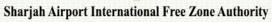
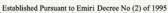
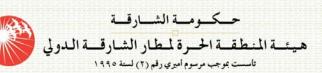
#### Government of Sharjah







# **Application for Change of Company Name**

Company Name	Contact Number			
Premises Leased	Location	Lease Exp.  License Exp.		
License Type	License No.			
I / We being the Owner of the above mentione the above mentioned name be changed to the fo		pproval of the SAIF ZONE Authority,		
Proposed New Names:				
Option 1				
Option 2				
Option 3				
We undertake to accept all previous liabilities in Reason for Proposed Changes:	related to the old name of the above-mention	ed Company.		
Other Amendments:				
☐ Manager Name (From	To	)		
☐ Share Capital (From	To	)		
☐ Change of Financial year (From	To	)		
Authorized representative on behalf of Com	pany			
Name	Passport Number / ID N	Number		
I/We the undersigned hereby declare and certify that the abapplicable) is true & correct. Further, we hereby undertake Company (legal status, lease rates & revision in documents the undersigned and the company will be liable to Local approval and the resultant documents and transactions will be	e that we have detailed understanding of the applicabes once our request is processed. In the event of any distand Federal Rules and any other penalty without prejudents.	<u>le fees, documents required &amp; to be status of</u> crepancy to the above mentioned information,		
Authorized Signatory & Company's Stamp				
For SAIF ZONE official use (Signature Veri	ified)			

## Important Notes:

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

SAIF Zone/LLL/2014

# **LEASING, LICENSING & LEGAL AFFAIRS**

### **Requirements for Change of Company Name**

- 1. SAIF ZONE application form <u>duly typed, signed & stamped</u> 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
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- 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 St	atus	Change of Tenancy Contr	act	Share Certificate / Certion of incorporation	<u>ficate</u>	<u>License Certi</u>	<u>ficate</u>
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	



Accepted By, On behalf of Company

On behalf of Legal Amendment

SAIF Zone/LLL/2017