



دبي التجارية  
DUBAI TRADE

# ***JAFZA***

## ***Renew Lease***

### ***User's Manual***

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# Table Designs

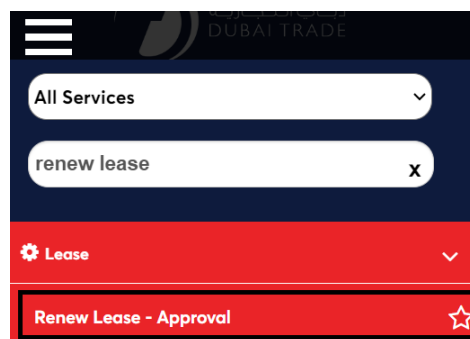
## DOCUMENT DETAILS

Document Name	Renew Lease
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	28 <sup>th</sup> April 2023
Current Version	2.0

*This service is to request to renew the expiring JAFZA lease of the company. Lease must be valid in order to renew the JAFZA License of the company. Lease Renewal Service Request (SR) Number is automatically created once the lease is due for renewal, if the customer requires any changes to the existing lease, they must contact JAFZA prior.*

### Navigation:

1. Login to **Dubai Trade**
2. Go to **Lease**
3. Then go to **Renew Lease - Approval**



4. The Lease Renewal SR will be auto created and be available for confirmation and submission.

Jafza Lease Renewal SR
Home

- [Edit SR](#)
- [Upload Document](#)
- [Cancel SR](#)
- [Update Address](#)
- [View SR Details](#)

Select Status
▼

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
20090322	Lease Renewal SR	Submitted to Free Zone	12-Oct-2022 11:12 AM	12-Oct-2022 11:18 AM	<a href="#">Edit</a> <a href="#">Details</a>

### Procedure:

1. Click  next to the SR from Actions to update the request.

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
20090322	Lease Renewal SR	Submitted to Free Zone	12-Oct-2022 11:12 AM	12-Oct-2022 11:18 AM	<a href="#">Edit</a> <a href="#">Details</a>

## 2. Select the required action **Accept Renewal**.

Use this page to modify a request for the Lease Renewal SR. Once you have entered atleast the mandatory information, you can :

- Click on Save and Continue to save the request. Saved requests can be retrieved later using Search, modified if needed and Submitted for Approval/Submitted to Freezone.

**Notes:**

- If you have the renewed documents then please use the Insurance Update information/OFC Status Update service in Dubai Trade Portal to update the same and upload a soft copy of the document.
- Flexibility to above payment terms can be applied online. Please use the Payment Flexibility service for the same. Fees would be charged accordingly.

SR No **20090322** Lease Expiry Date **30-Sep-2021**  
 SR Date **12-Oct-2022** Lease Status **Under Renewal**  
 Lease No **JA-431** Renewal Start Date **01-Oct-2021**  
 Lease Start Date **01-Oct-1984** Renewal Expiry Date **01-Oct-2031**

Facility Code	Facility Type	Area	Action
B002F01	PLOT	19388	Accept Renewal
B002F01W1	PLOT	308	Accept Renewal

DocumentName Expiry Date

Fire and Peril 30-Jun-2060

Accept Renewal  
Reject Renewal  
Meet freezone representative

**NOTE: If action type is selected as 'Reject Renewal' or 'Meet Freezone Representative' then the customer will be asked to fill the reason.**

## 3. Review and Enter the required details then click **Save and Continue**

Use this page to modify a request for the Lease Renewal SR. Once you have entered atleast the mandatory information, you can :

- Click on Save and Continue to save the request. Saved requests can be retrieved later using Search, modified if needed and Submitted for Approval/Submitted to Freezone.

**Notes:**

- If you have the renewed documents then please use the Insurance Update information/OFC Status Update service in Dubai Trade Portal to update the same and upload a soft copy of the document.
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SR No **20090322** Lease Expiry Date **30-Sep-2021**  
 SR Date **12-Oct-2022** Lease Status **Under Renewal**  
 Lease No **JA-431** Renewal Start Date **01-Oct-2021**  
 Lease Start Date **01-Oct-1984** Renewal Expiry Date **01-Oct-2031**

Facility Code	Facility Type	Area	Action
B002F01	PLOT	19388	Accept Renewal
B002F01W1	PLOT	308	Reject Renewal

DocumentName	Expiry Date	Status
Fire and Peril	30-Jun-2060	Valid
Workmen Compensation	03-Oct-2060	Valid
Third Party	03-Oct-2050	Valid

\* Reason for Meeting **Rent Review**

\* Contact Person Name **Najir**

\* Contact Person Mobile Number **05 29**

\* Contact Person Email **dy@dubai**

\* Preferred Date

\* Preferred Time Slot

Charge Type	Total Price
Facility Charge	686,881,059.55

FacilityCode	Start Date	End Date	Type	Rent	Extra Account Charges	INS	Total Price
B002F01	01-Oct-2021	30-Sep-2022	PLOT	67,870,796.08	00.00	00.00	67,870,796.08
B002F01	01-Oct-2022	30-Sep-2023	PLOT	67,870,796.08	00.00	00.00	67,870,796.08
B002F01	01-Oct-2023	30-Sep-2024	PLOT	67,870,796.08	00.00	00.00	67,870,796.08
B002F01	01-Oct-2024	30-Sep-2025	PLOT	67,870,796.08	00.00	00.00	67,870,796.08

Year	EHSCharges	PermissionCharges
01-Oct-2021	10000	
01-Oct-2022	10000	

Installment No	Amount	Date
1	17,174,835.96	01-Oct-2021
2	17,164,835.96	31-Dec-2021
3	17,164,835.96	01-Apr-2022
4	17,164,835.96	01-Jul-2022

**Save and Continue**

#### 4. Review the details and click **Submit to FreeZone**

Jafza Lease Renewal SR
Back

✓ Service Request
2 Summary

i Details of the selected request are given below:

Company Name: Shell Markets (Middle East) Limited
SR Number: 20090322

SR No :20090322

SR Date :12-Oct-2022

Lease No :JA:431

Lease Start Date :01-Oct-1984

Lease Expiry Date :30-Sep-2021

Lease Status :Under Renewal

Renewal Start Date :01-Oct-2021

Renewal Expiry Date :01-Oct-2031

Facility Code	Facility Type	Area	Action
B002F01	PLOT	19388	Accept Renewal
B002F01W1	PLOT	308	Reject Renewal

DocumentName	Expiry Date	Status
Fire and Peril	30-Jun-2060	Valid
Workmen Compensation	03-Oct-2060	Valid
Third Party	03-Oct-2050	Valid

Charge Type	Total Price
Facility Charge	686,881,059.55

FacilityCode	Start Date	End Date	Type	Rent	Extra Account Charges	INS	Total Price
B002F01	01-Oct-2021	30-Sep-2022	PLOT	67,870,796.08	00.00	00.00	67,870,796.08
B002F01	01-Oct-2022	30-Sep-2023	PLOT	67,870,796.08	00.00	00.00	67,870,796.08
B002F01	01-Oct-2023	30-Sep-2024	PLOT	67,870,796.08	00.00	00.00	67,870,796.08
B002F01	01-Oct-2024	30-Sep-2025	PLOT	67,870,796.08	00.00	00.00	67,870,796.08
01-Oct-2028		10000					
01-Oct-2029		10000					
01-Oct-2030		10000					
01-Oct-2031		27.32					

Installment No	Amount	Date
1	17,174,835.96	01-Oct-2021
2	17,164,835.96	31-Dec-2021
3	17,164,835.96	01-Apr-2022
4	17,164,835.96	01-Jul-2022

Edit
  
Submit to FreeZone

*The below confirmation will be displayed*

Jafza Lease Renewal SR
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✓ Your request has been forwarded to the Free Zone for processing.

SR Number	Customer	Status
20090322	Shell Markets (Middle East) Limited	Awaiting Meeting Update

