

Trade Name Issuance

##

Service description

It is the first step to issue the license. The service includes trade name, activity, partners' names, type of license and the legal status of the facility.

##

Target Group

.Clients

##

Trade Name Requirements

The trade name must have an Arabic meaning, with the exception of:

- Names of branches of foreign companies registered abroad.
- Names of company branches, whether local or foreign. Names that are not allowed to be registered:
- Names and attributes of His Majesty unless it is a compound personal name.
- The names of international (famous) companies unless the name is for a branch.
- Names of local, Arab, and international bodies, institutions, and organizations.
- Names that conflict with the trademarks registered in the country unless the applicant is authorized to use them.
- Names that contradict public order and morals in the country.

- Names that are ambiguous or similar to registered names or that lead to misleading the public. It is not permissible to choose the names of important landmarks in the country, including but not limited to:

(Emirates - Abu Dhabi - Dubai - Sharjah - Ajman - Umm al-Quwain - Ras al-Khaimah - Fujairah - Burj Khalifa - Zabeel - Al Wasl) and may not be chosen also in case it is associated with (city or village) and it is not permissible to choose the following names: Olympic - Union - Zulal - Al-Arsa - Modern - New - Arabic - Al Qasba.

##

Required Documents

- Licensing form.
- Investor registration form.
- Security approval for investors.
- A copy of the investor's valid passport and identity and residence card for non-nationals.
- A duly attested no-objection letter for the non-investor (if required).
- Permission to trade for a minor under 21 years of age, if necessary.
- The approval of the official authorities due to the commercial activity.
- The presence of the relationship owner or his legal representative.
- An acknowledgment and undertaking form by the investor that he does not work in any governmental or federal entity in the Emirate of Sharjah in the event that the investor has more than ten licenses.

##

Fees

Trade name issue	250 AED
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Translated trade name issue 1250 AED

Foreign trade name issue 2250 AED

Trade name booking fee 1000 AED

##

Related Services

- Initial Investor Registration Service

##

Service Channels

- Main Building & Branches.
- Website Sedd.ae
- Tasheel's Service Centers.
- Smart Application.

##

Working Hours

Main Building & Branches From 7:30 AM To 3:30 PM

Tasheel's Service Centers From 8:00 AM To 8:00 PM

##

Service Compellation Time

One Working Day

##

Contact

80080000

##

Technical Support

If there is a malfunction, please contact technical support at: 065122224

License Issuance

##

Target Group

A service that the customer submits to obtain an official approved document through which he/she can conduct economic and commercial activities legally in the emirate

##

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##

Required Documents

- License form.
- Trade name certificate.
- Copy passport and Emirates ID.
- Security approval for investors.
- Certified no-objection letter for non-investor, if required.
- Trade permission for minors (under 21) from the court (if required).
- Technical Evaluation Report (Commercial Control Section).
- Certified copy of lease contract and title deed, if necessary.
- Approval of official authorities depending on activity.
- Service Agent Contract/ Business Company Certified by Commercial Legal Affairs (Legal Status: Service Agent/ Business Company).
- Certified copy of the trade license and register of main company according to legal status (Gulf branch / foreign branch) in respect of a local branch.
- Notarization of Partnership Agreements- Memorandum of Association from Commercial Legal Affairs (Legal Status: Limited Liability Company/ General Partnership/ Public or Private Joint Stock Company)
- Certified copy of company Memorandum of Association with annexes are required, if any, according to the legal form (Gulf branch / foreign branch with legal translation). As for the local branch, a copy of company Memorandum of Association with annexes are required, if any, according to the legal form.
- Board meeting minutes approving the opening of the branch according to the legal form (Gulf branch / foreign branch with legal translation).
- Certified Copy of Company's Policies (Joint Stock Companies).
- Agency Contract between Foreign Company and Certified Local Agent. (Legal Status: Local/ Gulf/ Foreign Branch with its Legal Translation).
- Sole proprietorships and individual companies under the service agent system (obtaining approval from the license holder to open the branch)
- Business companies (obtaining approval from the license holders to open the branch).

License form.

Trade name certificate.

Copy passport and Emirates ID.

Security approval for investors.

Certified no-objection letter for non-investor, if required.

Trade permission for minors (under 21) from the court (if required).

Technical Evaluation Report (Commercial Control Section).

Certified copy of lease contract and title deed, if necessary.

Approval of official authorities depending on activity.

Service Agent Contract/ Business Company Certified by Commercial Legal Affairs (Legal Status: Service Agent/ Business Company).

Certified copy of the trade license and register of main company according to legal status (Gulf branch / foreign branch) in respect of a local branch.

Notarization of Partnership Agreements- Memorandum of Association from Commercial Legal Affairs (Legal Status: Limited Liability Company/ General Partnership/ Public or Private Joint Stock Company)

Certified copy of company Memorandum of Association with annexes are required, if any, according to the legal form (Gulf branch / foreign branch with legal translation). As for the local branch, a copy of company Memorandum of Association with annexes are required, if any, according to the legal form.

Board meeting minutes approving the opening of the branch according to the legal form (Gulf branch / foreign branch with legal translation).

Certified Copy of Company's Policies (Joint Stock Companies).

Agency Contract between Foreign Company and Certified Local Agent. (Legal Status: Local/ Gulf/ Foreign Branch with its Legal Translation).

Sole proprietorships and individual companies under the service agent system (obtaining approval from the license holder to open the branch)

Business companies (obtaining approval from the license holders to open the branch).

##

Fees

License issuance: the collection rate is 8% for citizen and 13% for expatriate (from lease value)

Register issuance: AED 500/ 1000/ 1200/ 1700/ 4000/ 5000/ 7000 (depending on legal status)

Printing: AED 300

E-services: AED 100

Representative ID: AED 300

Technical Evaluation: AED 150

Extra fees associated to other Departments will be charged.

##

Service Requirements

- 1- License form
- 2- Trade name certificate
- 3- Copy of Passport (locals)
- 4- Copy of Passport (foreigners)
- 5- Certified No Objection Letter
- 6- Technical evaluation report (Commercial Control Section)
- 7- Certified copy of lease contract
- 8- Official entities approvals according to commercial activities
- 9- Legal contracts according to license type
- 10- Copy of Emirates ID (foreigners)
- 11- Copy of Emirates ID (locals)
- 12- Certified copy of title deed

##

Related Services

Trade Name

##

Service Channels

SEDD Official Website

##

Working Hours

SEDD Headquarter

7:30 am – 3:30 pm

(Tasheel) Service Centers

8:00 am – 8:00 pm

##

Duration

One working day

##

Contact Info.

065122222

##

Report Malfunction

www.sedd.ae

Juridical Person Establishment Guide

##

Service

- Sole Proprietorship - 100% of UAE and GCC nationals
- One-person company for nationalities from other countries + service agent

##

Service Description

It is the facility owned by one person in order to practice an economic, commercial, professional, and industrial activity, and the financial liability of the one-person company is linked to its owner, as he bears all the financial obligations.

UAE and GCC citizens may own 100% of the sole proprietorship.

Citizens of other countries from outside GCC may own the sole proprietorship, provided that the service agent is a UAE national.

##

Target Group

Individuals - Institutions - Companies

##

Steps to obtain the service

1. Issuing the initial approval through the channels available at e services or service centers
2. Fingerprint of investors or their legal representatives at the service center

##

Terms and Conditions

Certified lease contract form Sharjah City Municipality

Approval from concerned authorities depending on activity

##

Fees

1. Fees for issuing / renewing licenses, a minimum of AED 800 for UAE citizen / AED 1300 for foreigners
2. Permit fees for placing trade name signboard AED 200
3. Approving advertisement specification form fees, a minimum of AED 200 (taking into account the difference in fees according to the signboard data)
4. Issuing commercial register certificate fees AED 500
5. Certifying service agent contract fees AED 550
6. Taking into account the collection of fees on the rental value (for citizens 8% and for foreigners 13%)

7. Taking into account the collection of fees of Sharjah Chamber of Commerce and Industry System

##

Related Services

1. Sharjah City Municipality

2. Approval from concerned authorities depending on activity

##

Working Hours

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Sharjah Economic Development Department branches 7:30am To 3:30pm

Tasheel's Service Centers 7:30am To 3:30pm

##

Duration

One working day

##

Contact

80080000

##

Technical Support

If you face any issue Please contact help desk at the number: 065122224

Juridical Person Establishment Guide

##

Service

- Establishing Civil Company for UAE and GCC citizens.
- Establishing Civil Company for foreigners – service agent.

Establishing Civil Company for UAE and GCC citizens.

Establishing Civil Company for foreigners – service agent.

##

Service Description

It is the company in which two or more partners practice professional activities, for example sewing clothes, beauty salons, consulting or training, etc.

Also, it is the agreement concluded between the partners in the professional licensing, which organizes and defines the shares of each of them and preserves their material rights.

##

Target Group

Individuals - Juridical Person

##

Steps

Issuing initial approval through the channels available at e-services or service centers

Signing civil company contract

Fingerprint of investors or their legal representatives at the service center

##

Terms and Conditions

Two or more persons (UAE or GCC citizens) may establish a civil company to practice a professional activity

Two or more persons (foreigner) may establish a civil company to practice a professional activity. However, UAE citizen as a service agent or partner should be presented.

Approval of lease contract from Sharjah City Municipality is a must.

Approval of lease contract from Sharjah Civil Defence is a must.

Approval of concerned authorities depending on activity.

##

Fees

ees for issuing / renewing licenses, a minimum of AED 800 for UAE citizen / AED 1300 for foreigners

Permit fees for placing trade name signboard AED 200

Approving advertisement specification form fees, a minimum of AED 200 (taking into account the difference in fees according to the signboard data)

Issuing commercial register certificate fees AED 500

Certifying service agent contract fees AED 550

Certifying civil company contract fees AED 550

Taking into account the collection of fees on the rental value (for citizens 8% and for foreigners 13%)

Taking into account the collection of fees of Sharjah Chamber of Commerce and Industry System

##

Related Services

Sharjah City Municipality

Approval from concerned authorities depending on activity

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Branches of the Department of Economic Development from 7:30 am to 3:30 pm
- Service Centers (Tas'heel) from 8 am to 8 pm

##

Service Compellation Time

One working day

##

Contact

80080000

##

Technical Sopport

If you face any issue Please contact help desk at the number:
065122224

Joint Liability Company

##

Service Name

Joint Liability Company

##

Service Description

A Joint Liability Company is a company, which consists of two or more partners who are natural persons, to be jointly responsible in all their monies for the obligations of the company.

##

Target Group

Individuals – Institutions – Companies

##

Required Documents

- Issuing the initial approval through the channels available at e services or service centers

- Certifying Memorandum of Association for a company by visiting the Commercial Legal Affairs Section at SEDD or through the channels available in e-services or service centers
- Fingerprint of investors or their legal representatives at the service center
- Approvals of concerned authorities according to activity
- Certifying lease contract from Sharjah City Municipality

Issuing the initial approval through the channels available at e services or service centers

Certifying Memorandum of Association for a company by visiting the Commercial Legal Affairs Section at SEDD or through the channels available in e-services or service centers

Fingerprint of investors or their legal representatives at the service center

Approvals of concerned authorities according to activity

Certifying lease contract from Sharjah City Municipality

##

Terms and Conditions

- All partners must be UAE citizens
- Company name should consist of all partners' names. It may be limited to the name of one or more of the partners, with the addition of (and partners) or something that conveys this meaning, provided that the name ends with the phrase (Joint Liability Company) which indicates the existence of the company. In addition, it may have a special trade name associated with its registered name.
- If company name is mentioned in the name of a person who is not a partner in it with his knowledge of that, he shall be jointly responsible for the company's obligations.
- Each partner is considered a merchant and bankruptcy of the company leads to the bankruptcy of all the partners.
- Partners' shares may not be represented in negotiable instruments.
- Partners jointly liable in all their money for the company's obligations.
- The management of the company is for all the partners. Each partner in the company is considered an agent for it and for the rest of the partners in relation to the company's business, unless the management is entrusted to one of the partners in accordance with the partnership contract or an independent contract.
- Company can engage in most industrial, commercial and professional activities.

All partners must be UAE citizens

Company name should consist of all partners' names. It may be limited to the name of one or more of the partners, with the addition of (and partners) or something that conveys this meaning, provided that the name ends with the phrase (Joint Liability Company) which indicates the existence of the company. In addition, it may have a special trade name associated with its registered name.

If company name is mentioned in the name of a person who is not a partner in it with his knowledge of that, he shall be jointly responsible for the company's obligations.

Each partner is considered a merchant and bankruptcy of the company leads to the bankruptcy of all the partners.

Partners' shares may not be represented in negotiable instruments.

Partners jointly liable in all their money for the company's obligations.

The management of the company is for all the partners. Each partner in the company is considered an agent for it and for the rest of the partners in relation to the company's business, unless the management is entrusted to one of the partners in accordance with the partnership contract or an independent contract.

Company can engage in most industrial, commercial and professional activities.

##

Fees

Certifying contract or appendix with value less than AED 50,000. Required fees: AED 200 for the signature of each party of contract or appendix.

Certifying contract or appendix with value less than AED 50,000 or not more than AED 100,000. Required fees: AED 300 for the signature of each party of contract or appendix.

Certifying contract or appendix with value exceeding AED 100,000. Required fees: 0.5% of contract or appendix value, up to a maximum of AED 15,000.

Certifying unlimited value contract or appendix. Required fees: AED 200 for the signature of each party of contract or appendix.

Fees for issuing licenses, a minimum of AED 2750 for UAE citizen / AED 5500 for foreigners

Approving advertisement specification form fees, a minimum of AED 200 (taking into account the difference in fees according to the signboard data)

Issuing commercial register certificate fees AED 1700

Taking into account the collection of fees on the rental value (for citizens 8% and for foreigners 13%)

Taking into account the collection of fees of Sharjah Chamber of Commerce and Industry System

##

Related Services

1. Sharjah City Municipality

2. Approvals of other authorities depending on activity

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Sharjah Economic Development Department branches 7:30am To 3:30pm

Tasheel;s Service Centers 8:00am To 8:00pm

##

Service Compellation Time

One Working Day

##

Contact

80080000

##

Technical Sopport

If there is a malfunction, please contact technical support at: 065122224

Simple Commandite Company

##

Service

Simple Commandite Company

##

Service Description

A Simple Commandite Company is a company, which consists of one or more joint partners liable, severally and jointly, for the obligations of the company and having the capacity of traders, and one or more silent partners not liable for the obligations of the company other than to the extent of their respective shares in the capital. Silent Partners shall not have the capacity of a trader.

##

Target Group

Individuals – Institutions – Companies

##

Required Documents

Issuing the initial approval through the channels available at e-services or service centers

Certifying Memorandum of Association for a company by visiting the Commercial Legal Affairs Section at SEDD or through the channels available in e-services or service centers

Fingerprint of investors or their legal representatives at the service center

Certifying lease contract from Sharjah City Municipality

##

Terms and Conditions

- Any natural or legal person may be a partner at the Simple Commandite Company
- Company name should consists of one name of the general partners or more with the addition of evidence of the legal form of the company. It may be added, unless the company

has its own commercial name.

- Company can engage in most industrial, commercial and professional activities.

Any natural or legal person may be a partner at the Simple Commandite Company

Company name should consists of one name of the general partners or more with the addition of evidence of the legal form of the company. It may be added, unless the company has its own commercial name.

Company can engage in most industrial, commercial and professional activities.

##

Fees

Certifying contract or appendix with value less than AED 50,000. Required fees: AED 200 for the signature of each party of contract or appendix.

Certifying contract or appendix with value less than AED 50,000 or not more than AED 100,000. Required fees: AED 300 for the signature of each party of contract or appendix.

Certifying contract or appendix with value exceeding AED 100,000. Required fees: 0.5% of contract or appendix value, up to a maximum of AED 15,000.

Certifying unlimited value contract or appendix. Required fees: AED 200 for the signature of each party of contract or appendix.

Fees for issuing licenses, a minimum of AED 2750 for UAE citizen / AED 5500 for foreigners

Approving advertisement specification form fees, a minimum of AED 200 (taking into account the difference in fees according to the signboard data)

Issuing commercial register certificate fees AED 1000

Taking into account the collection of fees on the rental value (for citizens 8% and for foreigners 13%)

Taking into account the collection of fees of Sharjah Chamber of Commerce and Industry System

##

Related Services

1. Sharjah City Municipality
2. Approvals of other authorities depending on activity

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Sharjah Economic Development Department branches 7:30am To 3:30pm

Tasheel Service Centers 8:00am To 8:00pm

##

Service Compellation Time

One Working Day

##

Contact

065122222

##

Technical Support

If there is a malfunction, please contact technical support at: 065122224

Juridical Person Establishment Guide

##

Service

Establishing Limited Liability Company (LLC)

##

Service Description

It is a company with partners not less than two and no more than 50, and each of them is only liable to the extent of his share of the capital value.

##

Target Group

Individuals - Institutions - Companies

##

Steps

1. Issuing initial approval through the channels available at e services or service centers
2. Certified Memorandum of Association by visiting Commercial Legal Affairs Department at SEDD headquarter or through e services or service centers
3. Fingerprint of investors or their legal representatives at the service center
4. Approval from concerned authorities depending on activity
5. Certified lease contract form Sharjah City Municipality

##

Terms and Conditions

1. Non-locals may establish a limited liability company to engage in one of the commercial, industrial or some professional activities. However, UAE citizen/s must be partner in such company with a share not less than 51% of the capital.
2. Companies incorporated outside or inside UAE may establish a limited liability company to practice one of the commercial, industrial, professional or tourism activities. However, UAE citizen/s must be partner in such company with a share not less than 51% of the capital.

##

Fees

1. Certifying contract or appendix with value less than AED 50,000. Required fees: AED 200

for the signature of each party of contract or appendix.

2. Certifying contract or appendix with value less than AED 50,000 or not more than AED 100,000. Required fees: AED 300 for the signature of each party of contract or appendix.

3. Certifying contract or appendix with value exceeding AED 100,000. Required fees: 0.5% of contract or appendix value, up to a maximum of AED 15,000.

4. Certifying unlimited value contract or appendix. Required fees: AED 200 for the signature of each party of contract or appendix.

5. Fees for issuing licenses, a minimum of AED 1100 for UAE citizen / AED 2200 for foreigners

6. Approving advertisement specification form fees, a minimum of AED 200 (taking into account the difference in fees according to the signboard data)

7. Issuing commercial register certificate fees AED 1000

8. Taking into account the collection of fees on the rental value (for citizens 8% and for foreigners 13%)

9. Taking into account the collection of fees of Sharjah Chamber of Commerce and Industry System

##

Related Services

1. Sharjah City Municipality

2. Approval from concerned authorities depending on activity

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Sharjah Economic Development Department branches 7:30am To 3:30pm

Tasheel;s Service Centers 8:00am To 8:00pm

##

Service Compellation Time

One Working Day

##

Contact

80080000

##

Technical Sopport

If there is a malfunction, please contact technical support at: 065122224

Private Joint Stock Company

##

Service

Private Joint Stock Company

##

Service Description

A Private Joint Stock Company is a company where the number of the shareholders is at least two shareholders. The capital of the company shall be divided into shares of the same nominal value, to be paid in full without offering any shares for public subscription, by the execution of the Memorandum of Association and compliance with the provisions of this Law in connection with registration and incorporation.

##

Target Group

Individuals – Institutions – Companies

##

Required Documents

- Issuing the initial approval through the channels available at e-services or service centers
- Certifying Memorandum of Association for a company by visiting the Commercial Legal Affairs Section at SEDD or through the channels available in e-services or service centers
- Fingerprint of investors or their legal representatives at the service center

- Certifying lease contract from Sharjah City Municipality

Issuing the initial approval through the channels available at e-services or service centers

Certifying Memorandum of Association for a company by visiting the Commercial Legal Affairs Section at SEDD or through the channels available in e-services or service centers

Fingerprint of investors or their legal representatives at the service center

Certifying lease contract from Sharjah City Municipality

##

Terms and Conditions

- As an exception to the minimum number of shareholders, a legal person may establish and own all shares in a private joint stock company. The owner of the capital is not responsible for its obligations except within the limits of the capital mentioned in its memorandum of association, and the name of the company must be followed by the phrase (Private Joint Stock Company - One Person Company) and it applies to it). Provisions for one time (Private Joint Stock).

- All partners, whose number must not be less than three, must be citizens of GCC countries. If there is one or more partners from another nationality, the following is applied:

As an exception to the minimum number of shareholders, a legal person may establish and own all shares in a private joint stock company. The owner of the capital is not responsible for its obligations except within the limits of the capital mentioned in its memorandum of association, and the name of the company must be followed by the phrase (Private Joint Stock Company - One Person Company) and it applies to it). Provisions for one time (Private Joint Stock).

All partners, whose number must not be less than three, must be citizens of GCC countries. If there is one or more partners from another nationality, the following is applied:

Citizens of the GCC countries may practice most commercial, professional and industrial activities when they meet the requirements and conditions (except for the activities of Hajj and Ummrah services, commercial agencies, centers for People of Determination, elderly care, community service, press and publishing houses of newspapers and magazines, as they are limited to UAE citizens).

Shares of these companies are not offered for public subscription.

Company's capital may not be less than five million dirhams.

Private Joint Stock Company may transform into a Public Joint Stock Company if the following conditions are met:

The value of the issued shares has been paid in full, or the partners' shares have been fully paid

A period of no less than two consecutive years for the company has expired.

The company has achieved net profits distributable to shareholders not less than an average of 10% of the capital during the two years preceding the conversion request.

Special resolution or something equivalent to converting the company into a public joint stock company was issued.

All commercial and industrial activities and most of the professional activities.

##

Fees

Certifying contract or appendix with value less than AED 50,000. Required fees: AED 200 for the signature of each party of contract or appendix.

Certifying contract or appendix with value less than AED 50,000 or not more than AED 100,000. Required fees: AED 300 for the signature of each party of contract or appendix.

Certifying contract or appendix with value exceeding AED 100,000. Required fees: 0.5% of contract or appendix value, up to a maximum of AED 15,000.

Certifying unlimited value contract or appendix. Required fees: AED 200 for the signature of each party of contract or appendix.

Fees for issuing licenses, a minimum of AED 2750

Approving advertisement specification form fees, a minimum of AED 200 (taking into account the difference in fees according to the signboard data)

Issuing commercial register certificate fees AED 7000

Taking into account the collection of fees of Sharjah Chamber of Commerce and Industry System

##

Related Services

1. Sharjah City Municipality
2. Approvals of other authorities depending on activity

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Sharjah Economic Development Department branches 7:30am To 3:30pm

Tasheel;s Service Centers 8:00am To 8:00pm

##

Service Compellation Time

One Working Day

##

Contact

80080000

##

Technical Sopport

If there is a malfunction, please contact technical support at: 065122224

One-person Company

##

Service

One-person Company

##

Service Description

One person, a natural or legal person, may establish and own a limited liability company. The owner of the company's capital is not asked about its obligations except to the extent of

the capital mentioned in its articles of incorporation. The provisions of the limited liability company contained in this law shall apply to it, provided it is not inconsistent with its nature.

##

Target Group

Individuals – Companies

##

Required Documents

Issuing the initial approval through the channels available at e-services or service centers

Certifying Memorandum of Association for a company by visiting the Commercial Legal Affairs Section at SEDD or through the channels available in e-services or service centers

Fingerprint of investors or their legal representatives at the service center

Approvals of concerned authorities according to activity

Certifying lease contract from Sharjah City Municipality

##

Terms and Conditions

- A single person, whether they are natural or legal persons, may establish and own a limited liability company (LLC).
- The name of the company must be accompanied by the name of its owner, followed by the phrase "One Person Company with Limited Liability"
- All laws of a limited liability company apply to the company. "Please review the requirements and the laws of a limited liability company."
- Company can engage in most industrial, commercial and professional activities.

A single person, whether they are natural or legal persons, may establish and own a limited liability company (LLC).

The name of the company must be accompanied by the name of its owner, followed by the phrase "One Person Company with Limited Liability"

All laws of a limited liability company apply to the company. "Please review the requirements and the laws of a limited liability company."

Company can engage in most industrial, commercial and professional activities.

##

Fees

Certifying contract or appendix with value less than AED 50,000. Required fees: AED 200 for the signature of each party of contract or appendix.

Certifying contract or appendix with value less than AED 50,000 or not more than AED 100,000. Required fees: AED 300 for the signature of each party of contract or appendix.

Certifying contract or appendix with value exceeding AED 100,000. Required fees: 0.5% of contract or appendix value, up to a maximum of AED 15,000.

Certifying unlimited value contract or appendix. Required fees: AED 200 for the signature of each party of contract or appendix.

Fees for issuing licenses, a minimum of AED 2200

Approving advertisement specification form fees, a minimum of AED 200 (taking into account the difference in fees according to the signboard data)

Issuing commercial register certificate fees AED 1000

Taking into account the collection of fees on the rental value

Taking into account the collection of fees of Sharjah Chamber of Commerce and Industry System

##

Related Services

1. Sharjah City Municipality
2. Approvals of other authorities depending on activity

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Sharjah Economic Development Department branches 7:30am To 3:30pm

Tasheel;s Service Centers 8:00am To 8:00pm

##

Service Compellation Time

One Working Day

##

Contact

065122222

##

Technical Support

If there is a malfunction, please contact technical support at: 065122224

Guide to establishing a legal person

##

Service Description

Branches of existing and licensed companies in any emirates, except for foreign branches and free zone. They can practice activities related to the main branch and license in accordance with applied laws of Economic Development Department.

##

Target Group

Individuals – Institutions – Companies

##

Required Documents

Copy of license and register certificate for main company (headquarter)

Copy of Memorandum of Association certified by the head office and its appendices, if any, along with the legal translation if necessary.

Certified copy of the company's articles of association

Minutes of meeting or Board of Directors Decision approving the opening of branch with legal translation if necessary

Power of Attorney for company representative

Translating and certifying all documents from UAE embassy in the foreign country and the Ministry of Foreign Affairs and International Cooperation in UAE.

Issuing the initial approval through the channels available at e services or service centers

Fingerprint of investors or their legal representatives at the service center or minutes of meeting certified by the main company

Certifying lease contract from Sharjah City Municipality

##

Fees

Issuing commercial licenses, a minimum of AED 1100

Approving advertisement specification form fees, a minimum of AED 200 (taking into account the difference in fees according to the signboard data)

Issuing commercial register certificate AED 4000

Taking into account the collection of fees on the rental value

Taking into account the collection of fees of Sharjah Chamber of Commerce and Industry System

##

Terms and Conditions

All industrial and commercial in addition to some professional activities.

##

Related Services

1. Sharjah City Municipality
2. Approvals of other authorities depending on activity

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Sharjah Economic Development Department branches 7:30am To 3:30pm

Tasheel;s Service Centers 8:00am To 8:00pm

##

Service Compellation Time

One Working Day

##

Contact

80080000

##

Technical Sopport

If there is a malfunction, please contact technical support at: 065122224

Guide to establishing a legal person

##

Service Description

Companies that are based in one of the Gulf Cooperation Council countries and wish to open branches in the Emirate of Sharjah.

##

Required Documents

Copy of license and register certificate for main company (headquarter).

Copy of Memorandum of Association certified by the head office and its appendices, if any, along with the legal translation if necessary.

Certified copy of the company's articles of association.

Minutes of meeting or Board of Directors Decision approving the opening of branch with legal translation if necessary.

Power of Attorney for company representative.

Translating and certifying all documents from UAE embassy in the foreign country and the Ministry of Foreign Affairs and International Cooperation in UAE.

Issuing the initial approval through the channels available at e-services or service centers.

Fingerprint of investors or their legal representatives at the service center or minutes of meeting certified by the main company.

Certifying lease contract from Sharjah City Municipality.

##

Fees

Issuing commercial licenses, a minimum of AED 1100

Approving advertisement specification form fees, a minimum of AED 200 (taking into account the difference in fees according to the signboard data)

Issuing commercial register certificate AED 5000

Taking into account the collection of fees on the rental value

Taking into account the collection of fees of Sharjah Chamber of Commerce and Industry System

##

Related Services

1. Sharjah City Municipality
2. Approvals of other authorities depending on activity

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Sharjah Economic Development Department branches 7:30am To 3:30pm

Tasheel;s Service Centers 8:00am To 8:00pm

##

Service Compellation Time

One Working Day

##

Contact

80080000

##

Technical Support

If there is a malfunction, please contact technical support at: 065122224

Guide to establishing a legal person

##

Service Description

Branch of a foreign company that carries out the activity related to the main company, and no company may conduct its activity in the Emirate unless foreign companies are registered in the Ministry's register and have obtained the approvals and licenses required by the laws in force in the country

##

Target Group

Individuals – Institutions – Companies

##

Required Documents

Copy of license and register certificate for main company (headquarter)

Copy of Memorandum of Association certified by the head office and its appendices, if any, along with the legal translation. Also, certified copy of the company's articles of association

Minutes of meeting or Board of Directors Decision approving the opening of branch with legal translation if necessary

Power of Attorney for company representative

Translating and certifying all documents from UAE embassy in the foreign country and the Ministry of Foreign Affairs and International Cooperation in UAE.

Issuing the initial approval through the channels available at e services or service centers.

Fingerprint of investors or their legal representatives at the service center or minutes of meeting certified by the main company.

Certifying lease contract from Sharjah City Municipality.

##

Terms and Conditions

All industrial and commercial in addition to some professional activities.

##

Fees

Issuing commercial licenses, a minimum of AED 1100

Approving advertisement specification form fees, a minimum of AED 200 (taking into

account the difference in fees according to the signboard data)

Issuing commercial register certificate AED 5000

Taking into account the collection of fees on the rental value

Taking into account the collection of fees of Sharjah Chamber of Commerce and Industry System

##

Related Services

1. Sharjah City Municipality

2. Approvals of other authorities depending on activity

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Sharjah Economic Development Department branches 7:30am To 3:30pm

Tasheel;s Service Centers 8:00am To 8:00pm

##

Service Compellation Time

One Working Day

##

Contact

065122222

##

Technical Sopport

If there is a malfunction, please contact technical support at: 065122224

Establishing Foreign Ownership Company

##

Service Description

A foreigner, whether a natural or legal person, may own 100% of commercial and industrial activities in the Emirate, except for:

- Security, defense and military activities.

- Services related to fisheries.
- Banks, exchange houses, finance and insurance companies.
- Printing of banknotes.
- Telecommunication as well as radio and television broadcasting stations.
- Hajj and Umrah services.
- Holy Quran centers.

Also, foreign companies may open branches in the Emirate without the need to have a foreign company branch service agent

##

Target Group

Individuals - Institutions - Commercial Companies

##

Required Documents

1. Issuing the initial approval through the channels available at e-services or service centers
2. Certifying Memorandum of Association for a company by visiting the Commercial Legal Affairs Section at SEDD or through the channels available in e-services or service centers
3. Approvals of concerned authorities
4. Determine location of activity and obtain approval of the Commercial Control and Protection Department on the site
5. Fingerprint of investors or their legal representatives at the service center
6. Approvals of other authorities depending on activity

7. Certifying lease contract from Sharjah City Municipality

##

Fees

1. Certifying contract or appendix with value less than AED 50,000. Required fees: AED 200 for the signature of each party of contract or appendix.
2. Certifying contract or appendix with value less than AED 50,000 or not more than AED 100,000. Required fees: AED 300 for the signature of each party of contract or appendix.
3. Certifying contract or appendix with value exceeding AED 100,000. Required fees: 0.5% of contract or appendix value, up to a maximum of AED 15,000.
4. Certifying unlimited value contract or appendix. Required fees: AED 200 for the signature of each party of contract or appendix.
5. Fees for issuing licenses, a minimum of AED 1100 for UAE citizen / AED 2200 for foreigners
6. Approving advertisement specification form fees, a minimum of AED 200 (taking into account the difference in fees according to the signboard data)
7. Issuing commercial register certificate fees AED 1000
8. Taking into account the collection of fees on the rental value (for citizens 8% and for foreigners 13%)
9. Taking into account the collection of fees of Sharjah Chamber of Commerce and Industry System

##

Terms and Conditions

The Law of Foreign Ownership Companies allows investors to establish companies and own them completely without requiring a specific nationality, and the requirement that a foreign company wishing to open a branch within the country's borders to have an agent from

among the citizens of the state has been abolished.

##

Related Services

1. Sharjah City Municipality
2. Approvals of other authorities depending on activity

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Sharjah Economic Development Department branches 7:30am To 3:30pm

Tasheel;s Service Centers 8:00am To 8:00pm

##

Service Compellation Time

One Working Day

##

Contact

80080000

##

Technical Sopport

If there is a malfunction, please contact technical support at: 065122224

Guide to establishing a legal person

##

Service Description

These are the branches of companies located in free zones in all emirates of the country

##

Target Group

Individuals – Institutions – Companies

##

Required Documents

Copy of license and register certificate for main company (headquarter)

Copy of Memorandum of Association certified by the head office and its appendices, if any, along with the legal translation. Also, certified copy of the company's articles of association

Minutes of meeting or Board of Directors Decision approving the opening of branch with legal translation if necessary

Power of Attorney for company representative

Translating and certifying all documents from UAE embassy in the foreign country and the Ministry of Foreign Affairs and International Cooperation in UAE.

Issuing the initial approval through the channels available at e services or service centers.

Fingerprint of investors or their legal representatives at the service center or minutes of meeting certified by the main company.

Certifying lease contract from Sharjah City Municipality.

##

Fees

Issuing commercial licenses, a minimum of AED 1100

Approving advertisement specification form fees, a minimum of AED 200 (taking into account the difference in fees according to the signboard data)

Issuing commercial register certificate AED 5000

Taking into account the collection of fees on the rental value

Taking into account the collection of fees of Sharjah Chamber of Commerce and Industry System

##

Terms and Conditions

Foreign companies may establish representative offices to study markets and production possibilities without engaging in any commercial activity

##

Related Services

1. Sharjah City Municipality
2. Approvals of other authorities depending on activity

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Sharjah Economic Development Department branches 7:30am To 3:30pm

Tasheel;s Service Centers 8:00am To 8:00pm

##

Service Compellation Time

One Working Day

##

Contact

80080000

##

Technical Sopport

If there is a malfunction, please contact technical support at: 065122224

Trade Name Renewal

##

Service description

This service allows renewing trade name

##

Target Group

Customers

##

Fee

550 Dhs.

##

Service Channels

- Sharjah Economic Development Department branches
- Sharjah Economic Development Department website.
- Tasheel's Service centers
- Sharjah Economic Smart Application.

##

Working Hours

- Sharjah Economic Development Department branches 7:30am To 3:30pm
- Tasheel's Service Centers 8:00am To 8:00pm

##

Duration

One working day

##

Contact Info

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Inspection Appointment

##

Service description

The procedure aims to check activities in the sites and provide needed approvals

##

Target Group

Investors

##

Required Documents

Site map

Title deed

Other approvals (health/planning

##

Fees

AED 150Charged upon license/ Warehouse issuance

##

Related Services

License System

##

Service Channels

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Sharjah Economic Development Department branches 7:30am To 3:30pm

Tasheel's Service Centers 7:30am To 3:30pm

##

Service Compellation Time

10 minutes

##

Contact

80080000

Adding Partner- Company

##

Service description

This service allows the customer to register the investor's data and issue a new investor number

##

Target Group

Customers

##

Required Documents

- Citizen: Copy of passport and ID
- Expatriate: Copy if passport and unified number
- Copy of company license

Citizen: Copy of passport and ID

Expatriate: Copy if passport and unified number

Copy of company license

##

Fee

Free

##

Service Channels

- Sharjah Economic Development Department branches
- Sharjah Economic Development Department website.
- Tasheel's Service centers
- Sharjah Economic Smart Application.

##

Working Hours

- Sharjah Economic Development Department branches 7:30am To 3:30pm
- Tasheel's Service Centers 8:00am To 8:00pm

##

Duration

One working day

##

Contact Info

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Warehouse Issuance

##

Service Description

This service allows issuing warehouse permit

##

Target Group

Customers

##

Required Documents

- License form
- Copy of main company license
- A letter from the main company stating that a warehouse permit has been issued (for licenses outside Sharjah).
- Passport and ID for partners (for licenses outside Sharjah).
- Approvals of concerned authorities according to activity
- Certified copy of lease contract and a copy of title deed, if necessary.

##

Fees

- Warehouse issuance: 6% for citizens - 10% for foreigners (of lease contract value).
- Record issuance: AED 500
- Printing: AED 300
- Signboard: AED 200
- Representative ID: AED 300
- Technical Evaluation: AED 150
- Extra fees associated to other Departments will be charged.

##

Related Services

Adding license number or reference number to the technical report

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Branches of the Department of Economic Development from 07:30 in the morning until 03:30 in the evening

Service delivery centers (Tas'heel) from 8 am to 8 pm

##

Duration

One Working Day

##

Contact Info.

80080000

##

Service FAQ

If you face any issue Please contact help desk at the number:065122224

Adding Scale

##

Services Description

Booking appointment to register scale

##

The Target Group

Investors

##

Fees

Free of Cost

##

Service Requirements

Availability of an existing license or trade name with the activity site

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Department of Economic Development (Headquarters) from 7:30 to 3:30
- Service delivery centers (Tas'heel) from 8 am to 8 pm

##

Duration

In 10 minutes

##

Contact Info

80080000

##

Report Malfunction

If you face any issue please contact the help desk at the number:065122224

Adding Company (Outside Sharjah)

##

Service description

This service allows the customer to register the investor's data and issue a new investor number

##

Target Group

Customers

##

Required Documents

- Citizen: Copy of passport and ID
- Expatriate: Copy if passport and unified number
- Copy of company license

Citizen: Copy of passport and ID

Expatriate: Copy if passport and unified number

Copy of company license

##

Fee

Free

##

Service Channels

- Sharjah Economic Development Department branches
- Sharjah Economic Development Department website.
- Tasheel's Service centers
- Sharjah Economic Smart Application.

##

Working Hours

- Sharjah Economic Development Department branches 7:30am To 3:30pm
- Tasheel's Service Centers 8:00am To 8:00pm

##

Duration

One working day

##

Contact Info

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Issuing No Objection Letter

##

Service description

A No Objection Letter to conduct an economic activity according to the regulations followed by SEDD

##

the target audience

Customers

##

Required Documents

Imprint of the investors or their legal representatives at service center.

##

Fees

Certifying No Objection Letter: AED 100

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Department of Economic Development (Headquarters) from 7:30 to 3:30
- Service delivery centers (Tas'heel) from 8 am to 8 pm

##

Service Completion Time

One working day

##

Contact Info

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Trade Name Renewal

##

Target Group

Request to renew the validity of the license with its expiry date approaching through the available service delivery channels to ensure the continuity of the activity

##

The Target Audience

Clients

##

Required Documents

1- License Form

2- Copy of investor's valid passport and ID

3- Official entities approvals according to commercial activities

4- Certified copy of lease contract

##

Fees

8% of the rent value for the citizen 13% of the rent value for others

##

Service Requirements

Enter the license number

##

Related Services

SharjahDepartment of Awqaf

Sharjah Roads and Transport Authority

Al Madam City Municipality

Sharjah Ports, Customs and Free Zones Authority

Sharjah Commerce and Tourism Development Authority

Sharjah Islamic Affairs Department

Al Dhaid City Municipality

Maliha City Municipality

Sharjah City Municipality

Sharjah Police General Headquarters

Al Bataeh City Municipality

Sharjah National Oil Corporation

Sharjah Social Services Department

The Local Governments

Sharjah Electricity, Water and Gas Authority

Sharjah Museums Authority

Sharjah City for Humanitarian Services

Sharjah Real Estate Registration Department

Sharjah Chamber of Commerce and Industry

Khorfakkan City Municipality

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Department of Economic Development branches from 7:30 to 3:30

Service delivery centers (Tas'heel) from 8 am to 8 pm

##

Duration

One working day

##

Contact Info

80080000

##

Report Malfunction

If you face any issue please contact the help desk at the number:065122222

Renewing Warehouse Outside Sharjah

##

Service description

This service allows renewing a warehouse of a license from outside Sharjah

##

Target Group

Investors

Private sector

Local authority

A federal entity

##

Required Documents

- License form
- Copy of partner passport
- Certified copy of the lease contract
- Copy of renewed parent license
- Copy of partner ID

##

Fees

- 6% for individual license - 10% for others (of lease contract value).

##

Service Requirements

The mother's license is renewed

Effective tenancy contract

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Department of Economic Development branches from 7:30 to 3:30
- Service delivery centers (Tas'heel) from 8 am to 8 pm

##

Service Completion Time

يوم عمل

##

Contact Info

065122222

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Trade Name Amendment

##

Service Description

A modification is a waiver, addition of a partner, change of activity, change of trade name or license type, or legal form.

##

Terms and Conditions

- Trade name must have an Arabic meaning, with the exception of:
 - o Names of branches of foreign companies registered abroad
 - o Names of company branches, whether local or foreign
- Names not allowed to be registered:
 - o Allah names unless it is a compound personal name
 - o The names of international (famous) companies unless the name is for a branch
 - o Names of local, Arab and international bodies, institutions and organizations
 - o Names that conflict with the trademarks registered in the country, unless the applicant is authorized to use them
 - o Names that contradict public order and morals in the country

o Names that are ambiguous or similar to registered names or that lead to misleading the public

- It is not permissible to choose the names of important landmarks in the country such as (UAE – Emirates – Abu Dhabi- Dubai – Sharjah – Ajman- Umm Al Quwain - Ras Al Khaimah - Fujairah - Burj Khalifa - Zabeel - Al Wasl) and may not be selected also in case it is associated with (city or village)

- The following names should not be given as well: o Olympic - Al Ittihad - Zulal - Al Arsah - Modern - New - Arabic - Al Qasba

##

Target Group

Investors- Private Sectors- Locals and Federal Authorities

##

Required Documents

- License form
- Investor e-form
- Valid ID copy (citizens)
- Copy of passport (expatriate)
- Copy of passport (visitor)
- Certified No Objection Letter for non-investors
- Permission to trade for minors under 21 years old
- Approvals of concerned authorities according to activity
- Security approval

- Certified No Objection Letter for resident expatriate

##

Fees

- Trade Name Amendment: AED 100
- Fees are applied in case of changing trade name into a foreign or translated one: AED 800

##

Related Services

Active License

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Branches of the Department of Economic Development from 07:30 in the morning until 03:30 in the evening

Service delivery centers (Tas'heel) from 8 am to 8 pm

##

Duration

One working day

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Modifying License Data

##

Service description

This service allows modifying license information (phone number and P.O.Box).

##

the target audience

Customers

##

Required Documents

License Form.

##

Fees

Printing: AED 300

##

Service Requirements

Active license

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Department of Economic Development (Headquarters) from 7:30 to 3:30
- Service delivery centers (Tas'heel) from 8 am to 8 pm

##

Service Completion Time

One working day

##

Contact Info

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Modifying License Data

##

Service description

This service allows customer to modify certain activities of the permit obtained within the law. It includes permits for promotional campaigns, discounts, special offers, liquidation, exhibitions, conferences, commercial tents, advertising banners and additional activities.

##

Target Group

- Investors
- Private Sectors
- Locals and Federal Authorities

Investors

Private Sectors

Locals and Federal Authorities

##

Required Documents

1- Permit form

2- Permit amendment request

##

Fees

500 AED

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Sharjah Economic Development Department branches 7:30am To 3:30pm
- Tasheel's Service Centers 8:00am To 8:00pm

##

Duration

One working day

##

Contact Info

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

License Inquiry

##

Service Description

Submit a request to activate frozen license

##

Target Group

Customer

##

Required Documents

Submit a request to activate the frozen license

##

Fees

Free

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

SEDD Headquarter

7:30 am – 3:30 pm

(Tasheel) Service Centers

8:00 am – 8:00 pm

##

Duration

One working day

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:
065122224

Extension of License Initial Amendment

##

Service description

Extension of the initial amendment to the facility: Waiver, addition of a partner, change of activity, amendment of the trade name, or amendment of the type of license, or the legal form.

##

Target Group

Customers

##

Required Documents

Trade Name Certificate

##

Fees

150 AED

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Sharjah Economic Development Department branches 7:30am To 3:30pm

Tasheel's Service Centers 8:00am To 8:00pm

##

Duration

One working day

##

Contact Info

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Changing Site

##

Service description

This service allows to submit a request to change the work site address for the license

##

Target Group

Customers

##

Required Documents

- License Form.
- Approvals of official authorities according to commercial activity.
- Technical evaluation report from Commercial Control Section.
- Certified copy of lease contract and title deed.

License Form.

Approvals of official authorities according to commercial activity.

Technical evaluation report from Commercial Control Section.

Certified copy of lease contract and title deed.

##

Fees

- Amending record: AED 500
- Printing: AED 300
- Technical evaluation: AED 150
- Signboard: AED 200

Amending record: AED 500

Printing: AED 300

Technical evaluation: AED 150

Signboard: AED 200

##

Service Requirements

Enter license number

##

Service Channels

- Electronic services through the official website of the Department of Economic Development www.sedd.ae
- The smart application of the department
- Smart Entry UAE PASS

##

Working Hours

- Department of Economic Development (Headquarters) from 7:30 to 3:30
- Service delivery centers (Tas'heel) from 8 am to 8 pm

##

Duration

work day

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

License Manager

##

Service description

This service allows adding a manager to the license and to change the current manager

##

Target Group

Customers

##

Required Documents

- License form
- Copy of manager valid passport and ID and certified No Objection Letter for non-investors in the case of (adding a manager).
- Annex to amend Memorandum of Association.

License form

Copy of manager valid passport and ID and certified No Objection Letter for non-investors in the case of (adding a manager).

Annex to amend Memorandum of Association.

##

Fees

- Printing: AED 300
- Modification: AED 1000

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Department of Economic Development branches from 7:30 to 3:30
- Service delivery centers (Tas'heel) from 8 am to 8 pm

##

Duration

One working day

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Updating Company Data (Outside Sharjah)

##

Service description

A service allowing to update license data outside Sharjah and amending foreign facility data

##

Target Group

Customers

##

Required Documents

1- A copy of the valid license

2- A copy of valid passports of license owners

3- A copy of valid IDs of license owners

##

Fees

Free of Cost

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Sharjah Economic Development Department branches 7:30am To 3:30pm
- Tasheel's Service Centers 8:00am To 8:00pm

##

Duration

Immediately

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Update License contact Info.

##

Service description

A service to update contact information of the license

##

Target Group

Customers

##

Required Documents & Service Requirements

- License form
- Copy of valid license

License form

Copy of valid license

##

Fee

AED 300

##

Service Channels

- Sharjah Economic Development Department branches
- Sharjah Economic Development Department website.
- Tasheel's Service centers
- Sharjah Economic Smart Application.

##

Working Hours

- Sharjah Economic Development Department branches 7:30am To 3:30pm
- Tasheel's Service Centers 8:00am To 8:00pm

##

Duration

One working day

##

Contact Info

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Reducing Capital

##

Service description

Rvalue or canceling part of iteducing company Capital according to General Assembly decision, either by reducing company's shares

##

Target Group

Investors

##

Required Documents

Initial Approval from Trade Names Section

##

Fees

550 AED

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Sharjah Economic Development Department branches 7:30am To 3:30pm
- Tasheel's Service Centers 8:00am To 8:00pm

##

Duration

One working day

##

Contact Info

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Trade Name Availability Inquiry

##

Service Description

This service allows to check for the availability of trade name that the customer wishes to

reserve, to first ensure that it meets the Department's requirements regarding the naming, and to verify in advance its availability.

##

Terms and Conditions

- Trade name must have an Arabic meaning, with the exception of:

- o Names of branches of foreign companies registered abroad
- o Names of company branches, whether local or foreign
- Names not allowed to be registered:
 - o Allah names unless it is a compound personal name
 - o The names of international (famous) companies unless the name is for a branch
 - o Names of local, Arab and international bodies, institutions and organizations
 - o Names that conflict with the trademarks registered in the country, unless the applicant is authorized to use them
 - o Names that contradict public order and morals in the country
 - o Names that are ambiguous or similar to registered names or that lead to misleading the public
- It is not permissible to choose the names of important landmarks in the country such as (UAE – Emirates – Abu Dhabi- Dubai – Sharjah – Ajman- Umm Al Quwain - Ras Al Khaimah - Fujairah - Burj Khalifa - Zabeel - Al Wasl) and may not be selected also in case it is associated with (city or village)
- The following names should not be given as well:

- o Names of branches of foreign companies registered abroad
- o Names of company branches, whether local or foreign
- • Names not allowed to be registered:
 - o Allah names unless it is a compound personal name
 - o The names of international (famous) companies unless the name is for a branch
 - o Names of local, Arab and international bodies, institutions and organizations
 - o Names that conflict with the trademarks registered in the country, unless the applicant is authorized to use them
 - o Names that contradict public order and morals in the country
 - o Names that are ambiguous or similar to registered names or that lead to misleading the public
- • It is not permissible to choose the names of important landmarks in the country such as (UAE – Emirates – Abu Dhabi- Dubai – Sharjah – Ajman- Umm Al Quwain - Ras Al Khaimah - Fujairah - Burj Khalifa - Zabeel - Al Wasl) and may not be selected also in case it is

associated with (city or village)

- • The following names should not be given as well:

Trade name must have an Arabic meaning, with the exception of:

- o Names of branches of foreign companies registered abroad
- o Names of company branches, whether local or foreign
- Names not allowed to be registered:
 - o Allah names unless it is a compound personal name
 - o The names of international (famous) companies unless the name is for a branch
 - o Names of local, Arab and international bodies, institutions and organizations
 - o Names that conflict with the trademarks registered in the country, unless the applicant is authorized to use them
 - o Names that contradict public order and morals in the country
 - o Names that are ambiguous or similar to registered names or that lead to misleading the public
- It is not permissible to choose the names of important landmarks in the country such as (UAE – Emirates – Abu Dhabi- Dubai – Sharjah – Ajman- Umm Al Quwain - Ras Al Khaimah - Fujairah - Burj Khalifa - Zabeel - Al Wasl) and may not be selected also in case it is associated with (city or village)
- The following names should not be given as well:

- o Names of branches of foreign companies registered abroad
- o Names of company branches, whether local or foreign
- • Names not allowed to be registered:
 - o Allah names unless it is a compound personal name
 - o The names of international (famous) companies unless the name is for a branch
 - o Names of local, Arab and international bodies, institutions and organizations
 - o Names that conflict with the trademarks registered in the country, unless the applicant is authorized to use them
 - o Names that contradict public order and morals in the country
 - o Names that are ambiguous or similar to registered names or that lead to misleading the public
- • It is not permissible to choose the names of important landmarks in the country such as (UAE – Emirates – Abu Dhabi- Dubai – Sharjah – Ajman- Umm Al Quwain - Ras Al Khaimah - Fujairah - Burj Khalifa - Zabeel - Al Wasl) and may not be selected also in case it is associated with (city or village)
- • The following names should not be given as well:

- o Names of branches of foreign companies registered abroad

- o Names of company branches, whether local or foreign
- Names not allowed to be registered:
 - o Allah names unless it is a compound personal name
 - o The names of international (famous) companies unless the name is for a branch
 - o Names of local, Arab and international bodies, institutions and organizations
 - o Names that conflict with the trademarks registered in the country, unless the applicant is authorized to use them
 - o Names that contradict public order and morals in the country
 - o Names that are ambiguous or similar to registered names or that lead to misleading the public
 - It is not permissible to choose the names of important landmarks in the country such as (UAE – Emirates – Abu Dhabi- Dubai – Sharjah – Ajman- Umm Al Quwain - Ras Al Khaimah - Fujairah - Burj Khalifa - Zabeel - Al Wasl) and may not be selected also in case it is associated with (city or village)
 - The following names should not be given as well:

Olympic - Al Ittihad - Zulal - Al Arsah - Modern - New - Arabic - Al Qasba

##

Target Group

Customers

##

Fees

Free

##

Service Requirements

Enter the required trade name

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Sharjah Economic Development Department branches 7:30am To 3:30pm

Tasheel;s Service Centers 8:00am To 8:00pm

##

Duration

When query (immediate)

##

Contact Info.

80080000

##

Technical Support

If there is a malfunction, please contact technical support at: 065122224

Follow Up Request Status

##

Service Description

This service allows the customer to view the request status, whether it completed, in progress, or canceled

##

Target Group

clints

##

Required Documents

Insert the license or reference number

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Branches of the Department of Economic Development from 7:30 am to 3:30 pm
- Service Centers (Tas'heel) from 8 am to 8 pm

##

Duration

When query (immediate)

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Legal Advertisements

##

Service description

##

the target audience

Individuals - Institutions - Companies

##

Required Documents

Online

##

Fees

Free

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Department of Economic Development (Headquarters) from 7:30 to 3:30
- Service delivery centers (Tas'heel) from 8 am to 8 pm

##

Service Completion Time

One working day

##

Contact Info

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Fines Payment

##

Service Description

This service allows customers to pay the fines related to the license

##

Target Group

Customers

##

Required Documents

- license number
- Payment authorization number

##

Fees

Free

##

Service Channels

- Sharjah Economic Development Department branches
- Sharjah Economic Development Department website.
- Tasheel's Service centers
- Sharjah Economic Smart Application.

##

Working Hours

- Department of Economic Development branches from 7:30 to 3:30
- Service delivery centers (Tas'heel) from 8 am to 8 pm

##

Duration

Upon inquiry (immediately)

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

e-payment

##

Service description

This service allows you to inquire about activities and describe them

##

Target Group

Customers

##

Service Requirements

Enter the payment voucher number

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Department of Economic Development branches from 7:30 to 3:30
- Service delivery centers (Tas'heel) from 8 am to 8 pm

##

Duration

When query (immediate)

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Printing License

##

Service description

This service allows the customer to print the license and commercial register

##

Target Group

Customers

##

Required Documents

-

##

Fee

##

Related Services

Insert license number

##

Service Channels

- Sharjah Economic Development Department branches
- Sharjah Economic Development Department website.
- Tasheel's Service centers
- Sharjah Economic Smart Application.

##

Working Hours

- Sharjah Economic Development Department branches 7:30am To 3:30pm
- Tasheel's Service Centers 8:00am To 8:00pm

##

Duration

One working day

##

Contact Info

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Liquidation Permit

##

Service Description

Offering discounts on displayed products at different rates or one percentage, paying into account the importance of placing selling price before and after discount.

##

The Target Group

Clients

##

Required Documents

- Fill out permit form
- Fill in the price list.

- Letter of liquidation request in Arabic.
- Submitting liquidation request 7 days in advance through e services, service centers or the Department.
- Samples of advertising materials before printing, including the Arabic language, and a sample of liquidation card.

Fill out permit form

Fill in the price list.

Letter of liquidation request in Arabic.

Submitting liquidation request 7 days in advance through e services, service centers or the Department.

Samples of advertising materials before printing, including the Arabic language, and a sample of liquidation card.

##

Fees

- Liquidation: AED 2000
- Extending liquidation for 15 days: AED 2000
- Liquidation card: AED 50 (100 cards)
- Additional fees are required for promotional advertisements
- Amending Permit Data: AED 500

Liquidation: AED 2000

Extending liquidation for 15 days: AED 2000

Liquidation card: AED 50 (100 cards)

Additional fees are required for promotional advertisements

Amending Permit Data: AED 500

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Sharjah Economic Development Department branches 7:30am To 3:30pm

Tasheel's Service Centers 8:00am To 8:00pm

##

Duration

When query (immediate)

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number: 80080000

Sales/ Discounts Permit

##

Service description

Offering discounts on displayed products at different rates or one percentage, paying into account the importance of placing selling price before and after discount.

##

Target Group

Client

##

Required Documents

- Sales/ Discounts request in Arabic
- Fill out permit form
- Fill in the price list.
- Samples of advertising materials before printing, including the Arabic language, and a

sample of sales/ discounts card.

- Submitting sales/ discounts request 7 days in advance through e services, service centers or the Department.

Sales/ Discounts request in Arabic

Fill out permit form

Fill in the price list.

Samples of advertising materials before printing, including the Arabic language, and a sample of sales/ discounts card.

Submitting sales/ discounts request 7 days in advance through e services, service centers or the Department.

##

Fees

- One to three doors: AED 1500
- Each additional door: AED 500
- Sales/ Discount Card: AED 50 (for 100 cards)
- In addition to advertising material fees, AED 250 per advertisement (different).
- Extending sales/ discounts for 15 days

One to three doors: AED 1500

Each additional door: AED 500

Sales/ Discount Card: AED 50 (for 100 cards)

In addition to advertising material fees, AED 250 per advertisement (different).

Extending sales/ discounts for 15 days

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Branches of the Department of Economic Development from 7:30 am to 3:30 pm
- Service Centers (Tas'heel) from 8 am to 8 pm

##

Service Compellation Time

Immediatly

##

Contact Info

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:
80080000

Kiosk/ Booth Permit

##

Service description

A kiosk for displaying and selling products inside malls, .or an office to display a product or provide a service

##

Target Group

Customers

##

Required Documents

- Fill out permit form
- Agreement letter from center or site where the kiosk or office will be placed (original and copy), including type of activity and the allowed period.
- Copy of license to which kiosk or office belongs. It should be effective and issued by Sharjah or any other emirate.
- Photo of kiosk or office and a map indicating its location.
- Approval from Food Control Section, Public Health Department in Sharjah City Municipality, in case of selling food products.
- Approval form Sharjah Health Authority in case of selling therapeutic and medical products.

-

Fill out permit form

Agreement letter from center or site where the kiosk or office will be placed (original and copy), including type of activity and the allowed period.

Copy of license to which kiosk or office belongs. It should be effective and issued by Sharjah or any other emirate.

Photo of kiosk or office and a map indicating its location.

Approval from Food Control Section, Public Health Department in Sharjah City Municipality, in case of selling food products.

Approval form Sharjah Health Authority in case of selling therapeutic and medical products.

##

Fees

- License from inside the emirate: 1500 dirhams per month
- A license from outside the emirate: 2000 dirhams per month

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Department of Economic Development branches from 7:30 to 3:30

Service delivery centers (Tas'heel) from 8 am to 8 pm

##

Service Completion Time

Immediately

##

Contact Info

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number: 80080000

Exhibition Permit

##

Service Description

Displaying products of different companies in one place or, placing a tent in addition to providing a specific location for commercial purposes.

##

The Target Group

Investor

Private sector

Local

Federation

##

Required Documents

Fill out events and exhibition permit form

Exhibition request letter in Arabic, including (exhibition content - number of participants – exhibition period - location and area).

No Objection Letter form concerned authorities (landlord – Civil Defence, etc.)

Permit is required for accompanying promotional campaign (promotional campaign requirements and conditions).

Approval of concerned authority to place children's toys.

Samples of printed materials before printing, including the Arabic ones.

Exhibition permit application shall be submitted no less than a month before the date specified for its launch.

Permit id provided to events and exhibition management license that is issued from Sharjah.

Ensure that the stores participating in the exhibition have a valid license inside or outside Sharjah.

Submitting exhibition request 30 days before the exhibition through the Department.

##

Fees

- Area from 1 to 500 ft2: AED 10000
- Area from 501 to 1000 ft2: AED 20000
- Area of more than 1000 ft2: AED 30000
- Additional fees are required for promotional advertisements
- Amending Permit Data: AED 500

Area from 1 to 500 ft2: AED 10000

Area from 501 to 1000 ft2: AED 20000

Area of more than 1000 ft2: AED 30000

Additional fees are required for promotional advertisements

Amending Permit Data: AED 500

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Branches of the Department of Economic Development from 7:30 am to 3:30 pm
Service Centers (Tas'heel) from 8 am to 8 pm

##

Duration

On working day

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:
80080000

Food Trucks Permits

##

Service Description

Permits granted to commercial licenses owned by UAE nationals to engage in economic activities.

##

Food Trucks Permits requirements

Permits granted to UAE nationals to sell food through food trucks for licenses issued in Sharjah only.

##

The Target Group

Clients

##

Required Documents

- Permit form for food truck

- Copy of a valid license.
- Photo of vehicle/truck design.
- Investor has the right to issue only one food truck permit per license.
- If the activity requires approvals from other parties, customer service coordinator must direct the investor to review it.
- Investor must complete the procedures for issuing a permit by submitting request through SEDD branch, service center or e-services.

Permit form for food truck

Copy of a valid license.

Photo of vehicle/truck design.

Investor has the right to issue only one food truck permit per license.

If the activity requires approvals from other parties, customer service coordinator must direct the investor to review it.

Investor must complete the procedures for issuing a permit by submitting request through SEDD branch, service center or e-services.

##

Fees

- Pay the annual fee of AED 3000 when issuing or renewing the permit. The permit period may be for six months, for which a fee of AED 1500 is to be paid.
- Amending Permit Data: AED 500

Pay the annual fee of AED 3000 when issuing or renewing the permit. The permit period may be for six months, for which a fee of AED 1500 is to be paid.

Amending Permit Data: AED 500

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Sharjah Economic Development Department branches 7:30am To 3:30pm

Tasheel's Service Centers 8:00am To 8:00pm

##

Service Compellation Time

One working day

##

Contact Info

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:
80080000

Active Payment Vouchers Inquiry

##

Service description

This service allows you to inquire about the active payment vouchers on the license

##

Target Group

Customers

##

Required Documents

- Permit form for selling foodstuffs in mobile cars
- A letter from the company explaining the details of the permit
- A no-objection letter in Arabic from the site owner or a letter of agreement
- Approval of the concerned authorities (Sharjah City Municipality - Public Health Department - Food Control Department, Sharjah City Municipality, Property and Investment Department, Sharjah Police General Command - Traffic and Licensing Department)

- A picture of the shape of the car, in addition to a map showing the location of the car, in addition to a map showing its location.
- A copy of the commercial license licensing the activity of catering mobile cars with foodstuffs, or the license for a restaurant, cafeteria or cafeteria

##

Fees

- A license issued by the Emirate of Sharjah 5000 dirhams annually
- A license issued outside the Emirate of Sharjah 3000 dirhams per month
- Each additional site is 500 dirhams

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Sharjah Economic Development Department branches 7:30am To 3:30pm
- Tasheel's Service Centers 8:00am To 8:00pm

##

Duration

When query

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Self-service Machine

##

Service Description

This service allows customers to inquire about a self-service machine permit.

##

The Target Group

Clients

##

Required Documents

Fill out permit form.

No Objection Letter from landlord.

Copy of valid license issued in Sharjah.

Device design.

Device location.

##

Fees

Vending/ Self-service Machines: AED 500 (annually) in addition to logo fees: AED 500
Amending Permit Data: AED 500

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Sharjah Economic Development Department branches 7:30am To 3:30pm

Tasheel's Service Centers 8:00am To 8:00pm

##

Duration

One working day

##

Contact Info

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number: 80080000

Vending Machine

##

Service Description

A device placed in specific places to sell certain types of goods.

A self-service machine such as a bank ATM, a device for paying phone bills and government services, a photocopy device, and others.

##

The Target Group

Customers

##

Required Documents

- Fill out permit form.
- No Objection Letter from landlord.
- No Objection Letter from Sharjah City Municipality in case of selling food and beverages (vending machines).
- Copy of valid license issued in Sharjah.
- Device design.
- Device location.
- No Objection Letter or agreement from concerned authorities to provide their services (vending machines)

- No Objection Letter or agreement from Central Bank to provide their services (ATM)

Fill out permit form.

No Objection Letter from landlord.

No Objection Letter from Sharjah City Municipality in case of selling food and beverages (vending machines).

Copy of valid license issued in Sharjah.

Device design.

Device location.

No Objection Letter or agreement from concerned authorities to provide their services (vending machines)

No Objection Letter or agreement from Central Bank to provide their services (ATM)

##

Fees

- Vending/ Self-service Machines: AED 500 (annually) in addition to logo fees: AED 500
- ATM: AED 1500 (annually)
- Amending Permit Data: AED 500

Vending/ Self-service Machines: AED 500 (annually) in addition to logo fees: AED 500

ATM: AED 1500 (annually)

Amending Permit Data: AED 500

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Department of Economic Development branches from 7:30 to 3:30
- Service delivery centers (Tas'heel) from 8 am to 8 pm

##

Duration

One working day

##

Contact Info

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number: 80080000

ATM

##

Service Description

Self-service machine for ATM services

##

The Target Group

Clients

##

Required Documents

- Fill out permit form.
- No Objection Letter from landlord in Arabic).
- Copy of valid license issued in Sharjah.
- Device design.
- Device location.
- No Objection Letter from Central Bank (in Arabic).

Fill out permit form.

No Objection Letter from landlord in Arabic).

Copy of valid license issued in Sharjah.

Device design.

Device location.

No Objection Letter from Central Bank (in Arabic).

##

Fees

AED 1500 (annually)

Amending Permit Data: AED 500

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Branches of the Department of Economic Development from 7:30 am to 3:30 pm

Service Centers (Tas'heel) from 8 am to 8 pm

##

Duration

One working day

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:
80080000

Vending Machine

##

Target Group

A service allowing to place self-service machines for paying phone bills or government services

##

the target audience

Clients

##

Required Documents

- 1- Permit form
- 2- Request letter for Vending Machines / Self-Service Machines permit in Arabic
- 3- No objection letter in Arabic from landlord
- 4- Copy of valid license
- 5- Photo or design of device

##

Fees

Vending Machine permit fees 500 Dhs

##

Service Requirements

-

##

Service Channels

- Electronic services through the official website of the Department of Economic Development www.sedd.ae
- The smart application of the department

- Smart Entry UAE PASS

##

Working Hours

- Department of Economic Development (Headquarters) from 7:30 to 3:30
- Service delivery centers (Tas'heel) from 8 am to 8 pm

##

Duration

One working day

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Signboard Permit

##

Target Group

Boards placed on shops carrying trade names or trademarks on them.

##

Signboard Permit requirements

- Trade name in signboard should be identical to the one in license.
- Trade name font size should be 60% in Arabic and 40% in English of the signboard's total area and the design should follow the one approved by the Department.
- Signboard height must not exceed four feet and it can be allowed but with the conditions that the signboard should be consistent in its measurements to the nearby signboards of other stores in the same building or nearby buildings, taking into account the suitability of the structural and architectural form of the building.
- Damaging signboard of nearby shops is forbidden.
- Signboard should cover its entire area of the shop.
- Distribute suitable schema for sign design that requires a statement, where the location, size, and the extent of the emergence of the signboards, the actual dimensions and sizes and any data or other information related to the content and the sizes of the sign that requires statement should be clarified.
- Signboard design.
- Copy of valid license.
- Valid Trade Name Certificate from the Ministry of Economy.
- Submitting request to obtain signboard permit through e-services by approved calligraphers.
- When adding a picture that carries a logo of other institutions and companies, a non-objection letter is required as well as a copy of the trade name certificate issued by the Ministry of Economy and a copy of the commercial license that is owned by the brand.
- Submit an appropriate form for the required advertising design – permit indicating location, size and extent of the protrusion of the signboard, dimensions, actual sizes, and any other data or information related to the dimensions and content of the advertisement required to be declared.
- Shop owner must adhere to the place designated in the building for placing signboard.
- Providing a photograph of the facility or the location where the signboard will be placed is a must.

Trade name in signboard should be identical to the one in license.

Trade name font size should be 60% in Arabic and 40% in English of the signboard's total

area and the design should follow the one approved by the Department.

Signboard height must not exceed four feet and it can be allowed but with the conditions that the signboard should be consistent in its measurements to the nearby signboards of other stores in the same building or nearby buildings, taking into account the suitability of the structural and architectural form of the building.

Damaging signboard of nearby shops is forbidden.

Signboard should cover its entire area of the shop.

Distribute suitable schema for sign design that requires a statement, where the location, size, and the extent of the emergence of the signboards, the actual dimensions and sizes and any data or other information related to the content and the sizes of the sign that requires statement should be clarified.

Signboard design.

Copy of valid license.

Valid Trade Name Certificate from the Ministry of Economy.

Submitting request to obtain signboard permit through e-services by approved calligraphers.

When adding a picture that carries a logo of other institutions and companies, a non-objection letter is required as well as a copy of the trade name certificate issued by the Ministry of Economy and a copy of the commercial license that is owned by the brand.

Submit an appropriate form for the required advertising design – permit indicating location, size and extent of the protrusion of the signboard, dimensions, actual sizes, and any other data or information related to the dimensions and content of the advertisement required to be declared.

Shop owner must adhere to the place designated in the building for placing signboard.

Providing a photograph of the facility or the location where the signboard will be placed is a must.

##

the target audience

Clients

##

Required Documents

- Signboard permit form.
- Signboard design template
- Copy of valid license.
- Photo of signboard location.

Signboard permit form.

Signboard design template

Copy of valid license.

Photo of signboard location.

##

Fees

Logo: AED 1000

Photo: AED 500

Colored background: AED 250

Main Signboard Height of more than 4 feet: (H-4)*W*10

Additional Signboard: H*W*10

Side Signboard: H*W*20 (some activities)

Electronic Signboard: AED 1500

Portable Electronic Signboard: AED 500

Screen: AED 500

Projection Screen: AED 1500 Amending Permit Data: AED 500

##

Service Requirements

-

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Branches of the Department of Economic Development from 7:30 am to 3:30 pm

- Service Centers (Tas'heel) from 8 am to 8 pm

Branches of the Department of Economic Development from 7:30 am to 3:30 pm

Service Centers (Tas'heel) from 8 am to 8 pm

##

Duration

One working day

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number: 80080000

Extending Permit

##

Target Group

A service that allows to extend investor's prior permission to carry out a certain businesses within the law. This service includes include permits for promotional campaigns, sales, special offers, clearances, exhibitions, conferences, trade tents, advertising banners and additional activities.

##

the target audience

Clients

##

Required Documents

- 1- Request to extend permit
- 2- No objection letter from site owner
- 3- Permit form

##

Fees

soon

##

Service Channels

- Electronic services through the official website of the Department of Economic Development www.sedd.ae
- The smart application of the department
- Smart Entry UAE PASS

##

Working Hours

- دائرة التنمية الاقتصادية (المقر الرئيسي) من 7:30 إلى 3:30
- مراكز تقديم الخدمة (تسهيل) من الساعة 8 صباحا وحتى الساعة 8 مساء

##

Duration

يوم عمل

##

Contact Info.

80080000

##

Report Malfunction

عند وجود عطل يرجى التواصل مع الدعم الفني على الرقم: 065122224

Signboard Approval

##

Target Group

Approving of signboards after placing it on facility interface

##

the target audience

Clients

##

Required Documents

Signboard Photo after Installment ب

##

Fees

Free

##

Service Channels

- Electronic services through the official website of the Department of Economic Development www.sedd.ae
- The smart application of the department
- Smart Entry UAE PASS

##

Working Hours

- Department of Economic Development (Headquarters) from 7:30 to 3:30
- Service delivery centers (Tas'heel) from 8 am to 8 pm

##

Duration

One working day

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Promotional Advertising Permit

##

Service Description

Promotional Advertising Permit includes: flyers (one paper) – booklets (more than one page) – canvas – posters inside and on the front of the institution – propaganda CDs – others to introduce or promote company's products

##

The Target Group

Customers

##

Required Documents

- Fill out permit form.
- Samples of advertising materials before printing, including the Arabic language and sizes.
- Copy of license if issued from Sharjah and there is no license for facility from Sharjah.
- No Objection Letter from entity at which the offer or distribution will be carried out (building, mall or shopping center, etc.).
- Submitting promotional advertising request 7 days in advance through e services, service centers or the Department.

Fill out permit form.

Samples of advertising materials before printing, including the Arabic language and sizes.

Copy of license if issued from Sharjah and there is no license for facility from Sharjah.

No Objection Letter from entity at which the offer or distribution will be carried out (building, mall or shopping center, etc.).

Submitting promotional advertising request 7 days in advance through e services, service centers or the Department.

##

Fees

- Flyer (one page): AED 250 (monthly)
- Booklets (50 pages): AED 500 (monthly)
- Booklets (more than 50 pages): AED 1000 (monthly)
- Canvas: AED 250 (monthly)
- Posters: AED 250 (monthly)
- Promotional CDs: AED 250 (monthly)
- Logo: AED 500 (annually)
- Permanent Promotional Poster: AED 1200 (annually)
- Amending Permit Data: AED 500

Flyer (one page): AED 250 (monthly)

Booklets (50 pages): AED 500 (monthly)

Booklets (more than 50 pages): AED 1000 (monthly)

Canvas: AED 250 (monthly)

Posters: AED 250 (monthly)

Promotional CDs: AED 250 (monthly)

Logo: AED 500 (annually)

Permanent Promotional Poster: AED 1200 (annually)

Amending Permit Data: AED 500

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Department of Economic Development branches from 7:30 to 3:30

- Service delivery centers (Tas'heel) from 8 am to 8 pm

##

Service Compellation Time

one working day

##

Contact Info

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number: 80080000

Promotional Campaign Permit

##

Service Description

Promotional offers held through commercial establishments to promote a good or service.

##

The Target Group

Clients

##

Required Documents

- Fill out permit form.
- Campaign request letter in Arabic, including campaign method, campaign period, locations, prizes and their value (if any), number of raffles (if any), their dates and locations.
- Copy of license, if issued in another emirate.
- Approval from Food Control Section, Public Health Department in Sharjah City Municipality, in case of selling food products.
- Approval form Sharjah Health Authority in case of selling therapeutic and medical products.
- Approval of Sharjah Real Estate Registration Department, in case of selling real state units.
- Approval of Ministry of Community Development and Sharjah Department of Culture, in case of promoting artistic activity.
- Fill out price list in case of special offers that include discounts.
- No Objection Letter from the entity to which the bid will be held, in the event case of a vehicle display or placing platform, or advertising or promotional material outside the establishment's website.
- In case of organizing promotional campaign that includes distributing prizes, it is required to fill out an award delivery acknowledgment form when delivering the prizes to the winners. This form should includes winner's data, type of award, copy of valid passport and residency (for expatriates), copy of ID, and original award voucher. This form should be submitted after the campaign to prove that winners have received their prizes.
- Presence of SEDD employee on prize draw is mandatory. If the employee is absent, the withdrawal is considered canceled and the department will take necessary actions in this regard. In case of wanting to change withdrawal date at Sharjah, SEDD must be notified of this for coordination.
- The facility shall deliver the prizes to the winners within 40 days from the end of the campaign. In the event of the expiry of the period imposed on the facility, the value of the prizes not received from their owners shall be handed over to SEDD.
- If raffles are held in another emirate, the permit issued for the campaign from this emirate must be attached.
- If raffles are held in another emirate, a letter from the parent company stating that must be attached.
- Samples of vouchers (raffles - sweep and win - discounts - others), if any, before printing, including Arabic ones and important dates such as (campaign period- raffles - discount

voucher validity, etc.).

- Submitting promotional campaign request 7 days in advance through e services, service centers or the Department.

-

Fill out permit form.

Campaign request letter in Arabic, including campaign method, campaign period, locations, prizes and their value (if any), number of raffles (if any), their dates and locations.

Copy of license, if issued in another emirate.

Approval from Food Control Section, Public Health Department in Sharjah City Municipality, in case of selling food products.

Approval form Sharjah Health Authority in case of selling therapeutic and medical products.

Approval of Sharjah Real Estate Registration Department, in case of selling real state units.

Approval of Ministry of Community Development and Sharjah Department of Culture, in case of promoting artistic activity.

Fill out price list in case of special offers that include discounts.

No Objection Letter from the entity to which the bid will be held, in the event case of a vehicle display or placing platform, or advertising or promotional material outside the establishment's website.

In case of organizing promotional campaign that includes distributing prizes, it is required to fill out an award delivery acknowledgment form when delivering the prizes to the winners. This form should includes winner's data, type of award, copy of valid passport and residency (for expatriates), copy of ID, and original award voucher. This form should be submitted after the campaign to prove that winners have received their prizes.

Presence of SEDD employee on prize draw is mandatory. If the employee is absent, the withdrawal is considered canceled and the department will take necessary actions in this regard. In case of wanting to change withdrawal date at Sharjah, SEDD must be notified of this for coordination.

The facility shall deliver the prizes to the winners within 40 days from the end of the campaign. In the event of the expiry of the period imposed on the facility, the value of the prizes not received from their owners shall be handed over to SEDD.

If raffles are held in another emirate, the permit issued for the campaign from this emirate must be attached.

If raffles are held in another emirate, a letter from the parent company stating that must be attached.

Samples of vouchers (raffles - sweep and win - discounts - others), if any, before printing, including Arabic ones and important dates such as (campaign period- raffles - discount voucher validity, etc.).

Submitting promotional campaign request 7 days in advance through e services, service centers or the Department.

##

Fees

Fees are determined by Commercial Permit Section employee

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Branches of the Department of Economic Development from 7:30 am to 3:30 pm
- Service Centers (Tas'heel) from 8 am to 8 pm

Branches of the Department of Economic Development from 7:30 am to 3:30 pm

Service Centers (Tas'heel) from 8 am to 8 pm

##

Duration

One working day

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number: 80080000

Cancellation of a 24-hour work permit

##

Service description

It is a service to cancel a permit to practice the activity of the establishment for additional (24) hours

##

Target Group

Customers

##

Required Documents

- License Form
- No Objection Letter from the police to cancel the 24-hour activity permit

License Form

No Objection Letter from the police to cancel the 24-hour activity permit

##

Fee

Printing: AED 300

##

Service Channels

- Sharjah Economic Development Department branches

- Sharjah Economic Development Department website.
- Tasheel's Service centers
- Sharjah Economic Smart Application.

##

Working Hours

- Sharjah Economic Development Department branches 7:30am To 3:30pm
- Tasheel's Service Centers 8:00am To 8:00pm

##

Duration

One working day

##

Contact Info

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Consumer Protection Complaints

##

Service description

It is a service through which a complaint is submitted by the consumer against the establishments (commercial, professional, and industrial) in Sharjah. The service aims to regulate the relationship between consumer and merchant, decide on it and take the necessary measures.

##

Target Group

Clients

##

Required Documents

Copy of purchase invoice

Copy of contract

Copy any documents proving the contract from the defendant

##

Service Requirements

- • Visit SEDD official website (www.sedd.ae)
- • Choose Consumer Protection and then choose a Service Agent Complaint
- • Add complaint data and then the attachments
- • Send verification code, then the complaint reference number will be sent
- • Complaint will be examined and documents confirmed
- • Send payment voucher

- Visit SEDD official website (www.sedd.ae)
- Choose Consumer Protection and then choose a Service Agent Complaint
- Add complaint data and then the attachments
- Send verification code, then the complaint reference number will be sent
- Complaint will be examined and documents confirmed
- Send payment voucher

After receiving the receipt, an appointment will be set for the visit

##

Related Services

SMS

Committee Decision

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Sharjah Economic Development Department branches 7:30am To 3:30pm

Tasheel;s Service Centers 8:00am To 8:00pm

##

Duration

30 working days

##

Contact

80080000

Commercial Fraud Complaint - Trademarks

##

Service Description

Owners of trademarks and commercial agencies submit complaints of infringement of trademarks, commercial agencies and commercial fraud. After receiving and looking into the complaints, the fee is collected and procedures are taken to visit the facility against which the complaint is made, and a report of the seizure of goods or a report of a negative incident is issued. The complaints are referred to the Committee for Combating Commercial Fraud and Dispute Resolution of the Department to issue a decision.

##

The Target Group

Brand Owners
consumers

##

Required Documents

- Copy of trademark certificate
- Valid commercial agency issued by Ministry of Economy.
- Notarized power of attorney if someone other than its owner submits the complaint.
- Original and counterfeit samples for examination only and return them to the complainant immediately after the examination when the complaint was registered. Also, a report showing the similarities between the original and counterfeit samples provided.

Copy of trademark certificate

Valid commercial agency issued by Ministry of Economy.

Notarized power of attorney if someone other than its owner submits the complaint.

Original and counterfeit samples for examination only and return them to the complainant immediately after the examination when the complaint was registered. Also, a report showing the similarities between the original and counterfeit samples provided.

##

Fees

- AED 2000 for one trademark - one site in addition to AED 500 for each additional site (commercial fraud complaints).
- AED 1250 for infringement of trademark and commercial agency in addition to AED 500 dirhams for each additional site (infringement of trademark and commercial agency)

AED 2000 for one trademark - one site in addition to AED 500 for each additional site (commercial fraud complaints).

AED 1250 for infringement of trademark and commercial agency in addition to AED 500 dirhams for each additional site (infringement of trademark and commercial agency)

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Sharjah Economic Development Department branches 7:30am To 3:30pm

Tasheel's Service Centers 8:00am To 8:00pm

##

Service Compellation Time

One working day

##

Contact Info

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:
80080000

Trade Name Cancellation

##

Service description

This service allows cancelling trade name

##

Target Group

Customers

##

Required Documents

Cancellation Form

##

Fees

AED 100

##

Service Requirements

Enter license number

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Department of Economic Development branches from 7:30 to 3:30
- Service delivery centers (Tas'heel) from 8 am to 8 pm

##

Duration

When query (immediate)

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Warehouse Cancellation

##

Service description

This service allows to cancel warehouse permit

##

Target Group

Customers

##

Required Documents

- License Form
- Technical Evaluation from Commercial Control Section

License Form

Technical Evaluation from Commercial Control Section

##

Fees

AED 950

##

Service Requirements

-

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Department of Economic Development branches from 7:30 to 3:30
- Service delivery centers (Tas'heel) from 8 am to 8 pm

##

Duration

When query (immediate)

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Reducing Capital of Commercial Company

##

Service description

Reducing value of commercial company capital according to the decision of General Assembly, either by reducing the value of company shares A or by canceling part of it

##

Target Group

Customers

##

-

Legal Affairs e-form

-

Certified Memorandum of Association Appendix by Commercial Legal Affairs Department

-

Imprint of investors or their legal representatives at service center

Legal Affairs e-form

Legal Affairs e-form

Certified Memorandum of Association Appendix by Commercial Legal Affairs Department

Certified Memorandum of Association Appendix by Commercial Legal Affairs Department

Imprint of investors or their legal representatives at service center

Imprint of investors or their legal representatives at service center

##

Fees

-Capital Reduction: AED 550

-Certifying contract or appendix with value less than AED 50,000. Required fees: AED 200 for the signature of each party of contract or appendix.

-Certifying contract or appendix with value less than AED 50,000 or not more than AED 100,000. Required fees: AED 300 for the signature of each party of contract or appendix.

-Certifying contract or appendix with value exceeding AED 100,000. Required fees: 0.5% of contract or appendix value, up to a maximum of AED 15,000.

- Certifying unlimited value contract or appendix. Required fees: AED 200 for the signature of each party of contract or appendix.

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Branches of the Department of Economic Development from 7:30 am to 3:30 pm
- Service Centers (Tas'heel) from 8 am to 8 pm

##

Duration

15 days

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Freezing License (suspending establishment form carrying out economic activity)

##

Service Description

A request to suspend license for a certain period due to not carrying out economic activity.
The request is submitted according to the following conditions:

- The facility is not subject to licensing fees or fines for non-renewal if the Department approves the request to stop carrying out economic activity.
- The establishment must have practiced its activity for two consecutive years.
- The absence of a dispute over the facility before a judicial authority or the like.
- Pay the prescribed fees to stop the license.
- That the license has not been previously frozen.

The facility is not subject to licensing fees or fines for non-renewal if the Department approves the request to stop carrying out economic activity.

The establishment must have practiced its activity for two consecutive years.

The absence of a dispute over the facility before a judicial authority or the like.

Pay the prescribed fees to stop the license.

That the license has not been previously frozen.

##

Target Group

Customer

##

Required Documents & Service Requirements

Legal Affairs e-form

Establishment Card Cancellation Letter from Ministry of Human Resources & Emiratisation

Imprint of investors or their legal representatives at service center

##

Fees

License Cancellation (minimum: AED 150 – maximum AED 3000)

Commercial Registration Clearance Fee AED

AED 500 for expired license of less than one year

AED 1,000 for a license expired for one or two years

AED 1500 for a license expired for more than two years and more

##

Related Services

Ministry of Human Resources & Emiratisation

##

Service Channels

Digital services through SEDD official website www.sedd.ae

SEDD App

UAE PASS

##

Working Hours

SEDD Headquarter

7:30 am – 2:30 pm

“Tasheel” service centers

8:00 am – 8:00 pm

##

Duration

One working day

##

Contact Info.

065122222

##

Report Malfunction

عند وجود عطل يرجى التواصل مع الدعم الفني على الرقم: 065122224

Service Agent Withdrawal

##

Service Description

A request submitted by the service agent announcing withdrawal from license, provided that the license expires and there are no workers on it

##

Target Group

Customers

##

Required Documents & Service Requirements

Legal Affairs e-form

Establishment Card Cancellation Letter from Ministry of Human Resources & Emiratization

Imprint of investors or their legal representatives at service center

##

Fees

Service Agent Withdrawal: AED 650

##

Related Services

Ministry of Human Resources & Emiratization

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Sharjah Economic Development Department branches 7:30am To 3:30pm
- Tasheel's Service Centers 8:00am To 8:00pm

##

Duration

One working day

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Applying for Membership Program

##

The Target Group

Owners of small and medium enterprises in the Emirate of Sharjah and its affiliated cities

##

Required Documents

- Personal documents:

1. Request addressed to “RUWAD” Foundation.
2. Summary of the project idea.
3. Copy of a valid passport.
4. Copy of family book.
5. Copy of a valid Emirates ID.
6. Copy of the academic qualification and certificate.
7. Biography (CV).
8. Investor licenses statement (issued by Sharjah Economic Development Department - SEDDD).
9. Owner's register in establishments (issued by Ministry of Human Resources and Emiratisation)

- Project documents (for existing projects)

1. Copy of current commercial license.
2. Copy of current lease contract.
3. Copy of current membership in Sharjah Chamber of Commerce and Industry.
4. Financial data for the project.

##

Membership Fees

- AED 2,000 annually for the first 3 years for a 100% exemption.
- AED 1,000 annually for the fourth and fifth year and a 50% exemption

##

Membership Conditions

1. Project must be owned by UAE citizens.
2. Project should be located in the Emirate of Sharjah or its affiliated cities.
3. Submit the project documents in accordance with the requirements of the program requested by the project from "RUWAD" Foundation.
4. Submit a feasibility study for the project.
5. The number of licenses owned by both the applicant and the partners should not exceed five licenses.
6. Project founding date should not exceed 3 years.

##

Membership Program Privileges

1. 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 an 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.
2. Providing no less than 10% of annual purchases to federal and local government agencies for the benefit of Emirati small and medium enterprises.
3. 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.
4. 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.
5. Ministry of Human Resources and Emiratization: (classifying the facility as a first-class

facility in an incentive program).

6. Ministry of Industry and Advanced Technology - Conformity and Standardization Services Sector: (Exemption from fees for quality mark certification).

7. Expo Centre Sharjah: (50% discount from participation fees in exhibitions and events).

8. Providing investment opportunities for member projects, which are provided by the Foundation in cooperation with strategic partners.

9. Providing the necessary consultancy and business development.

10. Creating and promoting opportunities for trade exchange between members of the "RUWAD" Foundation through (Tashbeek) initiative.

11. Providing an electronic platform for suppliers and service providers during Expo 2020 Dubai that will last after the event.

12. Providing the accounting program (ERP) for projects supported by the corporation at a nominal subscription fee.

13. Obtaining a set of privileges offered to partners:

- Ministry of Climate Change and Environment: (various facilities)
- Sharjah Finance Department
- Al Tunaiji Real Estate o 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 Rahmaniyyah Mall and Al Suyouh Mall.

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

Phone

Email

##

Working Hours

Sharjah Economic Development Department branches 7:30am To 3:30pm

Tasheel's Service Centers 8:00am To 8:00pm

##

Duration

3 working days

##

Contact Info.

06-5122555

##

Reporting Malfunction

cs@ruwad.ae

##

FAQ

1. What are the required documents?
2. What is the benefit of the membership?
3. What is the cost of service?

Apply for the Ruwad Virtual Nursery Program

##

The Target Group

University and college students for the last two years before graduation and graduates wishing to enter the field of entrepreneurship at low costs to gain experience, and projects that do not need a permanent headquarters (specific activities) in the Emirate of Sharjah and its affiliated cities.

##

Required Documents

- Documents and personal documents:

1. Passport copy

2. Conclusion
3. ID card
4. Complete the registration form form
5. Project Summary
6. A letter requesting the incubator service
7. Curriculum vitae or the latest educational certificate
8. List of investor licenses from the Economic Department

##

Membership Fees

- * The first and second year 3000 dirhams for each year in a virtual location.
- * The third and fourth year: 6000 dirhams for each year with a realistic project office.
- * Fifth year facilitating obtaining an independent office in one of the business centers in the Emirate of Sharjah.

##

Membership Conditions

1. The project should be owned by a citizen, who owns and manages the project himself, in addition to the other conditions of the membership program.
2. The project should be within the economic activities specified by the Corporation, in coordination with the Department of Economic Development.
3. Providing the financial statements annually from the project owner, for review and analysis by the institution as a first stage, and through the accounts company as a second stage.

4. The beneficiary of the incubator is not entitled to rent or sell its virtual space.

##

Membership Program Privileges

1. 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 the establishment of the project, and if the project is in existence and has not completed 3 years, the project is exempted from the remaining period. **

2. Granting a percentage of no less than 10% of the annual purchases to government agencies for the benefit of the members of the institution. **

3. The project is exempted from all fees for awareness-raising workshops and training programs organized by the Foundation, and a 50% discount is granted from the fees participating in the diploma and specialized programs. **

4. The project gives 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 to the Foundation according to the project's activity. **

5. Providing the necessary consultancy for business development.

6. Creating and promoting opportunities for trade exchange between members of the "Ruwad" Foundation through the (Networking) initiative.

7. Availability of the accounting program (ERP) for projects supported by the Foundation, with a nominal subscription fee.

8. Obtaining a set of privileges offered by partners and private entities.

9. The possibility of extracting residencies for labor on the supported license with a maximum of 3 residencies, provided that the labor is available in the country and according to the economic activities approved in the incubator.

10. The possibility of integrating and involving the non-citizens category with professional and academic skills and specializations within the supported projects to gain and exchange

experience, by entering the category of non-nationals as partners in the license after the end of the support period, provided that the age of the non-national partner does not exceed 35 years.

** (According to Executive Council Resolution No. 28 of 2017 AD regarding exempting projects supported by the “Ruwad” Foundation from fees.

##

Targeted economic activities in the first phase

- * Computer design services.
- * Designing computer systems and programs.
- * Design of database systems.
- * Designing websites.
- * Design and production of advertisements.
- * Fashion and clothing design.
- * Consultations, studies and research in the field of economics.
- * Consulting in the field of public relations.
- * Consultations and economic feasibility studies.
- * Consultations and administrative studies.
- * Consulting and marketing studies.
- * Human resource consultancy.
- * Photography of parties and events.
- * Organizing weddings.
- * Organizing parties and events.

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

Phone

Email

##

Working Hours

Sharjah Economic Development Department branches 7:30am To 3:30pm

Tasheel's Service Centers 8:00am To 8:00pm

##

Service Compellation Time

3 working days

##

Contact Info.

06-5122555

##

Report Malfunction

cs@ruwad.ae

Real Beneficiary

##

Service Description

This service aims to reveal the identity of the final beneficiary of the trade license, in accordance with the decisions of UAE Cabinet regarding combating money laundering and financing terrorism and illegal organizations.

##

Target Group

Individuals - Institutions - Commercial Companies

##

Required Documents

- Copy of passport
- UAE ID

Copy of passport

UAE ID

##

Fees

Free

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Sharjah Economic Development Department branches 7:30am To 3:30pm

Tasheel;s Service Centers 8:00am To 8:00pm

##

Service Compellation Time

One Working Day

##

Contact

065122222

##

Technical Sopport

If there is a malfunction, please contact technical support at: 065122224

##

Service FAQ

How to register in the service - who is the real beneficiary - what is the purpose of registering the real beneficiary

Request License Statement

##

Service description

A detailed statement about license data and status

##

Target Group

Customers

##

- Copy of passport of ID
- Presence of concerned ones or their legal representative

Copy of passport of ID

Presence of concerned ones or their legal representative

##

Fee

AED 100

##

Service Channels

- Sharjah Economic Development Department branches
- Sharjah Economic Development Department website.
- Tasheel's Service centers
- Sharjah Economic Smart Application.

##

Working Hours

- Sharjah Economic Development Department branches 7:30am To 3:30pm
- Tasheel's Service Centers 8:00am To 8:00pm

##

Duration

One working day

##

Contact Info

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Declaration of Owning License / License Statement

##

Service description

A detailed and printed statement indicating the presence or absence of licenses.

##

Target Group

Customers

##

Required Documents & Service Requirements

- Copy of passport of ID
- Presence of concerned ones or their legal representative

Copy of passport of ID

Presence of concerned ones or their legal representative

##

Fee

AED 10 (for each paper)

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Branches of the Department of Economic Development from 7:30 am to 3:30 pm
- Service Centers (Tas'heel) from 8 am to 8 pm

##

Duration

One working day

##

Contact Info

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:
065122224

Link the username with the investor number

##

Service description

It is the service of linking the user's name with the investor's number for the possibility of using personal electronic services

##

Target Group

Customers

##

Required Documents

The ID of license Owner

##

Fees

Free of cost

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Department of Economic Development branches from 7:30 to 3:30

Service delivery centers (Tas'heel) from 8 am to 8 pm

##

Duration

One working day

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Replica – License

##

Service description

Replica stamp on licenses and commercial register according to the investor's request to be submitted to the required authorities

##

Target Group

Customers

##

Required Documents

- Copy of passport of ID
- Presence of concerned ones or their legal representative

Copy of passport of ID

Presence of concerned ones or their legal representative

##

Fee

AED 100

##

Related Services

Insert license number

##

Service Channels

- Sharjah Economic Development Department branches
- Sharjah Economic Development Department website.
- Tasheel's Service centers
- Sharjah Economic Smart Application.

##

Working Hours

- Sharjah Economic Development Department branches 7:30am To 3:30pm
- Tasheel's Service Centers 8:00am To 8:00pm

##

Duration

One working day

##

Contact Info

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Estimate Issue License Cost/renew license

##

Service description

This service allows customer to inquire about the estimated renewal fees

##

Target Group

Customers

##

Fees

##

Service Requirements

License number or trade name

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Department of Economic Development branches from 7:30 to 3:30
- Service delivery centers (Tas'heel) from 8 am to 8 pm

##

Duration

When query (immediate)

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Economic Map

##

Service description

investment opportunities to enable the investor to determine the appropriate location for the required activity and define the distribution of activities in the Emirate.

##

Target Group

Customers

##

Fees

Free of Cost

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Branches of the Department of Economic Development from 7:30 am to 3:30 pm
- Service Centers (Tas'heel) from 8 am to 8 pm

##

Duration

Immediately

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Gas Cylinders Prices

##

Service description

The Department, in cooperation with the main suppliers, displays the prices of gas cylinders on a monthly basis. This is done to set the price controls with the possibility of submitting a complaint if the distributor violates the prices of gas cylinders approved by the Department or does not comply with what was stated in Executive Council Resolution No. 22 of 2010 regarding the manufacture, packaging and distribution of gas cylinders in Sharjah.

##

Target Group

Customers

##

Required Documents

- Main suppliers in Sharjah
- Consumers

Main suppliers in Sharjah

Consumers

##

Fee

Free

##

Service Channels

- Sharjah Economic Development Department branches
- Sharjah Economic Development Department website.
- Tasheel's Service centers
- Sharjah Economic Smart Application.

##

Working Hours

- Sharjah Economic Development Department branches 7:30am To 3:30pm
- Tasheel's Service Centers 8:00am To 8:00pm

##

Duration

One working day

##

Contact Info

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Reopening Closed Facility

##

Service description

After adjusting the status of the closed facility based on the issued violation and paying all

the prescribed fees, a request to reopen a closed facility must be submitted.

##

Target Group

Investors

##

Required Documents

A pledge not to repeat the violation, if any.

##

Fee

Free

##

Service Channels

- Sharjah Economic Development Department branches
- Sharjah Economic Development Department website.
- Tasheel's Service centers
- Sharjah Economic Smart Application.

##

Working Hours

- Sharjah Economic Development Department branches 7:30am To 3:30pm
- Tasheel's Service Centers 8:00am To 8:00pm

##

Duration

One working day

##

Contact Info

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Suggestion

##

Service description

This service allows customer to submit a suggestion

##

Target Group

Customers

##

Fees

Free

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Official working hours from 7:30 in the morning until 3:30 in the afternoon Service

delivery centers (Tas'heel) from 8 am to 8 pm

##

Duration

immediately

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Together Towards Protecting Our Language

##

Service description

Reporting linguistic and spelling errors in signboards of economic establishments, with the

aim of community involvement in protecting our Arabic Language in the emirate

##

Target Group

General

##

Related Services

Signboards

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

- Sharjah Economic Development Department branches 7:30am To 3:30pm

- Tasheel's Service Centers 8:00am To 8:00pm

##

Duration

One working day

##

Contact Info

80080000

complaint

##

Service Description

This service allows the customer to file a general complaint

##

the target audience

Customers

##

Fees

Free

##

Service Channels

Sharjah Economic Development Department branches

Sharjah Economic Development Department website.

Tasheel's Service centers

Sharjah Economic Smart Application.

##

Working Hours

Official working hours from 7:30 in the morning until 3:30 in the afternoon Service

delivery centers (Tas'heel) from 8 am to 8 pm

##

Duration

immediately

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224

Ask the Economic Expert

##

Target Group

- Entrepreneurs and investors - the students - researchers - statisticians

##

Service Description

This service enables SEDD Economic Advisor to respond to inquiries and questions related to statistical and economic reports in Sharjah. Also, it helps to provide advices about economic feasibility study and business cost.

##

Required Documents

This service enables SEDD Economic Advisor to respond to inquiries and questions related

to statistical and economic reports in Sharjah. Also, it helps to provide advices about economic feasibility study and business cost.

##

Fees

License Cancellation Advertisement Fees: AED 350

Cancelling License (minimum AED 150 – maximum AED 3000)

Commercial Registration Clearance Fee AED

AED 500 for expired license of less than one year

AED 1,000 for a license expired for one or two years

AED 1500 for a license expired for more than two years and more

##

Service Channels

- Sharjah Economic Development Department branches
- Sharjah Economic Development Department website.
- Tasheel's Service centers
- Sharjah Economic Smart Application.

##

Working Hours

- Sharjah Economic Development Department branches 7:30am To 3:30pm
- Tasheel's Service Centers 8:00am To 8:00pm

##

Duration

7 working days

##

Contact Info.

80080000

##

Report Malfunction

If you face any issue Please contact help desk at the number:065122224