipality's website
- ▶ Checking request by municipality employee and approving a date for inspecting the vehicle
- ▶ Notify the customer to confirm the date of examination by text message
- ▶ Bring the vehicle for inspection according to the time specified in the service delivery centers.
- ▶ Approving the request from the employee
- ▶ Payment of fees electronically
- ▶ Printing permit electronically

**Duration:** 5-7 working days

**Fees:** Transportation of hazardous wastes permit: AED 1000  
Transportation of non-hazardous wastes permit: AED 500

[www.shjmun.gov.ae](http://www.shjmun.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Absence of environmental risk for export purposes certificate

## Location

- ▶ Via E-mail:  
env.permits@shjmun.gov.ae

## Required Documents

- ▶ License
- ▶ Sample Analysis / Safety Disclosure Report
- ▶ Export invoices
- ▶ Approval of authorities (if the sample is restricted)
- ▶ Letter of acknowledgment from the importing company
- ▶ Approval of importing country

## Procedures

- ▶ Submission of request
- ▶ Audit on demand
- ▶ Payment of prescribed fees
- ▶ Approval of Head of Section
- ▶ Obtaining certificate

**Duration:** 3-5 working days

**Fees:** AED 500

[www.shjmun.gov.ae](http://www.shjmun.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Trading non-food product in local market certificate

## Location

- ▶ E-service through Municipality's website

## Required Documents

- ▶ License
- ▶ Product components certificate
- ▶ Product chemical and biological analysis certificate
- ▶ Product conformity certificate issued by the Emirates Authority for Standardization and Metrology (ESMA) in case of products specified by the Authority
- ▶ Photo of product to be traded in local market
- ▶ Photo of product's package showing all the necessary data on the cover

## Procedures

- ▶ Submit request on Municipality's website
- ▶ Checking request by municipality employee.
- ▶ Approving the request by concerned employee
- ▶ Payment of fees electronically
- ▶ Printing permit electronically

**Duration:** 2-5 working days

**Fees:** AED 500

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# Requirements of General Food Control Department for Industrial Licenses



## Tools and Equipment Health Requirements

Tools and equipment should have the following conditions:

### Materials

- ▶ All surfaces touching food should be should be non-toxic and do not produce odor, color, or taste that is unacceptable, corrosion resistant, washable, repeated, smooth, free of holes, cracks, paint, and are not affected by food or absorbent unless the nature of work requires certain surfaces such as wood.
- ▶ Do not use galvanized iron in food contact surfaces in food processing devices.
- ▶ Castings containing lead, antimony or cadmium flakes should not be used in food contact surfaces in food processing devices.
- ▶ To wear the equipment made of copper or tin alloys so that the food does not contact with copper directly.
- ▶ The plastic or glass used in the food processing machinery should be scratch resistant and should not contain phenols or free formaldehyde or any substances that affect the properties of the food that it is in contact with.
- ▶ Steam boilers and packing materials shall be non-porous and non-absorbent and shall not react with the product and the connections between the boilers shall allow the cleaning process.
- ▶ Conveyor belts used in food factories should be made of a material that is easy to clean and does not allow the absorption of food juices.

### Health Design

- ▶ The devices and tools should be designed and installed in a manner that prevents health damage and allows easy cleaning and sterilization
- ▶ Prevention and industrial security methods should be available in sharp-edged instruments and tools
- ▶ Do not puncture or condense over manufacturing lines

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## Health design of buildings

The design of the food plant should include:

### Site

- ▶ The plant should be away from bad odors, smoke, dust and other contaminants and be in an area not exposed to water immersion, whatever its source.

### size

- ▶ The building should be large enough to meet the purpose for which the equipment, persons or materials are contended, should be included in warehouses sufficiently large to store raw materials and finished products.

### Roads and areas

- ▶ The roads and areas that serve the factory and within which it is located should be suitable for the traffic of vehicles

### design:

**The proposed design allows easy maintenance, adequate hygiene, and proper health monitoring throughout the production stages:**

- ▶ The building should be intact
- ▶ The design of the building should not allow entry and harbor of pests, insects, birds and environmental pollutants such as smoke and dust
- ▶ The design of the plant should lead to the application of sanitary methods to the regular flow in the manufacturing lines from the arrival of raw materials to the final product and lead to the provision of vital conditions suitable for industry

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## Requirements of General Food Control Department for Industrial Licenses

### Floors:

- ▶ They should be made from water-proof and non-absorbent materials. They should also be easy to wash and clean, non-slip, non-toxic, free from cracks and drilling and not affected by weak acids, alkali and steam. The floors should be tilted to place sewage

### Walls:

- ▶ They should be made from insulating bricks, and should be soft, waterproof, non-absorbent, washable and easy to clean.
- ▶ Also, they should be preferably painted with a light, harmless paint to distinguish the dirt and be free of cracks

### Roofs:

- ▶ They should be made in a way that prevent prevents accumulation of dirt, condensation and fungus growth and should be easy to clean

### Stairs, lifts and additional fixtures (eg. pavements, escalators and slopes)

- ▶ It is designed or installed in a manner that does not cause food contamination and can be easily cleaned

### Doors

- ▶ They should be smooth, non-absorbent and close automatically

### Windows and other openings

- ▶ They should be designed to prevent dirt accumulation. Also, they should be provided with a suitable mesh wire to "prevent the entry of insects, flies and rodents" that is made from a stainless material and designed in such a way that it is easy to clean and maintain.
- ▶ Likely, the surface should be smooth and non-absorbent and the inner side of the windows, if any, should be tilted to prevent it from being used as shelves as well as windows should be closed tightly.

### Ventilation

- ▶ The building should be provided with appropriate ventilation to prevent high heat, to prevent condensation of steam and dust, and to remove polluted air. Also, it should prevent air to move from contaminated areas to clean areas and production rooms should be supplied with internal ventilation too.

### Lighting

- ▶ The natural or industrial lighting should be sufficient so as not to cause inaccuracies of the color identification. Also, lighting bulbs should be installed and suspended above the production lines at any stage of the production of the safe type and should be stored in a manner to prevent contamination of food if broken and should not produce shadows or intense gloss

### Changing and Shower Rooms

- ▶ Changing Rooms: changing rooms should be provided to workers with Special lockers for keeping their clothes. Also, the working uniforms should be clean and dry.
- ▶ Shower Rooms: The staff shall have a place to shower. These places or rooms should be provided with hot and cold water in suitable quantities. These rooms shall not be open directly to the food handling facilities, and shall always be clean and equipped with the appropriate cleaning materials. Likely, such rooms should be painted with harmless paint, with light color and should be without cracks.
- ▶ In addition, the number of shower rooms shall not be less than the following:

Number of shower rooms	Number of staff
2	from 1 to 10
4	from 11 to 20
6	from 21 to 40
8	from 41 to 60
10	from 61 to 80
12	from 81 to 100
A shower room for 10 additional people	more than 100

### Toilets

- ▶ Toilets shall be designed in a manner that facilitates the disposal of waste in a hygienic method; provided with automatically-closing doors; well-lit and ventilated; not open directly to food-handling areas; always be clean; and provided with a siphon, appropriate heating and cooling facilities, and hand washbasins and hand drying equipment.
- ▶ Instructions for alerting staffs to wash their hands with liquid soap and disinfectants after using the toilet shall be plastered.
- ▶ The number of toilets shall not be less than the following:

Number of people in the shift	Number of toilets	Number of hand washbasins
from 1 to 10	2	2
from 11 to 20	4	4
from 21 to 40	6	6
from 41 to 60	8	8
from 61 to 80	10	10
from 81 to 100	12	12
more than 100	toilets for 10 additional people	hand washbasins for 10 additional people



## Requirements of General Food Control Department for Industrial Licenses

### Toilets:

- ▶ The toilets should be designed to facilitate the disposal of waste in a healthy manner. Also, they should be provided with self-closing doors with good lighting and ventilation. Likely, they should not be open directly to food handling facilities. In addition, they should be kept clean and supplied with siphon, the proper heating and cooling equipment, and the hand-dryer equipment.
- ▶ Instructions should be issued to alert workers to wash their hands with liquid soap and disinfectants after using the toilet.
- ▶ Therefore, the number of toilets should not be less than the following:

### Sinks:

- ▶ That workers have adequate and appropriate equipment to wash their hands and dry them in any place that requires their existence.
- ▶ Also, they should be placed in clear places and to be always kept in a healthy condition and preferably for disposable towels.

### Disposal of waste

- ▶ The waste should be disposed of in a manner that does not allow the contamination of sources of potable water and food. Also, The means of disposal of waste shall be approved by the competent official health authorities. Likely, they should be covered in a manner that prevents odors, pests and insects.

### Water sources

#### Drinkable water

- ▶ To be available in sufficient quantity with the appropriate protection from the pollution factors and to be consistent with what is stated in the Gulf standard of «bottled water». Also, it is preferable to use disposal drinking cups.

#### Non-drinkable water

- ▶ Must be in accordance with the health requirements approved by the health authorities and free of microbiological contamination factors, including no more than 4 per 100 ml of colon bacteria.

### Tools for collecting and disposing damaged materials and food:

- ▶ To provide the necessary sanitary means for the collection and transport of damaged materials and food outside the factory in the places designated for disposal.

## 3 Health requirements during manufacturing The following should be taken into account during the manufacturing process:

### Trading of Raw Material:

- ▶ Do not accept raw material that already contains toxic or exotic decomposition products that can not be removed to the acceptable extent by normal sorting, processing or manufacturing processes
- ▶ The raw materials should be stored in the factory under conditions that protect them from pollution, insect infestation and corruption. Also, the warehouses, doors and windows shall be designed to prevent the entry of insect pests and rodents. However if rodents appeared, the stores must be evacuated and disinfected so that they are free from rodents and then provided with lockers to prevent them from entering again.
- ▶ The water used in the transport of raw materials shall be in accordance with the Gulf Standard for "bottled water". Likely, The sea water used for transporting fish or marine products to the plant shall not be used without the permission of the competent official health authorities and should be subjected to periodic inspection as required.

### Inspecting and Sorting:

- ▶ The chosen material should be checked before manufacturing in a suitable location within it to remove the inappropriate materials and to conduct these processes in a clean and healthy ways. Such thing will help the following manufacturing processes to have clean raw materials.

### Washing or other preparation processes:

- ▶ Washing the raw materials if necessary to remove dust and other contaminants. The used water in the washing process should not be used again unless if treated so that it will not threat the public health.

## Requirements of Food Control Department for Industrial Licenses

### Preparation and manufacturing

- ▶ The timing of the preparation process until the final product and the packaging process should be carried out quickly and continuously. Such process should be done under conditions that prevent the product from being contaminated, corrupt and damaged. Likely, such conditions should prevent the growth of microorganisms causing disease or poisoning. In addition the process should contain the withdrawal of periodic samples from the production line and the final product in a random way to ensure the safety of the product

### Methods of packing and storing the finished product

#### When you pack and store the product, consider the following:

- ▶ Product type.
- ▶ Ensure that the packing materials do not contain any substances that cause undesirable organic or sensory changes in the product. Also, they should be treated in a manner that does not lead to poisoning and does not affect the food that it touches.
- ▶ The packing materials shall be non-absorbent, tasteless and odorless as well as they shall ensure appropriate protection of the product from pollution.
- ▶ Packing and storing methods
- ▶ The packing process should be conducted under suitable conditions.
- ▶ Ensure that conservation methods protect the product from contamination, corruption, infection and any other hazard to public health.

### Numbering Final Product:

- ▶ The final products that are distributed during manufacture or packing shall be numbered so that the label and the date of production can be determined to separate the food label which may be contaminated or become unsuitable for the purpose used.

### Storing and Transporting Final Product:

- ▶ The storage and transport of the final product shall be carried out under conditions that prevent contamination or reproduction of microorganisms, while protecting the product against corruption or damage to containers.
- ▶ Periodic inspection of the final product shall be carried out during storage to ensure that the food is suitable for human consumption and that it conforms to the final product specifications.
- ▶ Storage rooms should be free from moisture, and should be air conditioned, cooled and equipped with rodent resistance methods.

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4

### Staff Health Requirements:

#### The following considerations should be taken into account:

- ▶ Workers whom deal with food should be examined medically before being appointed by the responsible official health authorities in accordance with the requirements established by the official competent authority. Also, medical examination of the workers should be done periodically of once every year to ensure their medical safety and that they are free from epidemic diseases.
- ▶ Workers with contaminated injuries, gastrointestinal ulcers or any infectious disease should be excluded until they recover.
- ▶ Workers must bathe before and after manufacturing in food factories and should wear protective masks on mouth and nose to protect food from pollution.
- ▶ Worker's nails must be short and clean and they should wash their hands with water, soap or disinfectant before starting work. Also, they should be prevented from wearing jewelry to avoid contact with food products.
- ▶ Workers should be provided with clean clothes and should wear clean gloves that are made of impermeable material as well as clean headgear if necessary. Likely, clothes shouldn't be placed in any manufacturing rooms.
- ▶ To prevent eating, drinking, spitting, picking the nose, chewing gum, using tobacco in any form during manufacturing, handling, packing and storing of products in the factory.
- ▶ During the manufacturing process, the worker shall not put his hand in their mouth, eyes, ears, and head when working. Also they should not cough or sneeze near the food.
- ▶ Workers shouldn't sleep or lie in the workplace and in food stores.
- ▶ Precautions should be taken to prevent contamination of food when having visitors.

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## 5

### Pest Resistance:

The following requirements should be taken into account:

- ▶ Control and disposal of external breeding sites of pests and indoor accommodation as well as subjecting winter habitat areas to periodic monitoring.
- ▶ Continuous inspection of floors, walls, elevators and transport equipment for the presence of insect secretions and their eggs in the cracks.
- ▶ The control material should be very effective for rodents and should be used in a manner that does not lead to food contamination. Also, their degree of toxicity should be low for humans and to be referred to the competent authority to determine the type of control material.
- ▶ Cleaning equipment and tools after use of pesticides is a must to remove the remaining materials before using again. Also, cleaning materials should be fully soluble and do not occur corrosion of metal surfaces. Likely, they should be good for decomposition or moisturizing and should have emulsifying effect and ability to dissolve solids of food residues. In addition, they should have a deadly impact on germs.
- ▶ The pesticide should be stored in a closed room and away from the manufacturing facilities. Also, it should only be used for this purpose and should be distributed and handled with a permit and for trained personnel. Likely, extreme care should be taken to avoid contamination of food.

## 6

### Health Control Programs:

The following requirements should be taken into account:

- ▶ Each factory shall have a specific person who has separate production duties to take responsibility for cleaning the factory.
- ▶ This person should have permanent assistants and be well trained on the special cleaning machines and the installation of cleaning equipment. Also, they should be aware of the seriousness of the pollution.
- ▶ Sensitive sites, equipment and materials should be given special attention.

## 7

### Laboratory Monitoring Methods:

The following requirements should be taken into account:

- ▶ There shall be a special laboratory in each factory for the necessary tests to ensure the safety of the products
- ▶ The official bodies are responsible for taking periodic samples of the production for analysis to ensure the safety of the product and conform to the standard specifications





## Health Training for Workers

The following requirements should be taken into account:

- ▶ Informing and educating workers about health rules that must be observed in food processing, pollution and ways to avoid them.
- ▶ Preparing programs and training courses to workers (seminars, films, lectures, posters, etc.) that show the importance of food handling in a healthy manner and the necessary precautions to prevent food contamination.
- ▶ Workers should pass the training program within the Sharjah Food Safety Program

# Food Tracking and Retrieving

- ▶ The food establishment shall maintain the records and documents necessary to determine the parties to be supplied with their products, the suppliers of food or any material in the food industry. Likely, such information should be provided upon request.
- ▶ The food establishment shall cooperate with the competent authorities in taking the necessary precautions in order to avoid or minimize the health risks of the food being supplied.
- ▶ The food establishment shall provide the supplied food with identification labels according to the laws and regulations. Such thing will help to facilitate their tracing through the process of documenting and labeling.
- ▶ The food establishment shall keep the following documents:
  - A. Information records of the food products supplied to the establishment stating:**
    - ▶ supplier name
    - ▶ supplier address
    - ▶ nature of imported products
    - ▶ products date of receipt
  - B. Information records of the food products supplied from the establishment stating:**
    - ▶ customer name
    - ▶ customer address
    - ▶ nature of imported product
    - ▶ products date of supply
  - ▶ The food establishment shall keep such documents for the following periods of time:
    - ▶ A. Six months after the expiry of food with a validity period of more than five years.
    - ▶ B. Six months from the date of supplying the supplier for perishable food, which specifies its consumption period at a specified date or with a validity period of less than three months and where the food is intended for distribution to the final consumer.
  - C. Five years in all other cases.**
    - ▶ The food establishment should, in the event that it believes that the food imported, produced, processed, manufactured or distributed may pose a danger to human health or not conform to the requirements and standards of food safety, shall consider the following:
      - ▶ Take action to retrieve food from the market
      - ▶ Inform consumers of the reasons for food retrieving in a clear and precise manner
      - ▶ Inform the competent authorities of the measures taken

## Requirements of General Food Control Department to prepare engineering plans for industrial food establishments

- ▶ Contracting with a food consultancy company accredited by Sharjah City Municipality
- ▶ Submitting engineering schemes drawings showing the equipment, internal distribution and dimensions of the site, approved by food consulting company in the Sharjah City Municipality.
- ▶ The drawings must be in accordance with the requirements of "HACCP" food safety system and the health requirements of Sharjah City Municipality which are required on site.
- ▶ The following requirements should be taken in consideration when submitting drawings:
  - ▶ Must be colored
  - ▶ Must display the movement of (workers - raw materials - finished product - waste - sewage)
  - ▶ Must include type of air conditioning and ventilation used and how they should be distributed in all areas and sections of the site
  - ▶ Must provide image of machines and equipment used on the site
  - ▶ Must clarify the dimensions and areas of the sections
  - ▶ Must display product type and explain the serial layout of the production
  - ▶ Must clarify the places and streets surrounding the site
  - ▶ A table should be made with the symbols and terms on the drawings
  - ▶ The direction on drawings must be clear
  - ▶ A side box should be provided to the right of the drawing, with the seal of the food consulting company and the credentials issued by Sharjah City Municipality
  - ▶ Writing on the drawings should be in both Arabic and English
  - ▶ Drawings should be submitted on A1 paper
  - ▶ A coordination should be done with the Licenses Committee at the Food Control Department of Sharjah City Municipality to schedule the discussion of the drawings in the presence of the consultant from the food consulting company accredited to the municipality and site owner/ landlord

## Steps and procedures for licensing industrial establishment

Trade Name:	Obtain Trade Name and determine activity type from Sharjah Economic Development Department
Required Documents:	Provision of title deed, land map and construction permit map for the site is a must
Initial Preview:	Licensing inspection should initially preview the site from area, suitability, and surrounding environment.
Technical Evaluation:	Conducted by Sharjah Economic Development Department (Commercial Control and Protection Department)
Lease Contract:	- Approval of lease contract from Sharjah Electricity and Water Authority - Approval of lease contract from Sharjah City Municipality
Detailed drawing:	- A detailed drawing of equipment and internal divisions of the site should be submitted and approved by Food Control Department - Reviewing the engineering department (inspection and follow-up department) in the municipality to approve the plan from engineering point of view and issue a decoration permit for the activities and equipments that require such thing.
Drainage Management:	Check with Drainage Section at the Municipality to install fat traps
Final Preview:	The final inspection of the facility by the inspector of the licensing unit in the Food Control Department after completing the decoration work and preparing the entire site as per the approved plan is a must. After that, the Food Control Department will issue and approve the final report after paying the prescribed fees. Issuing license from Sharjah Economic Development Department
Branches providing service:	Food Control Department in Al Nasserya from Monday to Thursday <b>Working Hours:-</b> From 7:30 am to 3:30 pm <b>Contact Details:</b> Tel.: 06/5068343 Fax: 06/5652707

# Procedures for releasing imported foodstuffs shipments through Sharjah's ports

## Required Documents:

All shipments of imported food should be submitted with original and health documents and certificates that are issued by the concerned authority at the origin country including the following:

- ▶ Customs declaration
- ▶ Delivery permission
- ▶ Health certificate
- ▶ Packing/ contents list
- ▶ Halal Certification for Meat, Poultry and their Products issued by Halal certificates providers.
- ▶ Certificate of Origin
- ▶ Any additional documentation may require in some special cases

## Procedures:

When applying for the required documents and health certificates, the inspector should do the following:

- ▶ review the documents and health certificates for each shipment
- ▶ In the event that the inspector cannot reach all the food items in the shipment or has difficulties in detection, the shipment may be transferred for inspection in the company's warehouses in exchange for a pledge not to dispose of the shipment
- ▶ Detection / inspection of the shipment and verify the validity and conformity with technical specifications and regulations
- ▶ Sampling of laboratory tests when necessary
- ▶ The final release of the shipment in case of matching

\* **Note:** All imported food products must be registered in the electronic food registration program (ZAD).

## Branches providing Service:

The offices of Food Control Department in Sharjah Ports at:

- ▶ Sharjah International Airport
- ▶ Port Khalid
- ▶ Container Customs Centre
- ▶ SAIF Zone
- ▶ Hamriyah Free Zone
- ▶ Sharjah International Airport - 24 hours daily
- ▶ Port Khalid - from 7:30 am to 3:30 pm - Monday to Thursday
- ▶ Container Customs Centre - from 9:00 am to 4:00 pm - Monday to Thursday
- ▶ Hamriyah Free Zone - from 7:30 am to 3:30 pm - Monday to Thursday
- ▶ Sharjah International Airport Free Zone (Saif Zone) from 7:30 am to 3:30 pm - Monday to Thursday

### Working Hours:

- ▶ From 7:30 am to 11:00 pm All Week Days

**Contact Details:** Tel: 065068364 Fax: 065068374

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# Approving Food Card Procedures

## Required Documents:

- ▶ Application for accreditation of nutrition facts label
- ▶ A copy of the entity's commercial or industrial license
- ▶ The design of the nutrition facts label of the product, including all the required data.
- ▶ A copy of the HACCP Certificate (for products manufactured in Sharjah).

## Procedures:

- ▶ Collection of due fees
- ▶ Checking the nutrition facts label of the product to ensure that it is in conformity with the specifications and regulations that are in force.
- ▶ If the nutrition facts label is in conformity with specifications, the nutrition facts label data is entered into the designated system.
- ▶ Issuance a certificate of accreditation of nutrition facts label.

## Branches providing service:

- ▶ Food Control Department at Al Nasserya from Monday to Thursday
- ▶ Working Hours

**Working Hours:** From 7:30 am to 3:30 pm

**Contact Details:** Tel: 065068247 Fax: 065652707

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## New food product registration procedures

### Required Documents:

- ▶ Request for registration a food product.
- ▶ A copy of the entity's commercial or industrial license.
- ▶ A copy of the HACCP certificate (for products manufactured in Sharjah).
- ▶ A copy of certificate of accreditation of nutrition facts label for the product.
- ▶ In addition to that, there is a need to provide sufficient samples of the food product for laboratory testing (usually 5 units).

### Procedures:

- ▶ Enter samples data into the designated system.
- ▶ Print samples form and send it along with samples for laboratory tests.
- ▶ If the result is in conformity with specifications, the due fees will be collected.
- ▶ Issuing a certificate for registration the food product.

**Note:** All food products must be registered in the Electronic Food Registration Programme (ZAD)

### Branches to offer the service:

Food Control Department in Nasiriyah from Monday to Thursday every week.

**Working Hours:** From 7:00 am to 3:30 pm

**Contact Details:** Tel: 065068247 Fax: 065652707

## Procedures to Obtain Food Transporting and Distribution Permit

### Procedures:

- ▶ Fill out and submit food transporting and distributing permit form with attaching the following documents:
  1. Letter describing permit type required that is signed and stamped
  2. Copy of valid commercial or industrial license
  3. Copy of vehicle valid registration card or ownership
  4. Copy of valid health card for driver
  5. Copy of warehouse license (distribution permits)
  6. Copy of certified warehouse lease contract (if warehouse has a different trade name)
  7. Copy of HACCP certificate ( for industrial establishments and catering activities)
  8. Copy of conformity certificate issued by the Ministry of Industry & Advanced Technology (for certain products)
  9. A copy of the product registration certificate issued by Sharjah City Municipality's Food Control Department (5 gallon water bottles)
  10. Original permit in case of renewal
- ▶ Concerned inspector should check the vehicle
- ▶ If the vehicle is identical, the permit fee is charged and fines are paid if any
- ▶ Issuing permits to transport and distribute food

### Branches providing service:

Food Control Department Office in the Suburban Municipalities Administration - Fifth Industrial Zone- from Monday to Thursday.

**Working Hours:** From 7:00 am to 3:30 pm

**Contact Details:** Tel: 065931547 - 065931679 Fax: 065652707

# Health requirements for food transport and distribution vehicles

- ▶ Commitment to sound health practices throughout all stages of food transport and distribution is a must
- ▶ Obtain a valid health card for driver and assistant if available
- ▶ Keep a copy of the commercial license and permit inside the vehicle
- ▶ Clearly place name and address of the food establishment on the vehicle
- ▶ Never use food vehicles for transporting or distributing non-food products.
- ▶ Provide sufficient lighting for the vehicle with suitable insulation of the back glass
- ▶ The vehicle used to transport food products should be suitable for the nature of storage of the product
- ▶ Provide a thermometer for refrigerators in the vehicle cabins to monitor the temperature
- ▶ No accumulation of food inside the vehicle is a must
- ▶ The vehicle must be closed and covered from all sides (not exposed)
- ▶ Shelves should be provided to separate the various foodstuffs inside the vehicle
- ▶ The walls, ceilings and floors should be made of stainless material such as aluminum or stainless steel or others
- ▶ Installation of hooks and pipes of stainless material in the case of vehicles for the transport of frozen meat is a must
- ▶ Provide plastic or pneumatic curtains at the doors (in case of refrigerators) to prevent leakage of cold during unloading and loading
- ▶ Design refrigerating equipment and equipment used to cool food in a manner that prevents food contamination with the periodic detection of cooling devices to handle any possible leakage of refrigerants
- ▶ The doors should have a rubber frame to prevent cold leakage and sealing
- ▶ Medium and heavy truck are allowed for transportation only and not for distribution
- ▶ In drinking water distribution vehicles, a box with shelves of non-resistant material shall be provided for placing the containers on them
- ▶ The distribution of various bakery products requires the provision of plastic boxes for the preservation of products in addition to providing a closed container to put products returned from the markets
- ▶ In ice molds transportation and distribution vehicles, boxes of fiber are required to be there and should be completely isolated. Also, the the name of the institution should be written on the vehicle and that it is dedicated to the transfer and distribution of ice molds
- ▶ Fast food delivery vehicles are required to provide thermal storage boxes
- ▶ Regular maintenance, cleaning and sterilization of food distribution vehicles should be carried out with a focus on the importance of refrigerating vehicles. Transport and distribution of refrigerated and frozen food items before loading in a timely manner is important to ensure the efficiency and validity of the cooling system

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# Issuance of Food Export Certificate Procedures

## Procedures:

- ▶ Fill out transport validity certificate. Then, submit the application to the reception for approval, registration and provide a copy of industrial license too.
- ▶ Pay fees for issuing food export validity certificate.
- ▶ Concerned inspector should review and check required documents.
- ▶ In the event that the food products to be exported are not included in the pre-sampling program for periodic analysis and conformity in the food laboratory in Sharjah City Municipality, samples are drawn from these food products for laboratory examination.
- ▶ Issuance of an export validity certificate for the corresponding food products.

## Note:

- ▶ When exporting to GCC countries, these food products must be registered by the Food Control Department at Sharjah City Municipality.
- ▶ Some countries require certain requirements for export to it. Therefore, the Food Control Department must be reviewed to make sure of obtaining such requirements.

## Branches providing service:

Food Control Department at Al Nasserya from Monday to Thursday

**Working Hours:** From 7:30 am to 3:30 pm

**Contact Details :** Tel: 065068364 Fax: 065068374

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# Directorate of Town Planning and Survey



The Directorate was established in 1998, whereas it contributes in the development of road planning, transportation and service facilities in the Emirate of Sharjah. Also, it implements comprehensive urban planning, land allocation for citizens and works on the provision of all quality services quickly, accurately and transparently.

## Services

- ▶ Approval of Initial Design (Industrial)
- ▶ Approval of Pre-approved Industrial Models
- ▶ Issuance of Granted Lands Certificate
- ▶ Issuance and Renewal of Official Map
- ▶ Map depending on Title Deed (Issuance and Renewal)
- ▶ Urban Planning Statement
- ▶ Know Your Location

800 80000 +97165289999

+97165289000

contactus@sdtps.gov.ae

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# Approval of Initial Design (Industrial)

## Service Description

To inform client about the location of services in the area (mosques, schools, hospitals, police stations, shops, etc.). Also, to inform client with entrances and exits of the area too.

## Required Document

- ▶ Copy of valid land map.
- ▶ Copy of valid urban planning statement.
- ▶ Copy of valid commercial consultant license.
- ▶ Consultant assignment letter and signature of owner and consultant.
- ▶ Certificate of receipt of temporary samples for soil examination.
- ▶ Interlock certificate.
- ▶ Proposed initial design.
- ▶ In case of modification or addition, the following attachments are added to the basic documents:
  - ▶ Attach previously approved designs from the Department.
  - ▶ Inspection report shall be attached to a recent date not exceeding 3 months.
  - ▶ Note: in case of building workers resident, attach a letter stating the number of employees working in Sharjah

## Service Delivery Procedures and Steps

### Attending at service centers

#### Website:

- ▶ Log in [www.sdtps.gov.ae](http://www.sdtps.gov.ae) and choose "e-services" icon.
- ▶ Fill in service details (Approval of Initial Design -Industrial). Then, choose "Send" for approval. Pay needed fees and save the registration notice for checking and receipt.
- ▶ Client will be noticed through the email address once the request is ready. This request can be obtained through the official website or service centre offices

## Service Charges

- ▶ Ground Floor: AED 1 d/m<sup>2</sup> (minimum AED 750).
- ▶ Ground Floor+ two Floors or Ground Floor + One Floor: AED 2 d/ m<sup>2</sup> (Minimum AED 1500).
- ▶ Ground to Two Floors or Ground to 5 Floors: AED 6 d/m<sup>2</sup> (Minimum AED 2500).
- ▶ 11 Floors and more: AED 8 d/ m<sup>2</sup> (Minimum AED 4000).
- ▶ Additions and modifications: 25% of the value of fees.
- ▶ Re-audit: 5% of the value of the fees.
- ▶ Fence: AED 105 / m from the land perimeter.
- ▶ Additional fees of AED 10 (Collection Fee) and AED 10 (Research fee) are charged for each transaction.

**Average Duration for Completing Service:** 10 working days

[www.sdtps.gov.ae](http://www.sdtps.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Approval of Pre-approved Industrial Models

## Service Description

Approval of pre-approved preliminary building designs (fence + office + commercial store)

## Required Document

- ▶ Copy of valid land map.
- ▶ Copy of urban planning statement.
- ▶ Copy of Copy of valid ID.
- ▶ Letter of acknowledgement of choosing the required form

## Service Delivery Procedures and Steps

### Website:

- ▶ Log in [www.sdtps.gov.ae](http://www.sdtps.gov.ae) and choose "e-services" icon.
- ▶ Fill in service details (Pre-approval of housing models for consultants). Then, choose "Send" for approval.
- ▶ Pay needed fees and save the registration notice for checking and receipt.
- ▶ Client will be noticed through the email address once the request is ready. This request can be obtained through the official website or service centre offices.

## Service Charges

- ▶ New study: AED 1 / m<sup>2</sup> (minimum AED 500)
- ▶ Requirement to submit a request for (Approval of commercial establishments).
- ▶ Additional fees of AED 10 (Collection Fee) and AED 10 (Research fee) are charged for each transaction.

**Average Duration for Completing Service:** 3 working days

[www.sdtps.gov.ae](http://www.sdtps.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Issuance of Granted Lands Certificate

## Service Description

A request for obtaining a granted land for beneficiary (residential, industrial, agricultural, commercial). This request is later submitted to the external judicial or competent authorities in the domestic assistance or otherwise.

## Required Document

- ▶ Copy of valid passport
- ▶ Copy of family book (Non-mandatory document)
- ▶ Copy of valid ID

## Service Delivery Procedures and Steps

### Attending at service centers:

- ▶ Fill in service form (issuance of granted land certificate) that is available at customer service offices or online through [www.sdtps.gov.ae](http://www.sdtps.gov.ae).
- ▶ Request should be submitted to customer service employee by applicant or representative.
- ▶ Pay required fees and receive receipt.
- ▶ Once the order is ready, a text message will be sent to the client With a link to download the final product.

### Website:

- ▶ Log in [www.sdtps.gov.ae](http://www.sdtps.gov.ae) and choose “services” icon.
- ▶ Fill in service details (issuance of granted land certificate). Then, choose “Send” for approval and payment of fees and save the registration notice for checking and receipt.
- ▶ Testimony is later sent to client or concerned parties.

## Service Charges

- ▶ Request fees: AED 50
- ▶ Extra charge of AED 10 is required for each additional transaction (collection fees).
- ▶ Fees for the following requests are exempted (Sharjah Directorate of Housing (online) – Charity

- ▶ Associations - Social Services Department in Sharjah (online) – Ministry of Community Development - Sheikh Zayed Housing Programme- Debit Settlement Committee for Sharjah Nationals-Martyrs Families Affairs Office)
- ▶ Additional fees of AED 10 (Collection Fee) and AED 10 (Research fee) are charged for each transaction.

**Average Duration for Completing Service:** 15 minutes

[www.sdtps.gov.ae](http://www.sdtps.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Issuance and Renewal of Official Map

## Service Description

A request for obtaining an official map in order to complete the procedures for owning a piece of land (grant)

## Required Document

- ▶ Certified establishment completion certificate from the Municipality (valid for 6 months) Or site report.
- ▶ Land map (original). Request for replacement should be placed when the original map is lost.
- ▶ Copy of valid passport, family book, and ID.
- ▶ Letter of receiving a government house from Sharjah Directorate of Housing for those who received a grant to build a government house (attach original copy).
- ▶ Attach letter from Sheikh Zayed Housing Programme Valid.

## Service Delivery Procedures and Steps

### Attending at service centers:

- ▶ Fill in service form (official map issuance) that is available at customer service offices or online through [www.sdtps.gov.ae](http://www.sdtps.gov.ae).
- ▶ Request should be submitted to customer service employee by applicant or representative.
- ▶ Pay required fees and receive receipt.
- ▶ Once the order is ready, a text message will be sent to the client. This client, or representative, should bring receipt to receive needed request.

### Website:

- ▶ Log in [www.sdtps.gov.ae](http://www.sdtps.gov.ae) and choose “e-services” icon.
- ▶ Fill in service details (official map issuance). Then, choose “Send” for approval. Pay needed fees and save the registration notice for checking and receipt.
- ▶ Client will be noticed through the email address once the request is ready. This request can be obtained through the official website or service centre offices

## Service Charges

- ▶ Residential: AED 200
- ▶ Commercial/ Industrial/ Agriculture: AED 450
- ▶ Government organizations and Sheikh Zayed Housing

- ▶ Programme are exempt from fees
- ▶ Additional fees of AED 10 (Collection Fee) and AED 10 (Research fee) are charged for each transaction.

**Average Duration for Completing Service:** 3 working days

[www.sdtps.gov.ae](http://www.sdtps.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Map depending on Title Deed (Issuance and Renewal)

## Service Description

A request for obtaining an original copy of title deed map

## Required Document

- ▶ Original title deed or the copy of the original one certified by Sharjah Real Estate Registration Department (a valid replica for 7 days).
- ▶ Copy of the previous version (if any).
- ▶ Copy of owner's valid ID.

## Service Delivery Procedures and Steps

### Attending at service centers:

- ▶ Request should be submitted to customer service employee by applicant or representative.
- ▶ Pay required fees and receive receipt.
- ▶ Once the order is ready, a text message will be sent to the client. This client, or representative, should bring receipt to receive needed request.

### Website:

- ▶ Log in [www.sdtps.gov.ae](http://www.sdtps.gov.ae) and choose "e-services" icon.
- ▶ Fill in service details (issuance of title deed map). Then, choose "Send" for approval
- ▶ Pay needed fees and save the registration notice for checking and receipt
- ▶ Client will be noticed through the email address once the request is ready. This request can be obtained through the official website or service centre offices

## Service Charges

- ▶ Residential: AED 200
- ▶ Commercial/ Industrial/ Agriculture: AED 450
- ▶ Government organizations are exempt from fees
- ▶ Urgent service: AED 100 added to transaction value
- ▶ Additional fees of AED 10 (Collection Fee) and AED 10 (Research fee) are charged for each transaction.

**Average Duration for Completing Service:** 3-7 working days

[www.sdtps.gov.ae](http://www.sdtps.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Urban Planning Statement

## Service Description

The schematic requirements of the land indicating the type of use, height, backs, positions and any other planning notes.

## Required Document

- ▶ Certified establishment completion certificate from the Municipality (valid for 6 months)
- ▶ Land map (original). Request for replacement should be placed when the original map is lost.
- ▶ Copy of valid passport, family book, and valid ID.
- ▶ Letter of receiving a government house from Sharjah Directorate of Housing for those who received a grant to build a government house (attach original copy).
- ▶ Attach letter from Sheikh Zayed Housing Programme even if expired.

## Service Delivery Procedures and Steps

### Attending at service centers:

- ▶ Request should be submitted to customer service employee by applicant or representative.
- ▶ Pay required fees and receive receipt.
- ▶ Once the order is ready, a text message will be sent to the client. This client, or representative, should bring receipt to receive needed request.

### Website:

- ▶ Log in [www.sdtps.gov.ae](http://www.sdtps.gov.ae) and choose "e-services" icon.
- ▶ Fill in service details (Urban Planning Statement). Then, choose "Send" for approval. Pay needed fees and save the registration notice for checking and receipt.
- ▶ Client will be noticed through the email address once the request is ready. This request can be obtained through the official website or service centre offices

## Service Charges

- ▶ Residential: AED 200 flat fee.
- ▶ Residential (property): AED 300 and a maximum of AED 1,000.
- ▶ Commercial: 1 d / m<sup>2</sup> with a minimum of AED 500 and a maximum of AED 2,000.
- ▶ Industrial: 0.25 d / m<sup>2</sup> with a minimum of AED 500 and a maximum of AED 1,500.
- ▶ Petrol station: AED 1,000.
- ▶ Other uses (schools ...etc.) 0.15 d / m<sup>2</sup> with a minimum of AED 600 and a maximum of AED 2,000.
- ▶ Government houses, Sheikh Zayed Housing Programme, and other government uses are exempt from fees.
- ▶ Additional fees of AED 10 (Collection Fee) and AED 10 (Research fee) are charged for each transaction.

**Average Duration for Completing Service:** 5 working days

[www.sdtps.gov.ae](http://www.sdtps.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)



# Know Your Location

## Service Description

To inform client about the location of services in the area (mosques, schools, hospitals, police stations, shops, etc.). Also, to inform client with entrances and exits of the area too.

## Required Document

- ▶ A copy of valid land map
- ▶ Valid U.A.E ID

## Service Delivery Procedures and Steps

### Attending at service centers:

- ▶ Request should be submitted to customer service employee by applicant or representative.
- ▶ Pay required fees and receive receipt.
- ▶ Once the order is ready, a text message will be sent to the client. This client, or representative, should bring receipt to receive needed request.

### Website:

- ▶ Log in [www.sdtps.gov.ae](http://www.sdtps.gov.ae) and choose "e-services" icon.
- ▶ Fill in service details (Urban Planning Statement). Then, choose "Send" for approval. Pay needed fees and save the registration notice for checking and receipt.
- ▶ Client will be noticed through the email address once the request is ready. This request can be obtained through the official website or service centre offices

## Service Charges

- ▶ AED 100
- ▶ Additional fees of AED 10 (Collection Fee) and AED 10 (Research fee) are charged for each transaction.

**Average Duration for Completing Service:** 3 working days

[www.sdtps.gov.ae](http://www.sdtps.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

[Main Index](#)

[Services Index](#)



## Sharjah Customs

Sharjah Ports, Customs and Free Zones Authority

Sharjah Customs plays a vital role in contributing to the national economy by virtue of revenue collected in the form of import & other taxes and duties. It plays a leading role in supervising and controlling the movement of goods in and out of the country by obviating smuggling and contraband which is essential for the Emirate's well being.

Sharjah Customs in its new concept was established in 1976 according to the decree issued by His Highness Sheikh Dr. Sultan bin Muhammed Al Qasimi, Supreme Council Member and Ruler of Sharjah.

Also, it is working to provide the best customs services to suppliers, exporters and travelers, taking advantage of the high expertise of its competent staff and using the latest modern technologies in the completion of transactions and customs clearance of goods and the detection of goods through the sea, land and air ports of Sharjah.

# Services

- ▶ Customs Tariff
- ▶ Import
- ▶ Export
- ▶ Interim transit
- ▶ Import for the purpose of re-export
- ▶ Free zone entry statement for free zone companies



+97165026261

+97165026261



+97165281425

+97165281425



jumruki@sharjahcustoms.gov.ae



www.sharjahcustoms.gov.ae



# Customs Tariff

**Custom duties are imposed on imported goods at 5% of the total value of product including shipping and insurance, unless the goods are subject to special customs duties such as tobacco products or are exempt from customs duties.**

There are several types of data:

The statement that is organized in the case of goods imported into the local market from other countries in return for payment of due customs duties, or exemption from such fees, as applicable.

## Import

### required documents

- ▶ Delivery order
- ▶ Packing list
- ▶ Original invoice
- ▶ Attested original certificate of origin
- ▶ Bill of lading
- ▶ Receipt of duties or deposit settled
- ▶ Inspection report if requested

### The procedures:

- ▶ The goods to be imported will have a fee of Dhs 70.
- ▶ A fee of Dhs 80/ - payable for duty exempted goods against If they don't meet the conditions, the amount of customs duties shall be deducted by imposing a deposit of the same value as the customs duties, which is equal to 5% of the invoice value, until the conditions are met.
- ▶ For non-exempted goods, a duty of 5% is collected on CIF value and registration fees are collected in cash or by cheque.
- ▶ If the attached invoice is not original, an amount of AED 1,000 must be taken as a deposit until the original copy is submitted during the period specified for collecting the insurance deposit.
- ▶ If the certificate of origin is brought or a copy thereof, a deposit of AED 1,000 must be taken. The goods are therefore inspected to determine the country of origin of the goods.

[www.sharjahcustoms.gov.ae](http://www.sharjahcustoms.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

## Export

Exporters or agents of goods intended for export shall go to the competent Customs Department and declare them in detail. If any restricted goods are exported, the exporter must obtain the necessary approval from the competent authority and submit them to customs.

### The required documents are:

- ▶ Invoice
- ▶ Export declaration

## import for the purpose of re-exporting

Issuing an import statement for the purpose of re-exporting the goods that are imported with the intention of re-exporting them in whole or in part.

### The required documents are:

- ▶ Delivery order
- ▶ Invoice (original)
- ▶ Certificate of origin (attested and original)
- ▶ Bill of lading
- ▶ Packing list
- ▶ Cash or cheque deposit of 5%
- ▶ Customs Exit/Entry Certificate
- ▶ Inspection report if requested

### Insurance Fees:

- ▶ A deposit of insurance of 5% is collected in cash or by cheque on CIF value plus registration fees.
- ▶ The deposit period lasts for 6 months from date of issuing the bill.
- ▶ The deposit amount will be refunded upon presenting approved documents issued from any UAE Customs Terminal confirming the export of the goods.

### Interim transit statement

### Free zone entry statement for free zones companies

[www.sharjahcustoms.gov.ae](http://www.sharjahcustoms.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)



There are several types of merchandise, including:

## Exempted Goods

- ▶ Commodities exempted under the unified GCC tariff
- ▶ Diplomatic Exemptions
- ▶ Personal baggage and supplies (used and non-used) if they meet the conditions of exemption as per applicable regulations and laws.
- ▶ Charities supplies.
- ▶ Returned goods
- ▶ Temporary exported goods for further manufacturing. Duties levied on the materials added for completion of manufacturing.
- ▶ Goods that fall under international agreements.
- ▶ Exemption for the purpose of tourism
- ▶ Goods that fall under the regulation of the Ministry of Economy and Customs
- ▶ Products exempted under the Arab League agreement.

## Goods that require special procedures

There are types of goods that require special procedures, such as foodstuffs, live animals, chemicals, radioactive materials, media materials, plants, seeds, weapons, etc. They are released after obtaining approval from the competent authorities and conforming to the conditions and regulations.

For more information, please see our website: [www.sharjahcustoms.gov.ae](http://www.sharjahcustoms.gov.ae)

## Insurance for re-exports

- ▶ The insurance value shall be equal to the value of the customs duties due on the goods that will be re-exported. The guarantee can be recovered after submitting the documents proving that the goods have actually left and exported from the country. In case of not providing the required documents, it will not be possible to recover the amount.

## Entry and Exit Certificate

- ▶ The center checks the entry and exit certificate and makes sure that the container or goods have been entered into the port with the lead number written on the certificate and matches the number on the container. Then, this number should be written in the customs records. In addition, a statement should be issued for the goods to ensure that the container or goods were shipped from the country's ports. Later on, the certificate should be ratified after the ship leaves to be able to recover the insurance value.

## Other Required Documents

- ▶ VCC (Vehicle Customs Certificate) is a document for registering vehicles. No vehicle will be registered without producing the VCC.



# Customs Centers

## Customs Centres – Sharjah Head Quarters

Tel: +97165282216  
+97165281666

## Container Customs Centre

Tel: +97165010000

## Khor Custom Center

Tel: +97165281120

## Khor Fakkan Customs Centre

Tel: +97192371222

## Khatm Melaha Customs Centre

Tel: +97192777744

## SAIF Zone Customs Centre

Tel: +97165571323

## Post Custom Centre

Tel: +97165725444

## Airport Cargo Customs Centre

Tel: +97165581011

## Sharjah Airport Cargo Customs Centre

Tel: +97165581166

## Hamriyah Free Zone Customs Centre

Tel: +97165261666







# SAIF ZONE

هيئة المنطقة الحرة لمطار الشارقة الدولي  
SHARJAH AIRPORT INTERNATIONAL FREE ZONE AUTHORITY

Sharjah Airport International Free Zone (SAIF Zone) is one of the oldest, largest and fastest growing free trade areas in the Middle East. With its distinguished reputation and strategic location, SAIF Zone has a leading position as it is a major commercial and investment destination in UAE, as well as its embodiment of an ideal region to launch regional and international operations.

We have succeeded over the years in creating an appropriate environment that ensures the operations are carried out easily and conveniently. In addition, we offer unique features of their kind to the business sector, which include full ownership, tax exemptions, fees and full return of profits.

This unique combination of world-class infrastructure, high-value services and attractive incentives allowed our customers to take advantage of many important opportunities in the region as well as to link their businesses to different parts of the world.

## Services

- ▶ Features and benefits
- ▶ Steps for setting up a new company
- ▶ License Types
- ▶ Warehouses, Workshops and Accommodation
- ▶ Company Registration

+97165570000 Head Office

+97165178361 +97165178248 Project Management Department

info@saif-zone.com

www.saif-zone.com



# Features and benefits

## strategic location

- ▶ Global and regional communications with excellent sea, land and air transport links
- ▶ Global air links across the world via Sharjah International Airport
- ▶ 6 to 8 hours of Sea-Air transfer
- ▶ Providing furnished lands, warehouses and offices for rent
- ▶ Providing equipment, workers and shipping services around the clock
- ▶ Providing labor accommodation
- ▶ Ensure and issue work visas for all workers in the free zone
- ▶ Economic wage structure with no restrictions on employing 100% pure foreign labor

## Features

- ▶ Foreign ownership & repatriation of funds with no currency restrictions
- ▶ Exemption from corporate and personal income taxes
- ▶ Tax exemption for all import and export

## Fast service

- ▶ Obtaining the license in less than one hour from the date of submitting the required documents

# Steps for setting up a new company

## Commercial Department

Present your complete documents

## Leasing, Licensing & Legal Affairs

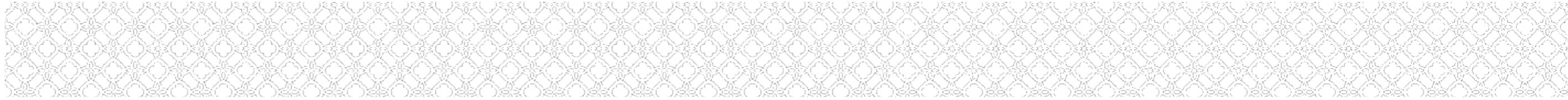
receive license, lease agreement and keys of office/warehouse

## Clients & Investor Services Department

Receive visas, ID cards .... etc.



# License and Lease Types



## Licensing Options for Maximum Business Freedom

### Commercial License

- ▶ Import, Export, Distribution, consolidation, storage or warehousing of items specific in the license, Maximum limit is three similar product lines.

### Service license

- ▶ Service license allows the holder to carry out service specified in the license only. All types of services are allowed unless otherwise restricted by the federal or local authorities

### Industrial license

- ▶ Import of raw materials, manufacturing, processing, assembling, packaging and exporting the finished products

( clearance from SAIF ZONE Health & Environment Department is required)

### SAIF Office

- ▶ A variety of offices in terms of space and the number of available visas in line with the needs of companies holding commercial and service licenses.

### Executive Offices

- ▶ Offices with an area starting from 21 sq.m., furnished and air-conditioned, including electricity and water services, reception, and parking services.

### Plot of Lands

- ▶ Minimum plots size is 2500sq.m.
- ▶ Construction as per SAIF Zone regulations.



# Warehouses, Workshops and Accommodation

## WH125 sqm

103 sq.m. of storage area and 22 sq.m. office space.

## WH250 sqm

190 sq.m. of storage area and 60 sq.m. office space.

## WH400 sqm

340 sq.m. of storage area and 60 sq.m. office space.

## WH600 sqm

450 sq.m. of storage area and 150 sq.m. office space.

## Temporary warehouses

82 sq.m. for a period of 3 months, subject to renewal (in addition to the current lease)

## Jewellery Workshop

58 sqm

For more information, please refer to the Commercial

## labor Accommodation

19 sqm

## Container Parking

[www.saif-zone.com](http://www.saif-zone.com)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Company Registration

## Required Documents

**FZE (Free Zone Establishment)** A Limited Liability Establishment incorporated in SAIF ZONE, owned by one natural or juridical person with a distinct legal entity and an independent financial liability

1- Application form (enclosed)

2-Project Summary

3- Passport copies of owners / managers

**FZC (Free Zone Company)** A Limited liability company incorporated in SAIF ZONE, by more than one shareholder with a distinct legal entity and an independent financial liability

1- Application form (enclosed)

2-Project Summary

3- Passport copies of owners / managers

4. Presenting a no-objection certificate from the sponsor in case the partner got local residence.

## Branch of a company registered in the UAE

1- Application form (enclosed)

2-Project Summary

3- Passport copies of owners / managers

4- Certificate of incorporation/ registration

5- The decision of the members of the board of directors to open a branch in the free zone and a power of attorney certified by the local court appointing person(s) in charge.

6- Bank statement for the last 3 months

## Branch of a foreign company incorporated outside the UAE

1- Application form (enclosed)

2-Project Summary

3- Passport copies of owners / managers

4- Certificate of incorporation/ registration

5- Memorandum & Article of Association or equivalent

6- Board resolution to open a branch in the SAIF ZONE and power of Attorney appointing person(s) in charge

7- Bank statement for the last 3 months

**Note:** Documents 4 to 6 must be notarized and attested by the ministry of Foreign affairs and by the UAE embassy in the country of origin and / or the relevant embassy in the UAE (for branch of a foreign company) or if the owner / shareholder is an entity of an FZE/FZC;

- ▶ Auditor appointment letter is required from a registered auditor in SAIF ZONE in case of FZE/FZC
- ▶ Annual audit report to be submitted at the time of renewal of the license every year for FZE/FZC
- ▶ SAIF ZONE reserves the right to obtain additional documents if required

[www.saif-zone.com](http://www.saif-zone.com)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)





هيئة كهرباء ومياه وغاز الشارقة  
Sharjah Electricity, Water and Gas Authority

Under the wise directives of HH Sheikh Dr. Sultan bin Muhammed Al Qasimi, Supreme Council Member and Ruler of Sharjah, Sharjah Electricity, Water and Gas Authority (SEWA) is responsible for implementing and developing development projects for its sectors in water, electricity and natural gas. Also, it works continuously on improving the services that it provides to the public in the Emirate of Sharjah.

In addition, SEWA continues to implement various development programs and plans for the provision of electricity, water and natural gas services. During the past few years, it has achieved remarkable development, growth rates and a qualitative leap in its fields of operation too.

## Services

- ▶ Approval of industrial projects drawings
- ▶ Opening Connection file
- ▶ Electricity and Water temporary distribution (under construction projects)
- ▶ Connection date procedures
- ▶ Connection Date Alteration Fees
- ▶ Connection Special Fees
- ▶ Final inspection fees before connection
- ▶ Connection Special Fees
- ▶ Procedures for existing and connected projects
- ▶ Checking Meter
- ▶ Meter Fees
- ▶ Changing Owner Name for Existing Premises
- ▶ HT transformers and materials price range
- ▶ Adding Electrical Loads without Referring to SEWA
- ▶ Water connection fees
- ▶ Water Distribution for Sites without having Meters Previously:
- ▶ Natural Gas Department
- ▶ Customer Move Out
- ▶ Malpractices: (Fines and compensation for consumption manipulation)



991 Electricity & Water Emergency

911 Gas Emergency



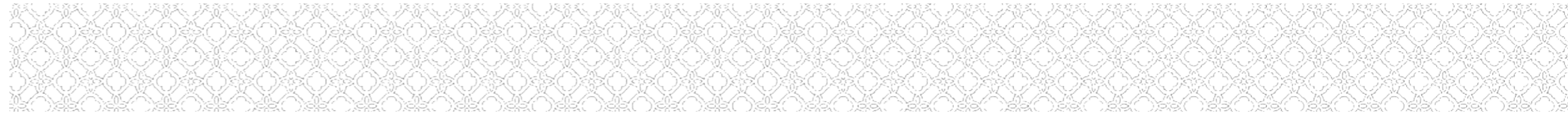
+97165288888 Head Office

+97165014666 Customer Care



[www.sewa.gov.ae](http://www.sewa.gov.ae)

# Approval of Industrial projects drawings:



Description	Fees (in Dirhams)	
Opening Electricity Drawing Approval File	Up To 500 kVA	5,000
	From 500 To 1000 kVA	7,000
	From 1000 to 2000 kVA	9,000
	From 2000 to 4000 kVA	12,000
	More than 4000 kVA	15,000
Opening Water Drawing Approval File	5,000	
Opening Gas Drawing Approval File	5,000	

Electricity connection fees for industrial projects are paid upon the initial drawing approval of the project.

## Accreditation fees for the second time

- ▶ In the event an application for modification of plans is submitted, for example, an architectural modification / load modification, the following fees will be collected:  
50% of the total fees paid previously

**Note:**

- ▶ The mentioned fees are collected for electricity, water and gas combined or separately
- ▶ It is not allowed to submit a request to amend plans more than once. To submit a request to amend plans after the second time, a full plan approval fee is collected
- ▶ Other fees will be collected in the following cases:

Description	Fees (in Dirhams)
Changing project	3,000
Changing building description	3,000
Load adjustment (upward) before connection	3,000
Increase the efficiency of the transformers or reduce their efficiency before connection	3,000
Any modification of the increase or decrease in the number of transformers before connection	3,000
In case of renewing connection date	3,000
<b>Note:</b> If there is more than one item in the previous items, fees will be charged for one item only	
In case of changing owner name	10,000
In case of changing owner's name to first-degree relatives	3,000



## Opening Connection file:

Description	Fees (in Dirhams)	
Opening Electricity Temporary Connection File	<b>Low Voltage</b>	500
	<b>High Voltage</b>	1000
Opening Water Temporary Connection File	500	
Opening Electricity Permanent Connection File	1,000	
Opening Water Permanent Connection File	500	
Opening Gas Permanent Connection File	500	

### Electricity connection fees:

Category	Load (kVA)	Normal Connection Fees (Dirham/kVA)	Urgent Connection Fees (Dirham/kVA)
Low Voltage	Per kVA	1,000	1,500
	From 200 – 1000	800	1,200
High Voltage	From 1001 - 3000	1,100	1,650
	From 3001 & Above	1,500	2,250

### Temporary Connection Fees:

Category	Description	Fees (in Dirhams)
Temporary Connection Fees	for each kVA	100

**Note:**

A fee of (15,000) dirhams is added to the costs of connecting the transformer, with all materials required by the contractor

[www.sewa.gov.ae](http://www.sewa.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

## Electricity and Water temporary distribution (under construction projects)

Description	Fees (in Dirhams)
Temporary water connection of AED for all projects	2000
Temporary electricity connection up to 12 kVA	2000
Temporary electricity connection from 13 to 73 kVA	4000
Temporary electricity connection from 74 to 250 kVA	6000
Temporary electricity connection from 251 to 1000 kVA	8000
Temporary electricity connection from 10001 to 3000 kVA	10000
Temporary electricity connection up to 3000 kVA	12000

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# Connection date procedures:



# Connection Date Alteration Fees:



Description		Connection Date
Low Voltage		2 years
	250 kVA Transformer	3 years
	500 kVA Transformer	3 years
	1000 kVA Transformer	3 years
High Voltage	1500 kVA Transformer	3 years
	More than 1500 kVA	4 years
	From a proposed or under-study Substation	4 years
	High Voltage S/S (33kV,132kV)	Without

### Low Voltage:

2 ½ year	2 years	1 ½ year	1 year	6 months
110,000	90,000	70,000	50,000	30,000

### High Voltage:

3 years	2 ½ years	2 years	1 ½ year	1 year	6 months	Transformer
200,000	160,000	120,000	80,000	40,000	20,000	<b>250 KVA</b>
300,000	240,000	180,000	120,000	60,000	30,000	<b>500 KVA</b>
400,000	320,000	240,000	160,000	80,000	40,000	<b>1000KVA</b>
500,000	400,000	300,000	200,000	100,000	50,000	<b>1500KVA</b>

Fees of each alternative are collected separately (for high voltage procedures).

# Final inspection fees before connection

	First Appointment	Second Appointment	Third Appointment	Forth Appointment or More
Industrial project with load of 20 kVA	200	300	500	2500
Project with no load	300	500	700	2700
Project with load of 250 kVA	300	500	700	2700
Project with load of 500 kVA	500	700	1,000	3000
Project with load of 1000 kVA	1000	1200	1,500	3500

**Note:** If there is more than one meter in the site, the fees are calculated separately as shown above

## Visiting sites fees

First Appointment	Second Appointment	Third Appointment	Forth Appointment or More
500	700	1,000	1,000

## Thermal insulation inspection fees

First Appointment	Second Appointment	Third Appointment	Forth Appointment or More
300	500	700	2,700

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# Connection Special Fees

Description	Fees (in Dirhams)	
Inspection appointments and checking site for connection	Normal	100
	Emergency	200
Emergency connection		2000
Temporary cut for demolition		500
Cutting for the purpose of modification of the electrical panel and the return of the current		500
After completing the work, a permanent gas connection is opened		10000
Disconnect the converter for the purpose of modification		5000
Cancelling meter		100

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2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

# Procedures for existing projects (follow-up department):

# Checking Meters

## Service Registration Requirements

- ▶ Original copy of lease contract from landlord and tenant.
- ▶ A patent for the last tenant of the property with the last reading if the patent has passed more than 10 days.
- ▶ Copy of license or commercial register.
- ▶ Inspection report issued by Sharjah Economic Development Department.
- ▶ Loads report issued from Electricity Services Department.

## Steps of Service Procedure

- ▶ Property should be free from any obstacles that prevent the entry of a new tenant.
- ▶ Insurance shall be determined by the system.
- ▶ After payment of the insurance, the lease contract shall be authenticated by the concerned official and from Sharjah City Municipality.
- ▶ Service agreements are activated by business category for issuing monthly invoices.

## Service Description

- ▶ Checking (electricity, water, and natural gas meters)

## Service Steps and Procedures

- ▶ The inspection shall be carried out according to the request of the customer. In this case, the application fee shall be paid according to the type of meter to be inspected.
- ▶ In case of doubting the meter performance, the concerned employee or officer should check it free of charges.
- ▶ If it is found out that the meter is performing in a good way, the request is closed.
- ▶ However, if the meter is defected, meter average consumption period of malfunction is recorded. Then, meter should be changed or re-installed after the repair and after that the request is closed.



# Meter Fees:

Description	Type	Fees (in Dirhams)
<b>Electricity meter test fees</b>	Single Phase	150
	Three Phase	250
	CT Meter	600
Meter Price	The price depends on the market at the time	
<b>Electricity meter re-test fees as per the customer request</b>	Single Phase	100
	Three Phase	250
	CT Meter	600
<b>Changing the meter type</b>	From single to 3 phase	250
	From 3 phase to CT	700
	From CT to three phase	250
	From 3 phase to single phase	150
<b>Shifting meter fees</b>	Single Phase	100
	Three Phase	150
	CT Meter	300
<b>Electricity meter replacement</b>	Old meter make of 1970 to 1987	Meter price
	Defect	Meter price + calculating the difference during the stopping period
	Broken meter	Meter price + test fees + Calculating the consumption difference
	Manipulation of the meter	Meter price + test fees + Calculating the consumption difference + Penalty for manipulating the meter

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# Changing Owner Name for Existing Premises:

## Required Documents

- ▶ Clearance from the previous owner.
- ▶ Certificate of Ownership for the new owner.
- ▶ Industrial license for the new owner.
- ▶ Payment of the deposit amount based on the activity and electrical load.

## Service Steps and Procedures

- ▶ The change is made after the application of the new owner and filling the service connection application.
- ▶ A case ID is created to change the owner name and the documents are attached in the system.

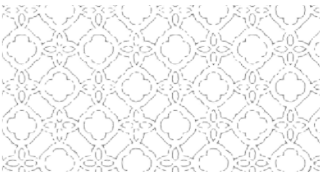
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## HT transformers and materials price range:



## Adding Electrical Loads without Referring to SEWA



HT MATERIAL RANGE 250KVA - 1500KVA					
Transformer Rating		250KVA	500KVA	1000KVA	1500KVA
Price Range (AED) / Transformer	Min	175,000,00	225,000,00	250,000,00	300,000,00
	Max	250,000,00	350,000,00	450,000,00	600,000,00

**Note:** The actual cost of materials may exceed the mentioned cost in case the feeding cable was long.

Electrical Loads Added Without SEWA's Permission	Fees (AED)
1 to 5 KW	1,000
6 to 10 KW	7,000
11 to 20 KW	10,000
21 to 30 KW	20,000
More than 30 KW	50,000

**Note:** For more than 60 KW = Pay AED 50000 fine + additional load differentials for more than 60KW as explained above.



### High Voltage Substation Maintenance Fees:

Annual maintenance fees for 11 KV and 6.6 KV substations are (AED 3000) per S/S.  
 The amount is added on the utility service bill for the S/S as (AED 250) per month per S/S.  
 The percentage of 10% of any material or spare parts required for the S/S or feeding lines are to be added, the owner must bear the calculated cost after adding the percentage.

## Water connection fees:

Service	Fees (in Dirhams)	
Meter test fees		150
Industrial Connection fees	«1	Each washroom 1,000 + fees 20,000
	«1,5	Each washroom 1,000 + fees 30,000
	«2	Each washroom 1,000 + fees 40,000
	«3	Each washroom 1,000 + fees 50,000
Labor Camp Connection fees	Per Room	From 1 - 25 rooms / 2,500 per room
		From 26 - 50 rooms / 3,000 per room
		50 rooms and above / 3,500 per room
Connection fees for Sheds	Shed	Each washroom 600 + 15 AED per sq. Meter with minimum 3,000 AED per shed
Connection fees for open yards	Yard	Each washroom 1,000 + 10,000 fees
Temporary connection fees		6,000 standard fees
NOC certificate		1,000

## Water Distribution for Sites without having Meters Previously:

Description	Fees
Meter Cost	Approved fees by SEWA
Material Cost	Approved fees by SEWA
Labor Cost	55
Penalties for water connection "calculating the consumption difference after fixing the meter and adding the amount on the monthly water bill"	10,000

## Water Leaking Fines on Buildings (before installing meters):

Description	Fees
Water leakage penalty As well as calculating the average previous consumption and adding the amount on the monthly bill	10,000



# Natural Gas Department:

## Service Steps and Procedures:

- ▶ Providing a complete study about required equipment needed for connecting gas to the project in order to study gas management there.
- ▶ In case of approving project, first category companies are contracted.
- ▶ Approving gas connection drawings in shared services department.
- ▶ Open connection file in the shared services department after approving the drawing.
- ▶ Site inspection by natural gas management engineers is a must.
- ▶ Payment of service line delivery fees in natural gas department.
- ▶ When drilling works are carried out to connect the service line and require drilling or cutting (tile or cement), the fees are paid at Sharjah RTA
- ▶ In case of need for drilling or cutting in one of the parking spaces subjected to Municipality fees, the required fees shall be paid to close the site in Sharjah City Municipality.
- ▶ After completing gas distribution lines, contractor shall deliver Certificate of Completion to the natural gas department.
- ▶ A deadline for inspection should be set as well as the final delivery date, and no objection letter should be issued for the concerned parties.

## Fees of Natural Gas Department:

Description	Fees (AED)
Minimum cost for gas connection to industrial projects	80,000
Fees for each machine that requires gas	2,000
No Objection Letter and Completion Certificate	1,000
Transfer fees for each machine	500
Fees for removing the meter with its belongings for industrial projects	5,000

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# Customer Move Out:

## Service Registration Requirements

- ▶ Original clearance certificate from Sharjah City Municipality.
- ▶ Original deposit slip, or replacement for lost slip.
- ▶ Copy of the trade license.

## Steps of Service Procedure

- ▶ An application is provided to the Connection & Disconnection section in the branch office.
- ▶ The branch office will send the technician to the site to receive the final meter readings.
- ▶ A clearance certificate is given for urgent application on the same day (after paying AED 100 fees). And the cheque will be issued after 7 days.
- ▶ The cheque of deposit can be issued on the same day for the fees of AED 100.

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# Malpractices:

## Penalty and indemnity for Manipulation of meters:

Description	Penalty (in Dirhams)	Indemnity
Electricity meter manipulation	20,000	Calculating consumption difference after repair
Direct connection	50,000	Calculating consumption difference after repair

## Meter Changing and Maintenance Fees Electricity Meter

Description	Fees (in Dirhams)
Without fees	Expired meters (any type)
Test fees	33/11 KV and 6.6 KV S/S meters
Meter price + test fees	Manipulation and breaking the meter
Defect	Without fees

# Malpractices: Fines and compensation for consumption manipulation

## Water Meters (depending on meter size)

Description	Fees (in Dirhams)
Expired meters	Without fees
Manipulation and breaking the meter	Meter price + test fees
Defect	Without fees

## Natural Gas Meters (depending on meter size)

Description	Fees (in Dirhams)
Expired meters	Without fees
Manipulation and breaking the meter	Meter price + test fees
Defect	Without fees
Violation of power connection or disconnection without the approval of the Authority or by a person other than its authorized employees (in case of repetition, the amount is doubled)	20,000
Violation of tampering with the natural gas network	5,000

## Penalties: Damaging S/S rooms:

Description	Fees (in Dirhams)
Fixing billboards above S/S rooms	3,000
Fixing any stickers in S/S rooms	
Fixing any electrical equipment, etc...	
Placing any things or belonging inside S/S rooms	5,000 In addition to repairing costs
Making any damages in S/S rooms	

### Notes:

- ▶ 48 hours deadline is given from the warning date to repair the damages in the S/S rooms or remove any belongings and returning it to the previous condition.
- ▶ If the previous point was done by SEWA, the owner will bear the costs.
- ▶ Any repair fees or penalties are adding on the owner's consumption bill.

## Installment of a Generator without SEWA approval

Description	Fees (in Dirhams)
Installment of electricity generator without SEWA approval (in case electricity was available in the area)	5,000

### Notes:

- ▶ If the consumer wants to keep the generator, an approval is required from SEWA after paying the required fees and abiding by the rules and regulations set by SEWA.
- ▶ In case SEWA did not approve the generator, it must be removed within 48 hours of the warning date.

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## Other Penalties:

Description	Fees (in Dirhams)
Losing meter during the period of property occupation and borne by the producer in addition to calculating the average consumption for the period of loss	10,000
Re-connecting the cable without having a permission from SEWA	10,000
Renewal of service after termination and payment of dues	100
Installation of additional meters without SEWA's approval (added to the bill)	10,000

Losing meter during the period of property occupation and borne by the producer in addition to calculating the average consumption for the period of loss

## Emergency breakdowns related fees:

Description	Fees (in Dirhams)
Digging fees	75 per meter
Connecting the cable ends	500 per end

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2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)



Sharjah Chamber of Commerce and Industry was established according to the Emiri decree issued in 1970 by His Highness Sheikh Dr. Sultan bin Muhammed Al Qaisi, Supreme Council Member and Ruler of Sharjah. The purpose of founding this organization was to have an active and vital establishment that organizes the economic prosperity of its commercial, industrial and professional sectors at all levels in cooperation with competent institutions and local authorities.

## Services

- ▶ [Registration Industrial Membership](#)
- ▶ [Industrial Membership Services](#)
- ▶ [Service Fees](#)

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# Industrial Membership in Sharjah Chamber of Commerce and Industry Registration Procedures and Required Documents

# Industrial Membership Services:

## Service Description

- ▶ Membership Required Documents and Most Important Documents are:
- ▶ Copy of a certified partnership contract (for new affiliation only).
- ▶ Copy of the approved lease from Sharjah City Municipality.
- ▶ Memorandum of Association and Articles of Association in the case of limited liability companies and joint stock companies (for new affiliation only).
- ▶ Copy of passport and ID (for new affiliation only).

## Required Document

- ▶ Documents should be submitted by Sharjah Economic Development Department's (SEDD) staff.
- ▶ Chamber's fees are calculated by the means of e-linking with SEDD (from the Chamber's fees guide).
- ▶ Payment vouchers related to SEDD and Chamber are issued.
- ▶ Payment and receipt issuance are done through e-linking with the new membership number on them.
- ▶ After payment, concerned person should head to Chamber main headquarter, branches, or offices to receive the original certificate of the Chamber after proofing the payment, documents and papers required. Then, certificate will be delivered to client.

▶ Issuance of a Chamber Membership Certificate

▶ Issuance of certificates for establishment

▶ Ratification of signature

▶ Request of membership information

▶ Participation in the permanent exhibition of industrial products in the Chamber

▶ Participate in the external exhibitions that the Chamber participates in





# Service Fees



## ▶ Sole Proprietorship Company

AED 900

## ▶ Other Legal Status

AED 2850

## ▶ Joint Stock Company

AED 2850





## ▶ Items of Violations and Charges

(There are no violations at Sharjah Chamber of Commerce and Industry)

[www.sharjah.gov.ae](http://www.sharjah.gov.ae)

2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

 Main Index

 Services Index







The Federal Tax Authority (FTA), the government entity responsible for the administration, collection and enforcement of federal taxes, was established in 2016 by the President of the UAE, His Highness Sheikh Khalifa Bin Zayed Al Nahyan, via Federal Decree-Law 13 of 2016.

## Services

- ▶ VAT Registration
- ▶ VAT Deregistration
- ▶ Corporate Tax Registration
- ▶ Corporate Tax Deregistration
- ▶ Excise Tax Registration
- ▶ Tax Records Amendment
- ▶ Deregistration of Tax Groups
- ▶ Digital Tax Stamp Request
- ▶ Warehouse Keeper Registration
- ▶ Deregistration of the Excise Tax Designated Zones
- ▶ Renewal of the Excise Tax Designated Zone Registration
- ▶ Registration of Designated Zones for Excise Tax
- ▶ Excise Tax Deregistration
- ▶ Excise Goods Registration
- ▶ Refund of Excess Amounts to Registrants

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# VAT Registration

## Categories of Customers

- ▶ All persons required to or entitled to register for VAT with the FTA

## Service Classification

- ▶ Government to Government Services, Government to Business Services, Government to Customer Services

## Service Description

- ▶ Through this service, the FTA registers certain persons for VAT to allow them to obtain a Tax Registration Number and fulfill their obligations

## Channels and Working Hours for Providing the Service

- ▶ • EmaraTax platform:  
24 hours a day, 7 days a week.

## Time Required to Submit Application

- ▶ 45 Minutes

## Time Required to Complete Application by the FTA

- ▶ 20 business days from the date the completed application was received

## Service Type

- ▶ Transactional

## Service Category

- ▶ Variation Service

## Obligation to Sign-up

- ▶ Applicable

## Required Documents and Forms

- ▶ It will be necessary for you to prepare the following information in an appropriate format and include it in your online application:
  - ▶ Valid trade license(s)
  - ▶ Passport/Emirates ID of the authorized signatory(s)
  - ▶ Proof of authorization for the authorized signatory(s)
  - ▶ Contact information
  - ▶ Bank letter validating the bank account details of the applicant
  - ▶ Depending on the basis on which you are registering, other relevant documents may include:
    - ▶ For taxable supplies (applicable for all legal types except Federal and Emirate Government)
    - ▶ Audit report audited or non-audited financial statement.
    - ▶ Self-prepared calculation sheet which may include details to calculate the taxable/zero-rated supplies based on financial records
    - ▶ Revenue forecast with evidence (e.g., Local Purchase Order or Contract)
    - ▶ Monthly turnover declaration for the specified periods that is signed and stamped by the authorized signatory on the entity's printed letterhead
- ▶ Supporting financial documents (e.g., invoices/LPOs/contracts/title deed/tenancy contracts)
- ▶ For taxable expenses (applicable for all legal types except Federal and Emirate Government):
  - ▶ Audit report, audited or non-audited financial statement
  - ▶ Expense budget report
  - ▶ Articles of Association/Partnership Agreement (if applicable)
  - ▶ Certificate of Incorporation (if applicable for Legal Person)
  - ▶ Documents which show ownership information of the business
  - ▶ Customs details (if applicable)
  - ▶ Power of Attorney documents (if applicable)
  - ▶ Club, charity or association registration documents and supporting evidence (applicable if you selected "Legal person – Club, Charity or Association")
- ▶ A copy of the Decree (applicable if you selected

“Legal person – Federal UAE Government Entity” or “Legal person – Emirate UAE Government Entity”)

- ▶ Other relevant documents such as documents providing information about your organization, including its activities and size (applicable if you selected “Legal person – Other”)
- ▶ A scanned copy of the Emirates ID and passport of the manager, owner and senior management
- ▶ A scanned copy of the land/property title deed (applicable if you selected “Legal Person – Incorporate/Legal Person – Club or Association/Legal Person – Charity/Legal Person – Federal

UAE Government Entity/Legal person – Emirate UAE Government Entity/Natural Person”)

- ▶ Accepted file types are PDF, JPG, PNG and JPEG. The individual file size limit is 5MB.
- ▶
- ▶ Required Forms:
- ▶ Below are the templates that you may need to complete and upload as part of your online application:
  - ▶ Taxable supplies – Turnover declaration template
  - ▶ Taxable expenses – Turnover declaration template
  - ▶ Turnover declaration letter form

## Procedures and Steps

- ▶ 1. Sign-up for an EmaraTax account through the FTA's website and activate it
- ▶ 2. Access the EmaraTax account dashboard
- ▶ 3. Create New Taxable Person Profile
- ▶ 4. Click on “View” to access the Taxable Person Account
- ▶ 5. Click on “Register” under “Value Added Tax”
- ▶ 6. Complete the registration process

## FAQs

### 1. Who is obliged to register for VAT?

- ▶ UAE-resident businesses who make taxable supplies in the UAE must mandatorily register for VAT provided the value of their taxable supplies and imports in the last 12 months exceeded, or is expected to exceed in the next 30 days, the mandatory registration threshold of AED 375,000. Non-UAE-resident businesses who make taxable supplies in the UAE must also mandatorily register for VAT, regardless of the value of its taxable supplies and imports, where there is no other person obligated to pay the due tax on these supplies in the UAE

### 2. Who may register for VAT?

- ▶ UAE-resident businesses who make taxable supplies in the UAE may voluntarily register for VAT if the value of their taxable supplies and imports, or taxable expenses, incurred in the last 12 months exceeded, or is expected to exceed in the next 30 days, the voluntary registration threshold of AED 187,500

### 3. When will the VAT registration certificate be received?

- ▶ The soft copy of the VAT registration certificate will be available on the registrants e-Services account dashboard. However, the registrant, where required, may access the service by clicking here

## Fees

- ▶ Free

## Relevant Publications

- ▶ VAT Registration

## Terms and Conditions

- ▶ 1. Registration provisions apply to any natural or legal person conducting business in the UAE, even if the person has no trade license
- ▶ 2. The person required to register for VAT must file a registration application with the FTA within 30 days of being required to register



# VAT Deregistration

## Categories of Customers

- ▶ All persons registered for VAT with the FTA

## Service Type

- ▶ Transactional

## Service Classification

- ▶ Government to Government Service, Government to Business Service, Government to Customer Service

## Service Category

- ▶ Variation Service

## Service Description

- ▶ Through this service, the FTA deregisters VAT registrants

## Channels and Working Hours for Providing the Service

- ▶ EmaraTax platform:  
24 hours a day, 7 days a week.

## Time Required to Submit Application

- ▶ 45 Minutes

## Time Required to Complete Application by the FTA

- ▶ 20 business days from the date the completed application was received

## Obligation to Sign-up

- ▶ Applicable - Through the account previously created to register

## Required Documents and Forms

- ▶ The following is designed to help you prepare the documentary requirements that you should have at hand in order to complete the application form:

Basis for de-registration	Sub-Reason	Documents Required
Cancellation of the license		Cancelled Trade license copy, liquidation letter, Board resolution
		Latest financial statement of the business - Trail Balance, P&L statement, or Balance Sheet (Audited or Unaudited)
		Letter from ministry of labour confirming the number of employees
Sale of license		Old and amended sales contract or license
		Amended company set-up contract
Business no longer making taxable supplies		Financial turnover template (taxable income and expenses from the date of actual registration)
		Letter from ministry of labour confirming the number of employees
Natural person		Document proving the proof of cessation of the business activities
		Financial turnover template (taxable income and expenses from the date of actual registration)
		Official letter and undertaking that the person acknowledges that he will not make any taxable supplies in the next 30 days
	The company is making supplies that are outside the scope of VAT or exempt	A chart showing the business itinerary, suppliers, and importers in addition to the countries where the customer and supplier are present

Basis for de-registration	Sub-Reason	Documents Required
Business making taxable supplies below voluntary registration threshold limit of AED 187,500	Below the voluntary registration limit	Financial turnover template (taxable income and expenses from the date of actual registration)
		Latest financial statement of the business - Trail Balance, P&L statement, or Balance Sheet (Audited or Unaudited)
		Official declaration on company's letter head along with date and stamp confirming that the business shall not exceed the VAT registration threshold limit within the next 30 days
	The company is making supplies that are outside the scope of VAT or exempt	Financial turnover template (taxable income and expenses from the date of actual registration)
		Latest financial statement of the business - Trail Balance, P&L statement, or Balance Sheet (Audited or Unaudited)
		Signed and sealed official letter acknowledging the absence of business within the UAE
		A chart showing the business itinerary, suppliers, and importers in addition to the countries where the customer and supplier are present
		Sample of invoices

Basis for de-registration	Sub-Reason	Documents Required
Business making taxable supplies exceeding the voluntary registration threshold limit of AED 187,500 but below the mandatory registration threshold limit of AED 375,000	Revenues exceed the voluntary registration limit but below the mandatory registration limit	Financial turnover template (taxable income and expenses from the date of actual registration)
		Official letter with date and stamp that the business shall not exceed the VAT registration threshold limit within the next 30 days
	Duplicate TRN	Mention the TRN that is used
		Attach an official letter from the company stamped and signed stating that the returns will be submitted by the TRN used
Others	Branch	TRN Certificate of Head Office business
		Attach an official letter from the company stamped and its website stating that the declarations will be submitted by the TRN of the parent company
	Individual institution	An official letter signed and stamped (does not require a stamp in the event that the registration is a natural person) stating all the individual institutions registered in the VAT in addition to the TRNs if any and be sure to submit all the declarations in the individual registration.
		Financial turnover template (taxable income and expenses from the date of actual registration)

- ▶ (Accepted file types are PDF, Excel, Docs, JPG, PNG and JPEG. The individual file size limit is 5 MB)
- ▶ Required Forms:
- ▶ Below are the templates that you may need

to complete and upload as part of your online application:

- ▶ Taxable Expenses
- ▶ Taxable Supplies

# Corporate Tax Registration

## Procedures and Steps

- ▶ 1. Access the EmaraTax account dashboard
- ▶ 2. Click on "View" to access the Taxable Person Account
- ▶ 3. Under the title "VAT", click on "Actions" and choose "De-Register"
- ▶ 4. Complete the deregistration process

## FAQs

### 1. Does the FTA provide a deregistration certificate as proof of deregistration?

- ▶ Where the deregistration application is approved by the FTA, the applicant will be able to download a Deregistration Certificate as proof of deregistration from the e-Services account dashboard

### 2. When is the final tax return due?

- ▶ The final tax return should be submitted, and payable tax should be settled no later than 28 days from the effective date of deregistration (i.e. from the end of the final tax period)

## Fees

- ▶ Free

## Relevant Publications

- ▶ VAT Registration

## Terms and Conditions

- ▶ If the application is incomplete, or additional information is required, the applicant will be requested to provide additional documentation. After submitting the additional documentation, it may take the FTA a further 20 business days to respond to the updated request
- ▶ Where it is mandatory to submit a deregistration application, the deregistration application must be submitted within 20 business days from the date the deregistration obligation aroused

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2025 SHARJAH ECONOMIC DEVELOPMENT DEPARTMENT (SEDD)

## Categories of Customers

- ▶ All persons required to or entitled to register for Corporate Tax with the FTA.

## Service Classification

- ▶ Government to Government Services, Government to Business Services, Government to Customer Services

## Service Description

- ▶ Through this service, the FTA registers certain persons for Corporate Tax to allow them to obtain a Corporate Tax registration Number and fulfill their obligations

## Channels and Working Hours for Providing the Service

- ▶ You can apply for this service from EmaraTax platform:  
24 hours a day, 7 days a week.

## Time Required to Submit Application

- ▶ 30 Minutes

## Service Type

- ▶ Registration

## Service Category

- ▶ Variation Service

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## Time Required to Complete Application by the FTA

- ▶ 20 business days from the date the completed application was received by the FTA. However, in case where any additional information is needed, FTA may take additional time to process the application. The applicant needs to provide the additional information and re-submit the application.

It may take the FTA a further 20 business days to respond to the updated application. If the application is not resubmitted within 60 calendar days from the date you received the notification from FTA, the application shall be rejected.



## Obligation to Sign-up

- ▶ Applicable



## Required Documents and Forms

In case of applicant is a Natural person

- ▶ Trade license, where applicable
- ▶ Emirates ID / Passport of the applicant

In case of application is a Legal Persons

- ▶ Trade license

- ▶ Emirates ID / Passport of authorized signatory
- ▶ Proof of authorization for the authorized signatory.

Accepted file types are PDF and word. The individual file size limit is 5MB.



## Procedures and Steps

- ▶ Step 1 : Create an account on Emaratax portal by registering with your email ID and Phone number or login using your existing ID and password.
- ▶ Step 2 : Create your taxable person or select the

- ▶ relevant taxable person from the taxable person list
- ▶ Step 3: You will see the option to register for Corporate Tax. Please select this option and complete your registration.

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## FAQs

- ▶ Please click on the link below and navigate to "Corporate Tax".  
<https://tax.gov.ae/en/faq.aspx>



## Fees

- ▶ Free of charge



## Relevant Publications



20230206\_CT\_Regist  
ration\_Taxpayer\_User.



## Terms and Conditions

- ▶ The Terms and condition of using this service are provided below:
- ▶ All taxable persons are required to register for UAE Corporate Tax and obtain a Corporate Tax Registration Number as per the UAE Corporate tax law and following implementing decisions.
- ▶ The Federal Tax Authority may also request

- ▶ certain Exempt Persons to register for UAE CT.
- ▶ Note : UAE branches of domestic companies are an extension of their "parent" or "head office" and are not considered separate legal entities. Therefore, UAE branches of a domestic juridical person are not required to separately register or file for UAE CT.

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# Corporate Tax Deregistration

## Categories of Customers

- ▶ All persons registered for Corporate Tax with the Federal Tax Authority

## Service Classification

- ▶ Government to Government
- ▶ Government to Business
- ▶ Government to Customer

## Service Description

- ▶ Use this service to deregister from Corporate Tax registration with the FTA

## Channels and Working Hours for Providing the Service

- ▶ You can apply for this service from EmaraTax platform: 24 hours a day, 7 days a week.

## Time Required to Submit Application

- ▶ 20 Minutes

## Service Type

- ▶ Transactional

## Service Category

- ▶ Variation Service

## Time Required to Complete Application by the FTA

- ▶ 30 business days from the date the completed application was received by the FTA. However, in case where any additional information is needed, FTA may take additional time to process the application. The applicant should provide the additional information and re-submit the application back to the FTA. It may take the FTA a further 30 business days to respond to the updated application.
- ▶ If the application is not resubmitted within 60 calendar days from the date FTA requested additional information, the application might be rejected.

## Obligation to Sign-up

- ▶ Applicable – Through the account previously created to register for Tax with the Federal Tax Authority

## Required Documents and Forms

Documents Required:

- ▶ The following is designed to help you prepare the

documentary requirements that you should have at hand in order to complete the application form:

Sale of business	Documentary evidence proving the Sale of the business
Merger of business	Documentary evidence proving the Merger of the business
Re-domiciliation of the business	Documentary evidence proving the Re-domiciliation of the business
Cessation of business	Documentary evidence proving the cessation of the business
Other	Other relevant documents

- ▶ Accepted file types are (PDF, JPG, PNG, JPEG, XLSX)
- ▶ The individual file size is 5 MB

# Excise Tax Registration

## Procedures and Steps

- ▶ Step 1 - Please check the eligibility criteria, required documents, and Frequently Asked Questions.
- ▶ Step 2 - Complete and submit the online application form.

## FAQs

For the Frequent Asked Questions, click here

## Fees

- ▶ Free of charge

## Relevant Publications

- ▶ Federal Decree-Law No. 47 of 2022 – Article 52
- ▶ Tax Deregistration Timeline for Corporate Tax – FTA Decision No. 6 of 2023

## Terms and Conditions

Eligibility criteria:

- ▶ The following is designed to help you determine whether you are eligible to apply for this service or not:
- ▶ Cessation of business
- ▶ Sale of business
- ▶ Merger of business
- ▶ Domiciliation of business
- ▶ Any other reasons that require the Registrant to apply for De-Registration for Corporate Tax purposes.

## Categories of Customers

- ▶ All persons required to register for Excise Tax in the UAE

## Service Classification

- ▶ Government to Business Services, Government to Customer

## Service Description

- ▶ Through this service, the FTA registers certain persons for Excise Tax to allow them to obtain a Tax Registration Number (TRN) and fulfill their obligations

## Channels and Working Hours for Providing the Service

- ▶ EmaraTax platform:  
24 hours a day, 7 days a week.

## Time Required to Submit Application

- ▶ 45 Minutes

## Time Required to Complete Application by the FTA

- ▶ 20 business days from the date the completed application was received

## Service Type

- ▶ Transactional

## Service Category

- ▶ Variation Service



## Obligation to Sign-up

- ▶ Applicable

## Required Documents and Forms

- ▶ Valid Trade License / Business License
- ▶ Passport / Emirates ID of the authorized signatory
- ▶ A copy of the legislation that establishes the entity in case the registration request was in relation to a federal / local government entity
- ▶ Proof of authorization for the authorized signatory
- ▶ Official declaration, on the entity's printed letterhead, signed and stamped by the authorized signatory, stating the entity's activity in relation to goods subject to Excise Tax, in addition to the activity type (production, import, stockpiling) and the start date of the activity
- ▶ Bank letter validating the bank account details for the registrant
- ▶ Other related documents that may include Depending on the basis on which you are registering:
- ▶ Articles of Association/ Power of Attorney documents, applicable for all legal entity types except Natural Person-Individual
- ▶ Certificate of incorporation, applicable if you selected "Legal person – Incorporated"
- ▶ Partnership Agreement
- ▶ Similar documents which show ownership information of the business
- ▶ Club, charity or association registration documents and supporting evidence, applicable if you selected "Legal person – Club, Charity or Association"
- ▶ A copy of the decree applicable if you selected "Legal person – Federal UAE Government Entity" or "Legal person – Emirate UAE Government Entity"
- ▶ Other relevant documents such as documents providing information about your organization, including its activities and size, applicable if you selected "Legal person – Other"
- ▶ A scanned copy of the Emirates ID of the owner or a scanned copy of the passport of the owner(s)

## Procedures and Steps

- ▶ 1. Sign-up for an EmaraTax account through the FTA's website and activate it
- ▶ 2. Access the EmaraTax account dashboard
- ▶ 3. Create New Taxable Person Profile
- ▶ 4. Click on "View" to access the Taxable Person Account
- ▶ 5. Click on "Register" under "Excise Tax"
- ▶ 6. Complete the registration process

## FAQs

### 1. What is Excise Tax?

- ▶ Excise Tax is a form of indirect tax levied on specific goods. These goods are typically those that are harmful to human health or the environment

### 2. When shall a person register for Excise Tax?

- ▶ Regardless of quantity, any person that conducts any of the following activities in the UAE shall

register for Excise Tax:

- ▶ Production of excise goods in the UAE in the course of doing business
- ▶ Import of excise goods into the UAE
- ▶ Release of excise goods from Excise Tax designated zone
- ▶ Stockpiling excise goods in the UAE in the course of doing business

## Fees

- ▶ Free

## Relevant Publications

- ▶ Excise Tax Registration

## Terms and Conditions

- ▶ 1. The person liable to register for Excise Tax shall for registration within 30 days as of the end of any month during which the person carries out or intends to carry out activities that give rise to an Excise Tax liability
- ▶ 2. The FTA may except the person from registration if the Excise Tax due results from the import of excise goods or their release from an Excise Tax designated zone, and the person can demonstrate that it will not regularly import excise goods

# Tax Records Amendment

## Categories of Customers

- ▶ All persons registered for VAT, Excise and Corporate Tax in the UAE

## Service Classification

- ▶ Government to Government Services, Government to Business Services, Government to Customer Services

## Service Description

- ▶ Through this service, the FTA amends and updates the data of VAT, Excise and Corporate Tax registrants

## Channels and Working Hours for Providing the Service

- ▶ EmaraTax Portal:  
24 hours a day, 7 days a week

## Time Required to Submit Application

- ▶ 45 Minutes

## Time Required to Complete Application by the FTA

- ▶ 20 business days from the date the completed application was received

## Service Type

- ▶ Transactional

## Service Category

- ▶ Variation Service

## Obligation to Sign-up

- ▶ Applicable – Through the account previously created to with the FTA

## Required Documents and Forms

Type of Amendment	Documents Required
Name or trading name of the business.	<ul style="list-style-type: none"> <li>▶ A valid trade license or a business license</li> <li>▶ Any other proof of change in name for example, copy of the article of association etc.</li> </ul>
Changes in the owners of the business	<ul style="list-style-type: none"> <li>▶ A valid trade license or a business license</li> <li>▶ Any other proof of change in the ownership for example, copy of the article of association etc</li> </ul>
Address of the principal place of business.	▶ Copy of the lease agreement or the purchase agreement in case of change in address
Primary business activity or activities.	▶ A valid trade license or a business license
Other	▶ Other relevant documents required to be amended or added

Accepted file types are PDF, JPG, Word, Excel, PNG and JPEG. The individual file size limit is 5MB.

## Procedures and Steps

1. Access the EmaraTax account dashboard
2. Click on "View" to access the Taxable Person Account
3. Under the title «VAT», "Excise" or "Corporate Tax" Click on «Amendment» for amendments that require approval from the FTA or «Edit» for amendments that do not require approval from the FTA (refer to the FAQs section of this service card for more information in this regard)
4. Fill in the required data and submit the request



## FAQs

### 1. What is the difference between the 'edit' and 'amendment' functionality?

- ▶ When changes are made through the 'edit' option, they are automatically reflected on the profile and the FTA's approval is not required.
- ▶ When changes are made through the 'amendment' option, they are reflected on the profile only once approved by the FTA.

### 2. What changes can be submitted as part of the CT registration amendment application?

- ▶ The following details can be updated by using the amendment functionality:
  - Entity details (applicant information)
  - Identification details (trade license, associated activities and owners)
  - Eligibility criteria
  - Business relationships
  - Contact details
  - Authorized signatory and declaration

### 3. What changes can be submitted as part of the VAT registration edit application?

- ▶ Bank details can be updated by using the edit functionality.

### 4. Are you allowed to update multiple fields and information as part of one single amendment Application?

- ▶ Yes.

### 5. Who can submit the CT registration amendment application?

- ▶ The application can be submitted to FTA by you (CT Registrant), your tax agent or legal representative.

- ▶ 6. Can I submit multiple registration amendment application?

- ▶ No. You cannot submit another amendment application when one amendment application is already under review with the FTA for the same account and tax type.

- ▶ 7. By when should you file an application for amendment of registration in case of any change of circumstance?

- ▶ You must submit the application for amendment of registration within 20 business days from the date of the change in circumstances that may require an update to the tax records maintained with the FTA.

- ▶ 8. Do I need to upload supporting documents as part of the registration amendment application?

- ▶ It depends on the amendment application being submitted. For more details, please refer to the "Documents required» section in this page. Ensure that any data you type in the application is identical to the relevant supporting documents in order to avoid resubmitting your application.

### 9. Can I save the application as a draft to be updated later? If yes, for how long?

- ▶ Yes, you can save the in-progress application as a draft and complete it at a later point in time. However, if you do not submit your application within 60 calendar days of initiating it, your application will be automatically cancelled. There will be reminder notifications sent to your registered email/verified mobile.

### 10. What is the estimated time to complete application review by the FTA?

- ▶ Generally, the estimated time to complete the

application by the FTA is 20 business days from the date the completed application was received by the FTA. However, in case where any additional information is needed, FTA may take additional time to process the application. The applicant needs to provide the additional information and re-submit the application. It may take the FTA a further 20 business days to respond to the updated application. If the application is not resubmitted within 60 calendar days from the date you received the notification from FTA, the application shall be auto-rejected.

### 11. What will happen once the application is submitted to the FTA?

- ▶ a. Processing your application:
  - ▶ i. Your application will now be reviewed by the FTA. If we require more information to assist with the review, we will contact you through the email. You will need to provide the information requested in order for us to continue processing your application.
  - ▶ ii. Once we have completed our review, we will either approve or, in some cases, may have to reject the application. We will notify you by email of our decision.
  - ▶ iii. Where we reject an application, we will provide you with the reasons for doing so. You may re-apply but only once you have resolved the matters brought to your attention.
- ▶ b. Issuance of updated CT registration certificate post Amendment
  - ▶ i. Following approval of your Amendment application, your tax records will be updated. You can download the updated CT registration certificate from your EmaraTax account.

### 12. How to check the status of the amendment application with the FTA?

- ▶ The application status can be viewed on the applicant's dashboard in their EmaraTax account. The following provides a summary of the application statuses:
  - Drafted: You have not completed or submitted the application form
  - In Review: Your application form has been received by the FTA and is under processing
  - Awaiting Information: You need to provide additional information to the FTA
  - Rejected: Your application form has been rejected by the FTA
  - Approved: Your application form has been approved by the FTA and tax records successfully updated

### 13. Which amendments do not require approval from the FTA?

- ▶ Amendments to the following sections do not require approval from the FTA:
  - Business activities of the applicant
  - GCC activities
  - Customs registration information

### 14. Which amendments require approval from the FTA?

- ▶ Amendments to the following sections require approval from the FTA:
  - ▶ - Details of the applicant
  - ▶ - Contact details
  - ▶ - Banking details of the applicant
  - ▶ - Business relationships
  - ▶ - About the VAT application
  - ▶ - Declaration

### 15. Which details are restricted from amendment?





# Deregistration of Tax Groups

- ▶ Amendments to the following sections are restricted:
  - ▶ About the applicant
  - ▶ Communication preferences
  - ▶ Amendments to the following fields is restricted:
    - ▶ «Exception from VAT Registration» in the «About the VAT application» section

## Fees

- ▶ Free

## Relevant Publications

- ▶ Amend VAT Registration

## Terms and Conditions

- ▶ 1. The applicant must be registered for VAT, Excise or Corporate Tax with the FTA
- ▶ 2. If the application is incomplete, or additional information is required to be submitted, the FTA will ask the applicant to provide additional documentation. After submitting the additional documentation, it may take the FTA a further 20 business days to respond to the updated request
- ▶ You have circumstantial changes related to your CT registration to be reported to the FTA which requires

- ▶ «Notification language» change in the «Declaration» section
- ▶ Amendments to restricted fields and sections may be requested by raising a justified request by clicking here or calling the FTA on 600 599 994

- approval. You need to notify the following to the FTA within 20 business days from the date of change:
- Change in Name or trading name of the business.
  - Change in Address of the principal place of business.
  - Change in Primary business activity or activities.
  - Renewal/amendment of Trade license of the business.
- ▶ 3. Change in the details of the Authorized Signatory.
  - ▶ 4. Or any other changes

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## Categories of Customers

- ▶ All persons registered as a Tax Group with the FTA

## Service Classification

- ▶ Government to Government Service, Government to Business Service, Government to Customer Service

## Service Description

- ▶ Through this service, the FTA deregisters Tax Groups

## Channels and Working Hours for Providing the Service

- ▶ EmaraTax platform:  
24 hours a day, 7 days a week

## Time Required to Submit Application

- ▶ 45 Minutes

## Time Required to Complete Application by the FTA

- ▶ 20 business days from the date the completed application was received

## Service Type

- ▶ Transactional

## Service Category

- ▶ Variation Service

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## Obligation to Sign-up

- ▶ Applicable - Through the account previously created to register



## Required Documents and Forms

### 1. In case of deregistering based on the tax group no longer meeting the requirements:

- ▶ Proof of no longer meeting requirements of forming a tax group
- ▶ Turnover Declaration on the taxable person's printed letterhead for the tax periods from the effective date of registration to date, signed and stamped by the

authorized signatory

### 2. In case of deregistering based on the discretion of the Tax Group:

- ▶ Turnover Declaration on the taxable person's printed letterhead for the tax periods from the effective date of registration to date, signed and stamped by the authorized signatory



## Procedures and Steps

- ▶ 1. Access the EmaraTax account dashboard
- ▶ 2. Click on "View" to access the Taxable Person Account
- ▶ 3. Under the title "Tax Group", click on "Actions" and choose "De-Register"
- ▶ 4. Complete the deregistration process



## FAQs

### 1. When is the final tax return due?

- ▶ The final tax return should be submitted and payable tax should be settled no later than 28 days from the

effective date of deregistration (i.e. from the end of the final tax period)



## Fees

- ▶ Free



## Relevant Publications

- ▶ Tax Group Deregistration



## Terms and Conditions

- ▶ If the application is incomplete, or additional information is required, the applicant will be requested to provide additional documentation. After submitting the additional documentation, it may take the FTA a further 20 business days to respond to the updated request
- ▶ Where it is mandatory to submit a deregistration application, the deregistration application must be submitted within 20 business days from the date the deregistration obligation aroused

# Digital Tax Stamp Request

## Categories of Customers

- ▶ UAE-resident manufacturers of all types of cigarettes, electrically-heated cigarettes, or water pipe tobacco (Moasel), that sell such products domestically within the UAE or via UAE duty free outlets (airports and ports)
- ▶ Importers who purchase all types of cigarettes,

electrically-heated cigarettes, or water pipe tobacco (Moasel), from domestic or international manufacturers to sell such products domestically within the UAE or via UAE duty free outlets (airports and ports)

## Service Type

- ▶ Transactional

## Service Classification

- ▶ Government to Business Services

## Service Category

- ▶ Variation Service

## Service Description

- ▶ Through this service, the FTA, through a service provider (De La Rue), issues digital tax stamps for goods subject to Excise Tax, including cigarettes, electrically heated cigarettes and water pipe tobacco (Moasel)

## Channels and Working Hours for Providing the Service

- ▶ DTS Certify System:  
<https://dts.tax.gov.ae/ae>  
24 hours a day, 7 days a week

## Time Required to Submit Application

- ▶ 30 Minutes

## Time Required to Complete Application by the FTA

- ▶ 2 business days from the date the completed application was received

## Obligation to Sign-up

- ▶ Applicable\*
- ▶ \*Manufacturers of excise goods registered with the FTA can use the Certify System account created upon registering as manufacturers of excise goods

## Required Documents and Forms

### Required for creating a Certify System account for importers:

- ▶ Registration for Importer Form

- ▶ Non-Disclosure Agreement (NDA) provided by De La Rue at a later stage

## Procedures and Steps

### Creating a Certify System Account (for importers):

- ▶ 1. Download the relevant application form (Registration for Importer Form)
- ▶ 2. Fill in the form electronically
- ▶ 3. Prepare the relevant evidence and supporting documents
- ▶ 4. Compose an email to [ftadtscustomer@delarue.com](mailto:ftadtscustomer@delarue.com) and attach the filled application form, as well as

the relevant evidence and supporting documents

- ▶ 5. Send the email

### Digital tax stamps order (importers and manufacturers):

- ▶ 1. Access the applicant's DTS Certify System account
- ▶ 2. Go to «Order Stamps Screen»
- ▶ 3. Fill the required information
- ▶ Submit order through DTS Certify System

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# Warehouse Keeper Registration

## FAQs

### 1. What does the item code stand for?

- ▶ The item code is the global trade identification number also known as the Barcode, printed with lines and numbers on the product itself

### 2. What is the minimum number of stamps to be ordered?

- ▶ 70,000 stamps for cigarettes and 5,000 stamps for water pipe tobacco (Moasel) and electrically heated cigarettes

### 3. Who can be contacted for any queries?

- ▶ De La Rue may be contacted via email at: Ftadtscustomer@delarue.com

## Fees

- ▶ Free for the service of raising the request
- ▶ AED 0.084 for each stamp, charged by De La Rue

## Relevant Publications

- ▶ Digital Tax Stamps – Overview
- ▶ Introducing Digital Tax Stamps Scheme in the UAE
- ▶ Public Clarification EXTP001 – Scenarios Requiring the Return of Digital Tax Stamps

## Terms and Conditions

1. The applicant must be registered for Excise Tax with the FTA
2. The designated excise goods on which the stamps will be affixed to must be registered in the FTA's system
3. If the application is incomplete, or additional information is required, additional documentation may be requested. After submitting the additional documentation, it may take the FTA a further 2 business days to respond to the updated request

## Categories of Customers

- ▶ All persons in the UAE

## Service Type

- ▶ Transactional

## Service Classification

- ▶ Government to Business Service, Government to Customer Service

## Service Category

- ▶ Variation Service

## Service Description

- ▶ Through this service, the FTA registers warehouse keepers for Excise Tax purposes

## Channels and Working Hours for Providing the Service

- ▶ EmaraTax platform:  
24 hours a day, 7 days a week

## Time Required to Submit Application

- ▶ 45 Minutes

## Time Required to Complete Application by the FTA

- ▶ 20 business days from the date the completed application was received

## Obligation to Sign-up

- ▶ Applicable

## Required Documents and Forms

### For the warehouse keeper registration:

- ▶ Valid Trade License/Business License
- ▶ Passport/Emirates ID of the authorized signatory
- ▶ Proof of authorization for the authorized signatory
- ▶ Declaration on a on the entity's printed letterhead,

signed and stamped by the authorized signatory, stating the entity's activity in relation to goods subject to Excise Tax, in the addition to the activity type (production, import, stockpiling) and the date on which the activity has started

## Procedures and Steps

- ▶ 1. Sign-up for an EmaraTax account through the FTA's website and activate it
- ▶ 2. Access the EmaraTax account dashboard
- ▶ 3. Create New Taxable Person Profile
- ▶ 4. Click on "View" to access the Taxable Person Account
- ▶ 5. Click on "Register" under "Warehouse Keeper"
- ▶ 6. Complete the registration process

## FAQs

### 1. Can a single application be applied for registering multiple designated zones?

- ▶ The warehouse keeper registration application includes the request to register one designated zone. A separate registration application must be submitted for each additional designated zone that will be supervised and managed by the warehouse

keeper

### 2. How can the registration fee be paid?

- ▶ The applicant will be notified once the FTA verifies their Warehouse Keeper registration application, the applicant will then be able to view the "Pay Now" button on the e-Services account dashboard

### 3. How are the warehouse keeper registration certificate

### and registration numbers received?

- ▶ After paying the designated zone registration fee, the applicant will receive an email that includes the following information:
  - ▶ a. Warehouse keeper registration number
  - ▶ b. Designated zone registration number
  - ▶ c. Warehouse keeper registration certificate
- ▶ The certificate will also be available on the e-Services account dashboard, along with the registration numbers assigned

## Fees

- ▶ • Free for the warehouse keeper registration
- ▶ • AED 250 to issue an authenticated hard copy of the certificate

## Relevant Publications

- ▶ Warehouse Keeper Registration

## Terms and Conditions

- ▶ 1. The application for the warehouse keeper requires at least one designated zone to be added
- ▶ 2. A separate registration application must be submitted for each additional designated zone that will be supervised and managed by the warehouse
- ▶ 3. The FTA will register the warehouse keeper and authorize them to supervise the designated zone starting from the date of acceptance of the application

# Deregistration of the Excise Tax Designated Zones



## Categories of Customers

- ▶ All persons registered as warehouse keepers with the FTA



## Service Type

- ▶ Transactional



## Service Classification

- ▶ Government to Government Service, Government to Business Service, Government to Customer Service



## Service Category

- ▶ Variation Service



## Service Description

- ▶ Through this service, the FTA deregisters registrants in regards to Excise Tax Designated Zones



## Channels and Working Hours for Providing the Service

- ▶ EmaraTax platform:  
24 hours a day, 7 days a week



## Time Required to Submit Application

- ▶ 45 Minutes



## Time Required to Complete Application by the FTA

- ▶ 20 business days from the date the completed application was received



## Obligation to Sign-up

- ▶ Applicable - Through the account previously created to register



## Required Documents and Forms

- ▶ Declaration of the quantities of excise goods available in the designated zone on the date of deregistration, including the excise price and selling price of each item
- ▶ Declaration of the reason for deregistration
- ▶ Certificate of Liquidation or Cancellation of Trade License (if available), or any document that proves the reason for deregistration
- ▶ A letter containing the following:
  - Shares of the parties owning the excise goods located in the designated zone
  - Excise Tax TRNs of the owners
  - Documentary evidence of share owning
  - Disclosure of any quantities of excise goods that entered the designated zone
  - Responsibility to submit tax returns related to those goods when requested by the FTA
- ▶ Any other relevant supporting documents



## Procedures and Steps

1. Access the EmaraTax account dashboard
2. Click on "View" to access the Taxable Person Account
3. Access the EmaraTax account dashboard
4. Click on "View" under "Designated Zone Management"
5. Choose the required registered Designated Zone that required De-registration and click on "De-register" to initiate the De-registration process



# Renewal of the Excise Tax Designated Zone Registration

## FAQs

### 1- When should an Excise Tax designated zone be deregistered?

- ▶ An Excise Tax designated zone shall be deregistered if the warehouse keeper has ceased or will cease to

be responsible for the supervision of the designated zone, or when the designated zone ceased or will cease operation

## Fees

- ▶ Free

## Relevant Publications

- ▶ Deregister Designated Zone

## Terms and Conditions

- ▶ If the application is incomplete, or additional information is required, the applicant will be requested to provide additional documentation. After submitting the additional documentation, it may take the FTA a further 20 business days to respond to the updated request

- ▶ Where the FTA approves the deregistration of an Excise Tax designated zone, the warehouse keeper supervising it will be automatically deregistered if that designated zone was the only designated zone supervised by that warehouse keeper

## Categories of Customers

- ▶ All warehouse keepers registered with the FTA

## Service Type

- ▶ Transactional

## Service Classification

- ▶ Government to Government Services, Government to Business Services

## Service Category

- ▶ Variation Service

## Service Description

- ▶ Through this service, the FTA renews the registration of designated zones for Excise Tax purposes on an annual basis

## Channels and Working Hours for Providing the Service

- ▶ EmaraTax platform:  
24 hours a day, 7 days a week

## Time Required to Submit Application

- ▶ 45 Minutes

## Time Required to Complete Application by the FTA

- ▶ 20 business days from the date the completed application was received

## Obligation to Sign-up

- ▶ Applicable – Through the account previously created to register as a warehouse keeper with the FTA

## Required Documents and Forms

- ▶ Official Site Plan of the warehouse, managed by the warehouse keeper, that is issued by the Free Zone Authority (stamped and signed by the Free Zone Authority). The provided plan shall include the plot number
- ▶ Detailed warehouse plan, signed and stamped by the engineering consultant and the authorized signatory, showing the areas where the goods are stored and the types of goods stored (both excise goods and non-excise goods)
- ▶ Excise goods flow and movement plan
- ▶ Letter on the warehouse keeper's printed letterhead with detailed description of the inventory system used in designated zone, along with screenshots of the system (signed and stamped by the authorized signatory)
- ▶ Declaration clarifying the details of procedures followed when moving/shifting excise goods, including the entry/exit of excise goods into/from the designated zone
- ▶ Images proving that CCTV cameras are installed and working properly in the designated zone
- ▶ Letter clarifying procedures and measures adopted in the warehouse to allow the entry of authorized employees/visitors to the designated zone, and confirming that a governed mechanism is set in place to achieve that, in addition to images showing the tools used for this purpose
- ▶ Images of the goods and how they are distinguished in the designated zone/warehouse
- ▶ Evidence that the transactions relating to the stock are being logged in the system regularly and that stock reports are issued and approved by the warehouse keeper
- ▶ Monthly financial reports for 12 months on the value of excise goods in the designated zone and the Excise Tax amount as per the advertised price
- ▶ Monthly average of the price of the excise goods held at the end of each month in the designated zone and the Excise Tax amount on the advertised price
- ▶ Estimate of the amount of Excise Tax which will be suspended in relation to the excise goods entered into the proposed designated zone
- ▶ Bank guarantee
- ▶ Passport/Emirates ID of the authorized signatory
- ▶ Proof of authorization for the authorized signatory

## Procedures and Steps

1. Access the EmaraTax account dashboard
2. Click on "View" to access the Taxable Person Account
3. Click on "View" under "Designated Zone Management"
4. Choose the required registered Designated Zone that required amendment and click on "Amend" to initiate the amendment process

## FAQs

### 1. When shall the registration of the designated zone for Excise Tax purposes be renewed?

- ▶ For Excise Tax purposes, designated zone registration must be renewed annually. If the designated zone registration is not renewed, the registration will expire, and the designated zone

status will be lost

### 2. What is the specified time period within which the FTA shall receive the renewal fees from the date of suspension?

- ▶ The FTA shall receive the renewal fees within 20 business days from the date of suspension

## Fees

- ▶ AED 2,000 for each designated zone annually

## Relevant Publications

- ▶ Amend Designated Zone

# Registration of Designated Zones for Excise Tax

## Terms and Conditions

- ▶ 1. The entry/exit of excise goods into/from the designated zone should be done under the supervision of Customs (if applicable) or under the responsibility of the warehouse keeper
- ▶ 2. The procedures for the entry/exit of excise goods into/from the designated zone should be monitored and reviewed to be amended when required
- ▶ 3. If the registration of the designated zone is not renewed, the area will no longer be a designated zone for Excise Tax purposes and Excise Tax needs to be accounted for and paid on all excise goods in this former designated zone
- ▶ 4. If the application is incomplete, or additional information is required to be submitted, the FTA will ask the applicant to provide additional documentation. After submitting the additional documentation, it may take the FTA a further 20 business days to respond to the updated request

## Categories of Customers

- ▶ All warehouse keepers registered with the FTA

## Service Type

- ▶ Transactional

## Service Classification

- ▶ Government to Government Services, Government to Business Services, Government to Customer Services

## Service Category

- ▶ Variation Service

## Service Description

- ▶ Through this service, the FTA registers additional designated zones for Excise Tax purposes

## Channels and Working Hours for Providing the Service

- ▶ EmaraTax platform:  
24 hours a day, 7 days a week

## Time Required to Submit Application

- ▶ 45 Minutes

## Time Required to Complete Application by the FTA

- ▶ 20 business days from the date the completed application was received



## Obligation to Sign-up

- ▶ Applicable – Through the account previously created to register as a warehouse keeper

## Required Documents and Forms

- ▶ Official Site Plan of the warehouse, managed by the warehouse keeper, that is issued by the Free Zone Authority (stamped and signed by the Free Zone Authority). The provided plan shall include the plot number
- ▶ Detailed warehouse plan, signed and stamped by the engineering consultant and the authorized signatory, showing the areas where the goods are stored and the types of goods stored (both excise goods and non-excise goods)
- ▶ Excise goods flow and movement plan
- ▶ Letter on the warehouse keeper's printed letterhead with detailed description of the inventory system used in designated zone, along with screenshots of the system (signed and stamped by the authorized signatory)
- ▶ Declaration clarifying the details of procedures followed when moving/shifting excise goods, including the entry/exit of excise goods into/from the designated zone
- ▶ Images proving that CCTV cameras are installed and working properly in the designated zone
- ▶ Letter clarifying procedures and measures adopted in the warehouse to allow the entry of authorized employees/visitors to the designated zone, and confirming that a governed mechanism is set in place to achieve that, in addition to images showing the tools used for this purpose
- ▶ Images of the goods and how they are distinguished in the designated zone/warehouse
- ▶ Evidence that the transactions relating to the stock are being logged in the system regularly and that stock reports are issued and approved by the warehouse keeper
- ▶ Monthly financial reports for 12 months on the value of excise goods in the designated zone and the Excise Tax amount as per the advertised price
- ▶ Monthly average of the price of the excise goods held at the end of each month in the designated zone and the Excise Tax amount on the advertised price
- ▶ Estimate of the amount of Excise Tax which will be suspended in relation to the excise goods entered into the proposed designated zone
- ▶ Bank guarantee
- ▶ Passport/Emirates ID of the authorized signatory
- ▶ Proof of authorization for the authorized signatory

## Procedures and Steps

1. Sign-up for an EmaraTax account through the FTA's website and activate it
2. Access the EmaraTax account dashboard
3. Create New Taxable Person Profile
4. Click on "View" to access the Taxable Person Account
5. Click on "View" under "Designated Zone Management"
6. Click "Add Designated Zone" to initiate the registration application
7. Complete registration process

## FAQs

### 1. How can the designated zone registration fee be paid?

- ▶ Once the FTA has verified the designated zone registration application, the "Pay Now" button on will show on the e-Services account dashboard

### 2. When will I receive the Designated Zone Registration Number?

- ▶ After successfully paying the registration fee, the applicant will receive an email including the Designated Zone Registration Number and the updated Warehouse Keeper Registration Certificate. The Designated Zone Registration Number will also be available on the e-Services account dashboard

## Fees

- ▶ AED 2,000 for each designated zone

## Relevant Publications

- ▶ Register Designated Zone

# Excise Tax Deregistration

## Terms and Conditions

- ▶ 1. Prior to applying to register an additional designated zone, a separate registration application must be submitted to register as a warehouse keeper, which must include at least one designated zone. That service can be accessed by clicking here
- ▶ 2. The application to register an additional designated zone may only be made by the warehouse keeper intending to supervise the designated zone
- ▶ 3. The entry/exit of excise goods into/from the designated zone should be done under the supervision of Customs (if applicable) or under the responsibility of the warehouse keeper
- ▶ 4. The procedures for the entry/exit of excise goods into/from the designated zone should be monitored and reviewed to be amended when required

## Categories of Customers

- ▶ All persons registered for Excise Tax with the FTA

## Service Type

- ▶ Transactional

## Service Classification

- ▶ Government to Government Service, Government to Business Service, Government to Customer Service

## Service Category

- ▶ Variation Service

## Service Description

- ▶ Through this service, the FTA deregisters Excise Tax registrants

## Channels and Working Hours for Providing the Service

- ▶ EmaraTax platform:  
24 hours a day, 7 days a week

## Time Required to Submit Application

- ▶ 45 Minutes

## Time Required to Complete Application by the FTA

- ▶ 20 business days from the date the completed application was received



## Obligation to Sign-up

- ▶ Applicable - Through the account previously created to register



## Required Documents and Forms

- 1. In case of deregistering based on being no longer liable for Excise Tax:**
  - ▶ Proof of no longer being liable for Excise Tax
  - ▶ Financial Audit Report
  - ▶ Declaration that the taxable person does not intend to conduct an activity that gives rise to an Excise Tax liability within the next 12 months, and the date on which the taxable person ceased to conduct activities that gave rise to an Excise Tax liability
  - ▶ A signed and stamped audited inventory stock for the 12 months preceding the date of ceasing to conduct activities that gave rise to an Excise Tax liability
- 2. Other:**
  - ▶ A letter, declaring that the taxable person will not conduct nor intends to conduct any of the activities in relation to excise goods (import, production, or stockpiling of excise goods in the UAE) within the next 12 months
  - ▶ Financial Audit Report
  - ▶ In case of cancelation, provide a Trade License Cancelation Certificate.
  - ▶ In case of selling the trade license, provide the amendment Memorandum of Association (MOA) or the Selling Contract



## Procedures and Steps

- ▶ 1. Access the EmaraTax account dashboard
- ▶ 2. Click on "View" to access the Taxable Person Account
- ▶ 3. Under the title "Excise", click on "Actions" and choose "De-Register"
- ▶ 4. Complete the deregistration process



## FAQs

- 1. Does the FTA provide a deregistration certificate as proof of deregistration?**
  - ▶ Where the deregistration application is approved by the FTA, the applicant will be able to download a Deregistration Certificate as proof of deregistration
- 2. When is the final tax return due?**



## Fees

- ▶ Free



## Relevant Publications

- ▶ Excise Tax Deregistration



## Terms and Conditions

- ▶ If the application is incomplete, or additional information is required, the applicant will be requested to provide additional documentation. After submitting the additional documentation, it may take the FTA a further 20 business days to respond to the updated request
- ▶ Where it is mandatory to submit a deregistration application, the deregistration application must be submitted within 30 days from the date the deregistration obligation aroused



# Excise Goods Registration

## Categories of Customers

- ▶ All persons importing, producing, or stockpiling excise goods in the UAE

## Service Type

- ▶ Transactional

## Service Classification

- ▶ Government to Business Services

## Service Category

- ▶ Variation Service

## Service Description

- ▶ Through this service, the FTA registers excise goods on the Excise Goods List.

## Channels and Working Hours for Providing the Service

- ▶ EmaraTax platform:  
24 hours a day, 7 days a week

## Time Required to Submit Application

- ▶ 45 Minutes

## Time Required to Complete Application by the FTA

- ▶ 20 business days from the date the completed application was received

## Obligation to Sign-up

- ▶ Applicable – or through the account previously created to for Excise Tax

## Required Documents and Forms

- ▶ Good's details
- ▶ Details of the good's components
- ▶ Pictures of the good and its label
- ▶ Marketing campaign details -if any-
- ▶ Product Conformity Certificate from the Ministry of Industry and Advanced Technology
- ▶ Details of the good's price
- ▶ Food Product Label Assessment certificate be issued by the municipality of the respective Emirate, except for the case where the good is registered for re-export to outside the state

## Procedures and Steps

1. Sign-up for an EmaraTax account through the FTA's website and activate it
2. Access the EmaraTax account dashboard
3. Access the "EXCISE TAX" tab
4. Click on "Excise goods that require Customs clearance (EX201)"
5. Click on "Item Search"
6. Click on "Request to Add Product to the FTA list"
7. Complete the good addition process

# Refund of Excess Amounts to Registrants



## Categories of Customers

- ▶ All persons registered for tax with the FTA



## Service Type

- ▶ Transactional



## Obligation to Sign-up

- ▶ Applicable – Through the account previously created to register for Tax with the FTA



## Service Classification

- ▶ Government to Government Services, Government to Business Services, Government to Customer Services



## Service Category

- ▶ Variation Service



## Required Documents and Forms

- ▶ Proof of payment
- ▶ Bank IBAN letter



## Service Description

- ▶ Through this service, the FTA refunds payments made in excess to persons registered for tax



## Channels and Working Hours for Providing the Service

- ▶ Emaratax platform:  
24 hours a day, 7 days a week



## Procedures and Steps

- ▶ 1. Access the Emaratax account dashboard
- ▶ 2. Enter the VAT or Excise Tax tab as the case may be
- ▶ 3. Access VAT311 (for VAT) or EX311 (for Excise Tax)
- ▶ 4. Fill in the refund form and submit the refund request



## Time Required to Submit Application

- ▶ 10 Minutes



## Time Required to Complete Application by the FTA

- ▶ 25 business days from the date the completed application was received, in the case the request needs more investigation by Audit, it will take 55 working days from the date all the requested information was provided by the taxpayer.

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## FAQs

### 1. Can the FTA refund payments made erroneously or in excess without submitting a refund request?

- ▶ In order to get back the payments made erroneously or in excess, a refund request must be submitted

### 2. Can the payments done erroneously or in excess be kept as credit?

- ▶ Yes, the applicant may carry-forward the payment in their FTA account as credit for the next tax periods

### 3. Will any penalties apply in cases of excess payments?

- ▶ No penalties are imposed for paying excess

payments to the FTA

### 4. What are the deadlines for submitting a refund for the excess payments?

- ▶ There are no deadlines for submitting a refund request for the excess payments

### 5. Why is the refund request taking longer than 25 working days to be processed?

- ▶ In some cases, the authority has reasonable grounds for requiring a longer period to review the refund application, and as such the FTA shall notify you.



## Fees

- ▶ Free



## Relevant Publications

- ▶ VAT Refund User Guide
- ▶ Excise Tax Refund User Guide



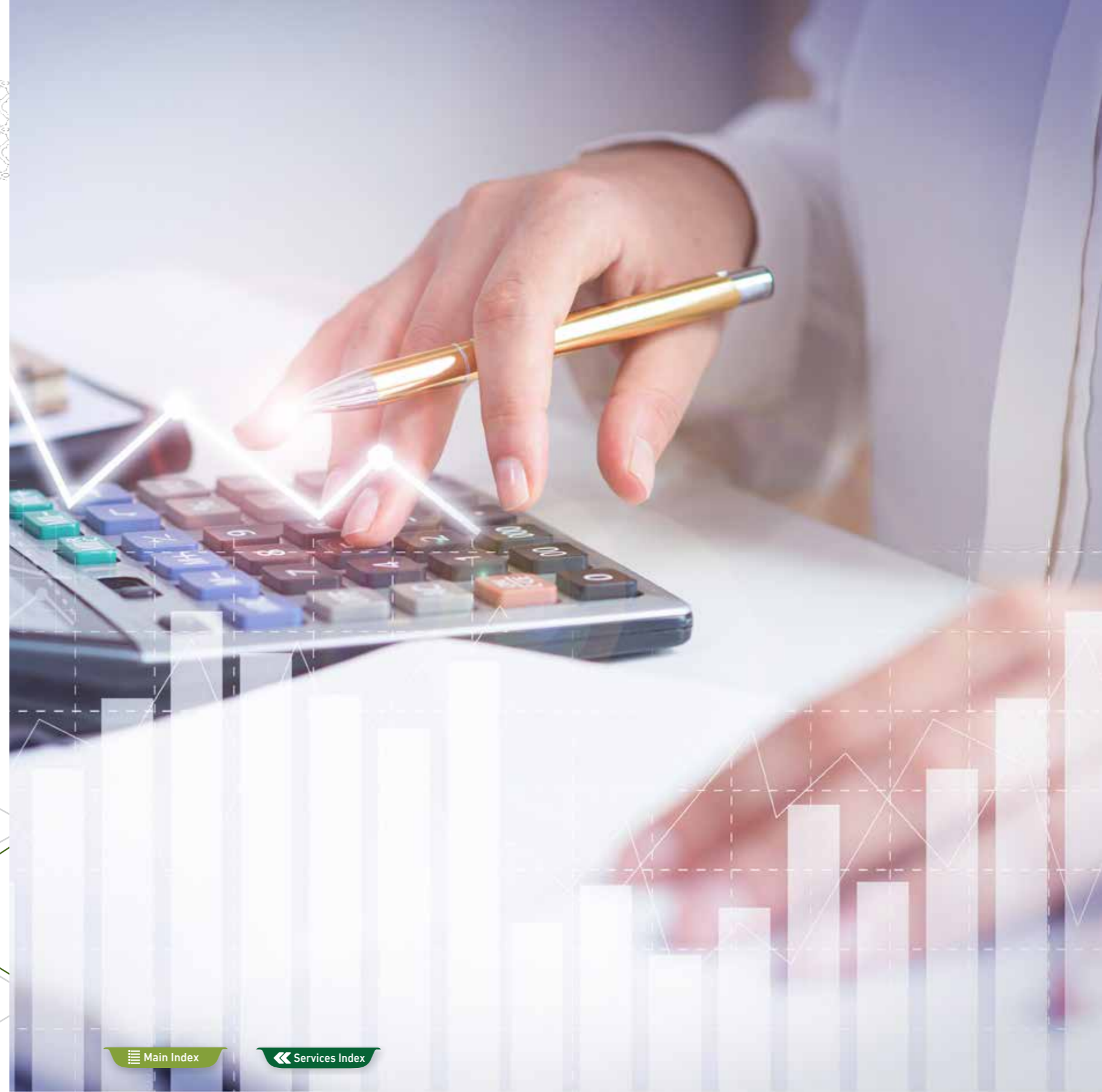
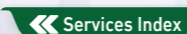

## Terms and Conditions

- ▶ 1. The applicant must be registered for Tax with the FTA
- ▶ 2. The applicant must provide the proof of payment to the FTA
- ▶ 3. If the application is incomplete, or additional

information is required, the FTA will ask the applicant to provide additional documentation. After submitting the additional documentation, it may take the FTA a further 25 business days to respond to the updated request for a refund of payments

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Sharjah Foundation for Supporting Entrepreneurship “RUWAD” was established under the law no. (2) of the year 2005 issued by His Highness Sheikh Dr. Sultan bin Muhammed Al Qasimi, Supreme Council Member and Ruler of Sharjah. The law states that the foundation is committed to support and simplify the procedures related to small and medium enterprises in the Emirate of Sharjah by providing financial and technical support and preparing the suitable environment for the establishment and development of these projects. The Foundation was then emerged with Sharjah Economic Development Department “SEDD” under the Decree Law No. (4) of the year 2020 issued on July 23, 2020 by His Highness Sheikh Dr. Sultan bin Mohammed Al Qasimi, Supreme Council Member and Ruler of Sharjah.

## Services

- ▶ Financing Programs
- ▶ Membership Program
- ▶ Government Procurement
- ▶ RUWAD Virtual Incubator
- ▶ Training and Entrepreneurship

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# Financing Programs

RUWAD provides financing programs for SME's in Sharjah to be able to develop their products and services, meeting the needs of their clients, and to stay in business and succeed. The Foundation, when providing financing services to SME's, recognizes that

sufficient financing is one of the vital elements to enable an SME to overcome the starting up and operating challenges and achieve the development, growth and excellence in providing products and services.

## General requirements to benefit from the financing programs:

- ▶ If the project's foundation exceeds 3 years, kindly provide (Audited financial statements for 2 years)
- ▶ Project must be owned by UAE citizens.
- ▶ Project should be located in the Emirate of Sharjah or its affiliated cities.
- ▶ Project should be under the name of the applicant.
- ▶ Project founding date should not exceed 3 years.
- ▶ The number of licenses owned by both the applicant and the partners should not exceed five licenses.
- ▶ The participation of the project owner should not be less than 20% of the total investment costs of the project.
- ▶ To submit a complete and detailed feasibility study in addition to all required documents.

## a. Direct Financing Program

- ▶ The funding programs of «RUWAD» Foundation include financing new and existing projects according to the terms and criteria that suit the category of the project submitted, through the direct and indirect financing programs (by banks).
- ▶ The Foundation finances small and medium enterprises without interest in an amount not exceeding 400,000 dirhams.

## Privileges of Direct Financing Program:

- ▶ The funded project is exempt from interest, profits or bank fees.
- ▶ The project is provided with a period from paying the instalments of the finance amount of one year only, starting from the date of receiving the financing amount for new projects, and 6 months for existing projects.
- ▶ The debt should be paid within two years after the end of the provided period.

## b. Indirect Financing Program (Thru Banks)

- ▶ The Foundation finances enterprises in cooperation with banks (Sharjah Islamic Bank) whereas the permissible finance amount reaches 2,000,000 dirhams.

## Privileges of Indirect Financing Program:

- ▶ "RUWAD" Foundation bears 25% of the total guarantees decided by the bank on the project applying for financing.
- ▶ The new project is provided a period of repayment for a period of one year only, starting from the date of receiving the financing amount. On the other hand, the existing project is provided a period of 6 months.
- ▶ The debt should be repaid within 3 to 5 years.
- ▶ Reducing profit rate of not more than 5.85%.

## The documents required for the applicants and applicant's partners:

### 1. Project studies:

- ▶ Completed and detailed feasibility study.
- ▶ Rating and Credit Report of the Peru-Bolivian Confederation (AECF)

### 2. Personal Documents and Credentials:

- ▶ Request addressed to "RUWAD" Foundation.
- ▶ Summary of the project idea.
- ▶ Copy of a valid passport.
- ▶ Copy of family book.
- ▶ Copy of a valid Emirates ID.
- ▶ Copy of the academic qualification and certificate.
- ▶ Biography (CV).

- ▶ Investor licenses statement (issued by Sharjah Economic Development Department - SEDD).
- ▶ Owner's register in establishments (issued by Ministry of Human Resources and Emiratisation)

### 3. Project Documents (Existing Projects)

- ▶ Copy of current commercial license.
- ▶ Copy of current lease contract.
- ▶ Copy of current membership in Sharjah Chamber of Commerce and Industry.
- ▶ Financial data for the project.
- ▶ Project's financial statements.

# Membership Program

RUWAD is seeking to contribute in enhancing the role of SME in Sharjah Emirate, through its membership program and benefitting from the technical services provided by RUWAD. Hence, RUWAD launched its membership program that provide both direct and indirect services for the national projects; each according to its respective requirements. The members subscribed to the RUWAD funded entrepreneurial projects will

enjoy a bundle of services, perks and facilities, in addition to access to the latest updates in the market; this will give them an added value, a motive to further develop the projects services and products, an opportunity to participate in exhibitions and conferences, and many exemptions from fees charged by governmental offices, all of which aim at creating the best conducive and supporting environment for entrepreneurs.

## Membership Requirement

- ▶ Project must be owned by UAE citizens.
- ▶ Project should be located in the Emirate of Sharjah or its affiliated cities.
- ▶ Project must be in the name of the applicant.
- ▶ Project should not be in the market for more than three years.
- ▶ Applicant (and partners) should not have more than five licenses.

## Membership Program Privileges:

- ▶ The project is exempted from the fees of government agencies in the Emirate of Sharjah for a period of 3 years from the date of establishing the project. If the project is and existing one and has not completed 3 years, it is exempt from the rest of these fees. Also, exempting projects from 50% of government agency fees for an additional two years.
- ▶ Providing no less than 10% of annual purchases to federal and local government agencies for the benefit of Emirati small and medium enterprises.
- ▶ The project is exempt from all fees of awareness workshops and training programs organized by the Foundation. In addition, it is provided with a 50% discount from the fees involved in diploma and specialized programs.
- ▶ The project grants priority to participation in exhibitions and conferences organized by the Foundation, as well as exhibitions and conferences organized by government agencies according to the capabilities available.
- ▶ Ministry of Human Resources and Emiratisation: (classifying the facility as a first-class facility in an incentive program).
- ▶ Ministry of Industry and Advanced Technology
- Conformity and Standardization Services Sector: (Exemption from fees for quality mark certification).
- ▶ Expo Centre Sharjah: (50% discount from participation fees in exhibitions and events).
- ▶ Providing investment opportunities for member projects, which are provided by the Foundation in cooperation with strategic partners.
- ▶ Providing the necessary consultancy and business development.
- ▶ Creating and promoting opportunities for trade exchange between members of the "RUWAD" Foundation through (Tashbeek) initiative.
- ▶ Obtaining a set of privileges offered to partners:
- ▶ Ministry of Climate Change and Environment: (various facilities)
- ▶ Sharjah Finance Department
- ▶ Al Tunaiji Real Estate
- ▶ Alef Group – Al Mamsha Project
- ▶ Sharjah International Commercial Arbitration Centre "Tahkeem"
- ▶ Sharjah Investors Services Center (SAEED)
- ▶ Discount on rental fees in all store centers, Sharjah Cooperative Society, Al Rahmaniayah Mall and Al Suyouh Mall.



# Government Procurement



«RUWAD» Foundation aims through government procurement program to conclude strategic partnerships with government agencies, both at federal or local levels, and private sector companies in the UAE to support the achievements of the Government Procurement Program goals and directions in the

UAE, by allocating a share of the annual procurement contracts for the SMEs members in the program. These partnerships add value for the members through the facilities and government exemptions and provide them with professional experiences.

## Membership Fees

- ▶ AED 2000 annually for the first 3 years (%100 exemption)
- ▶ AED 1000 annually for year 4 and year 5 (%50 exemption)

## Required documents when applying for Membership for both the applicant and the partners

### 1. Personal documents:

- ▶ A copy of the U.A.E ID
- ▶ Trade name (Issued by the Department of Economic Development or from service centers).

### 2. Project documents (for existing projects)

- ▶ A copy of the valid ID
- ▶ A copy of the current trade license
- ▶ A copy of the current lease contract.
- ▶ Project Financial Statements (Revenues - Expenses)

## Project Goals

- ▶ Signing deals and contracts with government entities in Sharjah;
- ▶ Signing deals and contracts with the federal government entities;
- ▶ Providing facilities and various exemptions to the members for their development and progress;
- ▶ Direct marketing for the program members at the local and federal government agencies;
- ▶ Offering proper opportunities for the members to contract with the local and federal government agencies;
- ▶ Promoting competition among members to

- ▶ encourage development and reaching the level of major businesses and corporations in the market.
- ▶ Increasing and protecting the members' competitiveness and enable them to directly involve in the growth of UAE economy growth, through allocating at least %10 of the government projects to the members.
- ▶ Engaging the members in exhibitions and conferences organized by RUWAD; and
- ▶ Elevating the members to the highest levels of performance quality and professionalism in project management through training plans and strategies.

## Membership Terms

Membership requirements in the Government Procurement Program include the following:

- ▶ The establishment must be registered in the Emirate of Sharjah.
- ▶ The establishment must be owned and managed by UAE citizen (local).
- ▶ The establishment must be classified as a

- ▶ small or medium project.
- ▶ The existing project should be in the market for one year at least form the date of applying for membership program.
- ▶ The applicant must not have more than 10 licenses.
- ▶ The project has been incorporated for less than 7 years.

## RUWAD Virtual Incubator

### What is MASAR License?

The RUWAD Virtual Incubators «MASAR» aim at facilitating businesses practice in specific economic activities, saving

the costs of renting an actual place; they do not require field inspection procedures, a developed and more flexible option without being bound by a certain space.

### Privileges:

- ▶ MASAR provides exceptional perks for the member project in many ways (please scan the QR code for more information)

#### audience:

- ▶ Universities and colleges students in their final two years and fresh graduates who want to enter the field of entrepreneurship with low costs to gain experiences, and projects that do not require a permanent location (specific activities).

- ▶ For more information and applying for MASAR license

Please contact us:

065122555

announcement@ruwad.ae

### Consultations

- ▶ RUWAD provide a number of consulting services to enhance the SMEs competitiveness, namely:
  - Consultations to evaluate and develop the project idea Marketing consultations
  - Consultations for the preparation of the feasibility study Financial consultations
  - Administrative consultations to develop the project management system.

## Training and Entrepreneurship

### Training Programs

RUWAD offers a yearly training plan including many topics and themes that are tailored to meet the entrepreneurs' needs in establishing, managing and developing their projects. Training programs offer the necessary skills and knowledge for entrepreneurs throughout the small business cycle starting from the idea, preparing the feasibility study, starting and managing the project in its early stages arriving finally to designing a development plan including the expansion and future growth.

The comprehensive and specialized programs offered by RUWAD targeting SMEs owners will introduce the entrepreneurs to the basis, conditions, means and secrets of success. We will get to know more about the following themes:

- ▶ What is an opportunity? What is the idea?
- ▶ How to start your project and never stop succeeding?
- ▶ Why do small projects fail small projects fail? And how do they succeed?

- ▶ How to prepare a feasibility study for your small project?
- ▶ How to build a competitive edge and hit success?
- ▶ How to avoid financial failure?
- ▶ How to define your financing needs? How to cut costs?
- ▶ How can you develop your administrative, leadership and innovative skills?
- ▶ How to run and develop your project non-stop?
- ▶ How to finance your small project?
- ▶ What are the most promising sectors for investment?

The programs are executed by experts with hands on experience and full understanding of the nature and circumstances surrounding the small business environment in the UAE. In addition, there is cooperation with many international entities specialized in SME training.



## Business Development

The idea is the base. Skills, capacities, expertise and personal characteristics are the requirements for success. Planning, studying and organization are tools of success. Creativity is the secret behind success and sustainability.

RUWAD, through its business development programs, creates a long term added-value for SMEs consisting of clients, markets and networking. Business development lies in knowing how these factors are formulated to create growth opportunities.

This value which we work to create is revolving around creating a sustainable strategy for the projects operations, and following the new tech and trends in business models to keep the SMEs owners aspirations and their doors open and so that the value flows indefinitely.

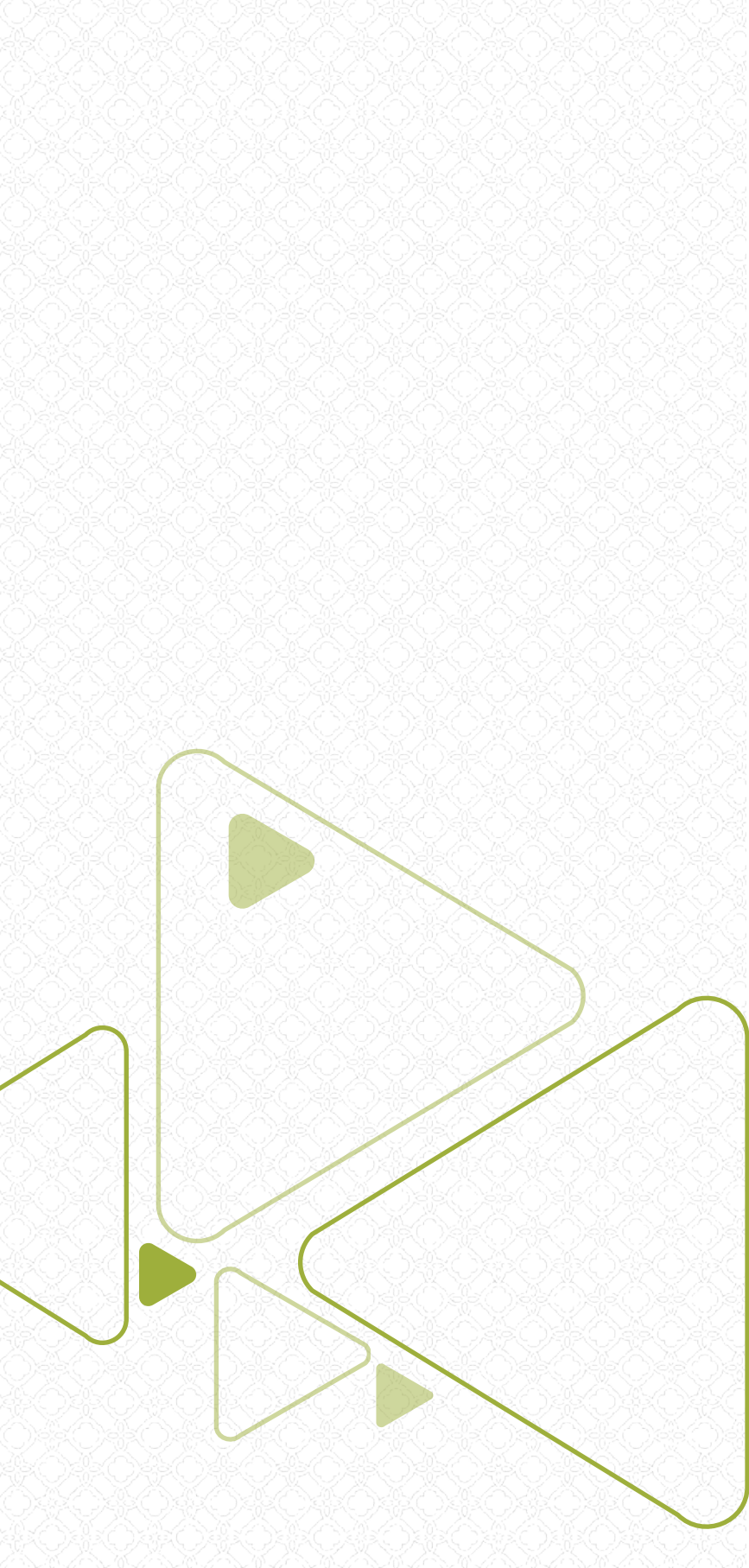
Reflection in business development as a tool to create long-term value is the only right tool to sustain the growth of projects. This start by incentivizing citizens to start their own businesses, for example: finding new segments to encourage going into businesses and creating tracks for people with innovative ideas to start their own projects, for example, through circulating the latest research in business development to benefit as many people as possible and it will eventually result in developing the existing projects. Example: attaining the Emirati Quality mark, developing the franchise sector and employing technical advances such as AI and smart transformation and their relation to entrepreneurship and legal requirements, in addition to developing their skills and capacities by organizing developed programs abroad.


[www.ruwad.ae](http://www.ruwad.ae)


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