

# APPLICATION FOR FACILITY EXPANSION OR DOWNSIZING



Date   تاريخ

Please be aware that in case any damages or misuses noticed in the assigned facility, the client would bear the maintenance cost to restore the facility to its original condition.

Company Name:

Mobile No.:

Email Address:

## APPLICATION FOR

Expansion

Downsizing

Requesting an Additional Facility

Cancelling Additional Facility

### ■ Existing Facility Details *(Please provide the following information):*

Facility Type:

Unit No.:

Building:

Location:

### ■ New/Additional Facility Details *(Please provide the following information):*

Facility Type:

Building:

Location:

Unit No. (optional):

Reasons for Change/Additional Facility:

*\*If a company intends to relocate from an existing location (warehouse/land) to another location, the client should approach the Customs Department office on the existing location to receive approved 'Customs Notification Form'.*

## TERMS & CONDITIONS

- The request for downsizing the facility shall be subject to the revision of visa allocation/quota.
- By changing your facility, the assigned telephone number/s may be changed as per RAKEZ's IT Telecom Terms & Conditions. If the change of facility is to physical office, the monthly telecom fee of AED 360 will apply in addition to a one-time installation fee of AED 550.
- If the facilities are changed within the Business Zone, the telephone (as applicable) will remain the same. If the facility is changed to any other location outside the coverage, the client should obtain the necessary communication services from the local service providers (Etisalat/Du).
- By changing the facility from physical offices to Flexi facilities, the assigned fax number will be changed. Contact IT Helpdesk for more details at +971 7 2041111 or helpdesk@rakez.com.
- If the purpose of expanding the facility is to obtain additional visas for your business needs, upon completion of the process, visa eligibility will be updated accordingly. However, the approval of visa request is subject to rules and regulations implemented by the Immigration Authority. To find out more, please contact customerservice@rakez.com
- The request should be completed by remitting the necessary payments within 10 days from the date of the invoice or the request stands invalid.
- In the event of changing the facility, all the items and/or furniture of the client should be removed from the existing facility within 7 days from the payment date. RAKEZ has the full right to dispose the goods found abandoned after the aforesaid period or claim liquidated damages.
- Companies holding warehouse and land plots are required to obtain a third party clearance as per the checklist.
- The Lessee shall surrender the facility in good condition, and reinstate it to the original condition during the handover date. In case there are maintenance works that need to be done within the facility, the Lessee shall pay the maintenance charges as estimated by the Lessor. If the Lessee is willing to perform the maintenance works, then the Lessee shall get the Lessor's written approval and the Lessor shall approve or reject this request at his sole and absolute discretion. In case the Lessor grants approval, the maintenance charges shall be borne solely by the Lessee and the Lessee shall pay the Lessor the rent on pro rata basis until completion of the maintenance works and handing over the facility to the Lessor.
- All other terms, rules and regulations of RAKEZ shall apply.

\* Remarks (For RAKEZ Use Only)

## DECLARATION

- We understand that the reservation period as per the RAKEZ booking policy for physical facilities (office, warehouse, retail or land) and it will be cancelled automatically if we do not confirm or pay for the reserved facility within this period.
- We abide by the Rules and Regulations of RAKEZ.

Authorized Signatory  
& Company Stamp