



Djibouti
Ports & Free Zones Authority

FORM 1

APPLICATION FOR LICENCE

Notes & Guidelines for completing the Application Form.

1. Please complete FORM 1 if you are applying for pre-built office or warehouse facility. Kindly note that if your project has to do with manufacturing activity, require land facility OR involved in storage & distribution of chemicals with restricted items you would need to fill out FORM 2 and may also need to hold technical meetings with our Environment, Health, Safety & Security Division.
2. Please complete all sections and assess your facility, and your requirements. An incomplete application form could result in delays in approving your project. If more space is required for any of the sections, please attach extra sheets. All information provided by you in the application will be dealt in strict confidence.
3. Please follow the Metric System for all units of measurement, US Dollars (\$) for currency details and the HS (Harmonised System) for product codes related to import/export/re-export.
4. Completed applications forms with one page summary of proposed business activity should be submitted to the Djibouti Ports & Free Zones Authority, Commercial Department, P.O. BOX 198, Djibouti, Republic of Djibouti or Fax to +253 35 90 39.
5. For individual applicants, serial numbers 2 to 4 below are not applicable.

TELL US MORE ABOUT YOURSELVES

1- Your company's registered name & address (For individuals Please list your Name).

Name:

Address in full (P.O.Box)

City...../..... Country:.....

Telephone: Fax:

E-mail/Website:.....

2- Your Parent Company's name & address (if different from '1' above)

Name:

Address in full (P.O.Box)

City...../.....Country:.....

Telephone:

Fax:

E-mail/Website:.....

**TELL US ABOUT YOUR PROPOSED PROJECT
IN THE DJIBOUTI FREE ZONE**

3-Registration type:

Applying as (please tick as appropriate)

(a) a BRANCH of a:

- Djibouti based company.
- Company registered overseas (including offshore).

OR

*(b) Establishing a NEW company in the Djibouti Free Zone - DFZ by registering as a

- Free Zone Company (FZCO).
- Free Zone Establishment (FZE).

*Separate application for the new company registration shall be submitted.

4-Proposed business activity:

- Trading
- Manufacturing
- Service

Please give a brief outline of the main operation of the proposed activity (for trading, activity, list the commodities/products to be included in your license).

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5-Proposed company's name in DFZ:

First choice:

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B) What would be the levels of capital investment in your project, in terms of:

Description	US\$
Premises (building – if constructed at your cost)	
Equipment/Machinery	
Working Capital	
Other	
Total	

9- Power & utility requirements

Please indicate your Utility Requirements in terms of:

Electricity MD (Maximum Demand): KVA
 Water: Cubic meters / day
 Fuel: Cubic meters /day

10- Environment, health & safety issues

A) Details of Items to be traded/handled

Name Of Item	Rate (Ton/day or cubic meter/day)	Method of Imp. or Exp.Storage/Packing	Type of Hazard	Class
1.				
2.				
3.				
4.				
5.				

B) Please tick relevant boxes. If any of the boxes are ticked, you will be required to complete attached Form 2, and submit the same along with the Application Form 1.

- Does your project have any anticipated Environment, Health or Safety concerns?
- Does your project involve any manufacturing/assembling/or service operations?
- Does your project involve the import/export/storage of any type of chemicals/gases/radioactive material?
- Does your project involve any internationally/locally prohibited/controlled items?
- Does your project involve storage of any flammable items (paper, pulp, garments, cotton etc.) in the leased premises?
- Will there be generation of any industrial/trade wastes from your operations?
- Will there be any requirement of fuel (Oil/Gas) utilization for the project?
- Will there be any requirement for Industrial Process/Cooling/Wash Waters?

11- Feedback

How did you hear about the Djibouti Free Zone?

Please tick more than one if applicable, give details of names/Dates as asked below:

- Exhibitions
- Direct contact
- Seminar
- Business Visit By DPFZA/other delegation
- Free Zone Representative / JAFZI (overseas) offices
- Newspaper/ Magazine Advertising/ Editorial or Press Release
- Word of mouth
- Video, CD Rom, and brochures.
- Internet / website
- Direct mail campaign

Name/Dates:

Have you already met any DPFZA (Commercial) Staff?

If yes, name (S):.....

12- Application completed by

Name:

Company:

Position:.....

Date:

SIGNATURE: