

## Annex 2 - IHC List of Tariffs

| Description                                   | Applicability                                                         | Tariffs      | Business Rules                                                                                         |
|-----------------------------------------------|-----------------------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------|
| Registration & Licensing Tariffs              |                                                                       |              |                                                                                                        |
| Registration & Licensing - Main Services      |                                                                       |              |                                                                                                        |
| New Commercial Entity Registration            | One time                                                              | 1,000/-      | All registration applications                                                                          |
| New Humanitarian Organization Registration    | One time                                                              | Nil          | All registration applications                                                                          |
| New Commercial Entity License                 | Option - 1<br>(Advance payment)<br>2 year                             | 17,000/-     | New License and renewal of License;<br>Licenses are issued for 2 years along with the advance payment. |
|                                               | Option - 2<br>(Yearly payments for 2 years)<br>(2 equal installment)  | 8,500/-each  |                                                                                                        |
| New Humanitarian Organization License         | Option - 1<br>(Advance payment)<br>2 year                             | 10,000/-     | New License and renewal of License;<br>Licenses are issued for 2 years along with the advance payment. |
|                                               | Option - 2<br>(Yearly payments for 2 years)<br>(2 equal installments) | 5,000/- each |                                                                                                        |
| Registration & Licensing – Amendment Services |                                                                       |              |                                                                                                        |
| Converting commercial branch to FZ LLC        | On request                                                            | 5,000/-      | Applicable per transaction                                                                             |
| Change of Share Capital (Increase/ Decrease)  | On request                                                            | 1,500/-      | Applicable per transaction                                                                             |
| Share Transfer                                | On request                                                            | 1,000/-      | Applicable per transaction depending on the no. of new share holder(s)                                 |

| Description                                                                      | Applicability | Tariffs | Business Rules             |
|----------------------------------------------------------------------------------|---------------|---------|----------------------------|
| Amalgamation of Companies / Merger                                               | On request    | 2,000/- | Applicable per transaction |
| Memorandum and Articles of Association (both) – Amendment                        | On request    | 200/-   | Applicable per document    |
| Re-issuance of Constitution document (MOA, AOA and Certificate of Incorporation) | On request    | 500/-   | Applicable per document    |
| Change in Parent Company Name                                                    | On request    | 1,000/- | Applicable per transaction |
| Company/Operating Name Change                                                    | On request    | 1,000/- | Applicable per request     |
| Change of Domicile of Parent Organization                                        | On request    | 2,000/- | Applicable per transaction |
| Manager Name Change                                                              | On request    | 500/-   | Applicable per change      |
| Appointment/Change of Director                                                   | On request    | 200/-   | Applicable per transaction |
| Change of Financial Year                                                         | On request    | 200/-   | Applicable per transaction |
| Re-Issuance of License                                                           | On request    | 500/-   | Applicable per issue       |
| Adding additional segment of Activity                                            | On request    | 1,000/- | Applicable per segment     |
| Address Change                                                                   | On request    | 250/-   | Applicable per request     |
| License Re-instatement charges                                                   | On request    | 500/-   | Applicable per request     |
| Cancellation of any amendment request                                            | On request    | 200/-   | Applicable per transaction |
| <b>Registration – No Objection Certificate (NOC) and Attestation</b>             |               |         |                            |
| No Objection Certificate (Any type)                                              | On request    | 100/-   | Applicable per document    |
| Tax Exemption Letter                                                             | On request    | 100/-   | Applicable per document    |
| Certificate of Good Standing                                                     | On request    | 500/-   | Applicable per document    |
| Certificate of Incumbency                                                        | On request    | 500/-   | Applicable per document    |

| Description                                                                                                  | Applicability  | Tariffs | Business Rules                    |
|--------------------------------------------------------------------------------------------------------------|----------------|---------|-----------------------------------|
| Extract of Registry                                                                                          | On request     | 500/-   | Applicable per document           |
| Extension of Initial Approval                                                                                | On request     | 100/-   | Applicable per request            |
| Any other Letter (Unspecified)                                                                               | On request     | 50/-    | Applicable per document           |
| Board Resolution / Other Resolution – Attestation                                                            | On request     | 150/-   | Applicable per document           |
| Specimen of Signature - Attestation                                                                          | On request     | 50/-    | Applicable per document           |
| True Copy- Attestation                                                                                       | On request     | 50/-    | Applicable per document           |
| Original Seen-Attestation                                                                                    | On request     | 50/-    | Applicable per document           |
| <b>Cancellation/Deregistration</b>                                                                           |                |         |                                   |
| License Cancellation (Commercial Entity and Humanitarian Organization)                                       | On request     | 1,000/- | Applicable per transaction        |
| <b>Facility Management Tariffs</b>                                                                           |                |         |                                   |
| <b>Lease and Related Services</b>                                                                            |                |         |                                   |
| Notes:                                                                                                       |                |         |                                   |
| 1. Lease of an office space in buildings/ showrooms/ Business center is mandatory for all licensed members.  |                |         |                                   |
| 2. Unless otherwise mentioned, all fees are expressed in UAE Dirhams, per Square Meter (sq. mtr.), per annum |                |         |                                   |
| Office space for Humanitarian Organizations at office buildings                                              | As per request | 430/-   | Applicable per sq. mtr. per annum |
| Office space for Commercial Entities at office buildings                                                     | As per request | 807/-   | Applicable per sq. mtr. per annum |
| Office space for Humanitarian Organizations at showrooms                                                     | As per request | 269/-   | Applicable per sq. mtr. per annum |
| Office space for Commercial Entities at showrooms                                                            | As per request | 376/-   | Applicable per sq. mtr. per annum |
| Warehouse space for Humanitarian Organizations                                                               | Upon request   | 269/-   | Applicable per sq. mtr. per annum |

| Description                                                | Applicability                                                                              | Tariffs                   | Business Rules                                                                      |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------|---------------------------|-------------------------------------------------------------------------------------|
| Warehouse space for Commercial Entities                    | Upon request                                                                               | 376/-                     | Applicable per sq. mtr. per annum                                                   |
| Open yard storage space for Humanitarian Organizations     | Upon request                                                                               | 32/-                      | Applicable per sq. mtr. per annum                                                   |
| Open yard storage space for Commercial Entities            | Upon request                                                                               | 54/-                      | Applicable per sq. mtr. per annum                                                   |
| Utilities and Service charges                              | Mandatory with the Lease                                                                   | 96/-                      | Applicable per sq. mtr. per annum                                                   |
| Rent Deposit (Refundable)                                  | Mandatory with the Lease                                                                   | 10% of total lease amount | One-time payment, refund upon deregistration of license                             |
| Car parking                                                | One parking space for each organization                                                    | Free of charge            | Additional parking may be provided based on the hired office space and availability |
| Business center workstation for Humanitarian Organizations | As per request                                                                             | 5,500/-                   | Applicable per workstation per annum. Utilities and Service charges are included    |
| Business center workstation for Commercial Entities        | As per request                                                                             | 8,500/-                   | Applicable per workstation per annum. Utilities and Service charges are included    |
| <b>Access Cards</b>                                        |                                                                                            |                           |                                                                                     |
| Employee Access Card                                       | Sponsored Employee/UN                                                                      | Free                      | 3 working days                                                                      |
|                                                            | Non-sponsored Employee                                                                     | 100/-                     | 3 working days                                                                      |
| Temporary Access Card                                      | Volunteers/Interns/Employees on mission/contractors/employee which residency under process | Free                      | 3 working days                                                                      |
| Lost Employee Card                                         | Replacement for lost Employee card                                                         | 100/-                     | 3 working days                                                                      |

| Description                                                                                                                                                                                                                            | Applicability                              | Tariffs | Business Rules                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|---------|------------------------------------------|
| Lost Temporary Access Card                                                                                                                                                                                                             | Replacement for Lost Temporary Access Card | 50/-    | 3 working days                           |
| Daily Visitor pass – Regular/ VIP                                                                                                                                                                                                      | Regular/VIP visitors                       | Free    | Immediate                                |
| <b>Government Services Tariffs</b>                                                                                                                                                                                                     |                                            |         |                                          |
| <b>Employment Visa</b>                                                                                                                                                                                                                 |                                            |         |                                          |
| Employment Residence (Inside/Outside of UAE) - Includes issuance of Entry Permit and stamping of residence visa after submission of medical fitness test report and Emirates ID registration - inclusive of local in-country Amendment | Normal                                     | 3,000/- | Entry Permit - 5 working days            |
|                                                                                                                                                                                                                                        |                                            |         | Residence Visa Stamping - 5 working days |
|                                                                                                                                                                                                                                        | Express                                    | 4,500/- | Entry Permit - 2 working days            |
|                                                                                                                                                                                                                                        |                                            |         | Residence Visa Stamping - 2 working days |
| Transfer of Employee visa pursuant to transfer to the Free Zone                                                                                                                                                                        | Normal                                     | 120/-   |                                          |
| Residence Renewal                                                                                                                                                                                                                      | Normal                                     | 1,250/- | 5 working days                           |
|                                                                                                                                                                                                                                        | Express                                    | 1,875/- | 1 working days                           |
| Renewal of Entry Permit                                                                                                                                                                                                                | Normal                                     | 450/-   | 5 working days                           |
|                                                                                                                                                                                                                                        | Express                                    | 675/-   | 1 working days                           |
| Lost Entry Permit                                                                                                                                                                                                                      | Normal                                     | 450/-   | 5 working days                           |
|                                                                                                                                                                                                                                        | Express                                    | 675/-   | 1 working days                           |
| <b>Visit Visas</b>                                                                                                                                                                                                                     |                                            |         |                                          |
| Mission Visa – 14 days                                                                                                                                                                                                                 | Normal                                     | 450/-   | 5 working days                           |
|                                                                                                                                                                                                                                        | Express                                    | 675/-   | 1 working day                            |
| Short Term Visit Visa - 1 Month                                                                                                                                                                                                        | Normal                                     | 750/-   | 5 working days                           |

| Description                                                                           | Applicability                                | Tariffs | Business Rules                      |
|---------------------------------------------------------------------------------------|----------------------------------------------|---------|-------------------------------------|
|                                                                                       | Express                                      | 1,125/- | 1 working day                       |
| Long Term Visit Visa - 3 Months                                                       | Normal                                       | 1,500/- | 5 working days                      |
|                                                                                       | Express                                      | 2,250/- | 1 working day                       |
| Multiple Entry                                                                        | Normal                                       | 3,450/- | 5 working days                      |
|                                                                                       | Express                                      | 5,175/- | 1 working day                       |
| Special Entry Permit (60 days)                                                        | Normal                                       | 100/-   | 5 working days                      |
|                                                                                       | Express                                      | NA      | NA                                  |
| Conference Visa (30 days)                                                             | Normal                                       | 550/-   | 5 working days                      |
|                                                                                       | Express                                      | 825/-   | 1 working day                       |
| Cancellation of Unused Visit Visa                                                     | Normal                                       | 200/-   | 5 working days                      |
|                                                                                       | Express                                      | 300/-   | 1 working day                       |
| <b>Establishment Cards (Humanitarian Organizations and Commercial Entities)</b>       |                                              |         |                                     |
| Establishment Card – New<br>(Commercial)                                              | 1 year                                       | 1500/-  | 3 working days (issued for 1 year)  |
|                                                                                       | 2 years                                      | 2700/-  | 3 working days (issued for 2 years) |
| Establishment Card – Renewal<br>(Commercial)                                          | 1 year                                       | 1,600/- | 3 working days (issued for 1 year)  |
|                                                                                       | 2 years                                      | 2,800/- | 3 working days (issued for 2 years) |
| Establishment Card – New<br>(Humanitarian)                                            | 1 year                                       | 550/-   | 3 working days (issued for 1 year)  |
|                                                                                       | 2 years                                      | 750/-   | 3 working days (issued for 2 years) |
| Establishment Card – Renewal<br>(Humanitarian)                                        | 1 year                                       | 550/-   | 3 working days (issued for 1 year)  |
|                                                                                       | 2 years                                      | 750/-   | 3 working days (issued for 2 years) |
| Establishment Card Amendment<br>pursuant to transfer to the Free<br>Zone (Commercial) | As per validity of the<br>Establishment Card | 120/-   | -                                   |

| Description                                                                                                                                                                                                                            | Applicability | Tariffs | Business Rules                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------|------------------------------------------|
| Establishment Card – Late Renewal Fine (GDRFA* Fine)                                                                                                                                                                                   | Per month     | 100/-   | 3 working days                           |
| Establishment Card – Correction / Replacement                                                                                                                                                                                          | Normal        | 200/-   | 3 working days                           |
| Establishment Card Cancellation                                                                                                                                                                                                        | Normal        | 100/-   | 2 working days                           |
| Establishment Card Late Cancellation (GDRFA Fine)                                                                                                                                                                                      | Per month     | 120/-   | 2 working days                           |
| *GDRFA - General Directorate of Residency and Foreigners Affairs Dubai                                                                                                                                                                 |               |         |                                          |
| <b>Visa Transfer</b>                                                                                                                                                                                                                   |               |         |                                          |
| Transfer from Government, Free Zone or Family to IHC                                                                                                                                                                                   | Normal        | 1,950/- | 8 working days                           |
|                                                                                                                                                                                                                                        | Express       | 2,925/- | 2 working day                            |
| Internal Transfer within IHC                                                                                                                                                                                                           | Normal        | 1,250/- | 3 working days                           |
|                                                                                                                                                                                                                                        | Express       | 1,875/- | 1 working day                            |
| <b>Family Visas</b>                                                                                                                                                                                                                    |               |         |                                          |
| Family New Residence (Inside/Outside of UAE) - Includes issuance of Entry Permit and stamping of residence visa after submission of medical fitness test report and Emirates ID registration - inclusive of local in-country amendment | Normal        | 2,900/- | Entry Permit - 5 working days            |
|                                                                                                                                                                                                                                        | Express       | 4,350/- | Residence Visa Stamping - 5 working days |
| Dependent to Dependent Release Transfer                                                                                                                                                                                                | Normal        | 1250/-  | 5 working days                           |
|                                                                                                                                                                                                                                        | Express       | 1,875/- | 1 working day                            |
| Family dependent Residence Renewal                                                                                                                                                                                                     | Normal        | 950/-   | 5 working days                           |
|                                                                                                                                                                                                                                        | Express       | 1,425/- | 1 working day                            |

| Description                                                                                                                                                                                                                                      | Applicability | Tariffs      | Business Rules                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------|------------------------------------------|
| Domestic Help New Residence<br>(Inside/Outside of UAE) - Includes issuance of Entry Permit and stamping of residence visa after submission of medical fitness test report and Emirates ID registration - inclusive of local in-country amendment | Normal        | 7,000/-      | Entry Permit - 5 working days            |
|                                                                                                                                                                                                                                                  |               |              | Residence Visa Stamping - 5 working days |
|                                                                                                                                                                                                                                                  | Express       | 8,400/-      | Entry Permit - 2 working days            |
|                                                                                                                                                                                                                                                  |               |              | Residence Visa Stamping - 2 working days |
| Domestic Help Residence Renewal                                                                                                                                                                                                                  | Normal        | 6,300/-      | 5 working days                           |
|                                                                                                                                                                                                                                                  | Express       | 7,560/-      | 1 working day                            |
| <b>Other GDRFA Related Services</b>                                                                                                                                                                                                              |               |              |                                          |
| Immigration Fine                                                                                                                                                                                                                                 | -             | Fine + 150/- | -                                        |
| Printing Original Pink Visa                                                                                                                                                                                                                      | Normal        | 150/-        | 3 working days                           |
|                                                                                                                                                                                                                                                  | Express       | 225/-        | 1 working day                            |
| Residence / Entry Permit Cancellation                                                                                                                                                                                                            | Normal        | 250/-        | 5 working days                           |
|                                                                                                                                                                                                                                                  | Express       | 375/-        | 1 working day                            |
| Release Signed Out (Release from IHC)                                                                                                                                                                                                            | Normal        | 300/-        | 2 working days                           |
|                                                                                                                                                                                                                                                  | Express       | NA           | -                                        |
| Residence Cancellation - Out of UAE w/o Passport                                                                                                                                                                                                 | Normal        | 800/-        | 5 working days                           |
|                                                                                                                                                                                                                                                  | Express       | 1,200/-      | 1 working day                            |
| Absconder Services - Employment                                                                                                                                                                                                                  | Normal        | 1,200/-      | 3 working days                           |
|                                                                                                                                                                                                                                                  | Express       | 1,950/-      | 1 working day                            |
| Absconder Services - Visit Visa                                                                                                                                                                                                                  | Normal        | 5,100/-      | 3 working days                           |
|                                                                                                                                                                                                                                                  | Express       | 7,650/-      | 1 working day                            |
| Absconder Services - Withdrawal of Absconder Notification                                                                                                                                                                                        | Normal        | 1,500/-      | 3 working days                           |
|                                                                                                                                                                                                                                                  | Express       | 2,250/-      | 1 working day                            |
| Transfer of Residence to new passport                                                                                                                                                                                                            | Normal        | 600/-        | 5 working days                           |
|                                                                                                                                                                                                                                                  | Express       | 900/-        | 1 working day                            |
| Transfer of Residence to new passport with nationality change                                                                                                                                                                                    | Normal        | 800/-        | 5 working days                           |
|                                                                                                                                                                                                                                                  | Express       | 1,275/-      | 1 working day                            |
| Lost Passport Residence Re-                                                                                                                                                                                                                      | Normal        | 800/-        | 5 working days                           |



| Description                                                   | Applicability | Tariffs       | Business Rules |
|---------------------------------------------------------------|---------------|---------------|----------------|
| Stamping                                                      | Express       | 1,200/-       | 1 working day  |
| Residence Visa Amendment /<br>Profession change               | Normal        | 500/-         | 5 working days |
|                                                               | Express       | 750/-         | 1 working day  |
| Salary Amendment                                              | Normal        | 200/-         | 5 working days |
|                                                               | Express       | 300/-         | -              |
| Entry Permit Correction                                       | Normal        | 400/-         | 5 working days |
|                                                               | Express       | 600/-         | 1 working day  |
| Re-Entry Permit for staying more<br>than 6 months outside UAE | Normal        | 600/-+fine    | 3 working days |
|                                                               | Express       | -             | -              |
| Visa Deposit in the Airport                                   | Normal        | 150/-         | 3 working days |
|                                                               | Express       | 225/-         | 1 working day  |
| <b>Emirates ID</b>                                            |               |               |                |
| New or Renewal of Emirates ID                                 | Normal        | 240 (1 year)  | 1 working day  |
|                                                               | Normal        | 340 (2 years) | 1 working day  |
|                                                               | Normal        | 440 (3 years) | 1 working day  |
| Medical Test                                                  | Standard      | 450/-         | 6 working days |
|                                                               | 24hours       | 510/-         | 3 working days |
|                                                               | 48 hours      | 610/-         | 2 working days |
|                                                               | VIP           | 810/-         | 1 working day  |
| <b>No Objection Certificate (NOC) Letters</b>                 |               |               |                |
| Employee Letter                                               | Normal        | 60/-          | 2 working days |
|                                                               | Express       | 120/-         | 1 working day  |
| Company Letter                                                | Normal        | 85/-          | 2 working days |
|                                                               | Express       | 170/-         | 1 working day  |
| Letter for Personal Vehicle                                   | Normal        | 150/-         | 2 working days |

| Description                                                                                                                                               | Applicability | Tariffs | Business Rules     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------|--------------------|
| Registration                                                                                                                                              | Express       | 300/-   | 1 working day      |
| Letter for Commercial Vehicle                                                                                                                             | Normal        | 200/-   | 2 working days     |
| Registration                                                                                                                                              | Express       | 400/-   | 1 working day      |
| NOC Letter to RTA for Vehicle                                                                                                                             | Normal        | 200/-   | 2 working days     |
| Branding                                                                                                                                                  | Express       | 300/-   | 1 working day      |
| NOC Letter to Dubai Economic                                                                                                                              | Normal        | 500/-   | 2 working days     |
| Department                                                                                                                                                | Express       | 750/-   | 1 working day      |
| NOC for Alcohol Permit                                                                                                                                    | Normal        | 400/-   | 2 working days     |
|                                                                                                                                                           | Express       | 800/-   | 1 working day      |
| Signature Authorization Form - New                                                                                                                        | Normal        | 85/-    | 2 working days     |
| or Amendment                                                                                                                                              | Express       | 170/-   | 1 working day      |
| <b>Attestation &amp; Other Services</b>                                                                                                                   |               |         |                    |
| Attestation of Employment Contract                                                                                                                        | Normal        | 100/-   | 2 working days     |
|                                                                                                                                                           | Express       | 200/-   | Same day           |
| Attestation of Passport Copy/Other Documents                                                                                                              | Normal        | 100/-   | 2 working days     |
|                                                                                                                                                           | Express       | 200/-   | Same day           |
| Typing fees for DNRD applications other than what is provided in this list                                                                                | Normal        | 50/-    | 1 - 2 working days |
|                                                                                                                                                           | Express       | NA      | -                  |
| Visit Visa Security Deposit                                                                                                                               | Normal        | 2,050/- | -                  |
|                                                                                                                                                           | Express       | NA      | -                  |
| <b>General Conditions</b>                                                                                                                                 |               |         |                    |
| 1. All tariffs are expressed in UAE Dirhams.                                                                                                              |               |         |                    |
| 2. All Tariffs are subject to AED 10 Knowledge & AED 10 Innovation Dirham fees.                                                                           |               |         |                    |
| 3. All Tariffs mentioned in this schedule are subject to change by the Authority without prior notice. Updated schedule will be available on IHC website. |               |         |                    |
| 4. Tariffs for any services not mentioned in this schedule will be available upon request.                                                                |               |         |                    |
| 5. Lease and Related Services are subject to 5% VAT.                                                                                                      |               |         |                    |