

**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 Manager

	Name	Passport Number	Visa Status
New			
Retiring			

 Change of PRO

Service Type	Name	Passport Number	Nationality
Addition / Deletion			
Addition / Deletion			
Addition / Deletion			
Addition / Deletion			

 Change of Financial year (From _____ To _____) **Increase in Capital** (From _____ To _____)

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

Reason for Proposed Changes :**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)****Important Notes: Please check the requirements & fees on reverse**

LEASING, LICENSING & LEGAL AFFAIRS

Requirements

Requirements for Change of Manager FZC/FZE/Branch

1. SAIF ZONE application form ***duly typed, signed & stamped*** for Legal Amendments.
2. **Board Resolution** signed by all the Shareholders of the Company on the Company Letterhead stating new Manager's name.
 - a. Board Resolution signed by all the Shareholders on Company Letterhead for FZC.
 - b. Board Resolution of the parent company to be attested by notary or chamber of commerce (for branch of UAE Company).
 - c. Board Resolution of the parent company to be attested by UAE embassy/consulate from the country of origin & MOFA in UAE (for Branch of foreign Company & if the owner/shareholder of FZE/FZC is a Foreign Company).
3. Submit the following Original Documents:
 - a. Passport copy with visa page of old & new Manager (along with Original Passport for new manager).
 - b. No objection letter from the sponsor if the new Manager is holding another sponsorship.
 - c. The parties shall submit the original License(s) for amendment.
 - d. Undertaking from the retiring Manager regarding the cancellation of visa & resignation letter.
 - e. Residence visa of the retiring Manager to be cancelled or transferred immediately on completing the above procedure.
 - f. Any other paper/document that may be related to the issue and required by the concerned staff
4. Presence of all the related parties for signature(s).
5. **Fees Payable :- Dhs.2,000/-for one License – Dhs.3,000/ (more than one license)**

Adding / Removing PRO

1. SAIF ZONE application form ***duly typed, signed & stamped*** for Legal Amendments.
2. **Board Resolution** signed by all the Shareholders of the company *(to be supported by POA or initial board resolution authorizing the signatory(s) for respective amendment if applicable)*. In case of new board resolution for branch & subsidiary companies, must be notarized & attested from embassy/consulate in country of origin & MOFA in UAE.
3. **Passport Copies** including visa page along with Original Passport.
4. Presence of all the related parties for signature(s) and completing other legal formalities for:
 - a. Manager & P.R.O Forms
5. **Fees Payable:-**
 - a. Adding / Removing PRO - AED 500/-

Requirements for Changing Financial Year & Increase in Capital (FZE & FZC COMPANIES)

1. SAIF ZONE application form ***duly typed, signed & stamped*** for Legal Amendments.
2. **Board Resolution** signed by all the Shareholders of the company *(to be supported by POA or initial board resolution authorizing the signatory(s) for respective amendment if applicable)*. In case of new board resolution for subsidiary companies, must be notarized & attested from embassy/consulate in country of origin & MOFA in UAE.
3. **Passport Copies** including visa page along with Original Passport.
4. Copy of Original Memorandum & Articles of Association and any other amendments thereto (if any).
5. Certificate from the Bank for additional capital deposited with them or Auditor's statement and certificate regarding the assets brought in the company incase of increase in capital.
6. Presence of all the related parties for signature(s).
7. **Fees Payable :-**
 - a. Change of Financial Year - AED 500/-
 - b. Increase in Capital - AED 6,000/-

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



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

On behalf of Legal Amendment

Accepted By, On behalf of Company