

## **SOHAR FREEZONE LLC**

### **SERVICE PROVIDER APPLICATION**

#### **Introduction**

SOHAR Freezone (the “Operating Authority” or “OA”) highly values the availability and provision of good services to its Tenants. These services may be available outside the Freezone (such as services providers (SP), suppliers, transportation, catering, clearing agent, cleaning services, contractors and sub-contractors, etc.) and inside the Freezone (like most Industry-related services). To allow our clients to select appropriate services, the OA holds a register of Service Providers in a number of categories. On request, the OA will provide tenants and prospective tenants with a neutral overview of registered services and Service Providers in the relevant categories.

#### **Licensing**

A Service Provider license will be issued for Applicants who:

- are a properly registered company in the local market in Oman or the GCC with a valid Commercial Registration;
- wish to provide physical activities/services inside the Freezone, such as electricity, water, telephone, catering, contracting, consultancy and any other services required by tenants.

SOHAR Freezone Service Provider License fee is as per the below table. The license is valid for one year for all Service Providers activities and types. It allows unrestricted access to the Freezone for all employees and vehicles of the Service Provider. Please note that this Service Provider License is in addition to, and not in replacement of, any other licenses which an entity may need from a regulatory authority or the Government of Oman to operate its business.

#### **Registration**

Below are the steps to register your company as a Service Provider in SOHAR Freezone:

- Complete and sign this application form (see the contact information on page 3).
- Submit the required supporting documents mentioned on page 4 of the application.
- Choose the Service Providers type/ activity from the table below.
- Once the payment of the license fee is settled, the Service Provider License will be issued within 24 hours.

#### **Benefits**

- A Service Provider License will enable its holder to deliver services inside the Freezone that are required by any properly registered Freezone working companies.
- The Operating Authority will issue a gate pass account per license to facilitate easy access for the Service Provider’s representatives into the SOHAR Freezone.
- The licensed Service Provider may be listed and published under SOHAR Freezone service providers list which should be accessible for SOHAR Freezone Tenants.

## SERVICE PROVIDER REGISTRATION FORM

### Details of the Service Provider

Name of the Company	
Category (Utilities / Contractor, legal service etc.)	
General description of services	
Branches/subsidiaries in countries	
Main commercial activity	
Number of Employees (Overall / in Oman)	
Total Turnover (Overall / Oman activities)	OMR
Standards, certificates and best practices (e.g. ISO 9001)	
Accreditations	
Published prices (unit rates, etc.)	
Number and value of contracts in the last 2 years	
Listing of relevant contracts in the SOHAR area	1. 2. 3.
Reference projects	1. 2. 3.
Is a digital brochure (3-page max) available with SOHAR Freezone on request?	YES/NO
Date of registration with SOHAR Freezone	To be filled in by SOHAR Freezone:

## SERVICE PROVIDER REGISTRATION FORM

### Service Provider Contact details

Name of contact person for Freezone Clients	
Function of contact person	
Mailing address	PO box: Postal Code: Town:
Physical address	
Telephone	+
Fax	+
Website	www.
E-mail of contact person	
Mobile/telephone of contact person	+

\* Please specify Service Provider license type/activity from the below table:

License Type/activity	Amount (OMR)
Permit for the main contractor	100
Permit for subcontractor	50
Permit for food supplier	100
Permit for cleaning service provider	50
Permit for consultant	100
Permit for providing other services	30

- **Note:** Riyadh card holders from small and medium enterprises (SMEs) get a 50% discount.

## SERVICE PROVIDER REGISTRATION FORM

\* Please attached below required documents to the application:

- 1) Copy of a valid Commercial Registration (CR).
- 2) Copy of a valid Membership of Oman Chamber of Commerce and Industry (OCCI).
- 3) Certified Copy of a valid passport/ID of Shareholders and Authorized Signatories.
- 4) Copy of a valid contract between the service provider and any of the working free zone companies. The contract should include basic information (work scope, cost, time).
- 5) Valid License to practice activity in the local market like a municipality license.
- 6) Copy of a valid Riyada card if applicable.
- 7) Electronic copy of company brochure/catalogue if available. (For easy sharing to all tenants)
- 8) Non-Omani companies should submit properly attested documents (CR and other licenses) from the foreign affairs department.

### General Notes:

- a) The OA has the right in its sole discretion to reject any application which it considers does not fit within the concept of a Service Provider.
- b) The OA has the right to reject any renewal if the Service Provider is not complying with rules and regulations of the Freezone and in the sole opinion of the OA is not delivering quality services.
- c) The OA has the right to publish the Service Provider's company details together with a performance rating (to be decided in the OA's sole discretion) and the Service Provider agrees that it shall not bring any claim against the OA in relation to that performance rating.
- d) Each registered working company in SFZ is fully responsible to send the list of service providers working with them to the OA and ensure that the relevant Service Provider has the appropriate permit from the OA allowing it to provide the Services.



## SERVICE PROVIDER REGISTRATION FORM (SIGNATURES AND APPROVAL)

### Declaration

I hereby declare that the information contained in this form and the supporting attached documents are accurate and truthful to the best of my knowledge. We are aware that the information as provided will be shared with Freezone tenants and other interested parties. Also, we agree to follow SOHAR Freezone Rules and regulations as well as HSSE requirements.

Signature + Company stamp

Date of signing

\* Please sign and stamp in all pages.

### Confirmation of registration by SOHAR Freezone:

SOHAR Freezone LLC declares that based on the information as per the attached form the Service Provider is registered under license number\_\_\_\_\_. Where appropriate, the services of this company will be brought to the attention of Freezone tenants and prospective tenants. SOHAR Freezone LLC has the right to cancel any license if deemed necessary from Health, Safety, Security and Environment perspectives.

Signature + Company stamp

Date of signing

Name:.....

You can send this form to:

OSS Team

[oss@soharportandfreezone.com](mailto:oss@soharportandfreezone.com)

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