



### Application for Change of Company Name

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

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

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

I / We being the Owner of the above mentioned Company hereby declare that subject to approval of the SAIF ZONE Authority, the above mentioned name be changed to the following.

#### **Proposed New Names:**

Option 1	
Option 2	
Option 3	

We undertake to accept all previous liabilities related to the old name of the above-mentioned Company.

#### **Reason for Proposed Changes:**

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#### **Other Amendments:**

<input type="checkbox"/> Manager Name (From _____ To _____)
<input type="checkbox"/> Share Capital (From _____ To _____)
<input type="checkbox"/> Change of Financial year (From _____ To _____)

#### **Authorized representative on behalf of Company**

Name _____	Passport Number / ID Number _____
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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. *Further, we hereby undertake that we have detailed understanding of the applicable fees, documents required & to be status of Company (legal status, lease rates & revision in documents) once our request is processed.* 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's Stamp**

#### **For SAIF ZONE official use (Signature Verified)**

#### Important Notes:

1. Please check the requirements & fees on reverse
2. SAIF ZONE reserves the right to cancel the request after 30 days, if there is no follow up by the applicant to complete the process and fees paid will not be refunded.

## LEASING, LICENSING & LEGAL AFFAIRS

### Requirements for Change of Company Name

1. SAIF ZONE application form duly typed, signed & stamped for the Approval of changing Company's name.
2. **Board Resolution or Minutes of Meeting (Owners declaration - for FZE)** signed by all the Shareholders of the Company on the Company Letterhead stating new Company name.
  - a. In case the Shareholder is a company, Legalized Board Resolution with the above details shall be submitted.
  - b. Must be notarized & attested in case of a foreign document for subsidiary companies & if the owner/shareholder is foreign Company (it should be attested by UAE Consulate from the Country of Origin & Ministry of Foreign Affairs in UAE)
3. Legalized corporate documents including Certificate of Incorporation, Good Standing, Memorandum and Articles of Association, Board Resolution and Power of Attorney if the Owner of FZE/share holder of FZC is a company (In case of foreign company it should be attested by UAE Consulate from the Country of origin).
4. **Fees Payable :- Dhs. 7000/-**
5. **Lease & License renewal payment & requirements to be complied if renewal invoice is generated.**
6. **Revised Lease rates** will be applicable & **new tenancy contract** will be prepared with the new original lease date and revised lease amount.

(Facility Type \_\_\_\_\_, current lease \_\_\_\_\_/-year, revised lease \_\_\_\_\_/-year)

7. Submit the following Original Documents
  - a. Trade License(s)
  - b. Tenancy Contract
  - c. Memorandum & Articles of Association (only upon status change)
  - d. Share Certificate
  - e. Incorporation Certificate
8. Clearance certificate from the **SAIF ZONE CUSTOMS** (contact number 06-5571323).
9. Presence of all the related parties for signature(s).
10. Amended Documents as per below shall be released only after **15 days** of publication notice.

Change of Legal Status		Change of Tenancy Contract		Share Certificate / Certificate of incorporation		License Certificate	
FZE to FZC		Applicable		Applicable		Applicable	
FZC to FZE		Not Applicable		Not Applicable		Not Applicable	

#### General Schedule of Amendments:

Task Type	Presence Required	Days
Discussion regarding details of Amendment & verification	PRO/ Authorized Representative	1
Submission of Documents & Payment	PRO/ Authorized Representative	1
Signature of Parties	All Parties	As per Appointment (1-3 days)
Collection of Documents	PRO/ Authorized Representative	15 days after Publication



**SAIF ZONE**  
 المنطقة الحرة لمطار شنقة الدولي  
 SHARJAH AIRPORT INTERNATIONAL FREE ZONE

On behalf of Legal Amendment

Accepted By, On behalf of Company