



Application for Legal Amendments

Company Name _____ Contact Number _____

Premises Leased _____ Location _____ Lease Exp. _____

License Type _____ License No. _____ License Exp. _____

Legal Status: FZE FZC Branch of Local/Foreign Company

I / We being the Owner of the above-mentioned Company hereby declare that subject to approval of the SAIF ZONE Authority, following legal amendments to be incorporated to the above mentioned Company.

Change of Authorized Signatory

	Name	Passport Number	Nationality
Addition / Deletion			

Change of Shareholder Name, Nationality & Passport Number

	Name	Passport Number	Nationality
From			
To			

	Name	Passport Number	Nationality
From			
To			

	Name	Passport Number	Nationality
From			
To			

Change of Director

	Name	Passport Number	Nationality
Addition / Deletion			
Addition / Deletion			
Addition / Deletion			

We undertake to accept all previous liabilities related to the above requested amendments.

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.

Authorized Signatory & Company Stamp	For SAIF ZONE official use (Signature Verified)
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Important Notes: Please check the requirements & fees on reverse

LEASING, LICENSING & LEGAL AFFAIRS

Requirements

Requirements for

- Adding / Removing Authorized Signatory
- Change of Shareholder's Name, Nationality & Passport Number
- Adding / Removing Director

1. SAIF ZONE application form *duly typed, signed & stamped* for Legal Amendments.
2. **Board Resolution** signed by all the Shareholders of the company. Must be attested in case of a foreign document for branch & subsidiary companies.
3. **Passport Copies** including visa page along with Original Passport.
4. **Copy of** Memorandum & Articles of Association and any other amendments thereto (if any).
5. Presence of all the related parties for signature(s) and completing other legal formalities for:
 - a. Authorized Signatory, Manager & P.R.O Forms
 - b. Address Declaration Form
 - c. Fax, Mail & E-Mail Declaration
6. **Fees Payable:-**
 - a. Adding / Removing Authorized Signatory - AED 1000/-
 - b. Change of Shareholder's Name - AED 3000/-
 - c. Change of Shareholder's Nationality & passport Number - AED 2000/-
 - d. Adding / Removing Director - AED 2000/-

Lease & License renewal payment & requirements to be complied if renewal invoice is generated

On behalf of Legal Amendment



Accepted By, On behalf of Company