



### Application for Documents Registration & True Copy

Company Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Premises Leased \_\_\_\_\_ Location \_\_\_\_\_ Lease Exp. \_\_\_\_\_

License Type \_\_\_\_\_ License No. \_\_\_\_\_ License Exp. \_\_\_\_\_

I/ We being the owner(s) of the above-mentioned Company hereby declare that subject to approval of the SAIF ZONE Authority, request for following Services:

☐ Register following original documents (duly signed by the authorized signatory of our company).

1. ....
2. ....
3. ....
4. ....
5. ....

☐ True Copy of following Documents of our company.

1. ....
2. ....
3. ....
4. ....
5. ....

**Reason for above request :**

**Authorized representative on behalf of Company**

Name \_\_\_\_\_

Passport Number / ID Number \_\_\_\_\_

I/We the undersigned hereby declare and certify that the above details are accurate & confirm that the signature(s) in this request & attached board resolution (if applicable) is true & correct. In the event of any discrepancy to the above-mentioned information, the undersigned and the company will be liable to Local and Federal Rules and any other penalty without prejudice and compensation by SAIF ZONE, any approval and the resultant documents and transactions will be treated as null and void with retrospective effect. We undertake to hold the Free Zone Authority harmless & absolve SAIF ZONE from all responsibilities/ consequences arising out of this registration & or true copy.

<p><b>Authorized Signatory &amp; Company Stamp</b></p> <div></div>	<p><b>For SAIF ZONE official use (Signature Verified)</b></p>
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**Important Notes:**

1. Please check the requirements & fees on reverse

## LEASING, LICENSING & LEGAL AFFAIRS

### Requirements

#### **Registration of Documents :-** (Board of Resolution, Contracts, Investors Documents).

1. SAIF ZONE application form **duly typed, signed & stamped** to be submitted to Leasing, Licensing & Legal Affairs for approval.
2. Document to be registered in original duly signed & stamped.
  - For FZE Company – The document to be attested to be signed by the Owner
  - For FZC Company – The document to be attested to be signed by all the owners/shareholders
  - For Branch Office– Not Applicable since we will not register documents related to the parent company.
3. Cost of Registration - Dhs. 200/- (3 sets – 1 for Master File & 2 for Customer)
4. Additional Copy – Dhs. 50/- per copy.

#### **True Copy of Company's Legal Documents**

(Investment Service Agreement, Memorandum & Article of Association, License, Share Certificate, Certificate of Incorporation & Tenancy Contract).

1. SAIF ZONE application form **duly typed, signed & stamped** to be submitted to Leasing, Licensing & Legal Affairs for approval.
  - For FZE Company – Application to be signed by authorized signatory.
  - For FZC Company – Application to be signed by authorized signatory.
  - For Branch Office– Application to be signed by authorized signatory (we will not true copy any documents related to the parent company).
2. Original Document along with 3 set of copies to be certified as true copy.
3. Cost of True Copy - Dhs. 200/- (3 sets – 1 for Master File & 2 for Customer)
4. Additional Copy – Dhs. 50/- per copy.

#### **General Schedule of application & collection:**

Task Type	Presence Required	Days
Submission of Request, Documents, Payment & Collection	PRO/ Authorized Representative	One Day

