

In the name of Allah, the Most Gracious, the Most Merciful

Amiri Decision No. (12) of 2015

Regarding the Service Fees of the Department of Economic Development in Ajman

We, Ammar bin Humaid Al Nuaimi, Crown Prince of Ajman, Chairman of the Executive Council,

Having reviewed Amiri Decree No. (5) of 2005 concerning transaction fees at Ajman Municipality and its amendments; and Amiri Decree No. (11) of 2011 issuing the Financial Law of the Government of Ajman and its executive regulations; and Amiri Decree No. (1) of 2015 concerning the Department of Economic Development in Ajman; and Amiri Decree No. (4) of 2014 concerning the reorganization of the Executive Council of the Emirate of Ajman; and Amiri Decree No. (9) of 2014 issuing the Miscellaneous Amendments Law in the Emirate of Ajman; and Amiri Decree No. (10) of 2014 concerning the establishment of the Central Administration for Legal Affairs of the Government of Ajman;

And based on the recommendations submitted to us by the Chairman of the Department of Economic Development in Ajman regarding the determination of fees charged by the Department of Economic Development in exchange for the services it provides to the beneficiaries of its services, accompanied by the approval of the Department of Finance in the Emirate;

And in exercise of the powers vested in us under Article (24) of the aforementioned Amiri Decree No. (11) of 2011;

And for what we have deemed to be in the public interest;

We have decided to issue the following Amiri Decision:

Article (1)

Name of the Decision and its Entry into Force

This Decision shall be named "Amiri Decision No. (12) of 2015, Regarding the Service Fees of the Department of Economic Development in Ajman," and it shall come into force from the first day of January 2016.

Article (2)

Determination of Fees

The Department of Economic Development in Ajman shall charge the fees listed in the schedule attached to this Amiri Decision in exchange for the services it provides to the beneficiaries of its services.

Article (3)

Repeal of Previous Legislation

Any text or provision contained in any previous legislation that contradicts or conflicts with the provisions of this Amiri Decision is hereby repealed.

Article (4)

Publication of the Amiri Decision

This Amiri Decision shall be published in the Official Gazette of the Emirate and circulated to all concerned authorities to act accordingly, each within its jurisdiction.

Issued by us and signed at our office in the Amiri Diwan in Ajman on this day, Wednesday, the fifth of Rabi' al-Awwal 1437 AH, corresponding to the sixteenth of December 2015 AD.

Ammar bin Humaid Al Nuaimi

Schedule of Services and Prescribed Fees at the Department of Economic Development

No.	Service Name	Fee Value in Dirhams	Notes
1	Issuance / Renewal of License	600	Annually
2	Amendment of License Data	500	Per amendment, regardless of the number of changes
3	Change in Capital	500	
4	Publishing license announcements in daily newspapers	500	Per announcement
5	Initial approvals for the purpose of issuing licenses	100	
6	Reservation of a Trade Name	200	For a period of two months
7	Extension of Trade Name Reservation	200	For two months, maximum twice
8	Trade Name (Indicating geographical scope - trademark - Arabized)	1,000	
9	Trade Name (Foreign / Numbers)	2,000	Maximum AED 3,000 for total trade name fees
10	Trade Name (Ajman- Emirates-Gulf - abbreviation A, B, etc.)	2,000	
11	Appointment of a service agent in the license	700	Annually

No.	Service Name	Fee Value in Dirhams	Notes
12	Registration in the Unified Economic Activities Register	200	
13	Amendment of registration in the Unified Economic Activities Register	100	
14	Registration in the Commercial Register	200	
15	Issuance of Commercial Register certificate	200	
16	Renewal of registration in the Commercial Register	100	Annually
17	Addition or change in the Commercial Register	100	
18	Registration of a mortgage in the Commercial Register	3,000	
19	Merger of two or more companies into one company	500	
20	Liquidation of a company for the purpose of merger	2,000	
21	Deletion of a company's registration from the Commercial Register for the purpose of merger	2,000	
22	Dissolution of a company	2,000	
23	Deletion of a commercial company's registration	2,000	

No.	Service Name	Fee Value in Dirhams	Notes
	from the Commercial Register		
24	Cancellation of license for an establishment that has ceased its activity, upon the establishment's request	2,000	
25	Administrative cancellation of the license	1,000	Collected upon execution of any procedure for the license holder
26	Issuance of a license to practice contracting activities	10,000	Annually
27	Renewal of a license to practice contracting activities	3,000	Annually
28	Issuance of a license to practice general trading activities	15,000	Annually
29	Renewal of a license to practice general trading activities	3,000	Annually
30	Issuance of a license to practice investment in projects	15,000	Annually
31	Renewal of a license to practice investment in projects	3,000	Annually
32	Issuance / Renewal of a license to practice	1,000	Annually

No.	Service Name	Fee Value in Dirhams	Notes
	economic activity from home (Bedayat)		
33	Replacement for lost/ damaged license or Commercial Register certificate	500	
34	Request for premium service	1,000	
35	Issuance / Renewal of a representative's card	500	Annually
36	Replacement for lost/ damaged representative's card	250	
37	Rental of a transaction box	2,000	Annually
38	Translation of a license	250	
39	Issuance of a "To Whom It May Concern" certificate	100	
40	Urgent processing of a transaction	500	
41	Report on specific economic activities	AED 100 for up to 30 pages, an additional AED 5 for each extra page	
42	Request for temporary suspension of activity	2,000	
43	Certified true copy extracted from the establishment's file	50	

No.	Service Name	Fee Value in Dirhams	Notes
44	Study of any dispute related to trademarks	2,000	
45	Study of any dispute related to commercial agencies	2,500	
46	Inspection of any site at the request of the establishment	AED 1,000 for up to (3) sites, with an additional AED 300 for each extra site	
47	Inspection of any warehouse at the request of the establishment	2,500	
48	Service request form and administrative services	50	
49	Request to obtain any electronic service manually at the Department's building or its affiliated centers	100	
50	Permits for promotional campaigns (for a period of one month)		
	Large-scale comprehensive promotional campaign	10,000	
	Medium-scale comprehensive promotional campaign	5,000	
51	Permit to amend data or date (promotional	500	

No.	Service Name	Fee Value in Dirhams	Notes
	campaign, draw / sales / exhibition, conference)		Before implementation begins
52	Approval of advertising sign specifications template	100	
53	Permit to conduct draws from the first to the fifth draw	AED 1,000 for each draw, plus AED 100 for each draw exceeding the fifth	
54	Permit for the establishment to operate 24 hours a day, throughout the week	3,000	Annually
55	Permit for the establishment to operate for specific additional hours from 12 AM to 2 AM	2,000	Annually
56	Permit for advertising signs for the establishment (e.g., umbrellas - flags...)	250	Annually per sign
57	Permit for the establishment to print and distribute paper advertisements	250	
58	Permit for the establishment to print and distribute	500	During the period of promotional events

No.	Service Name	Fee Value in Dirhams	Notes
	advertisements in the form of booklets		
59	Permit to display a promotional prize for a campaign outside the establishment	500	
60	Permit to place the trade name sign on the establishment's facade	350	Annually
61	Permit for an additional advertisement of the trade name or trademark of the establishment	AED 10 per square foot, with a minimum fee of AED 250	Annually
62	Permit for electronic advertisements for the establishment	AED 100 per square foot, with a minimum of AED 1,000 and a maximum of AED 3,000	
63	Permit for animated advertisements for the establishment	AED 50 per square foot, with a minimum of AED 500 and a maximum of AED 1,000	
64	Permit for a trademark within the advertising sign	500	Per trademark
65	Permit to hold a trade exhibition for a single establishment for up to 30 days	500	

No.	Service Name	Fee Value in Dirhams	Notes
66	Permit for a trade exhibition for more than one establishment for up to 30 days	1,000	
67	Permit to hold a trade or promotional conference with free participation	250	
68	Permit to hold a trade or promotional conference alongside an existing exhibition	500	
69	Permit to hold a trade or promotional conference with paid participation	1,000	
70	Fee for selling tickets for trade or promotional exhibitions and conferences	10% of the value of tickets sold	
71	Permit for commercial tents (monthly)		
	Permit for tents 500 square feet or less	5,000	
	Permit for tents from 501 to 1000 square feet	10,000	
	Permit for tents over 1000 square feet	15,000	
72	Permit to conduct sales for an establishment for up to 30 days		
		AED 2,500, with an extension for	

No.	Service Name	Fee Value in Dirhams	Notes
	Sales (2000) square feet or less of the establishment's area	up to one week only for AED 500	
	Sales 2001 - 4000 square feet of the establishment's area	AED 3,500, with an extension for up to one week only for AED 700	
	Sales (4001 - 6000 square feet of the establishment's area)	AED 8,000, with an extension for up to one week only for AED 1,600	
	Sales (6000 square feet or more of the establishment's area)	AED 13,500, with an extension for up to one week only for AED 2,700	
73	Permit for advertising sales	250	
74	Permit for special offers for up to 15 days	AED 2,500, with an extension for up to one week only for AED 500	
75	Permit for liquidation of the establishment's goods for up to 30 days	AED 2,500, with an extension for up to one week only for AED 1,500	
76	Permit to try a free sample of a product for up to 30 days	AED 500 for up to 10 samples	
77	Permit for coin-operated vending machines	300	Annually per machine
78	Permit for kiosks	5,000	Annually

No.	Service Name	Fee Value in Dirhams	Notes
79	Permit for additional offices for the establishment in the same building	1,500	Annually
80	Permit for additional activities for the establishment	1,000	Annually per activity
81	Permit for food delivery during daytime in the month of Ramadan	5,000	
82	Permit for insurance offices	5,000	Annually
83	Permit for ATM machines	1,000	Annually per ATM
84	Permit for shoe repair kiosks	1,000	Annually
85	Permit for counters inside shopping malls and marketing centers	1,500	
86	Permit for renting car parking spaces	5,000	Annually for each car parking space
87	Permit for warehouses and stores for the establishment	300	Annually
88	Replacement for a lost permit issued by the Department	50	
89	Civil Works (Professional) Company contract template	100	
90		250	Annually

No.	Service Name	Fee Value in Dirhams	Notes
	Attestation of a Civil Works (Professional) Company contract		
91	Service agent contract template	100	
92	Attestation of a service agent appointment contract	250	Annually
93	Permit for product distribution - per vehicle	2,200	Annually
94	Attestation of service price list	200	
95	Approval of advertising sticker content	150	
96	Permit for a mobile vehicle for car washing	3,000	Annually
97	Permit for parties outside the premises of hotel or tourist establishments / Free admission	350	Per day
98	Permit for parties outside the premises of hotel or tourist establishments / Paid admission	500	Per day
99	Amendment of permit for parties outside the premises of hotel or tourist establishments	500	
100	Permit for a festival	1,000	
101	Issuance/Renewal of license - Business Center	25,000	Annually

No.	Service Name	Fee Value in Dirhams	Notes
102	Change / Addition of activity at a Business Center on an existing license	25,000	