

Expo City Dubai Authority Services:

Fees and Service Charges List





Expo City Dubai Authority Services: Fees and Service Charges List

Expo City Dubai is the pioneering legacy of Expo 2020 Dubai and a digitally driven free zone for the future. Expo City Dubai Authority offers a variety of services including business setup packages and government and documentation services.

| No. | Service | Fees (AED) | Frequency |
|------------|---|------------|--------------|
| 1 | Registration and Licensing Services | | |
| 1.1 | Business Setup - New (includes Registration, Licence and Company Card) | | |
| 1.1.1 | Initial Approval | 500 | Per instance |
| 1.1.2 | Commercial Licence (one group) | 10,000 | Annually |
| 1.1.3 | Commercial Licence (two groups) | 13,000 | Annually |
| 1.1.4 | Holding Licence | 30,000 | Annually |
| 1.1.5 | E-Commerce Licence | 30,000 | Annually |
| 1.1.6 | General Trading Licence | 25,000 | Annually |
| 1.1.7 | Industrial Licence | 15,000 | Annually |
| 1.1.8 | Logistics Licence | 15,000 | Annually |
| 1.1.9 | Service Licence | 10,000 | Annually |
| 1.1.10 | Sublease of Licensed premises | 1,500 | Per instance |
| 1.1.11 | Registration of the company | 5,000 | Per instance |
| 1.1.12 | Government Approval Assistance | 1,000 | Per instance |
| 1.1.13 | Bank Account Setup Assistance | 2,000 | Per instance |
| 1.1.14 | Fast-Track Business Setup (Registration and Licensing) | 3,000 | Per instance |
| 1.2 | Renewal of Licence | | |
| 1.2.1 | Renewal of Commercial Licence (one group) | 10,000 | Annually |
| 1.2.2 | Renewal of Commercial Licence (two groups) | 13,000 | Annually |
| 1.2.3 | Renewal of Holding Licence | 30,000 | Annually |
| 1.2.4 | Renewal of E-Commerce Licence | 30,000 | Annually |
| 1.2.5 | Renewal of General Trading Licence | 25,000 | Annually |
| 1.2.6 | Renewal of Industrial Licence | 15,000 | Annually |
| 1.2.7 | Renewal of Logistics Licence | 15,000 | Annually |
| 1.2.8 | Renewal of Service Licence | 10,000 | Annually |
| 1.2.9 | Late payment fee for renewal of Licence (from 31st day to 59th day) | 1,500 | Period |
| 1.2.10 | Late payment fee for renewal of Licence (from 60th day to 89th day) | 3,000 | Period |
| 1.2.11 | Late payment fee for renewal of Licence (from 90th day onwards) | 6,000 | Period |

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|------------|---|--|-------------------------|
| 1.3 | Amendment of Licence | | |
| 1.3.1 | Addition of Business Activities on Licence (above allowed number) | 500 | Per additional activity |
| 1.3.2 | Address change | 500 | Per instance |
| 1.3.3 | Amendment of Activity List | 500 | Per instance |
| 1.3.4 | Amendment of Articles of Association (AOA) | 750 | Per instance |
| 1.3.5 | Brand Name Amendment | 500 | Per instance |
| 1.3.6 | Company Capital Change | 1,000 | Per instance |
| 1.3.7 | Change from one Group to two Groups (for Licence) | 1,000 | Once off |
| 1.3.8 | Company Manager change on Licence | 1,000 | Per instance |
| 1.3.9 | Company Manager Register | 200 | Per instance |
| 1.3.10 | Conversion to/from FZ-LLC to/from Branch | 3,000 | Per instance |
| 1.3.11 | Director/Secretary change | 1,000 | Per instance |
| 1.3.12 | Director Register | 200 | Per instance |
| 1.3.13 | Secretary(s) Register | 200 | Per instance |
| 1.3.14 | Freezing of Licence (1 year) | 3,000 | Per instance |
| 1.3.15 | Reactivation of Licence | 1,000 | Per instance |
| 1.3.16 | Shareholder/Director/Company Manager's personal details change | 200 | Per instance |
| 1.3.17 | Share Transfer Package | 1,500 in addition to (2%) of the value of total shares transferred up to a maximum of AED 10,000 | Per instance |
| 1.3.18 | Signatory list change | 500 | Per instance |
| 1.3.19 | Trade Name change | 1,500 | Per instance |
| 1.3.20 | Sublease of Licensed Premises Amendment | 500 | Per instance |
| 1.3.21 | Financial Year Change | 1,000 | Per instance |
| 1.4 | Continuation of Licence | | |
| 1.4.1 | Continuation from the free zone | 10,000 | Per instance |
| 1.4.2 | Continuation to the free zone | 5,000 | Per instance |
| 1.5 | One Free Zone Passport | | |
| 1.5.1 | Business Set-up - (Branch) | 3,000 | Per instance |
| 1.5.2 | Business Set-up - Business Operation Permit | 1,000 | Per instance |

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| No. | Service | Fees (AED) | Frequency |
|------------|---|------------|--------------|
| 1.6 | Cancellation of Licence | | |
| 1.6.1 | Cancellation of Licence | 1,000 | Per instance |
| 2 | Other Company Services | | |
| 2.1 | Company Card | | |
| 2.1.1 | New Company Card | 2,100 | Per instance |
| 2.1.2 | Renewal of Company Card | 2,500 | Annually |
| 2.1.3 | Amendment of Company Card | 350 | Per instance |
| 2.1.4 | Cancellation of Company Card | 300 | Per instance |
| 2.2 | Company Letters, Certificates, and Documents Attestation | | |
| 2.2.1 | Good Standing Certificate | 2,000 | Per instance |
| 2.2.2 | Incumbency Certificate | 1,000 | Per instance |
| 2.2.3 | Reissuance of Share Register (entire history) | 200 | Per instance |
| 2.2.4 | Share Certificate (summary and up-to-date Share value) | 1,000 | Per instance |
| 2.2.5 | Document attestation (e.g. Specimen Signature) | 200 | Per instance |
| 2.2.6 | True Copy of Registration and Licence (issued documents) | 500 | Per instance |
| 2.2.7 | Miscellaneous and third-party letters / No Objection Certificate | 250 | Per instance |
| 2.2.8 | Dual Licence NOC | 250 | Per instance |
| 2.2.9 | One Free Zone Passport - NOC | 500 | Per instance |
| 2.2.10 | Non-Standard Articles of Association (AOA) | 1,000 | Per instance |
| 2.2.11 | Share Pledge Registration | 3,000 | Per instance |
| 2.2.12 | Share Pledge Amendment | 3,000 | Per instance |
| 2.2.13 | Share Pledge Release | 3,000 | Per instance |
| 3 | Permit Services | | |
| 3.1 | Freelance Permit | | |
| 3.1.1 | Freelance Permit - New | 7,000 | Annually |
| 3.1.2 | Amendment of Freelance Permit - Brand Name Amendment | 100 | Per instance |
| 3.1.3 | Amendment of Freelance Permit - Individual Name change in Permit | 250 | Per instance |
| 3.1.4 | Amendment of Freelance Permit - Activities/ Profession change | 250 | Per instance |
| 3.1.5 | Renewal of Freelance Permit | 7,000 | Annually |
| 3.1.6 | Late payment fee for renewal of Licence (from 31st day to 59th day) | 500 | Period |
| 3.1.7 | Cancellation of Freelance Permit | 250 | Per instance |

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|------------|---|------------|--------------|
| 3.2 | Business Operation Permits | | |
| 3.2.1 | Business Operation Permit (1-3 days) | 700 | Per instance |
| 3.2.2 | Business Operation Permit (7 days) | 900 | Per instance |
| 3.2.3 | Business Operation Permit (14 days) | 1,300 | Per instance |
| 3.2.4 | Business Operation Permit (1 month) | 2,000 | Per instance |
| 3.2.5 | Business Operation Permit (2-3 months) | 3,000 | Per instance |
| 3.2.6 | Business Operation Permit (4-6 months) | 5,000 | Per instance |
| 3.2.7 | Business Operation Permit (7-9 months) | 8,000 | Per instance |
| 3.2.8 | Business Operation Permit (10-12 months) | 10,000 | Per instance |
| 3.3 | Business Operation Permits Amendments | | |
| 3.3.1 | Amendment of Business Operation Permit - Address change | 250 | Per instance |
| 3.3.2 | Amendment of Business Operation Permit - Brand Name change | 100 | Per instance |
| 3.3.3 | Amendment of Business Operation Permit - Company Manager change | 375 | Per instance |
| 3.3.4 | Amendment of Business Operation Permit - Company Manager's details change | 50 | Per instance |
| 3.3.5 | Amendment of Business Operation Permit - Trade Name change | 750 | Per instance |
| 3.3.6 | Renewal of Business Operation Permit | 10,000 | Annually |
| 3.3.7 | Cancellation of Business Operation Permit | 250 | Per instance |
| 3.4 | Event Operation Permits | | |
| 3.4.1 | Event Operation Permit (up to 24 hours) | 235 | Per instance |
| 3.4.2 | Event Operation Permit (up to 2 days) | 470 | Per instance |
| 3.4.3 | Event Operation Permit (up to 3 days) | 700 | Per instance |
| 3.4.4 | Event Operation Permit (7 days) | 900 | Per instance |
| 3.4.5 | Event Operation Permit (14 days) | 1,300 | Per instance |
| 3.4.6 | Event Operation Permit (1 month) | 2,000 | Per instance |
| 3.4.7 | Event Operation Permit (2-3 months) | 3,000 | Per instance |
| 3.4.8 | Event Operation Permit (4-6 months) | 5,000 | Per instance |
| 3.4.9 | Event Operation Permit (7-9 months) | 8,000 | Per instance |
| 3.4.10 | Event Operation Permit (10-12 months) | 10,000 | Per instance |
| 3.4.11 | Amendment of Event Operation Permit - Event duration change | Pro-rate | Per instance |

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| No. | Service | Fees (AED) | Frequency |
|------------|--|--|--------------|
| 3.5 | Asset Management Permits | | |
| 3.5.1 | General Work Permit/ Construction Permit | 3,000 | Per instance |
| 3.5.2 | Major Fit-out Permit | 1 AED per sqft (a min of 2,000 & a max of 20,000) | Per instance |
| 3.5.3 | Minor Fit-out Permit | 1,500 | Per instance |
| 3.5.4 | Fit-out Completion Certificate | 1,000 | Per instance |
| 3.5.5 | Permit to store assets | 500 | Per instance |
| 3.5.6 | Mobile Crane Permit | 1,000 | Per instance |
| 3.5.7 | Energization services permit such as sprinkler systems, chilled water | 500 | Per instance |
| 3.5.8 | Electrical Energized Permit | 500 | Per instance |
| 3.5.9 | Excavation Permit | 2,500 | Per instance |
| 3.5.10 | Demolition permit | 1,000 | Per instance |
| 3.5.11 | Contractor Mobilization | 1,000 | Per instance |
| 3.5.12 | Dewatering Permit | 1,000 | Per instance |
| 3.5.13 | Shoring permit | 1,000 | Per instance |
| 3.5.14 | Building modification permit | 1,000 | Per instance |
| 3.5.15 | Piling Permit | 1,500 | Per instance |
| 3.5.16 | Suspension of work permit | 500 | Per instance |
| 3.5.17 | Land Demarcation Service | 1,000 | Per instance |
| 3.5.18 | Building / Project Completion Certificate | 5,000 (including 1st and 2nd inspection) and 10,000 for 3rd inspection | Per instance |
| 3.5.19 | Change in consultant/contractor | 1,000 | Per instance |
| 3.5.20 | Mobilization of a new contractor after the change of contractor | 1,000 | Per instance |
| 3.5.21 | Isolation of building systems | 1,000 | Per instance |
| 3.5.22 | Discharge Permit for allowing waste to be connected to the ECD system | 500 | Per instance |
| 3.5.23 | Road Closure, including Parking areas | 500 | Per instance |
| 3.5.24 | Hoarding Permit | 50 AED per meter | Per instance |
| 3.5.25 | Heavy equipment on Concourse | 500 | Per instance |
| 3.5.26 | Temporary service connection | 500 per day | Per instance |
| 3.5.27 | Drone Flight Permit | 500 | Per instance |

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| No. | Service | Fees (AED) | Frequency |
|------------|--|------------|--------------|
| 3.6 | Advertising Permits | | |
| 3.6.1 | Advertising on Building Signage, such as Wall Mounted Hoarding/Banner, Building Wrap, Roof Top Sign, Billboard (Unipole, Hoarding, Megacom, Mupie, Lampost Sign), Construction Fence, Inflatable & Floating Signage, Bridge Banner, Roundabout Branding. | 5,000 | Per instance |
| 3.6.2 | Advertising on Building Signage, including (Podium Parapet Sign), (Roof Parapet Sign). | 2,500 | Per instance |
| 3.6.3 | Advertising of Flags or Free-Standing Units. | 1,500 | Per instance |
| 3.6.4 | Advertising on Building Signage (Window Sticker) | 1,000 | Per instance |
| 3.6.5 | Advertising Signage (Ground Floor Shop Signage) | 500 | Per instance |
| 4 | Visa Services | | |
| 4.1 | Business Visit Visa (Mission) – 90 Days Single Entry | | |
| 4.1.1 | Opening of Business Visit Visa file | 5,200 | Once off |
| 4.1.2 | Business Visit Visa (Mission) – deposit (for one visa) | 1,041 | Per instance |
| 4.1.3 | Business Visit Visa (Mission) – deposit (up to 5 visas) | 5,041 | Per instance |
| 4.1.4 | Business Visit Visa (Mission) – inside UAE | 3,450 | Per instance |
| 4.1.5 | Business Visit Visa (Mission) – outside UAE | 2,800 | Per instance |
| 4.1.6 | Additional number for Business Visit Visa | 3,750 | Per instance |
| 4.1.7 | Closing of Business Visit Visa | 250 | Per instance |
| 4.2 | Employment Visa Packages - standard processing time (includes visa and ECD ID) | | |
| 4.2.1 | New Employment Visa - inside UAE (1 year) | 3,800 | Per instance |
| 4.2.2 | New Employment Visa - inside UAE (2 years) | 4,500 | Per instance |
| 4.2.3 | New Employment Visa - outside UAE (1 year) | 2,700 | Per instance |
| 4.2.4 | New Employment Visa - outside UAE (2 years) | 3,200 | Per instance |
| 4.2.5 | Renewal of Employment Visa (1 year) | 2,500 | Per instance |
| 4.2.6 | Renewal of Employment Visa (2 years) | 3,100 | Per instance |
| 4.2.7 | Amendment of Employment Visa | 1,250 | Per instance |
| 4.2.8 | Cancellation of Employment Visa - inside UAE | 500 | Per instance |
| 4.2.9 | Cancellation of Employment Visa - outside UAE | 750 | Per instance |
| 4.2.10 | Cancellation of Entry Permit (unutilised) | 500 | Per instance |
| 4.2.11 | Cancellation of Entry Permit (utilised) | 1,000 | Per instance |

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| No. | Service | Fees (AED) | Frequency |
|------------|---|--------------------------------------|----------------------------|
| 4.3 | Employment Visa Packages - urgent processing time (includes visa and ECD ID) | | |
| 4.3.1 | New Employment Visa - inside UAE (1 year) | 5,800 | Per instance |
| 4.3.2 | New Employment Visa - inside UAE (2 years) | 6,200 | Per instance |
| 4.3.3 | New Employment Visa - outside UAE (1 year) | 5,000 | Per instance |
| 4.3.4 | New Employment Visa - outside UAE (2 years) | 5,450 | Per instance |
| 4.3.5 | Renewal of Employment Visa (1 year) | 4,000 | Per instance |
| 4.3.6 | Renewal of Employment Visa (2 years) | 4,600 | Per instance |
| 4.3.7 | Amendment of Employment Visa | 1,370 | Per instance |
| 4.3.8 | Cancellation of Employment Visa - inside UAE | 690 | Per instance |
| 4.3.9 | Cancellation of Employment Visa - outside UAE | 1,080 | Per instance |
| 4.3.10 | Cancellation of Entry Permit (unutilised) | 650 | Per instance |
| 4.3.11 | Cancellation of Entry Permit (utilised) | 1,300 | Per instance |
| 4.4 | Student Residence Visa - standard processing time | | |
| 4.4.1 | New Student Residence Visa - inside UAE (1 year) | 3,200 | Per instance |
| 4.4.2 | New Student Residence Visa - outside UAE (1 year) | 2,000 | Per instance |
| 4.4.3 | Renewal of Student Residence Visa (1 year) | 1,500 | Per instance |
| 4.4.4 | Cancellation of Student Residence Visa - inside UAE | 500 | Per instance |
| 4.4.5 | Cancellation of Student Residence Visa - outside UAE | 780 | Per instance |
| 4.4.6 | Cancellation of Entry Permit (unutilised) | 500 | Per instance |
| 4.4.7 | Cancellation of Entry Permit (utilised) | 780 | Per instance |
| 5 | Other Government Services | | |
| 5.1 | Amendment of Employment Contract | 150 | Per instance |
| 5.2 | Emirates ID reissuance | 500 | Per instance |
| 5.3 | Employee Status Report (DNRD Report) | 300 | Per instance |
| 5.4 | Government Fine processing fee | 200 | Per instance |
| 5.5 | Job title change upon renewal of Employment Visa | 500 In addition to renewal fee | Per instance |
| 5.6 | New absconding request | 5,000 | Per instance |
| 5.7 | Withdrawal of the absconding request | 2,000 | Per instance |
| 5.8 | Request for additional Employee Allocation | 2,500 | Per additional employee |
| 5.9 | Overstay fine | 200 | Per instance |



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|------------|--|------------|--------------|
| 6 | ECD Identification (ID) | | |
| 6.1 | Permanent Non-Sponsored ECD ID | | |
| 6.1.1 | New Permanent Non-Sponsored ECD ID (1 year) | 800 | Annually |
| 6.1.2 | New Permanent Non-Sponsored ECD ID (2 years) | 1,600 | Biennial |
| 6.1.3 | Permanent Non-Sponsored ECD ID Renewal (1 year) | 800 | Annually |
| 6.1.4 | Permanent Non-Sponsored ECD ID Renewal (2 years) | 1,600 | Biennial |
| 6.1.5 | Permanent Non-Sponsored ECD ID Cancellation | 300 | Per instance |
| 6.2 | Temporary ECD ID | | |
| 6.2.1 | New Temporary ECD ID (1 month) | 200 | Per instance |
| 6.2.2 | New Temporary ECD ID (3 months) | 450 | Per instance |
| 6.2.3 | New Temporary ECD ID (6 months) | 600 | Per instance |
| 6.3 | Other ECD ID services | | |
| 6.3.1 | ECD ID Amendment | 200 | Per instance |
| 6.3.2 | ECD ID Card Replacement | 100 | Per instance |
| 6.4 | Business Operation Permit (BOP) ECD ID | | |
| 6.4.1 | New BOP ECD ID (2-3 months) | 450 | Per instance |
| 6.4.2 | New BOP ECD ID (4-6 months) | 600 | Per instance |
| 6.4.3 | New BOP ECD ID (7-12 months) | 800 | Per instance |
| 6.5 | Events Operations Permit (EOP) ECD ID | | |
| 6.5.1 | New EOP ECD ID (2-3 months) | 100 | Per instance |
| 6.5.2 | New EOP ECD ID (4-6 months) | 200 | Per instance |
| 6.5.3 | New EOP ECD ID (7-9 months) | 300 | Per instance |
| 6.5.4 | New EOP ECD ID (10-12 months) | 400 | Per instance |



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| 7 | Documentation Services | | |
| 7.1 | For Individuals | | |
| 7.1.1 | Document attestation | 200 | Per instance |
| 7.1.2 | Employment contract attestation | 200 | Per instance |
| 7.1.3 | Letter to the bank | 200 | Per instance |
| 7.1.4 | Letter to consulate/embassy | 200 | Per instance |
| 7.1.5 | Letter to Dubai Police | 200 | Per instance |
| 7.1.6 | Letter to the General Directorate of Residence and Foreigners (GDRFA) | 200 | Per instance |
| 7.1.7 | Letter to request off-site work | 200 | Per instance |
| 7.1.8 | Letter to the Road and Transport Authority (RTA) for a driving licence | 200 | Per instance |
| 7.1.9 | Salary Certificate | 200 | Per instance |
| 7.1.10 | Golden Visa No Objection Certificate/Letter | 2,000 | Per instance |
| 7.2 | For Companies | | |
| 7.2.1 | Company Certificate for banks | 250 | Per instance |
| 7.2.2 | Company Certificate for Dubai Economy and Tourism (DET) | 250 | Per instance |
| 7.2.3 | Company Certificate for Dubai Customs | 250 | Per instance |
| 7.2.4 | Company Certificate for Dubai Electricity & Water Authority (DEWA) | 250 | Per instance |
| 7.2.5 | Company Certificate for Dubai Municipality | 250 | Per instance |
| 7.2.6 | Company Certificate for Etisalat / DU | 250 | Per instance |
| 7.2.7 | Company Certificate for GDRFA | 250 | Per instance |
| 7.2.8 | Company Certificate for other free zones | 250 | Per instance |
| 7.2.9 | ECD Employee Report | 250 | Per instance |
| 7.2.10 | Letter to Emirates Post | 250 | Per instance |
| 7.2.11 | Letter to Dubai Police | 250 | Per instance |
| 7.2.12 | Letter to RTA for Heavy/ Light Vehicle Registration | 250 | Per instance |
| 7.2.13 | Letter to RTA for Vehicle Branding | 250 | Per instance |
| 7.2.14 | Court Referral Letter for Employee/Labour Disputes | 500 | Per instance |
| 7.2.15 | Miscellaneous and third-party letters / No Objection Certificate | 250 | Per instance |
| 7.2.16 | Permit to operate outside standard operating hours (night shift and weekends) | 1,500 | Once off |
| All documents provided in English with those marked * also available in Arabic. | | | |



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|------------|---|------------|--------------|
| 8 | Food and Beverage Services | | |
| 8.1 | NOC for alcohol service | 15,000 | Per instance |
| 8.2 | NOC for event alcohol service | 5,000 | Per instance |
| 8.3 | NOC/Permit for outdoor seating (for restaurants & cafes) | 1,000 | Per instance |
| 8.4 | NOC for shisha service | 10,000 | Per instance |
| 8.5 | Renewal of NOC for alcohol service | 5,000 | Per instance |
| 9 | ECDA Packages | | |
| 9.1 | Expo Freelance (includes Permit, Company Card, and Visa) | | |
| 9.1.1 | Expo Freelance- 1 year | 9,000 | Annually |
| 9.1.2 | Expo Freelance- 2 years | 16,000 | Annually |
| 9.2 | Expo Multi | | |
| 9.2.1 | Expo Multi (includes Initial Approval, Registration, Licence, and Company Card) | 38,000 | Three Years |
| 9.3 | Expo Business Hub Package | | |
| 9.3.1 | Expo Business Hub Package 1 (includes Registration, Licence, and Shared desk) | 12,500 | Annually |
| 9.3.2 | Expo Business Hub Package 2 (includes Registration, Licence, Company Card (1-4 Visa Allocation), and Shared desk) | 17,550 | Annually |
| 9.4 | Expo Fellow (including Initial Approval, Registration, and Licence) | | |
| 9.4.1 | Expo Fellow - Licence (without Shared desk) | 5,000 | Annually |
| 9.4.2 | Expo Fellow - Licence (with Shared desk) | 15,000 | Annually |
| 9.5 | Expo Fellow – BOP | | |
| 9.5.1 | Expo Fellow - BOP (1-3 days) | 70 | Per instance |
| 9.5.2 | Expo Fellow - BOP (4 -7 days) | 90 | Per instance |
| 9.5.3 | Expo Fellow - BOP (8 - 14 days) | 130 | Per instance |
| 9.5.4 | Expo Fellow - BOP (1 month) | 200 | Per instance |
| 9.5.5 | Expo Fellow - BOP (2-3 months) | 300 | Per instance |
| 9.5.6 | Expo Fellow - BOP (4-6 months) | 500 | Per instance |
| 9.5.7 | Expo Fellow - BOP (7-9 months) | 800 | Per instance |
| 9.5.8 | Expo Fellow - BOP (10-12 months) | 1,000 | Per instance |