

## APPLICATION GUIDELINE

### REQUEST TO APPLY FOR THE RENEWAL OF THE OPERATION FITNESS CERTIFICATE (OFC)

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## INTRODUCTION

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All member companies except members on Flexi Desks, Business Centres, and Dubai Tea Trading Centre (DTTC) units, are required to have a valid Operation Fitness Certificate (OFC) from Concordia in order to operate. Concordia handles the process of the Operation Fitness Certificate (OFC) issuance.

Licensed companies occupying Flexi Desks or Serviced Business Centre offices are not required to submit Operation Fitness Certificate (OFC).

## SERVICE TO SELECT ON PORTAL

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Company Services - Licensing Services - Apply for Renewal of Operation Fitness Certificate (OFC).

## IMPORTANT NOTES

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- Member companies who need to renew their Operation Fitness Certificate cannot proceed to renew their license unless they have applied and completed this Renewal of Operation Fitness Certificate (OFC) service request.
- For Industrial licenses, the member company must apply for the renewal of the Operation Fitness Certificate (OFC) on the portal and make the payment. The appointed third party vendor will contact the company for the submission of the required documents.
- For retail activities, retail space and industrial licenses, the Operation Fitness Certificate (OFC) will be required annually.
- For physical office spaces, the Operation Fitness Certificate (OFC) will be required every 2 years.
- Companies with expired Operation Fitness Certificate (OFC) will have their account sanctioned and all company services will be suspended.

## STEPS

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**Step 1:** Log on to the member portal and apply for the service request for the renewal of Operational Fitness Certificate (OFC).

**Step 2:** Save the service request (SR).

**Step 3:** Upload the required documents (No upload for industrial licenses; the required documents will be collected by the appointed third party vendor).

**Step 4:** Click 'Submit' and confirm payment (only industrial licenses are required to do the portal payment. All other license types will make the payment through Concordia).

## REQUIREMENTS

□	Concordia Submittal form	Submittal form to be completed and uploaded in the service request (SR) for non-industrial licenses. Please click <a href="#">here</a> to download the form.
□	Ejari Certificate / Tenancy Contract	Tenancy Contract: To state the exact company name as per the license. Should mention the full unit details (unit number, tower name, and area size) and lease details (start date, expiry date and rent amount).
□	Title Deed / Certificate of Ownership	A current dated Certificate of Ownership from the tower developer or building management company or a Title Deed from the Land Department.
□	Fire Alarm and Firefighting Certificates	Current dated Fire Alarm (FA) and Firefighting (FF) Certificates or tower management confirmation for FA/FF system working condition.

## FURTHER INFORMATION

- Please visit Concordia at [www.concordiadubai.com](http://www.concordiadubai.com) or email at [ofc.jlt@concordiadubai.com](mailto:ofc.jlt@concordiadubai.com) or [fitout.approvals@concordiadubai.com](mailto:fitout.approvals@concordiadubai.com).
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