

DUBAI HEALTHCARE CITY

License Guidelines: **LG 2.5.1**

Property Management Services

Version: 0.2

Updated on 01.10.2009

Segment	Property Management Services
Activity	Property Management Services
Description	Branches of existing companies or other licensed commercial entities or companies incorporated in the Zone to manage commercial and residential property located within the Zone only.
Objective	Authorize the Building Developer to develop, construct and manage the building in the plot of land either owned or leased in the DHCC Zone.
Requirements	<ol style="list-style-type: none"> 1. Compliance with the DHCC Commercial Services Licensing Regulation No. 9 of 2008 and Decision No. 1 of 2010 concerning license categories in DHCC, as amended from time to time. 2. Compliance with prevailing Employment Regulations. 3. Submission of the following documents is a pre-requisite for obtaining the license. <ol style="list-style-type: none"> 3.1 Phase – I (<i>prior to commencement of building construction</i>) ‘Administration Office’ License <ol style="list-style-type: none"> a. Certified true copy of title to the plot issued by the Land Department (issuance date should not exceed 3 months prior to date of submission), or a certified true copy of a long term lease contract duly executed; b. All necessary legal documents as per current DHCC checklist; c. The Building elevation and specifications (such as facilities and finishing); d. Contact details of the Building Developer; e. Duly executed copy of the Property Management Services Guidelines; f. Any other documents as may be required by the DHCC Authority; g. The fee payable to obtain an ‘Administration Office’ license, as may be published from time to time by the DHCC Authority. 3.2 Phase – II (<i>following completion of building construction</i>) Conversion of ‘Administration Office’ license to a ‘Property Management Service’ license (‘PMS’ license) <ol style="list-style-type: none"> a. Letter from the Project Consultant (appointed by the Building Developer) indicating the following: <ul style="list-style-type: none"> - Office and retail space details (Building Space Inventory = Rentable area in the Building in square footage); - Original Affection Plan of the plot issued by the Zoning Authority;

	<ul style="list-style-type: none"> - Total parking area with the number of spaces required; b. Copy of valid Insurance Policies covering Fire and Peril, ; c. Building Completion Certificate from the Zoning Authority; d. Valid Leasing Management Contract duly executed between the Building Developer and a Leasing Agent (if applicable); e. Valid Facilities Management Contract duly executed between the Building Developer and a Facilities Management Vendor; f. Clearance Certificate from Dubai Civil Defence. g. No objection from the Dubai Real Estate Regulatory Agency. h. The fee payable to convert the 'Administration Office' license to 'PMS' license, as may be published from time to time by the DHCC Authority. i. Any other documents as may be required by the DHCC.
<p>Permissible Activities</p>	<p>Permissible activities shall only and strictly include the following:</p> <ol style="list-style-type: none"> 1. Develop, construct and manage the building in the plot of land either owned or leased by the licensee in the DHCC Zone; that consists of commercial and retail space for leasing purpose only.
<p>Non-permissible activities</p>	<p>Non-permissible activities shall include all activities not listed as permissible. Non-permissible activities shall include but shall not be limited to the following:</p> <ol style="list-style-type: none"> 1. Sponsored staff to work outside the DHCC Zone. 2. Lease premises to tenants at rental rates below the rates offered in DHCC Zone and/or by DHCC to its tenants. DHCC rent index shall be obtained quarterly from DHCC Business Development Department. 3. Manage any other property/building or any other plot or for any other third party within or outside the DHCC Zone, apart from the specific plot within DHCC Zone for which the PMS license is issued.
<p>Special Conditions</p>	<ol style="list-style-type: none"> 1. The Licensee will not be allotted a customs code. 2. The PMS license shall be issued to the Building Developer pursuant to DHCC Commercial Services Licensing Regulation No. 9 of 2008. Where the plot is owned by more than one person, the shareholding structure of the company to be granted a license. The shareholding structure shall reflect the same ownership percentage of the plot as per the title deed issued by the Land Department. In case of a change in the ownership of the plot, the licensee shall notify DHCC Authority Department within seven days in order to amend the Company Register. 3. The Building Developer shall ensure all Business Partners leasing premises in the Building go through the standard screen process of DHCC and apply for a license pursuant to the DHCC Commercial Services Licensing Regulation No. 9 of 2008. The Building Developer and/or its appointed Leasing Agent to ensure that no lease agreements are signed with any

	<p>potential tenant prior to obtaining the ‘Provisional Approval Letter’ issued by the DHCC.</p> <ol style="list-style-type: none"> 4. All tenants operating from the Building have at all times a valid trade license issued by the DHCC Authority. 5. The Building Developer shall submit to DHCC Leasing Department a copy of all new/renewed/cancelled or terminated commercial and retail lease agreements, specifying the total square footage leased. 6. The Building Developer shall inform DHCC Leasing Department of any expansion or downsizing of commercial or retail space in the Building. 7. The Building Developer shall obtain the approvals for any structural change from the Zoning Authority. 8. The Building Developer shall maintain the Building in accordance with the adopted Facilities Management Guidelines as may be amended from time to time by DHCC. 9. The DHCC Authority shall have the right to inspect the Building at any time. 10. The PMS license shall be renewed annually. In the event of non-renewal or non payment of the license fees by the Building Developer, the DHCC Authority shall not issue a license to any new Business Partner leasing space in the Building.
<p><i>Additional requirements for License Renewal</i></p>	<p>For the purpose of renewal, the licensee shall submit the following documents:</p> <ol style="list-style-type: none"> 1. Copy of valid insurance policies covering Fire and Peril, Third party and Workmen Compensation (if applicable); 2. Valid Leasing Management Contract duly executed between the Building Developer and a Leasing Agent (if applicable); 3. Valid Facilities Management Contract duly executed between the Building Developer and a Facilities Management Vendor; 4. List of companies operating from the Building, with the leased area. 5. Any other documents as may be required by DHCC. 6. Copy of the payment receipt, (outstanding invoices must be settled in full and a receipt certifying that all payments for service is available).
<p><i>Violation of the Guidelines</i></p>	<p>Any failure by the Building Developer to comply with these guidelines will lead to the imposition of a fine on the Building Developer as per the tariff published by the Authority, amended from time to time.</p>

Definitions

For the purposes of these Guidelines, the following defined terms shall have the meaning assigned to them below:

DHCC Authority:	The Dubai HealthCare City Authority.
DTMFZA:	The Dubai Technology and Media Free Zone Authority.
Zoning Authority:	The Dubai Technology and Media Free Zone Zoning and Development Control Authority.
License:	A Property Management Services license in DHCC Zone issued pursuant to DHCC Commercial Services Licensing Regulation No. 9 of 2008.
Licensee:	A Building Developer having obtained a license under activity 2.5.1 of Decision Number 1 of 2010 and pursuant to the DHCC Commercial Services Licensing Regulation No. 9 of 2008 (as amended).
Licensing Categories Decision 2010:	The Dubai HealthCare City Authority Decision No. 1 of 2010 concerning Licensing Categories for Dubai HealthCare City, as amended.
Licensing Regulations:	The Dubai HealthCare City Commercial Services Licensing Regulation No. 9 of 2008

I, -----, the undersigned, hereby confirm my agreement to the guidelines set out above and undertake to comply with documental such guidelines as may be amended or supplemented from time to time.

Company name: _____

Authorized Signatory: _____

Designation: _____

Signature and Date: _____