



SAIF ZONE
المنطقة الحرة لمطار الشارقة الدولي
SHARJAH AIRPORT INTERNATIONAL FREE ZONE

ULTIMATE BENEFICIARY OWNER GUIDE

FOR INDIVIDUAL OWNERS

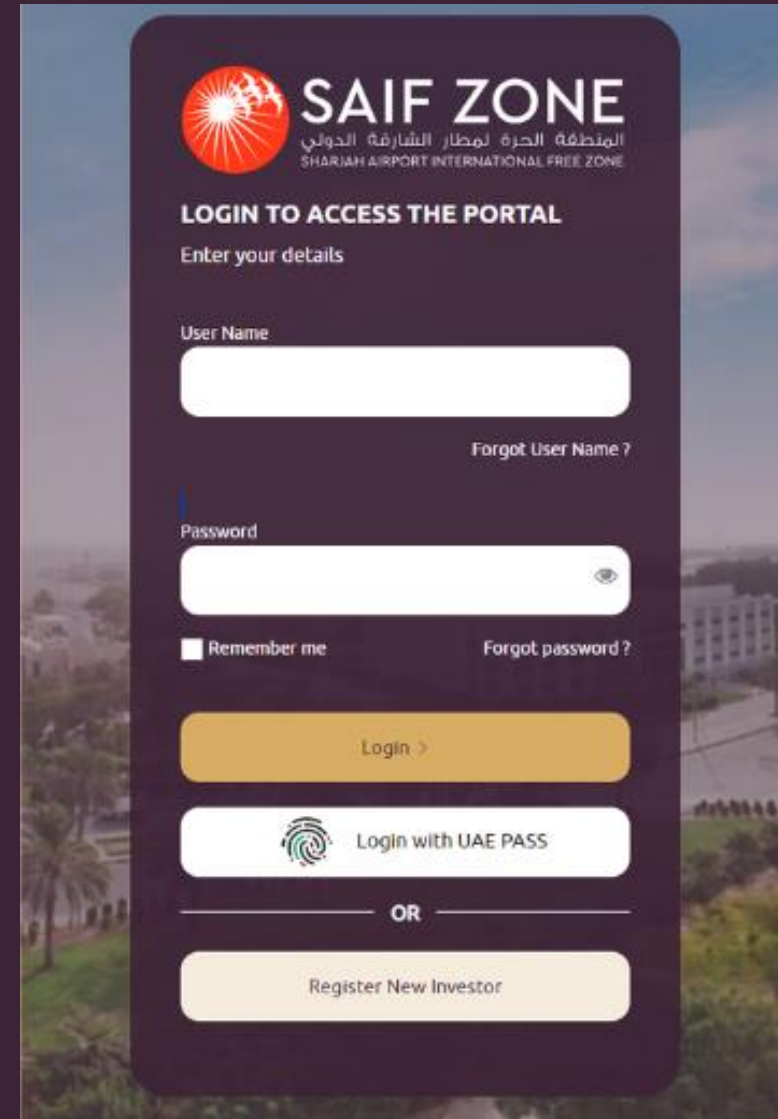
STEP 1

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.



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LOGIN TO ACCESS THE PORTAL
Enter your details


User Name

[Forgot User Name ?](#)

Password

Remember me [Forgot password ?](#)

Login >

 Login with UAE PASS

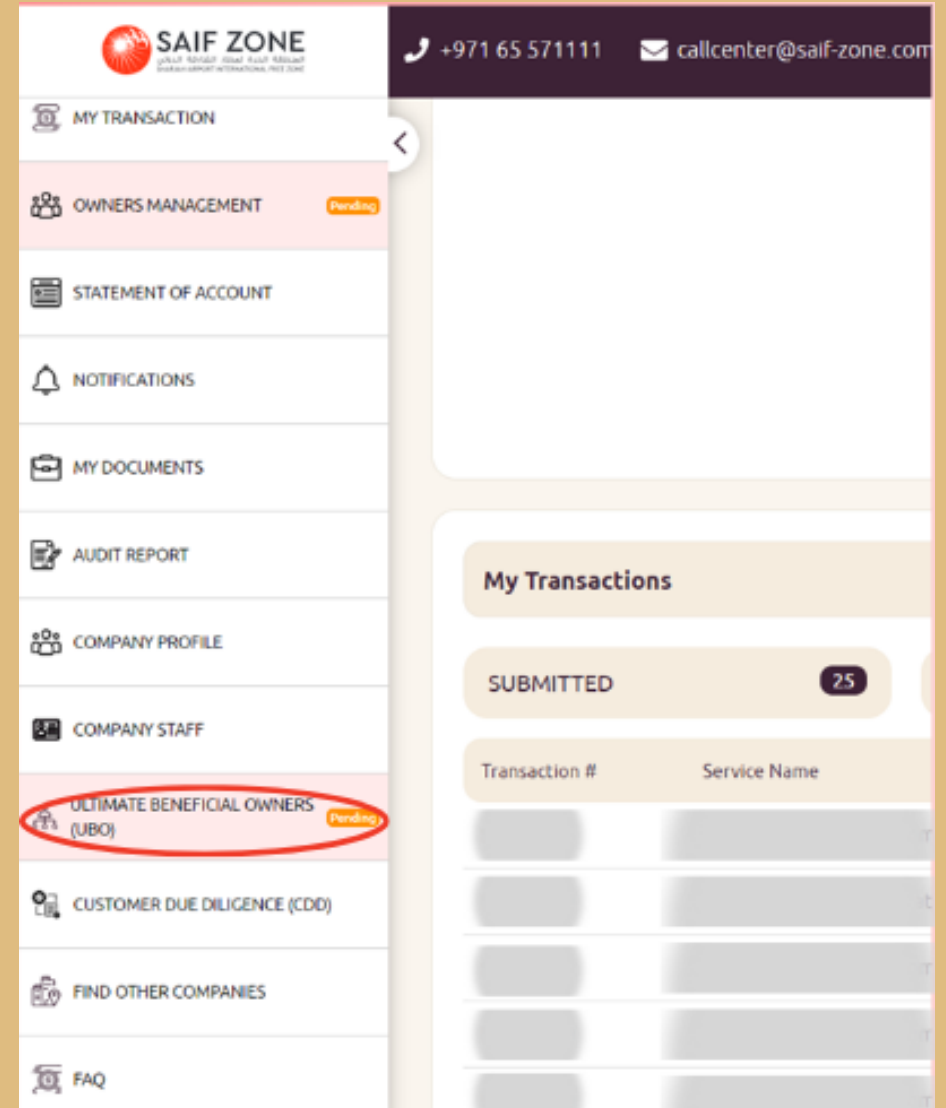
OR

Register New Investor

STEP 2

UBO DECLARATION

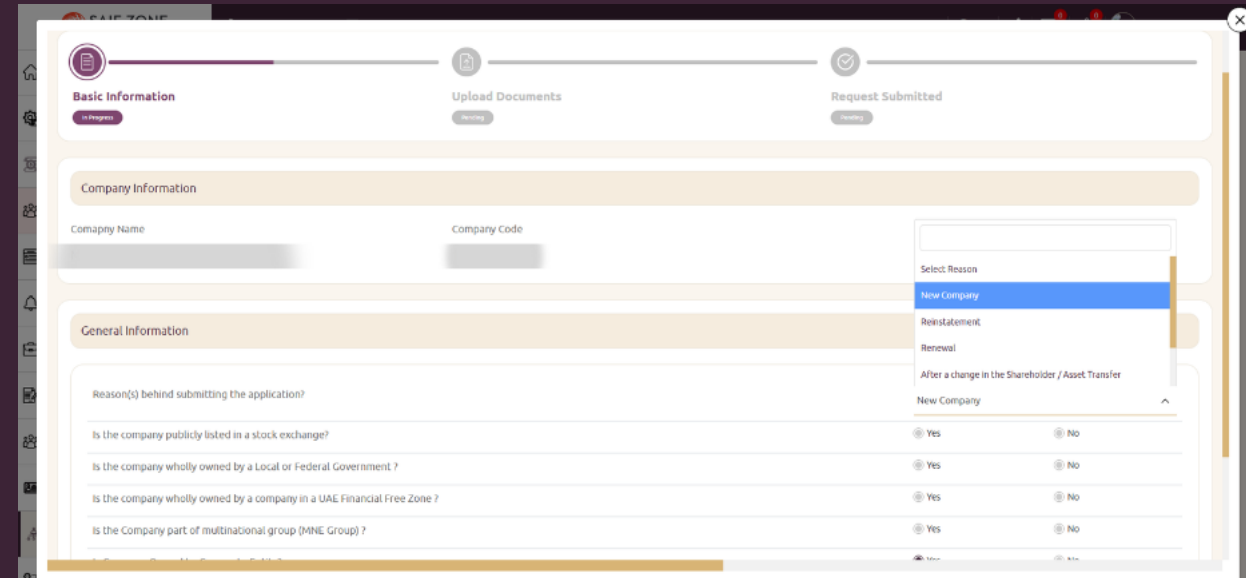
Find and click on the "Ultimate Beneficial Owner (UBO)" tab on the left side of the page.



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.



The screenshot displays the SAIF-ZONE UBO Declaration form. At the top, there are three progress indicators: "Basic Information" (In Progress), "Upload Documents" (Pending), and "Request Submitted" (Pending). The form is divided into sections: "Company Information" and "General Information".

Company Information:

- Company Name: [Redacted]
- Company Code: [Redacted]

General Information:

- Reason(s) behind submitting the application? [Redacted]
- Is the company publicly listed in a stock exchange? Yes No
- Is the company wholly owned by a Local or Federal Government? Yes No
- Is the company wholly owned by a company in a UAE Financial Free Zone? Yes No
- Is the Company part of multinational group (MNE Group)? Yes No

A dropdown menu is open on the right side of the form, showing the following options:

- Select Reason
- New Company (highlighted)
- Reinstatement
- Renewal
- After a change in the Shareholder / Asset Transfer

The "New Company" option is currently selected.

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.

The screenshot shows a web interface for managing Ultimate Beneficial Owners (UBO). At the top, the title "Ultimate Beneficial Owners (UBO)" is displayed next to a "Need help?" link. Below the title is a progress bar with three stages: "General Information" (marked "Submitted"), "Ultimate Beneficial Owner" (marked "Submitted"), and "Confirmation" (marked "Pending"). The "Ultimate Beneficial Owner" section is currently active and contains a table with the following columns: Individual Name, Nationality, Passport No., Passport Expiry Date, Share Percentage (%), Status, and Actions. The table has one row with the value "N/A" in the "Individual Name" column, a "Not Submitted" status, and an "Edit" button. At the bottom of the form, there are "Previous" and "Next" navigation buttons.

Individual Name	Nationality	Passport No.	Passport Expiry Date	Share Percentage (%)	Status	Actions
N/A					Not Submitted	Edit

STEP 5

UBO DECLARATION

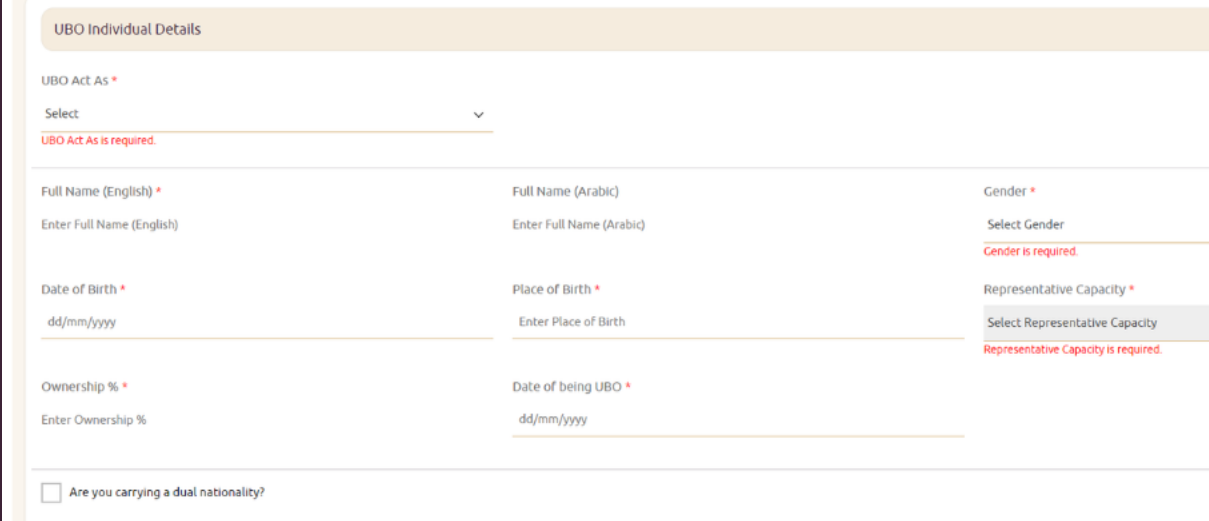
In the “UBO Act As” field, select the appropriate option:

- 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.



The screenshot shows a form titled "UBO Individual Details" with the following fields and requirements:

- UBO Act As ***: A dropdown menu with "Select" as the current option. A red error message "UBO Act As is required." is displayed below the dropdown.
- Full Name (English) ***: Text input field with placeholder "Enter Full Name (English)".
- Full Name (Arabic)**: Text input field with placeholder "Enter Full Name (Arabic)".
- Gender ***: A dropdown menu with "Select Gender" as the current option. A red error message "Gender is required." is displayed below the dropdown.
- Date of Birth ***: Text input field with placeholder "dd/mm/yyyy".
- Place of Birth ***: Text input field with placeholder "Enter Place of Birth".
- Representative Capacity ***: A dropdown menu with "Select Representative Capacity" as the current option. A red error message "Representative Capacity is required." is displayed below the dropdown.
- Ownership % ***: Text input field with placeholder "Enter Ownership %".
- Date of being UBO ***: Text input field with placeholder "dd/mm/yyyy".
- Are you carrying a dual nationality?**: A checkbox.

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.

The screenshot displays a progress bar at the top with three stages: 'Basic Information' (Completed), 'Upload Documents' (In Progress), and 'Request Submitted' (Pending). Below the progress bar, the 'Upload Documents' section is active, showing two rows for document uploads. The first row is for 'Passport Page 1' with a 'Choose File' button and an information icon. The second row is for 'Passport Page 2' with a 'Choose File' button and an information icon. At the bottom right, there are 'Previous' and 'Submit' buttons.

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.

The screenshot displays the 'Ultimate Beneficial Owners (UBO)' declaration form. At the top, there is a 'Need help?' button. Below it, a progress bar shows four steps: 'General Information' (Submitted), 'Corporate Shareholder Details' (Submitted), 'Ultimate Beneficial Owner' (Submitted), and 'Confirmation' (In Progress). The 'Confirmation' step is currently active. Below the progress bar, there is a section for 'Terms And Conditions' with a document icon and a minus sign. The terms and conditions text reads: 'Please also note that it may be an offence to confirm outdated or incorrect information where company have not taken timely or reasonable steps to update or correct this information with the SAIF ZONE. I/We hereby declare that the information provided in this statement is true, accurate and up to date, I/We acknowledge that if any information provided by me/us is subsequently found to be untrue, inaccurate, misleading and outdated information. I/We hereby authorize SAIF ZONE to take the necessary action against the CO., it may deem necessary in connection with this declaration. I/We understand that SAIF ZONE may apply warnings/penalties persunat to SAIF ZONE laws and Regulations and Resolution No.132 of 2023 regarding administrative penalties imposed in violators of the provisions of Council of Ministers Resolution No.109 of 2023 regarding regulating beneficial ownership procedures.' At the bottom, there is a checkbox labeled 'I have read and accepted the Terms & Conditions' and two buttons: 'Previous' and 'Confirm'.

Ultimate Beneficial Owners (UBO) Need help?

General Information Submitted Corporate Shareholder Details Submitted Ultimate Beneficial Owner Submitted Confirmation In Progress

Terms And Conditions

- Please also note that it may be an offence to confirm outdated or incorrect information where company have not taken timely or reasonable steps to update or correct this information with the SAIF ZONE.
- I/We hereby declare that the information provided in this statement is true, accurate and up to date, I/We acknowledge that if any information provided by me/us is subsequently found to be untrue, inaccurate, misleading and outdated information. I/We hereby authorize SAIF ZONE to take the necessary action against the CO., it may deem necessary in connection with this declaration. I/We understand that SAIF ZONE may apply warnings/penalties persunat to SAIF ZONE laws and Regulations and Resolution No.132 of 2023 regarding administrative penalties imposed in violators of the provisions of Council of Ministers Resolution No.109 of 2023 regarding regulating beneficial ownership procedures.

I have read and accepted the Terms & Conditions Previous Confirm

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.

Transaction #	Service Name	Applied for	Date	Status	Next Step	Action
			29/Apr/2024	Completed		
			23/Feb/2024	Submitted		Action Required



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THANK

YOU