



TARIFF OF FEES, CHARGES AND PENALTIES

February 2014

1. Start Up

No.	Type of Service	Cost (in AED)
1.	Registration fee (DWC-LLC or Branch)	Nil
2.	Conversion fee (from Branch to DWC-LLC)	3,500
3.	Licence fee (per class up to 10 activities from same class)	10,000
4.	Licence fee for each additional class of activity	1,000
5.	Reservation of business name	500

2. Registration

No.	Type of Service	Cost (in AED)
1.	De-registration of Free Zone Enterprise	2,000
2.	Ownership changes and transfer of shares (DWC-LLC)	2,500
3.	Share capital amendment (DWC-LLC)	2,500
4.	Change of business name	1,500
5.	Change of Director or Company Secretary (DWC-LLC) or General Manager	1,500
6.	Certificate of good standing (DWC-LLC)	3,000
7.	Attestation of documents by Company Registrar (per document)	200
8.	Request for Register information	500
9.	Advertisement of Register amendment (DWC-LLC)	1,000 + cost

* plus time for publication of advertisement (usually two weeks) and any third party approvals (e.g. CID background check)

No.	Type of Violation	Penalty (in AED)
1.	Breach of any administrative rule or regulation relating to the registration or commercial operation of a Free Zone Enterprise (other than those expressly specified in the Tariff)	10,000

3. Licensing

No.	Type of Service	Cost (in AED)
1.	Licence fee for General Trading	20,000
2.	Annual Licence renewal	10,000
3.	Addition of Licence type	5,000
4.	Modification of Licence activities	1,000
5.	Licence cancellation	1,000
6.	Replacement of (lost) Licence	1,000

No.	Type of Violation	Penalty (in AED)
1.	Breach of any administrative rule or regulation relating to Licensing (other than those specified below)	10,000
2.	Failure to renew Licence within the applicable time frame	1,000 per month*
3.	Wilfully submitting false documentation	50,000
4.	Undertaking operational activities which are not covered by a Licence or which are in breach of any Licence terms and conditions	5,000 per employee

* Administration services cannot be processed without a valid Licence.

4. Immigration Services

No.	Type of Service – Employees	Cost (in AED)*
1.	Issue of Establishment Card	1,000
2.	Employment visa (comprised of Entry Permit, Residence Permit and Employment Card)	2,500
3.	Employment visa renewal	1,750
4.	Transfer of employment from a Government organisation to a DWC Free Zone Enterprise	2,450
5.	Transfer of employment from a DWC Free Zone Enterprise to a Government organisation (Release out)	200
6.	Transfer of employment from one DWC Free Zone Enterprise to another DWC Free Zone Enterprise	1,000
7.	Change of profession	700

* Prices do not include the cost of medical fitness tests required by UAE law.

No.	Type of Service – Dependents	Cost (in AED)*
1.	Dependent Residence visa (comprised of Entry Permit and Residence Permit)	1,000
2.	Dependent Residence visa renewal	850
3.	Transfer from Dependent Residence visa to DWC Free Zone Enterprise Employment Visa	2,200
4.	Dependent Entry Permit renewal	410
5.	Dependent Entry Permit application (child born outside of UAE with separate passport)	420
6.	New born child Residence Permit endorsement in parent's passport	550
7.	Removal of child Residence Permit endorsement from parent's passport	300
8.	Housemaid Residence visa (deposit refundable after visa cancellation)	5,780 + 2,050
9.	Housemaid Residence visa renewal	5,580

* Prices do not include the cost of medical fitness tests required by UAE law.

No.	Type of Service - Miscellaneous	Cost (in AED)
1.	Urgent processing of immigration services	250
2.	In country permit (to obtain an Employment visa or Residence visa whilst the concerned person is in the UAE on another visa)	870
3.	Local amendment (to change visa status whilst the concerned person is in the UAE)	720
4.	Entry Permit renewal	420
5.	Entry Permit amendment	300
6.	Cancellation of Entry Permit	200
7.	Visit visa (1 month)	1,300
8.	Visit visa (3 months)	3,000
9.	Visit visa, multiple entry (6 months)	5,000
10.	Visit visa deposit (refundable deposit paid to immigration authorities for certain nationalities)	5,020
11.	Visa deposit at a UAE airport	150
12.	Residence Permit amendment	300

No.	Type of Service - Miscellaneous	Cost (in AED)
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13.	Residence Permit cancellation	200
14.	Residence Permit cancellation (for a resident who has been residing outside of the UAE for more than 6 months)	500
15.	Residence Permit re-entry (for a resident who has been residing outside of the UAE for more than 6 months)*	300 + fine
16.	Residence Permit reactivation after cancellation	500
17.	Re-issue of Residence Permit for a lost passport	800
18.	Transfer of Residence Permit to a new passport	600
19.	Transfer of Residence Permit to a new passport with nationality change	800
20.	Absconder** declaration (employee)	6,500
21.	Absconder*** declaration (visit visa)	6,500
22.	Withdrawal of absconder declaration	1,000

* Subject to approval of Department of Naturalisation and Residence (DNRD)

** Any employee absent from work for 7 or more consecutive days without permission

*** Any person overstaying a visit visa without permission

No.	Type of Violation	Penalty (in AED)
1.	Department of Naturalisation and Residence (DNRD) immigration violation	200 + actual
2.	Employing workers illegally (first instance)	5,000 per person*
3.	Employing workers illegally (second instance)	10,000 per person*
4.	Failure to return Employment Card and Country Exit Paper within 7 days of the employee's departure from the UAE	1,000 per person*
5.	Failure to renew Residence Permit within required time frame	500 per person**
6.	Failure to cancel Residence Permit within 30 days of termination of employment or 30 days of the Residence Permit expiring	1,000 per person**
7.	Failure to cancel Residence Permit of employee that has been outside of the UAE for more than 6 months	1,000 per person**
8.	Failure to notify Free Zone Department of absconding employee	2,000 per person**
9.	Overstaying on a visit visa	1,000 per person**

* The Free Zone Department may also elect to suspend the offending Free Zone Enterprise's Licence(s) and seek cancellation of the worker's Employment visa

** Plus any fine imposed by DNRD or other Government Authority.

5. Access Passes and Cards

No.	Type of Service	Cost (in AED)
1.	New Work Permit (issued to persons employed under alternative sponsorship options – see Section 12.2)	300
2.	Renewal of Work Permit	300
3.	Renewal or amendment of Employment Card*	300
4.	Replacement of lost Employment Card	500
5.	Company Representative card (authorised representative)	200
6.	Day Visitor Pass	Nil
7.	Frequent Visitor Pass (1 month)	50
8.	Frequent Visitor Pass (3 months)	100
8.	Frequent Visitor Pass (6 months)	150
10.	Frequent Visitor Pass (1 year)	200
11.	Contractor Pass (1 month)	300**
12.	Contractor Pass (3 months)	500**
13.	Contractor Pass (6 months)	800**
14.	Contractor Pass (1 year)	1,200**

* Cards containing errors made by the Free Zone Administration department will be replaced free of charge.

** Per person.

No.	Type of Violation	Penalty (in AED)
1.	Replacement of lost Frequent Visitor Pass	50

6. Traffic Affairs

No.	Type of Service	Cost (in AED)
1.	Non-objection certificate (NOC) for registration of a Light Vehicle by a Free Zone Enterprise	100
2.	Non-objection certificate (NOC) for registration of a Commercial Vehicle by a Free Zone Enterprise	300
3.	Application for temporary UAE driving licence	175
4.	Application for new or renewal of UAE driving licence	220
5.	Application for duplicate UAE driving licence	250
6.	Application for conversion of foreign driving licence to UAE driving licence*	280
7.	Application for new international driving licence	265
8.	Application for driving test (road)	75
9.	Application for driving test (internal)	50
10.	Letter to Roads and Transport Authority (RTA) for vehicle branding	200
11.	Heavy vehicle escort	200 per hour

* Certain nationalities qualify to receive a UAE driving licence based on the licence issued in their home country without taking a UAE driving test

No.	Type of Violation	Penalty (in AED)
1.	Parking violation	150
2.	Recovery of vehicle towed away for traffic/parking violation	2,000 to 4,000*
3.	Violation of vehicle operation or condition	500
4.	Damage to property	actual cost of repair
5.	Causing traffic accidents, speeding, dangerous driving etc.	as per Dubai Police regulations

* Depending on size of vehicle

7. Health, Safety and Environment (HSE)

No.	Type of Service	Cost (in AED)
1.	Periodic HSE audit/compliance inspection	500 (per hour)
2.	Follow-up HSE inspection	300 (per hour)

No.	Type of Violation	Penalty (in AED)
1.	Minor HSE Violation	10,000
2.	Acts causing or having the potential to damage or cause contamination to the environment	20,000
3.	Unauthorised storage of Restricted, Prohibited or Dangerous Goods	25,000
4.	Operation of equipment or vehicles by unlicensed, untrained or unauthorised personnel	25,000
5.	Accidents caused by negligence or wilful default which lead to loss of life or bodily injury resulting in permanent disability	200,000
6.	Maintaining a labour camp or worker accommodation without authorisation	50,000

8. Planning and Permissions

No.	Type of Service	Cost (in AED)
1.	Initial registration - contractor	2,000
2.	Initial registration - consultant	1,000
3.	Annual renewal of registration - contractor	1,000
4.	Annual renewal of registration - consultant	500
5.	Change of contractor or consultant during project*	1,000
6.	Issue of affection(plot) plan	1,000 per plan
7.	Preliminary design approval	1 (per m ² of BUA)
8.	Final design approval	3 (per m ² of BUA)
9.	Design revision approval (minor)	1 (per m ² of BUA)
10.	Design revision approval (major)	3 (per m ² of BUA)
11.	Land demarcation (per plot)	1,000

12.	Contractor mobilisation permit (per project)	1,000
13.	Permit for sub-soil improvement works (per project)	1,000
No.	Type of Service	Cost (in AED)
14.	Issue of Building Permit	1 (per m ² of BUA)
15.	Building Permit Deposit (refundable upon satisfactory completion of project)	4 (per m ² of BUA)
16.	Annual renewal of Building Permit	0.25 (per m ² of BUA)
17.	Permit for shoring and piling (per scheme)	1,500
18.	Permit to vary working hours**	Free
19.	Permit for temporary road traffic diversion (per occurrence)	500
20.	Building Inspection (normal working hours)	250 per hour
21.	Building Inspection (outside normal working hours)	325 per hour
22.	Building Inspection (Friday, Saturday and Public Holidays)	375 per hour
23.	Building Completion Certificate (BCC)	5,000
24.	Permit for alternations to existing structure	1 (per m ² of affected area)
25.	Request for temporary utility supplies (per plot, subject to utility provider approval and connection charges)	500
26.	Request for permanent utility supplies (per plot, subject to utility provider approval and connection charges)	Free
27.	Issue of initial Operation Fitness Certificate (OFC)	Free
28.	Annual renewal of Operation Fitness Certificate (OFC)	1,000
29.	Other variations/special requests (non-design)	POA

* The new contractor or consultant must have a valid registration with DWC.

** Subject to applicable law on working hours.

No.	Type of Violation	Penalty (in AED)
1.	Unauthorised construction	50,000 + cost of demolition
2.	Non-compliance with approved plans	10,000 + cost of demolition
3.	Non-compliant hoarding	10,000
4.	Using building materials which are not approved by the relevant Government authorities	25,000
5.	Submission of non-standard drawings or resubmission of drawings without taking into account previous comments	10,000
6.	Hiring an unregistered contractor/consultant/subcontractor/supplier	25,000
7.	Proven deserted site	5,000 (every two weeks)
8.	Undertaking work without pre-approval (where applicable) of building inspectors	10,000
9.	Violating building standards and conditions (other than listed above)	15,000 + costs of reinstatement
10.	Any planning or construction activity (other than listed above) which results in a breach of the Regulations or applicable law leading to the issue of an Enforcement Notice	20,000

9. General Administration

No.	Type of Service	Cost (in AED)
1.	Service letters – Free Zone Enterprises (NOC letters addressed to Government Authorities such as the Ministry of Health)	100
2.	Service letters – Employees (letters in favour of the employee addressed to Government Departments or other bodies (e.g. DNRD, RTA or Consulate)	50
3.	Commercial letter issue to a Free Zone Enterprise employee to establish a UAE based company	500
5.	Post Office services (PO Box address within the DWC Free Zone)	100 + actual
6.	Temporary non-objection letter for Free Zone Enterprise Employees to work outside of the DWC Free Zone for up to 6 months	50 (per person)
7.	Duplicate payment receipt	50
8.	Typing of medical report	50