ULTIMATE BENEFICIARY OWNER GUIDE

FOR INDIVIDUAL OWNERS
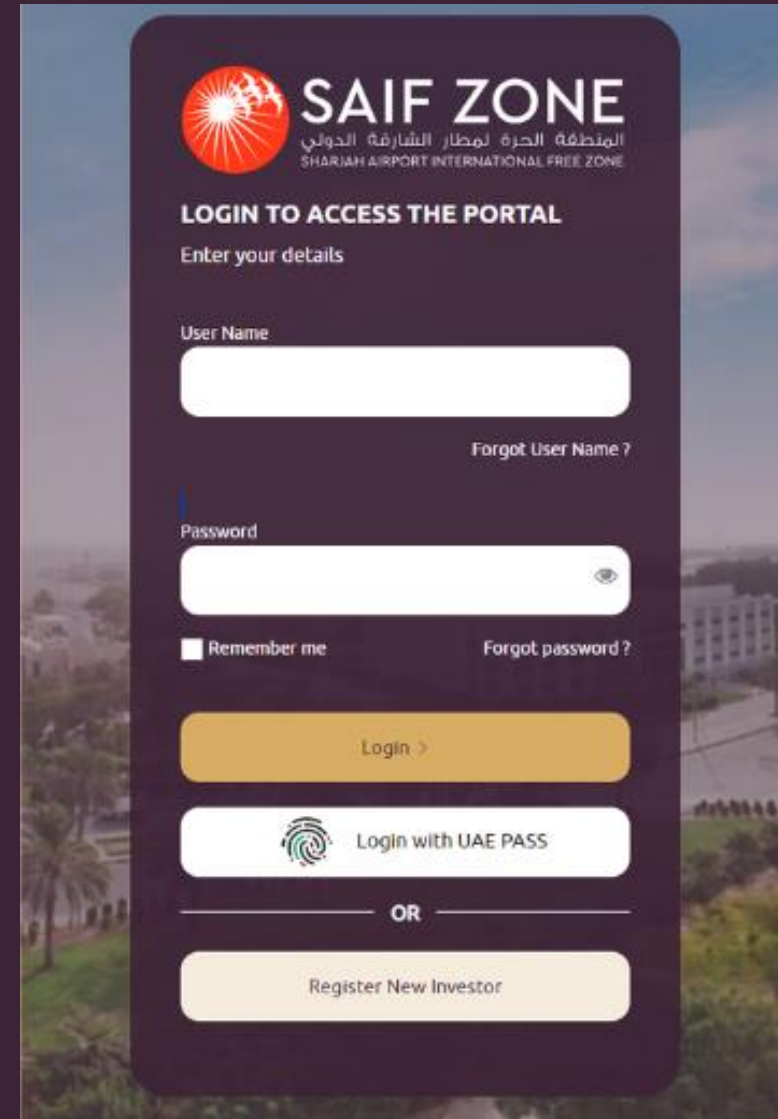
STEP 1
UBO DECLARATION

Click the following link or copy and paste

it into your browser's address bar:

https://smartservices.saif-

zone.com/portal/page/6
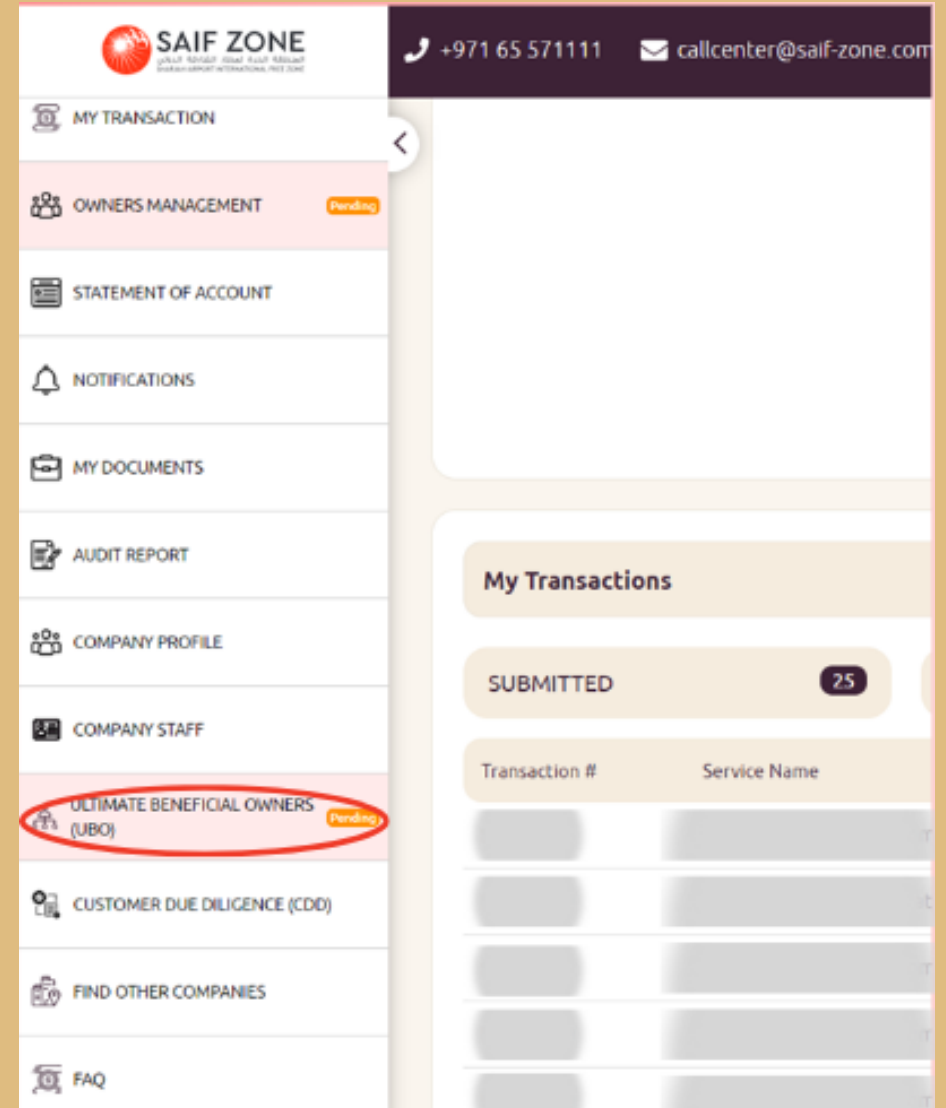

Enter your username and password when

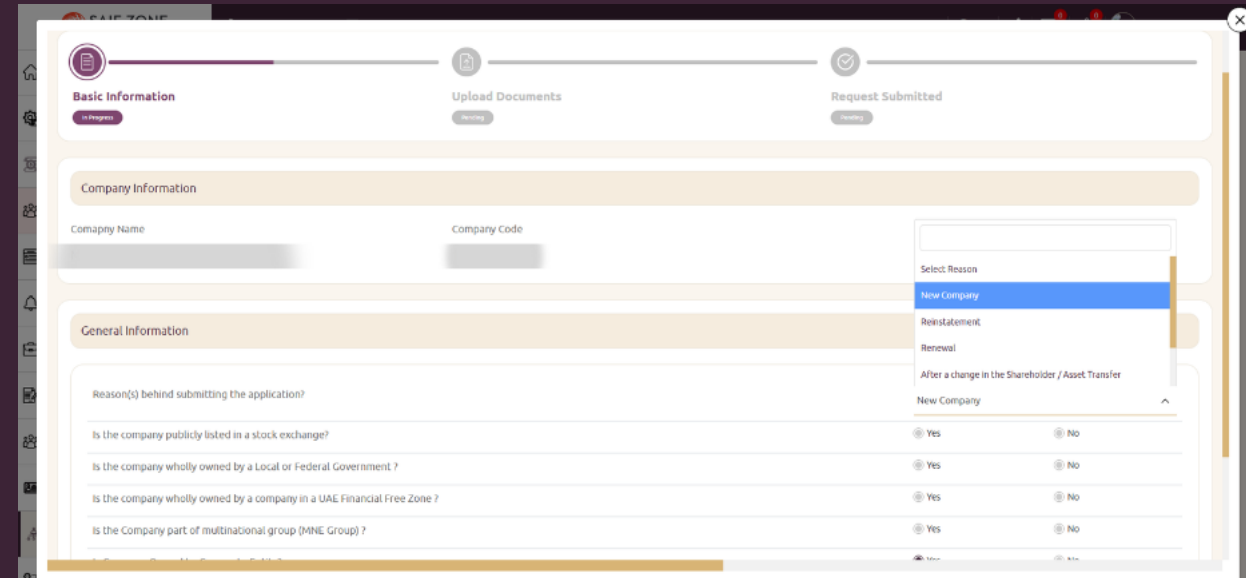prompted to log in.

STEP 2
UBO DECLARATION

Find and click on the "Ultimate Beneficial Owner (UBO)" tab on the left side of the page.

STEP 3
UBO DECLARATION

Begin by entering all required details in the "General Information" section. Make sure each field is completed accurately. Submit the form.

STEP 4
UBO DECLARATION

Click on the "Edit" button to open the Ultimate Beneficial Owner (UBO) form.

Fill in all the necessary details in the form to ensure it is complete.
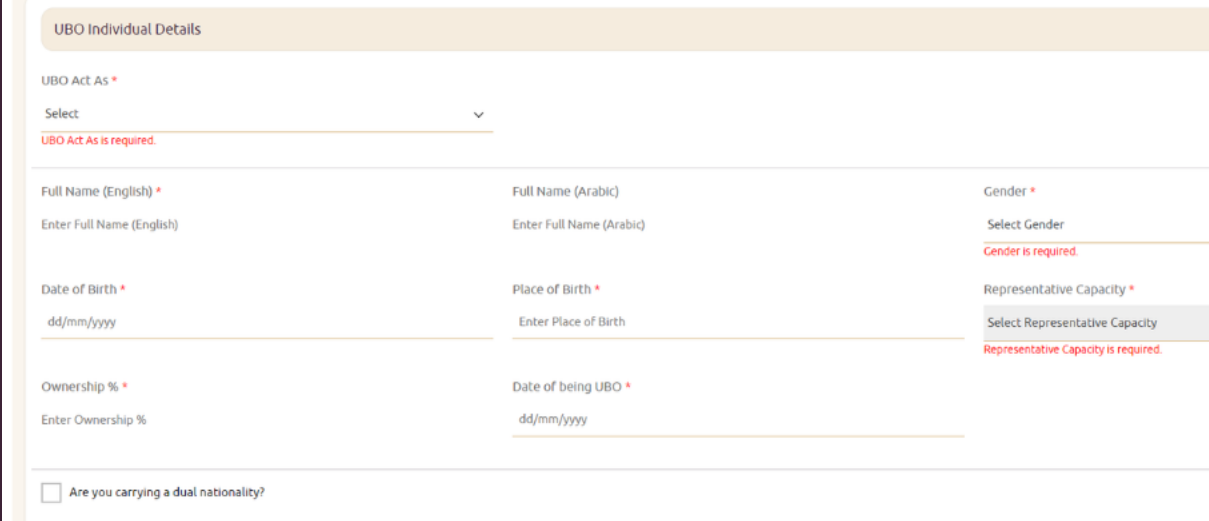
STEP 5
UBO DECLARATION

In the "UBO Act As" field, select the appropriate option:

- Choose "Individual Owner/s" if the individual owns 25% or more.

- Choose "Individual who owns less than 25%" if the individual owns less than 25%.

After selecting the applicable option, complete the rest of the form with the required details.

Note:

Incomplete forms will be rejected.

UBO Individual Details

UBO Act As *

Select

UBO Act As is required.

Full Name (English) *   Full Name (Arabic)   Gender *

Enter Full Name (English)   Enter Full Name (Arabic)   Select Gender

                                                           Gender is required.

Date of Birth *   Place of Birth *   Representative Capacity *

dd/mm/yyyy   Enter Place of Birth   Select Representative Capacity

                                                           Representative Capacity is required.

Ownership % *   Date of being UBO *

Enter Ownership %   dd/mm/yyyy

☐ Are you carrying a dual nationality?

STEP 6
UBO DECLARATION

Make sure that every section of the form is filled out thoroughly.

Check that all the details you enter on the form match exactly with the information on the passport you submitted.

Note:

The passport should match the nationality and should be at least valid for 6 months.

STEP 7
UBO DECLARATION

Read the Terms and Conditions, tick the box at the bottom and click on "Confirm".

Ensure that all parts of the form are marked as "Submitted" and that they are highlighted in green.

ADDITIONAL REQUIREMENTS
UBO DECLARATION

You may need to provide more details. Look under the sections labeled "My Transaction" and "Action Required" for any additional requirements.

Make sure to submit all necessary documents. Failure to do so could lead to the rejection of your UBO Declaration.

If you have any questions, please email us at compliance@saif-zone.com.

THANK
YOU