



Investment in Duqm

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HM Sultan Qaboos bin Said

Welcome in Duqm



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The Special Economic Zone in Duqm (SEZD) has witnessed much efforts over the past years to create an investment environment that keeps pace with the interests and aspirations of investors in the various activities and sectors of focus in SEZD. These include ports, refineries, heavy and petrochemical industries, medium and light industries tourism activities, such as hotels and resorts, commercial activities, real estate development, logistics and other economic activities.

It is perhaps important to note that SEZD witnessed in 2016 annexation of Ras Markaz area to accommodate oil storage activities in accordance with Royal Decree (5/2016). This increased SEZD area to (2000) square kilometers. In 2016, SEZAD signed the cooperation and usufruct agreement for the development of Sino-Omani industrial city in Duqm on a total area of 1172 hectares, which would lead to further growth of SEZD and more investment opportunities therein.

As we welcome the various Omani and foreign investors to join SEZD family, we are pleased to offer a new edition of «Investment in Duqm» Booklet that contains more information to help investors in making investment decisions. We look forward to working together to achieve the economic benefits, which will be useful for everybody.

Special Economic Zone in Duqm (SEZD)



Since its inception in late 2011, Special Economic Zone in Duqm (SEZD) has gained a notable international reputation and prestige thanks to the many success features and factors it has. SEZD, located approximately halfway between Muscat and Salalah, enjoys a set of comparative and competitive advantages that qualify it to become a regional hub for maritime

transport and a logistics supply gateway for the GCC region. These features include its important geographic location on the Arabian Sea, overlooking the Indian Ocean and close to the Asian and African markets, its vast area of (2000) square kilometers, and its mild climate all year round.

Other features of SEZD include an

enormous fishery wealth and proximity to the oil and gas production areas. Duqm has also many minerals that can be exploited in the establishment of industrial projects. This qualifies SEZD to become an integrated industrial base for manufacturing industries based on natural raw materials available in Al-Wusta Governorate. Moreover, the construction of the

refinery and the implementation of the heavy and petrochemical industries projects are a catalyst for the implementation of other medium and light projects.

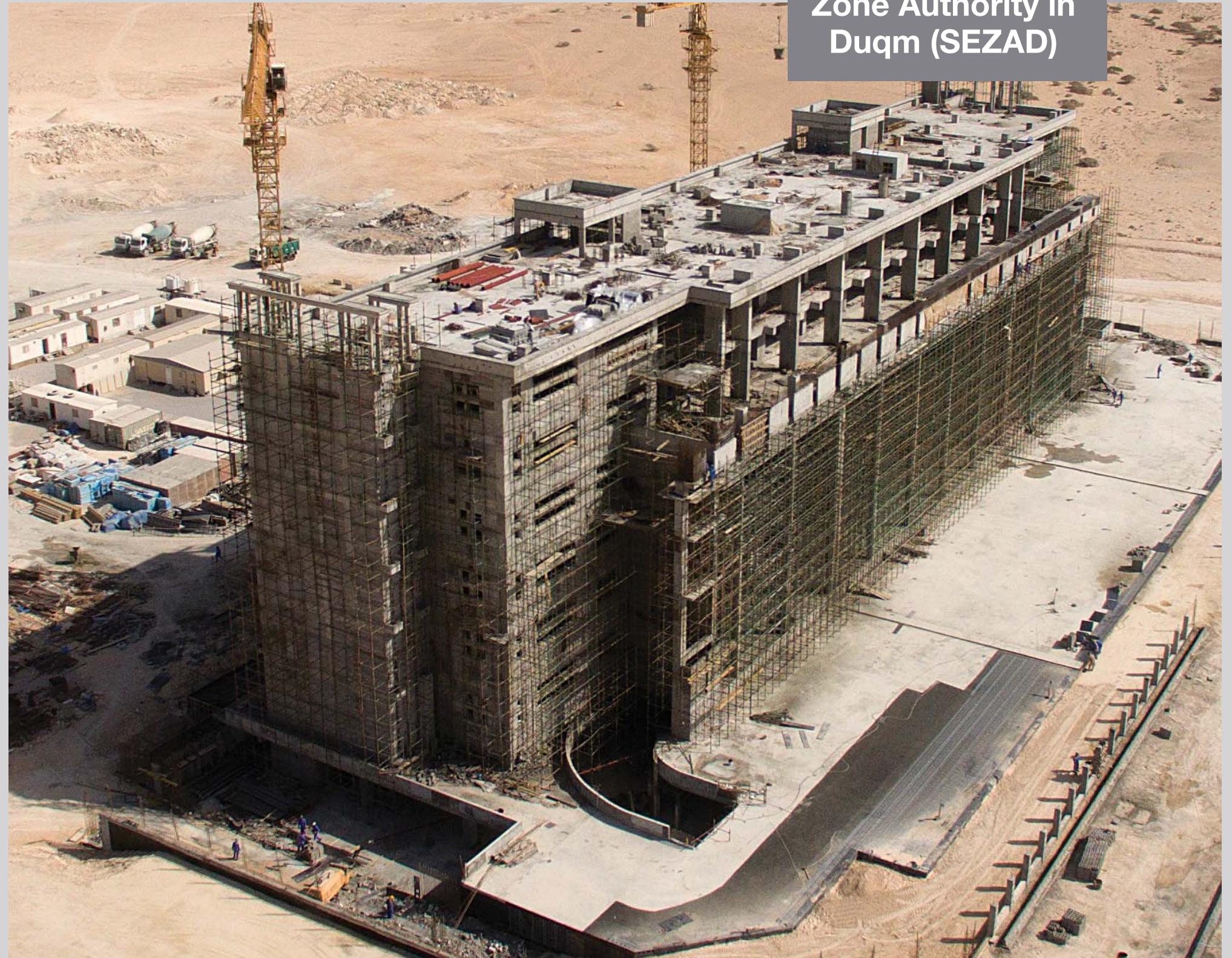
To render SEZD further attractive, the Special Economic Zone Authority in Duqm (SEZAD) backs these features with a package of incentives, privileges, and facilities.

Special Economic Zone Authority in Duqm (SEZAD)

Royal Decree No. (119/2011) issued on 26 October 2011 established the Special Economic Zone Authority in Duqm (SEZAD). SEZAD is a governmental entity subordinate to the Council of Ministers and has legal personality and financial and administrative independence. It oversees the implementation of Duqm Development Project and manages, develops, and improves SEZD to be a tributary for comprehensive economic and social development in Oman.

SEZAD has the right to decide the usufruct of State-owned lands in SEZD and to establish and contribute to businesses to develop SEZD or manage or develop its basic sectors. Moreover, SEZAD is not subject to the Tender Law to expedite the tendering and awarding procedures. SEZAD has also the competences of some ministries within SEZD boundaries.

Royal Decree (119/2011) establishing SEZAD and issuing its regulation dated 26 October 2011 and Royal Decree (79/2013) issuing SEZAD regulation on 26 December 2013 and the regulations issued in accordance with these two decrees are the main source of regulation of SEZAD operation and its investment environment in SEZD. SEZAD has worked since its inception to enact legislations and procedures that provide an investment environment that encourages and attracts local and foreign investments.



SEZAD Competences and Powers within SEZD

Royal Decree (79/2013) issuing SEZAD regulation granted SEZAD many competences and powers summarized as follows:

- 1-The competences of the General Secretariat of the Commercial Register in the application of the Commercial Register Law regarding the registration of projects.
- 2-The competences of the Ministry of Commerce and Industry in the application of the GCC Standard Industrial Organization Law regarding registration in the industrial registry and granting licenses for industrial projects.
- 3-The competences of the General Authority for Mining in the application of the Mining Law and granting mining licenses.

- 4-The application of laws on environmental protection, pollution control, and protection of drinking water sources, and the competences of the Ministry of Environment and Climate Affairs regarding the issuance of environmental permits for projects.
- 5-The competences of the Ministry of Tourism in the application of the Tourism Law regarding the issuance of the necessary permits for tourism projects.
- 6-The competences of the authority responsible for the enforcement of Food Safety Law.
- 7-The competences of the Minister of Manpower in the application of Labor Law in determining the recruitment fees of foreign labor and Omanization percentage in the projects.



Investment Opportunities

Investment opportunities in SEZD vary according to the diverse areas that make up the comprehensive plan. There are investment opportunities in heavy industry sector and the exploitation of raw materials in SEZD in manufacturing as well as in the sectors of tourism, fisheries, transport, trade, logistics, and incorporation of small and medium enterprises. The lands suitable for each type of investment are available.

The investment opportunities can be summarized as follows:

- 1-Refineries, oil storage and refining, and

petrochemical industries.

- 2-Medium and light industries.
- 3-Transport and logistics.
- 4-Tourism and construction of hotels and resorts.
- 5-Provision of health and therapeutic services and construction of hospitals and health centers.
- 6-Establishment of private schools, training institutes and colleges.
- 7-Establishment of markets and malls.
- 8-Establishment of sports facilities.
- 9-Mining.
- 10- Fishery industries.
- 11- Real estate development.

Advantages of Investing in SEZD

There are many advantages of investing in SEZD summarized as follows:

1. Geographical location on the Arabian Sea open to the Indian Ocean and close to the consumer markets in Asia.
2. Enormous area of up to (2000) square kilometers.
3. Diversity of investment areas: industrial, commercial, tourist, residential, and logistics.
4. Provision of various services to investors through the one-stop shop, which is the investment portal in Duqm.
5. Political stability of the Sultanate and its outstanding commercial and political relations with world countries.
6. Tax benefits and incentives provided by SEZAD to investors in SEZD.
7. Easy connection between SEZD and

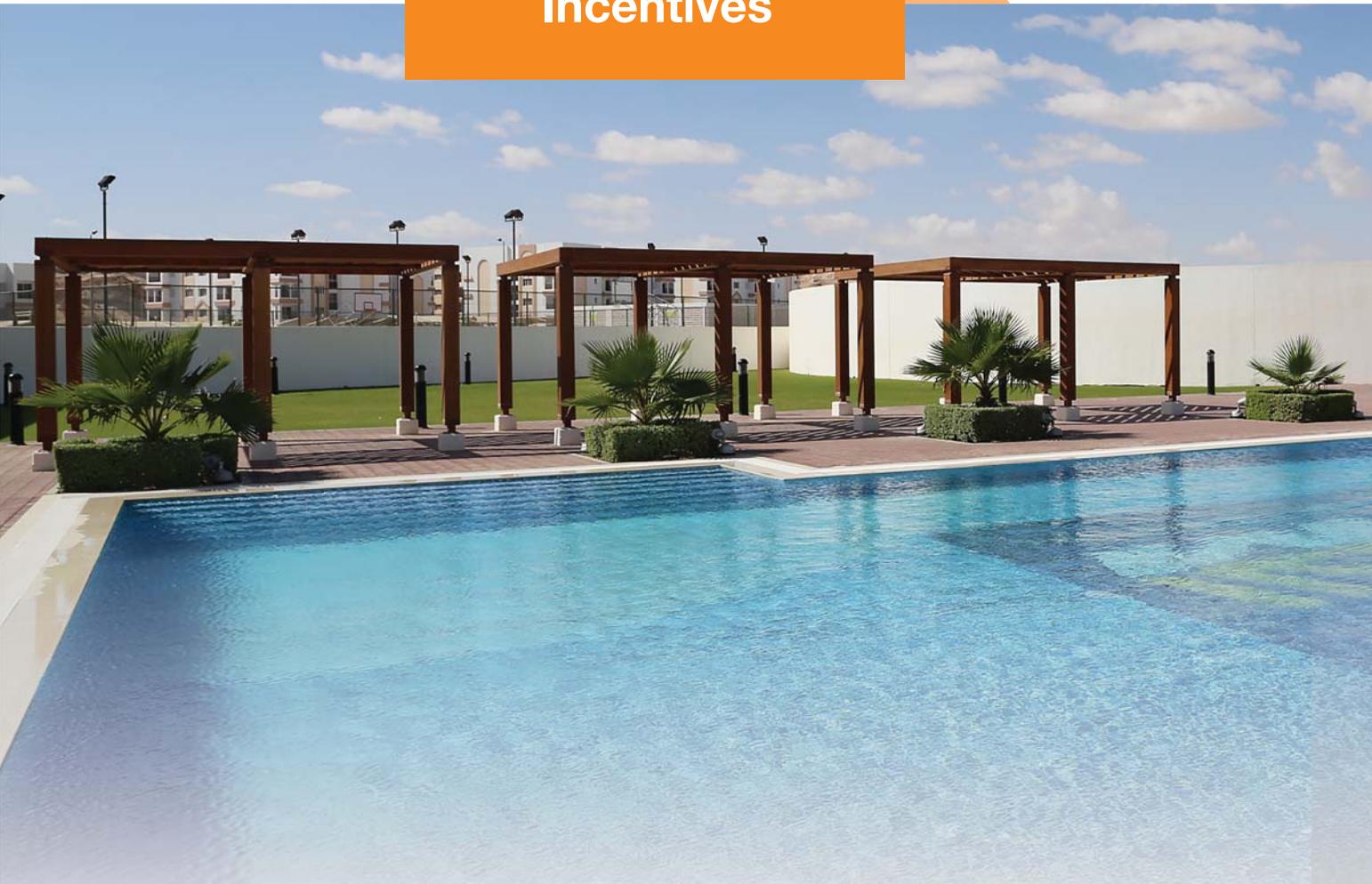


local, GCC, and global markets either through Duqm Port, rail, Duqm Airport, or land transportation network lines that connect Duqm to the various governorates of the Sultanate and then to the other GCC countries.

8. Presence of a Labor Department in SEZD for issuance of the necessary permits for foreign workforce in accordance with procedures characterized

by speed and efficiency within five business days from the date of application. Presence of a customs administration system in SEZD to ensure quick and effective customs inspection, clear and open valuation grounds, simplicity and brevity of customs clearance procedures, and comprehensive and precise examination of controlled samples at a single site.

Exemptions and Incentives



Economic projects in SEZD enjoys a range of benefits, incentives, and exemptions, notably the following:

- 1-Exemption from income tax for renewable thirty calendar years from the start of activity. This exemption does not apply to banks, financial institutions, insurance/ reinsurance companies, and projects engaged in telecommunications and land transportation.
- 2-Exemption of imported goods and ex-

ported goods from SEZD from customs tax.

- 3-Usufruct of State-owned land located in SEZD for up to renewable fifty years according to the rules specified by SEZAD.
- 4-Project capital can be wholly owned by non-Omanis in exception of the Commercial Companies Law and Foreign Capital Investment Law.
- 5-Exemption from the minimum require-

ment for capital invested in the project stipulated in the Commercial Companies Law or any other law.

- 6-Exemption from any restrictions on procuring, trading, and exchange of foreign currencies, including transfer of capital and profits outside SEZD.
- 7-Exemption from the application of the provisions of the Commercial Agencies Law.
- 8-Allowing projects to open commercial representative offices outside SEZD subject to registration thereof in accordance with the provisions of the applicable laws.
- 9-Allowing import of all types of goods

permitted in the Sultanate without prior permission or authorization unless classified as explosive or chemical. In the latter case, import shall be subject to the relevant laws and regulations in the Sultanate.

- 10- Treating goods manufactured or assembled in SEZD as locally produced goods upon exporting them to any country outside the Sultanate.

Facilitating the provision of all the necessary services for the projects through the one-stop shop, including registration, licensing, visas, and residencies for non-Omanis.



One-stop Shop

The one-stop shop in SEZAD provides various services required by projects implemented in SEZD. The one-stop shop has two branches: one in Duqm and the other in Muscat.

The one-stop shop provides the following services to the investors:

- 1- Provide necessary information and data to investors as well as advice and guidance on investment opportunities and procedures in SEZD.
- 2- Commercial registration services, which include registration of project and its economic activities and data in the commercial register, updating its data on an ongoing basis, and registering mortgage contracts on the proj-

ect assets.

- 3- Issuing of usufruct licenses of SEZD lands and registration of usufruct contracts.
- 4- Locating the invested plot by GIS programs, issuance of cadastral drawings (krookies), and delivering plot signs.
- 5- Issuing licenses to engage in activity in SEZD, including industrial, tourism, and mining licenses.
- 6- Providing the relevant public municipal services, such as registering leases, issuance of building, refurbishment, and modification permits, drilling permits, construction completion certificates, permits of connection of services (electricity, water, tele-



phone etc.), health licenses and cards among others.

- 7- Issuing environmental permits.

SEZAD is striving to provide all the necessary services for projects through the one-stop shop. It coordinates with the units of State Administrative Apparatus with regard to services within SEZAD competences, notably:

- 1- Application for an affiliation certificate issued by Oman Chamber of Commerce and Industry (OCCI).
- 2- Application for licenses for recruitment of foreign workers issued by the Ministry of Manpower.
- 3- Application for visas and residence cards issued by the Royal Oman Po-

lice (ROP).

- 4- Application for the provision of electricity service by the Rural Areas Electricity Company (RAEC).
- 5- Application for the provision of water service by the Public Authority for Electricity and Water (PAEW).
- 6- Application for the provision of gas service by the Ministry of Oil and Gas and Oman Gas Company.
- 7- Application for the provision of telecommunications service by telecommunications companies.
- 8- Application for registration of Omanis with the Public Authority for Social Insurance (PASI).
- 9- Applications for professional licenses by the competent authorities.

Small and Medium Enterprises

SEZAD welcomes SMEs. In 2014, it signed a memorandum of understanding (MoU) with the Public Authority for the Development of Small and Medium Enterprises to coordinate between the two sides in the allocation of industrial and commercial plots for SMEs owners to invest them in accordance with usufruct contracts system.

Under the MoU, the Public Authority for the Development of Small and Medium Enterprises shall review the applications from SMEs owners wishing to establish their own projects in SEZD. After ascertaining the economic viability of the projects and the seriousness of their owners and meeting the various requirements, the Authority shall refer the applications to SEZAD to allocate suitable lo-

cations for such projects in accordance with the procedures and regulations in force in SEZAD.

SEZAD has enacted legislations to enhance SMEs contribution in the projects implemented in SEZD. SEZAD, government-owned companies, and government projects operating within SEZD shall allocate not less than 10% of total purchases and tenders to SMEs. Tenders for large projects floated by SEZAD and government-owned companies should include the following text: "The executing company shall allocate at least 10% of the tender price to SMEs registered in Al-Wusta Governorate." The SMEs should meet the requirements prescribed by SEZAD to receive these facilities.

How to start your project in SEZD?



In order to make it easier for investors, we set five easy and simple steps to found their investment projects in SEZD, noting that SEZD is poised to embrace the various projects, whether commercial, industrial, tourism, or mining or other projects in various sectors.

Step One: Learn about SEZD and its investment climate

Learning about SEZD, its geographical location, investment opportunities, exemptions, and benefits received by the investors, investment regulating legislations there is the first step that an investor should take to assess the economic viability of his project to suit his invest-

ment objectives.

It is appropriate in this step for the investor to review the legislations governing investment in SEZD and in particular, Royal Decree (119/2011) establishing SEZAD and issuing its regulation dated 26 October 2011 and Royal Decree (79/2013) issuing SEZAD regulation. These should also include the executive regulations issued by the investment regulator in SEZD and those regulating the sector in which the investor wants to invest, such as Tourism Law, Mining Law, and the GCC Standard Industrial Organization Law and regulations issued in accordance with these laws.

The investor can review the legislations and regulations issued by SEZAD through its website: www.duqm.gov.om.

Step Two: Description of investment project and determining its needs

The investor should prepare a description of the proposed investment project so that he can assess its economic feasibility and find out its needs. This description shall include as a minimum the following data (commensurate with the type of project activity) so that he could submit the project to SEZAD, which will forward him to the appropriate investment opportunities in SEZD:

- 1-Description of project nature, objectives, and components.
- 2-Volume of investment in the project, its estimated cost and sources of funding.
- 3-Overview of the founders and their expertise in the area of the proposed investment.
- 4-Required land area, way to use it, expected construction area, and project facilities.
- 5-Project schedule, including the expected date for the start of project implementation, implementation period and the date of commencement of commercial operation.
- 6-Human resources required by the project

ect during the construction period and after commercial operation and the number of Omanis and non-Omanis.

7-Estimated project electricity consumption (kw/month), water (m3/month), and gas (m3/month).

8-Waste resulting from the project and its expected quantities such as: sewage (m3/month) and other data required by SEZAD in accordance with its applicable forms.

Step Three: Determining the appropriate legal form for the project

The project can be registered in SEZD within one of the following legal forms:

- 1-New sole proprietorship.
 - 2-New trading company, which can take any of the legal forms stipulated in the Commercial Companies Law.
 - 3-Branch of a sole proprietorship or local trading company headquartered outside SEZD.
 - 4-Branch of a sole proprietorship or an international trading company headquartered outside Oman.
- SEZAD shall advise the investor on the registration of the project in SEZAD commercial register as a new institution or company instead of the branch given the easy procedures for tax exemptions and other transactions associated with the project.

Step Four: Checking the documents required according to the legal form of the project

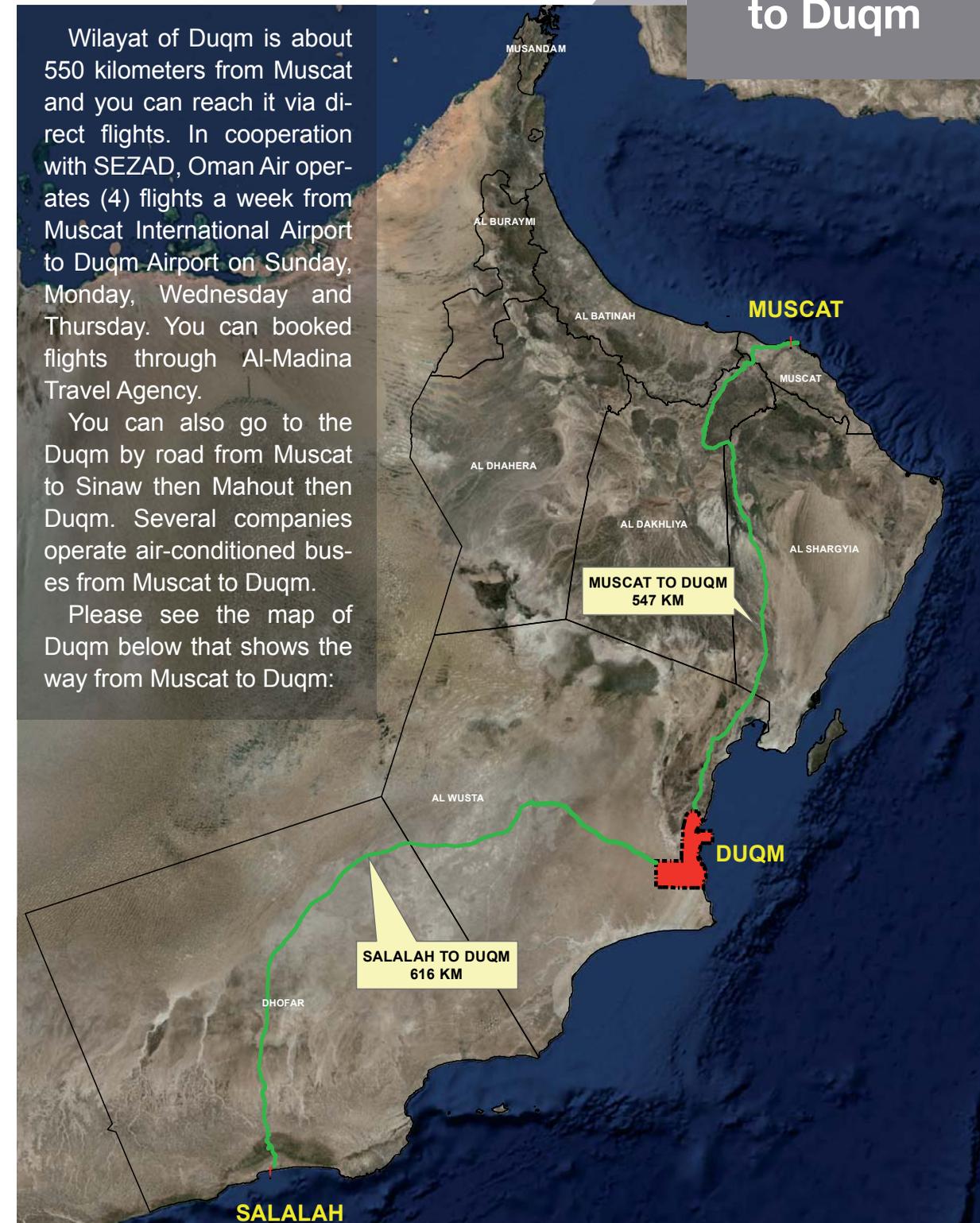
Sr.	Documents	Sole Proprietorship	Company	Branch of Local Company or Institution	Branch of International Company
1	Bank statement of investor or the company	√	√		√
2	Copy of the identity of the owner or partners or founders and authorized signatories	√	√		√
3	Specimen signature of the authorized signatory	√	√		√
4	Description of investment project and its needs	√	√	√	√
5	Memorandum of Association and Articles of Association signed by the founding partners or founders provided the signatures are the same as in the civil ID or at the company's discretion, and the statute of joint stock companies		√		
6	If one of the partners is a juristic person: Partners Meeting Minutes showing the share of this partner and the person who will sign on its behalf on the Articles of Incorporation of the proposed company for registration		√		
7	If there is a juristic foreign partner: a certified copy of the Memorandum of Association and Articles of Association of the juristic foreign partner, and proof on its registration in the foreign country along with translation into Arabic		√		
8	Certified copy of the Articles of Incorporation and Articles of Association of the international company at its headquarters, with translation into Arabic				√
9	Certified letter that emphasizes the responsibility of the head office of the company for work carried out by the branch in the Sultanate, with translation into Arabic				√

Sr.	Documents	Sole Proprietorship	Company	Branch of Local Company or Institution	Branch of International Company
10	Certified company registration certificate at its headquarters in the parent country, with translation into Arabic				✓
11	Certified authorization from the head office empowering manager(s) of the branch to carry out administration works in the Sultanate, with translation into Arabic				✓
12	Copy of the agreement between the international company and contracted Omani government entity, with a letter from the government stating the contract number, date of inception and expiry date				✓
13	Official letter from the owner of the institution of the company requesting registration of the branch and activities in SEZD			✓	
14	Partners Meeting Minutes, which includes adding branch and activities (for companies)			✓	
15	Amended Memorandum of Association and Articles of Association (for companies)			✓	
16	Copies of official documents and licenses issued by the competent authorities concerned			✓	
17	If the applicant holds a residency visa in Oman: letter of no objection from the current sponsor for founding the project in SEZD	✓	✓		

Step Five: Filling in and submitting investment application

You can get a copy of the investment application from SEZAD website: (www.duqm.gov.om) or via e-mail: (registration@duqm.gov.om) and fill it in. It is noteworthy that SEZAD plan is to make the submission of investment application electronic via the website.

The applicant or his legal representative shall submit the application to SEZAD one-stop shop in Duqm or Muscat with all required data and information and accompanied by all required documents. Consideration of the application shall follow the provision of the necessary data and documents and signing it by the authorized signatory confirming the accuracy of the information therein



Wilayat of Duqm is about 550 kilometers from Muscat and you can reach it via direct flights. In cooperation with SEZAD, Oman Air operates (4) flights a week from Muscat International Airport to Duqm Airport on Sunday, Monday, Wednesday and Thursday. You can book flights through Al-Madina Travel Agency.

You can also go to the Duqm by road from Muscat to Sinaw then Mahout then Duqm. Several companies operate air-conditioned buses from Muscat to Duqm.

Please see the map of Duqm below that shows the way from Muscat to Duqm:

Telephone numbers and addresses

One-stop shop:

Email: INVEST@duqm.gov.om & Registration@duqm.gov.om

Phone numbers*:

Duqm: 25217709 - 25217710 - 25217713

Muscat: 24507583 - 24507556 - 24507500

Duqm Hospital:

☎ : 25415276.

Hotels in Duqm:

There are several hotels and hotel rest houses in Wilayat of Duqm, including:

1- Crowne Plaza Hotel, ☎ : 25214444

2- Park Inn Hotel & Resort Duqm, ☎ : 22085700

3- City Hotel Duqm Hotel, ☎ : 25214900

Flight reservations to Duqm:

Al-Madinah Travel Agency

☎ : 24521024 - 254270892 - 98048369

Rent-a-Car:

1- North Wonders Company, ☎ : 99220332 - 92910752 - 92563101

2- Anwar Al-Sheikh Trading Est, ☎ : 24571311-97772314

3- Al-Madinah Travel Agency, ☎ : 25427089.

Road transport:

Happy Line Company, ☎ : 24798470 - 93560744

Shipping services:

Khimji Shipping Company, ☎ : 98080584 - 98902384 - 99419622

* Add the following code for international calls (+968)

Basic Investment Procedures in Duqm

Licensing Land Usufruct

The Regulation on Licensing Usufruct of State-owned Land in the Special Economic Zone in Duqm (SEZAD) issued pursuant to Resolution No. (327/2015) dated 13 July 2015 governs the licensing of land usufruct and identifies its conditions and procedures.

The Regulation stipulates that deciding on the usufruct application should be within 30 days from submission, thereof, containing the required data and documents. The notification of the applicant shall be issued within five working days from the date of decision.

The following are the procedures for the application for land usufruct license:

1. Receipt of the application for a land usufruct license from those concerned or their authorized representatives, according to the form prepared for this purpose, enclosed with the required documents and data, and payment of

the application fee.

2. Allocation of the land of the appropriate area according to the comprehensive SEZD plan, and informing the investor of the proposed site, including the coordinates of the proposed land and its survey drawing after obtaining the approval of the Land Committee.
3. Addressing the investor in writing to allocate the land indicating the procedures required to complete the licensing of land usufruct, and providing him with a copy of the model usufruct agreement.
4. Following up the investor to sign the usufruct agreement and meet other procedures required for the signing within three months from the date of notifying the investor of land allocation.
5. Withdrawal of the land allocated to the investor if he does not respond officially to SEZAD letter or he disagrees with the allocation after the expiration of the stipulated three months.

Procedures for Registration in the Commercial Register for the first time:

1. Filling in investment application form, including all data and information along with all required documents as per the legal form of the project, signed by the investor.
2. Submission of application to the one-stop shop in SEZAD in either Duqm or Muscat.
3. The authorized officer shall examine the application, verify that it satisfies the required data and documents, and provide the investor with any observations or deficiencies at time of receipt.
4. After the completion and review of the application, the competent employee shall enter it in the commercial registration system and collect the fees due from the investor.
5. The competent employee shall hand over a copy of the commercial registration certificate and its annexes to the investor.

We draw the investor's attention that the project, which takes the form of a joint stock company, requires a decision from the Ministry of Commerce and Industry and approval from the Capital Market Authority along with the submission of the minutes of the Constitutive Assembly Meeting. This legal form takes longer time compared to other legal forms because of the procedures mentioned.

1. The project should engage in the economic activity in SEZD within one year from the date of registration in the Commercial Register.
2. The project registered in the commercial register shall not engage in the registered activities before meeting the other final license requirements prescribed by SEZAD and getting the license certificate for commencing the activities issued by SEZAD within (15) business days from the completion of the requirements contained in the initial approval. Note that some activities require approvals by other bodies in accordance with the provisions of the Regulation on Organization of Investment Environment.

Licensing Practice of Activity

Licenses for Recruitment of Foreign Labor

In accordance with the provisions of Article (19) and Article (20) of SEZAD System, the issuance of the necessary permits for the labor force and delegation rules shall be according to the procedures and rules issued by SEZAD Board in coordination with the Ministry of Manpower. Considered were speedy and efficient issuance of licenses so that the time required does not exceed (5) business days from the date of submission of applications.

Projects registered in SEZD may obtain the following licenses:

- 1-Investor's license for 12 months for the first time.
- 2-Investor's license for 24 months after the evaluation of the investor's status at the end of the period granted to him for the first time.
- 3-Work license for 24 months.
- 4-Temporary work license for (4), (6), or (9) months.

The following are the basic procedures for obtainment of foreign labor recruitment license:

- 1-Apply for work license electronically via e-license system on the website of the Ministry of Manpower:

<https://www.manpower.gov.om/eclearance/Account/ECS-PHOM0028.ASPX>

2-Enclose the following documents with the electronic application:

- Commercial registration certificate proving the registration of project in SEZD.
 - Affiliation card proving the registration of the project with Oman Chamber of Commerce and Industry.
 - Proof on commencement of operation in SEZD by providing a copy of the usufruct contract with SEZAD, a valid work agreement in force in SEZD, or license for practicing the activity in SEZD.
 - Proof on commitment to Omanization percentage prescribed by SEZAD.
- 3-The project shall provide a copy of the e-application form to the competent department in SEZAD accompanied by the required documents for each specific economic activity, as per SEZAD procedures in place.
 - 4-The competent department in SEZAD shall consider the application and then send it to the Department of Manpower in Duqm with an official letter together with appropriate recommendations.
 - 5-The legal representative of the project shall refer to the Labor License

Article (21) of SEZD System provides for the establishment of a branch of the Directorate General of Passports and Residence by a decision of the Inspector General of Police and Customs in coordination with SEZAD. This shall issue entry visas and residence cards for foreign workers in SEZD and their families or for visiting.

Therefore, the Directorate General of Passports and Residence in Royal Oman Police is the competent authority to issue visas. The following is a summary of the procedures to for issuing investor's and work visas for the projects registered in SEZD:

You can refer to the ROP website for the detailed procedures for all types of visas:

http://www.rop.gov.om/arabic/dg_pr_visas_employment.asp

First: Investor's Visa

Granted to a foreigner who wishes to invest his money in Oman based on a certificate issued by SEZAD to that effect:

- To be used within six months from the date of issuance.
- Valid for (12) months from the date of the visa stamp on investor's passport. After verification of the investment, the investor shall be issued a resident for (24) months after SEZAD approval.

- Number of flights: multiple.
- Fees: OMR (50) levied by ROP.

Conditions

The investor or partner shall obtain SEZAD approval to invest in SEZD.

Required Documents and Papers

The applicant shall enclose the following documents with his application:

- Two photos (4 × 6) cm.
- Copy of investor's passport valid for not less than six months.
- Original and copy of partnership certificate issued by SEZAD (CR sheets).
- Investor's license issued by the Ministry of Manpower.
- Copy of signature specimen of authorized partner signatories issued by SEZAD.
- Copy of affiliation card to Oman Chamber of Commerce and Industry with a valid copy of commercial registration documents.
- Medical examination report approved by the Ministry of Health. Application shall be by the owner, partner or, an Omani who has an authorization from the Directorate General of Passports and Residence.

Procedures

1. Fill in the online form on ROP website:

http://www.rop.gov.om/visa/arabic/onlineservices_visaapplication_main.aspx

2. Submit the printed form to the one-stop shop in SEZAD approved and stamped by the employer and typed in Arabic for Arab nationals and in English for the non-Arab nationals.

Second: Work Visa

Granted to a foreigner who is not less than (21) years old according to the following conditions:

- To be used within three months from the date of issuance.
- Valid for (24) months from the date of the visa stamp on worker's passport. If the work permit is temporary, the validity of residence shall be in accordance with the period granted only in the labor license.
- Renewable for a multiple trips.
- Fines for late renewal: (50) Omani riyals for each month.

Conditions

- The project must be registered in SEZD.
- The applicant shall not be less than 21-years old and not more than (60) years.
- The profession in the labor license and visa application shall match.

Required Documents and Papers

The applicant shall enclose the following documents with his application:

- Two photos (4 × 6) cm.
- Copy of passport valid for not less than six months.
- Labor license issued by the Ministry of Manpower with a copy of each application.
- Medical examination report approved by the Ministry of Health.
- Copy of the approval of the competent authority for the professions that require that.
- Approval of the previous employer in case of transfer of worker's services within the Sultanate provided the payment of violations, such as delay fines upon applying. Application shall be by the owner, partner or, an Omani who has an authorization from the Directorate General of Passports and Residence.

Procedures

1. Fill in the online form on ROP website: http://www.rop.gov.om/visa/arabic/onlineservices_visaapplication_main.aspx
2. Submit the printed form to the one-stop shop in SEZAD approved and stamped by the employer and typed in Arabic for Arab nationals and in English for the non-Arab nationals.

The one-stop shop in SEZAD (Public Services Department) shall provide the necessary services to the projects with municipal character in the field of urban planning, building permits, and services related to food safety. It is also responsible for issuing licenses and setting health and technical requirements of economic activities licensed in SEZD for the projects registered in SEZD commercial register.

The completion of the transaction is within five business days from the date of submitting the application meeting the adequate necessary data and documents.

The following are the procedures for the most important basic services provided by SEZAD at the current stage regarding building permits, technical licenses, and services related to food safety and public health.

1- Delivery of Landmarks

It is a delivery of coordinates of lands allocated to investors.

Required Documents

- Application form of landmark delivery
- Copy of the usufruct contract and land survey drawing
- Papers of commercial register of the project (investor)

Service Procedures

- Receipt of application at the one-stop shop
- Recording application and reviewing it to make sure of the fulfilment of required data and documents
- Refer the application to the competent department of geographic information systems
- Make an appointment to visit the site and deliver the landmarks
- Contact investor and inform him of the date of landmark delivery
- Visit the site and deliver the landmarks after verification of the fee payment

2- Issuing Building Permit

A permit to the investor / service applicant to initiate construction and structural works after the adoption of as built drawings and matching them with the systems and regulations applicable in this regard.

Required Documents

- Application for building permit.
- Signing usufruct contract.
- Survey drawing of land site.
- Proof on commercial registration of the project, contractor, and consultant.
- Three copies of the architectural and structural of as built drawings, structural calculations, electrical, mechanical, and health as built drawings ap-

- proved by a certified consultant.
- AutoCAD soft copy of the as built drawings abovementioned.
- Soil inspection report for the buildings of more than three floors approved by a certified or licensed consultant in the Sultanate.
- Consultant's commitment to follow up and supervise the project.
- Approvals of other entities if the project type so requires.

Service Procedures

- Receipt of application at the one-stop shop.
- Recording application and reviewing it to make sure of the fulfilment of required data and documents.
- Review, audit, and approval of as built drawings by specialized engineers.
- Sending observations to the drawings, if any, to the investor or consultant for amendment.
- Stamping the as built drawings showing the permit number in the absence of any observations.
- Issuance of building permit.
- Delivery of building permit to the investor and collecting fees.

3- Issuing Drilling Permit

A permit that organizes work to ensure quality and safety of work and the surrounding environment, preservation of rights, organization of work tracks and services on the roadside and inside SEZD.

Required Documents

- Drilling permit application form.
- Copy of project award letter.
- Total (3) copies of the as built drawings describing the scope of works related to the excavations approved by the project consultant.
- AutoCAD and PDF soft copy of the original as built drawings abovementioned.
- Copy of the commercial registration documents of both the contractor and the consultant.
- Consultant's commitment to follow up and supervise the project.
- Retrievable bank guarantee equivalent to 1% of the contract value with a maximum of OMR 10,000.

Service Procedures

- Receipt of application at the one-stop shop.
- Recording application and reviewing it to make sure of the fulfilment of required data and documents.
- Review, audit, and approval of as built drawings by specialized engineers.
- If the track intersects with any other services, sending of as built drawings for approval by the body related to the respective service.
- Sending observations on the drawings, if any, to the investor or consultant for amendment.
- Verification of providing a retrievable bank guarantee whose value depends on the scope of works of no more than

1% of the contract value. The bank guarantee shall be returned upon completion of the excavation work and the issuance of the completion certificate of drilling.

- Obtaining permission from ROP (General Directorate of Traffic) for some works, especially those related to roads.
- Stamping as built drawings showing the permit number in the absence of any observations.
- Issuing the permit. The validity of the permit shall be the same for project execution or as determined by the competent engineer.
- Delivery of the permit to the applicant after verification of the payment of the prescribed fee for the service.

4- Building Completion Certificate

A certificate issued by the competent department stating the completion of project works as per the approved as built drawings and permits with the absence of any comments or remnants on site.

Required Documents

- Application form for building completion certificate.
- A letter from the project consultant indicating the execution of works as per the approved as built drawings and permits.
- Copy of as built drawings.

- AutoCAD soft copy of the drawings abovementioned.

Service Procedures

- Receipt of application at the one-stop shop.
- Recording application and reviewing it to make sure of the fulfilment of required data and documents.
- Review and audit of as built drawings by specialized engineers.
- Visiting the site and matching works executed with the approved as built drawings.
- Sending observations on the drawings, if any, to the investor or consultant for amendment.
- Issuing work completion certificate and returning the insurance amount to the applicant.
- Delivering the certificate to the applicant after verification of the payment of the prescribed fee for the service.
- Setting and keeping as built drawings with the specialists at Department of Geographic Information Systems.

5- Service Connection Permit (electricity, water, telephone, etc.)

A permit for the provision of services (electricity, water, telephone etc.)

Required Documents

- Service application form.
- Copy of usufruct contract and survey drawing.

- Copy of building permit.
- Copy of building completion certificate.
- Commercial register papers of the project.

Service Procedures

- Receipt of application at the one-stop shop.
- Recording application and reviewing it to make sure of the fulfilment of required data and documents.
- Visiting the site by specialists.
- Approving the application if there are no observations.

6- Lease Registration and Renewal

Official documentation and recording of the contract between the lessor and the lessee with SEZAD, after making sure of the availability of the required conditions are necessary. This service shall be upon registering the contract for the first time or upon its renewal.

Required Documents

- Lease form (three copies) signed by the lessor and the lessee.
- Origin of previous lease form (for renewal).
- Copy of usufruct contract and survey drawing of the location.
- Civil ID of tenant (individual) / commercial register for companies and institutions.

Service Procedures

- Receipt of application at the one-stop shop.
- Recording application and reviewing it to make sure of the fulfilment of required data and documents.
- Visiting the store / location to make sure it meets the requirements established in this regard.
- Informing the applicant if the shop/site does not fulfill the requirements and requesting rectification of the situation.
- Issuance of the lease after the store / location fulfils the requirements.
- Delivering two copies of the contract to the applicant after the collection of the prescribed fees.

7- Application for License/ Renewal of Billboards or Advertisement on the Road

License for the billboards and others that includes a review of the language and spelling, shape, size, as well as the GIS coordinates of location. This is to maintain public order and organize sites of advertisements and maintaining SEZD aesthetic character.

Required Documents

- Application form for a billboard or advertisement.
- Model of billboard approved by project consultant (for project signage).
- Commercial register papers of the applicant project.

- Coordinates of billboard site.
- Any other necessary approvals.
- For renewal, add a recent natural image of the billboard or advertising and original previous license.

Service Procedures

- Receipt of application at the one-stop shop.
- Recording application and reviewing it to make sure of the fulfilment of required data and documents as well as the requirements established in this matter (in terms of language, size, shape, and location).
- Informing the applicant if the application does not fulfill the requirements for amendment.
- Issuing the license after fulfilling the requirements.
- Delivering the license to the applicant after the collection of the prescribed fees.

8- Checking Vehicle / Commercial Equipment

An examination of the commercial terms on the doors and bodies of the vehicles and equipment used by companies and institutions working in SEZD and numbering and examining them to make sure they meet the technical requirements.

Required Documents

- Application form of checking vehicle / commercial equipment.

- Commercial register of the institution/ company issued by SEZAD.
- Copy of vehicle/ equipment mulkiya.
- Copy of activity license.

Service Procedures

- Receipt of application at the one-stop shop.
- Recording application and reviewing enclosed documents.
- Checking the vehicle/ equipment to be registered or renewed by specialists.
- Issuing the license number of the vehicle/ equipment when it meets the requirements.
- Registration of the license number issued by SEZAD on the vehicle/ equipment.
- Registration or renewing the vehicle/ equipment with the Traffic Department at ROP.

9- Temporary Workers Camp Permit

A permit that organizes work to ensure the safety and health of workers in temporary camps and the surrounding environment.

Required Documents

- Application form for workers camp permit (temporary).
- Site maps approved by the consultant with the coordinates + soft copy (PDF + CAD).
- Preliminary license and maps approved by the Public Authority for Civil

Defense and Ambulance.

- Filled-in application form of an environmental license for the camp.
- Usufruct contract of the campground or a letter of no objection to use the site and its facilities as workers camp along with the authorized term (commencement and end) from the project owner or developer.
- Copy of the project agreement and a letter of award.
- Bank guarantee equal to 1% of the project value with a maximum of OMR 10,000.
- Commercial register papers of the applicant.

Service Procedures

- Receipt of application at the one-stop shop.
- Recording application and reviewing enclosed documents.
- Review ad audit of maps by specialists.
- Informing the applicant if there are any observations.
- Payment of a bank guarantee equal to 1% of the contract value recovered upon the removal of the temporary workers camp.
- Stamping maps showing the permit number in the absence of any observations.
- Receiving fees and issuing the permit. The validity of the permit shall be the same of the usufruct contract or no-ob-

jection letter from the project owner or developer.

10- Issuing Health Card

Card issued for food handlers based on the result of medical examination to prove they are free from infectious diseases.

Required Documents

- Application form of medical examination.
- Copy of the ID card for Omanis and business card.
- Copy of activity license of the institution/ company.
- Commercial register of the institution/ company issued by SEZAD.

Service Procedures

- Receipt of application at the one-stop shop.
- Recording application and reviewing enclosed documents to ensure meeting the requirements.
- Referring the application to the concerned body in the Ministry of Health to conduct medical examination.
- Issuing medical examination report for food handlers.
- Issuing health card by the concerned department if examination proves they are free from diseases.
- Handing the card to the applicant after the collection of prescribed service fees.

Schedule of Charges of Services provided by the Special Economic Zone Authority in Duqm

First: Charges for Registration in the Commercial Register

Sr.	Service	Charge in OMR	Due
1	Project registration in the commercial register	one thousand (1000)	Upon registration for the first time
2	Renewal of project registration in the commercial register	one thousand (1000)	Every five (5) years, or upon renewal of the main office if the project is a branch
3	Registration of land usufruct contracts	One percent (1%) of the agreed usufruct consideration	Upon registration of contract
4	Registration of mortgage contracts	One percent (1%) of credit facilities	Upon registration of mortgage
5	Release of mortgage	one hundred (100)	Upon release of mortgage
6	Application for land usufruct	two hundred fifty (250)	Upon submission of application
7	Registration of amendments of commercial register:		
	A- Modification of brand name	ten (10)	Upon registration of amendment
	B- Adding a new business	ten (10)	
	C- Amendment of headquarters	twenty (20)	
	D- Modification of partners' names	twenty (20)	
	E- Amendment of partners' shares	twenty (20)	
	F- Modification of legal form	fifty (50)	
	G- Merger of two or more companies	fifty (50)	
	H- Amendment of capital	fifty (50)	
	I- Changing the names of authorized signatories	twenty (20)	
	J- Modification of other data	twenty (20)	
	K- Amendment of contact information	free of charge	
8	Issuance of a data certificate (Extract from the commercial register)	ten (10)	Upon issuance of each certificate

Second: Charges for licensing exercise of economic activities

Sr.	Service	Charge in OMR	Due
	First: license of industrial activity	one thousand five hundred (1500)	Upon issuing the license annually
	Second: license of tourism activity		
1	Establishment, exploitation, utilization, management, modification or transfer of hotel facilities or tourist license:		
	A- (5) Five-Star Hotel	three thousand (3000)	
	B- (4) Four-Star Hotel	two thousand five hundred (2500)	
	C- (3) Three-Star Hotel	two thousand (2000)	
	D- (2) Two-Star Hotel	one thousand eight hundred (1800)	
	E- (1) One-Star Hotel	one thousand five hundred (1500)	
	F- Deluxe hotel apartments	two thousand seven hundred fifty (2750)	
	G- Excellent hotel apartments	one thousand seven hundred fifty (1750)	
	H- Ordinary hotel apartments	one thousand (1000)	
	I- Deluxe tourist camps	one thousand five hundred (1500)	
	J- Ordinary tourist camps	one thousand (1000)	
	K- Tourist rest houses	one thousand (1000)	
2	Temporary facilities	five hundred (500)	
3	Utilization or management of hotel and tourism time-sharing facilities	two thousand (2000)	

Sr.	Service	Charge in OMR	Due
4	Dealing with companies to market or exchange time-sharing weeks	two thousand (2000)	Upon issuing the license annually
5	Travel, aviation and tourism offices	one thousand (1000)	
6	Tourist transport activities	one thousand (1000)	
7	Organizing watersports	one thousand (1000)	
8	Organizing entertainment and arts shops and centers	one thousand (1000)	
9	Tourist guide offices	five hundred (500)	
10	Charges of tourist services	four percent (4%) of the value of sales or services	Paid each month in arrears
Third: charges of mining licenses			
1	Mineral prospection	one thousand eight hundred fifty (1850) in addition to an annual rent of OMR (1) per square meter	Upon issuing the license annually (every year)
2	Mineral exploration	one thousand eight hundred fifty (1850) in addition to an annual rent of OMR (1) per square meter	
3	Mining	one thousand eight hundred fifty (1850) in addition to an annual rent of OMR (1) per square meter	
4	Livelihood mining	one thousand eight hundred fifty (1850) in addition to an annual rent of OMR (1) per square meter	
5	Royalty	ten percent (10%) of the value of sales	Paid each month in arrears
6	Issuing sample export certificate for the purposes of scientific research	five (5)	Upon issuing the certificate
7	Issuing sample export certificate for the purposes of study for holders of exploration/ prospection licenses	one (1)	Upon issuing the certificate
8	Assignment of exploration/ mining license or mining concession	one hundred (100)	Upon registration of assignment
9	Application for expansion of mining license area	one hundred (100)	Upon approval of expansion
10	Amending data in the mining register	fifty (50)	Upon registration of amendment

Sr.	Service	Charge in OMR	Due
Fourth: other economic activities			
1	Sale and distribution of alcoholic beverages	five thousand (5000)	Upon issuing the license annually
2	Offering shisha	five thousand (5000)	
3	Sale and distribution of tobacco and smoke	five thousand (5000)	
4	Other activities	five hundred (500) per each homogenous activity	
Fifth: the renewal of license		Same charge for license of practicing the activity	Upon renewal annually

Third: Environmental permits charges

Sr.	Service	Charge in OMR			Due
		First Tier	Second Tier	Third Tier	
1	Issuing environmental permit	fifty (50)	one hundred (100)	two hundred (200)	Upon issuing the final permit
2	Renewal of environmental permit	fifty (50)	one hundred (100)	two hundred (200)	Upon renewal of permit
3	Review of EIA or environmental audit report				Upon submission of study or report

SEZAD shall specify the nature of economic activities that fall under each tier, including temporary projects, infrastructure projects and their complementary projects.

Fourth: Charges of urban planning and building licenses

Sr.	Service	Charge in OMR	Due on
1	Excavation permit	fifty (50)	Upon issuing permit
2	Issuing a survey layout (krooki) of the land	fifty (50)	Upon issuing layout
3	Issuing construction permit	one hundred (100) for the project whose construction area does not exceed (1000) thousand square meters in addition to (25) Baisas per additional square meter for projects whose construction area exceeds (1000) thousand square meters	Upon issuing permit

Sr.	Service	Charge in OMR	Due on
4	Renewal of construction permit	one hundred (100) for the project whose construction area does not exceed (1000) thousand square meters in addition to (25) Baisas per additional square meter for projects whose construction area exceeds (1000) thousand square meters	Upon annual renewal
5	Permit of temporary labor camp	one hundred (100) for the project whose construction area does not exceed (1000) thousand square meters in addition to (25) Baisas per additional square meter for projects whose construction area exceeds (1000) thousand square meters	Upon issuing permit
6	Construction completion certificate	one hundred (100) for the project whose construction area does not exceed (1000) thousand square meters in addition to (25) Baisas per additional square meter for projects whose construction area exceeds (1000) thousand square meters	Upon annual certificate
7	Delivery of site markings	ten (10) per each marking (point)	Upon submitting the marking delivery application
8	Adoption of detailed survey report	fifty (50) for the project whose construction area does not exceed (1000) thousand square meters in addition to (10) Baisas per additional square meter for projects whose construction area exceeds (1000) thousand square meters	Upon adoption of report
9	Adoption of general organization layout	one hundred (100) for the project whose construction area does not exceed (1000) thousand square meters in addition to (25) Baisas per additional square meter for projects whose construction area exceeds (1000) thousand square meters	Upon adoption of layout
10	Adoption of detailed layouts	one hundred (100) for the project whose construction area does not exceed (1000) thousand square meters in addition to (25) Baisas per additional square meter for projects whose construction area exceeds (1000) thousand square meters	Upon adoption of layout
11	Amendment of layouts	one hundred (100) for the project whose construction area does not exceed (1000) thousand square meters in addition to (25) Baisas per additional square meter for projects whose construction area exceeds (1000) thousand square meters	Upon adoption of amendment
12	Receipt of urban planning proof at SEZD (digital)	twenty-five (25) per version	Upon delivery of proof
13	Getting an additional version of maps	twenty (20) per version	Upon provision of map

Fifth: Charges related to food security

Sr.	Service	Charge in OMR	Due on
1	Issuing certificate fir damaging foodstuffs for commercial establishments	twenty-five (25)	Upon issuing certificate
2	Issuing permits for refrigerators for refreshments and commercial hot drinks devices in public places (excluding site rent and electricity expenses)	one hundred thirty-five (135)	Upon issuing and renewal of permit
3	Issuing health license for vehicles for transferring water or selling food or marketing of fish (with the exception of drinking water transport vehicles owned by Omanis)	fifty (50)	Upon issuing and renewal of license
4	Issuing a health card for vendors and shop workers	ten (10)	Upon issuing and renewal of card

Sixth: Charges of other services

Sr.	Service	Charge in OMR	Due on
1	General services for guests of hotels and international and touristic restaurants	five percent (5%) of the value of sales or services	Paid each month in arrears
2	General services for frequenters of entertainment centers and cinemas	ten percent (10%) of the ticket value	Paid each month in arrears
3	Permit to install billboards, advertisements and guiding signs on shops, vehicles, posters and printed materials	fifty (50)	Upon registration and annual renewal of permit

Sr.	Service	Charge in OMR	Due on
4	Permit to install billboards and advertisements on roofs, facades and at streets	one hundred (100) up to (30) square meters and two hundred fifty (250) for more than that	Upon registration and annual renewal of permit
5	Registration of leases	three percent (3%) of the annual contract value	Upon registration and annual renewal of contract
6	Reservation of public parking lots	fifty (50)	Monthly per parking lot starting from the date of approval of reservation
7	Permits of meter parking lots	ten (10)	Monthly per parking lot starting from the date of permit
8	License of building name	two hundred (200)	Upon application
9	Changing the board of commercial shop	ten (10)	Upon application
10	Issuing To Whom it May Concern	ten (10)	Upon issuing certificate
11	Issuing a replacement certificate/ document for all documents issued by SEZAD	twenty-five (25)	Upon issuing certificate or document
12	Ratification of the General Meetings minutes and amendment the of the Articles of Association of joint stock companies	ten (10)	Upon ratification of each version
13	Obtainment of true copies of documents, records and minutes filed with SEZAD	five (5)	Upon receipt of each version
14	Ratification of the Articles of Association and Articles of Incorporation of the joint stock companies for the first time	fifty (50)	Upon ratification
15	Authentication of commercial contracts	point one of thousand (0,001) of the contract value at a minimum of (20) and a maximum of (100)	Upon authentication

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الواجهة البحرية للمنطقة الاقتصادية الخاصة بالدقم بطول 75 كم
طول الساحل البحري للمنطقة الاقتصادية الخاصة بالدقم 90 كم
WATERFRONT OF SEZAD IS 75 KM & COSTAL LINE IS 90 KM

طول الواجهة السياحية للمنطقة الاقتصادية الخاصة بالدقم 16 كم
WATERFRONT OF TOURISM AREA IS 16 KM

طول الساحل السياحي البحري للمنطقة الاقتصادية الخاصة بالدقم 18 كم
COSTLINE OF TOURISM AREA IS 18 KM

أوتكو - مشروع
مستودعات النفط الخام
OTFCO
CRUDE OIL
STORAGE TERMINAL

