

## Annex 2 – IHC’s List of Tariffs

Description	Applicability	Tariffs	Business Rules
<b>Registration &amp; Licensing’s Tariffs</b>			
<b>Registration &amp; Licensing - Main Services</b>			
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 (Advance payment) 2 year	17,000/-	New License and renewal of License; Licenses are issued for 2 years along with the advance payment.
	Option - 2 (Yearly payments for 2 years) (2 equal installment)	8,500/-each	
New Humanitarian Organization License	Option - 1 (Advance payment) 2 year	10,000/-	New License and renewal of License; Licenses are issued for 2 years along with the advance payment.
	Option - 2 (Yearly payments for 2 years) (2 equal installments)	5,000/- each	
<b>Registration &amp; Licensing – Amendment Services</b>			
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 of association (MOA) and Articles of Association (AOA) 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

Description	Applicability	Tariffs	Business Rules
Certificate of Incumbency	On request	500/-	Applicable per document
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's Tariffs</b>			
<b>Lease and Related Services</b>			
Notes:			
1. Lease of an office space in buildings/ showrooms/ Business center is mandatory for Humanitarian Organizations and Commercial Entities			
2. Unless otherwise mentioned, all fees are expressed in UAE Dirhams, per Square Meter (SQM.), per annum			
Lease of Office space for Humanitarian Organizations at office buildings	On request	482	Applicable per SQM per annum
Lease of Office space for Commercial Entities at office buildings	On request	807/-	Applicable per SQM per annum
Lease of Office space for Humanitarian Organizations at showrooms	On request	269/-	Applicable per SQM per annum

Description	Applicability	Tariffs	Business Rules
Lease of Office space for Commercial Entities at showrooms	On request	376/-	Applicable per SQM per annum
Lease of Warehouse space for Humanitarian Organizations	On request	269/-	Applicable per SQM per annum
Lease of Warehouse space for Commercial Entities	On request	376/-	Applicable per SQM per annum
Lease of Open yard storage space for Humanitarian Organizations	On request	32/-	Applicable per SQM per annum
Lease of Open yard storage space for Commercial Entities	On request	54/-	Applicable per SQM per annum
Utilities and Services charges	To be added to the lease's tariffs	96/-	Applicable per SQM per annum Not applicable for lease of open yard space
Rent Deposit (Refundable)	Mandatory with the Lease	10% of total lease amount	One-time payment, refund on 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 Services charges are included
<b>Access Cards</b>			
Employee Access Card	Sponsored Employee/UN	Free	3 working days
	Non-sponsored Employee	100/-	3 working days



Description	Applicability	Tariffs	Business Rules
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
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
Residence Renewal	Normal	1,250/-	5 working days
	Express	1,875/-	1 working days
Renewal of Entry Permit Out of Country	Normal	450/-	5 working days
	Express	675/-	1 working days

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<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
	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 (valid for 30 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 (Commercial)	1 year	1800/-	3 working days (issued for 1 year)
	2 years	2800/-	3 working days (issued for 2 years)
Establishment Card – Renewal (Commercial)	1 year	1,600/-	3 working days (issued for 1 year)
	2 years	2,850/-	3 working days (issued for 2 years)
Establishment Card – New (Humanitarian)	1 year	550/-	3 working days (issued for 1 year)
	2 years	750/-	3 working days (issued for 2 years)

Description	Applicability	Tariffs	Business Rules
Establishment Card – Renewal (Humanitarian)	1 year	550/-	3 working days (issued for 1 year)
	2 years	750/-	3 working days (issued for 2 years)
Establishment Card Amendment pursuant to transfer to the Free Zone (Commercial)	As per validity of the Establishment Card	120/-	-
Establishment Card – Late Renewal Fine (GDRFA* Fine)	Per month	121/-	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

Description	Applicability	Tariffs	Business Rules
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
Domestic Help 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	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/-	-
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





Description	Applicability	Tariffs	Business Rules
Transfer of Residence to new passport with nationality change	Normal	800/-	5 working days
	Express	1,275/-	1 working day
Lost Passport Residence Re-Stamping	Normal	800/-	5 working days
	Express	1,200/-	1 working day
Residence Visa Amendment / 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
<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 Registration	Normal	150/-	2 working days
	Express	300/-	1 working day

Description	Applicability	Tariffs	Business Rules
Letter for Commercial Vehicle Registration	Normal	200/-	2 working days
	Express	400/-	1 working day
NOC Letter to RTA for Vehicle Branding	Normal	200/-	2 working days
	Express	300/-	1 working day
NOC Letter to Dubai Economic Department	Normal	500/-	2 working days
	Express	750/-	1 working day
NOC for Alcohol Permit	Normal	400/-	2 working days
	Express	800/-	1 working day
Signature Authorization Form - New or Amendment	Normal	85/-	2 working days
	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	-

#### **General Conditions**

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's website.
4. Tariffs for any services not mentioned in this schedule will be available on request.
5. Lease and Related Services are subject to 5% VAT.