

Registration of Pledge / Mortgage - Requirements

I. Request Letter:

Request Letter addressed to the Leasing, Licensing and Legal Affairs Department, SAIF-Zone on the Company Letterhead shall be raised by the Manager / Owner or any Authorized Signatory stating clearly the intention to register the Pledge/Mortgage of Building structure/Machinery only.

II. Board Resolution:

- 1) For FZC Board Resolutions signed by all the Shareholders on the Company Letter Head mentioning the details of Building Structure/Machinery, value of Mortgage and name of Bank etc.
- 2) Board Resolution of the parent company (for branch of UAE Company).
- 3) Board Resolution of the parent company attested by UAE consulate from the country of origin and Ministry of Foreign Affairs in U.A.E (If the owner of FZE is a Foreign Company / Branch of foreign Company).

III. Attached Documents:

- 1) A copy of ID card of Manager/owner who raised the request letter.
- 2) Three sets of Pledge / Mortgage Agreements

IV. Fees:

1% of the Mortgage Value or minimum AED.10,000/- whichever is higher

V. General Requirements:

- (a) Remarks (if any) by any Department of SAIF-Zone to be removed first before commencing the transaction.
- (b) The concerned staff will verify all the above documents and fix a date and time for appearance of the Parties.
- (c) The parties shall be required to be present only on the said date and time fixed as above.
- (d) Any other paper/document that may be related to the issue as required by the concerned staff.

MINUTES OF THE MEETING (BOARD RESOLUTION)
HELD ON --/--/20--

Present Mr.(Name of the Director)

Mr. (Name of the Director)

* Special Invitee Mr..... (Name of the person other than Directors present in the meeting)

Chairman for the Meeting Mr.....(Name of the Director who presides the meeting)

Resolution **1. Resolved that**
..... (Resolution no. 1 taken in the proceeding of the meeting)

*** 2. Resolved that**
..... (Resolution no. 2 if any taken in the proceeding of the meeting)

*** 3. Resolved that**
..... (Resolution no. 3 if any taken in the proceeding of the meeting)

Any other Business There being no other business to conduct, the Meeting was closed

Mr. (Name and signature of the Director)

Mr. (Name and signature of the Director)

Mr. (Name and signature of the special invitee)

Company seal.....

Note: - 1) The Minutes of the meeting / Board resolution shall be prepared in three original sets on the Letter head of the Company.

* To be mentioned only if applicable.