



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

ULTIMATE BENEFICIARY OWNER GUIDE

FOR CORPORATE OWNERS

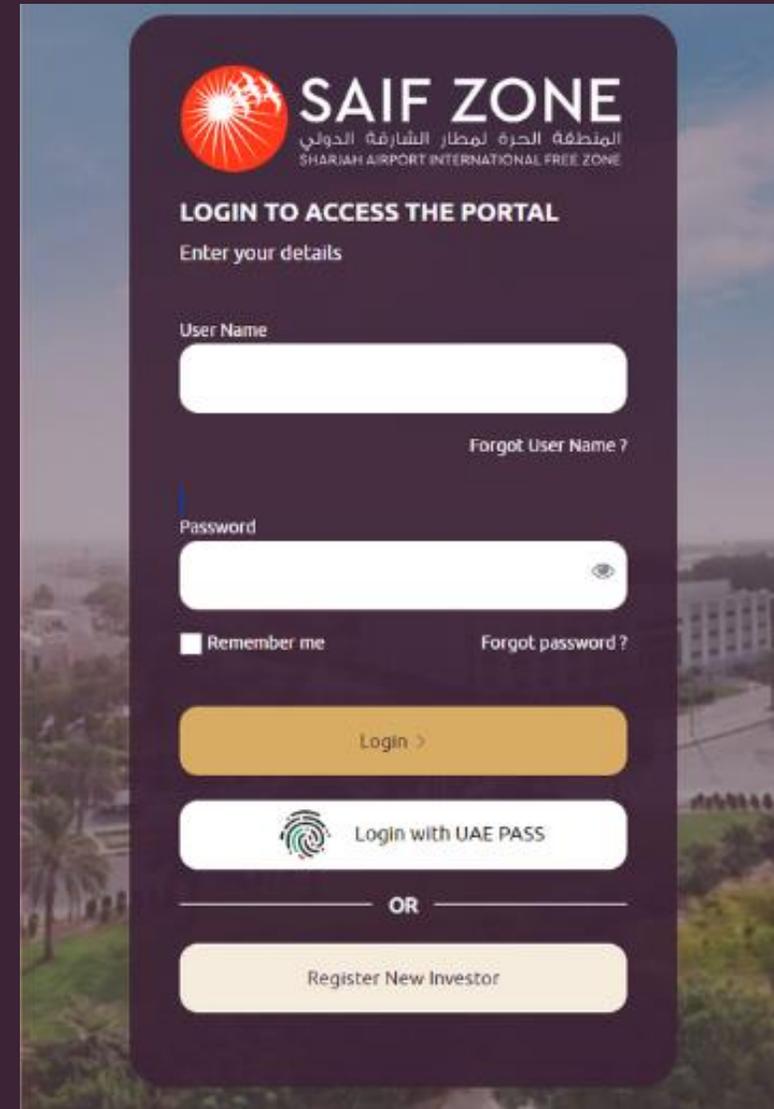
STEP 1

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
[Input Field] [Forgot User Name ?](#)

Password
[Input Field] [Forgot password ?](#)

Remember me

[Login >](#)

 [Login with UAE PASS](#)

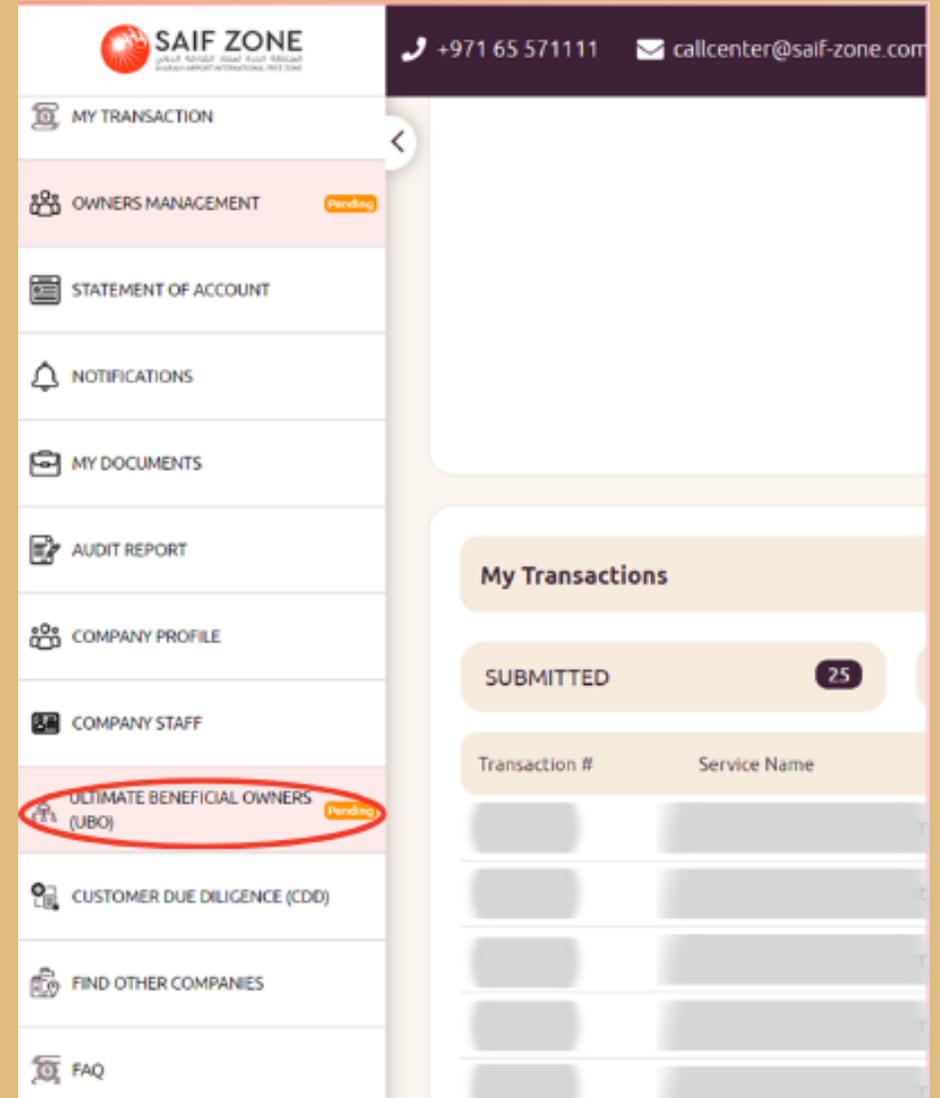
OR

[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 'Company Information' section includes fields for 'Company Name' and 'Company Code'. The 'General Information' section contains a dropdown menu for 'Reason(s) behind submitting the application?' with options: 'New Company' (selected), 'Reinstatement', 'Renewal', and 'After a change in the Shareholder / Asset Transfer'. Below this are four questions with radio button options for 'Yes' and 'No':

- 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)

General Information

Reason(s) behind submitting the application?

New Company



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

Is Company Owned by Corporate Entity?

Yes

No

FAQ: UBO DECLARATION

- Is the company listed in a stock exchange? - Yes if the corporate owner (parent company) is publicly listed.
- Is the company owned by a company in a UAE Financial Free Zone - Yes if the corporate owner (parent company) is incorporated in ADGM or DIFC.

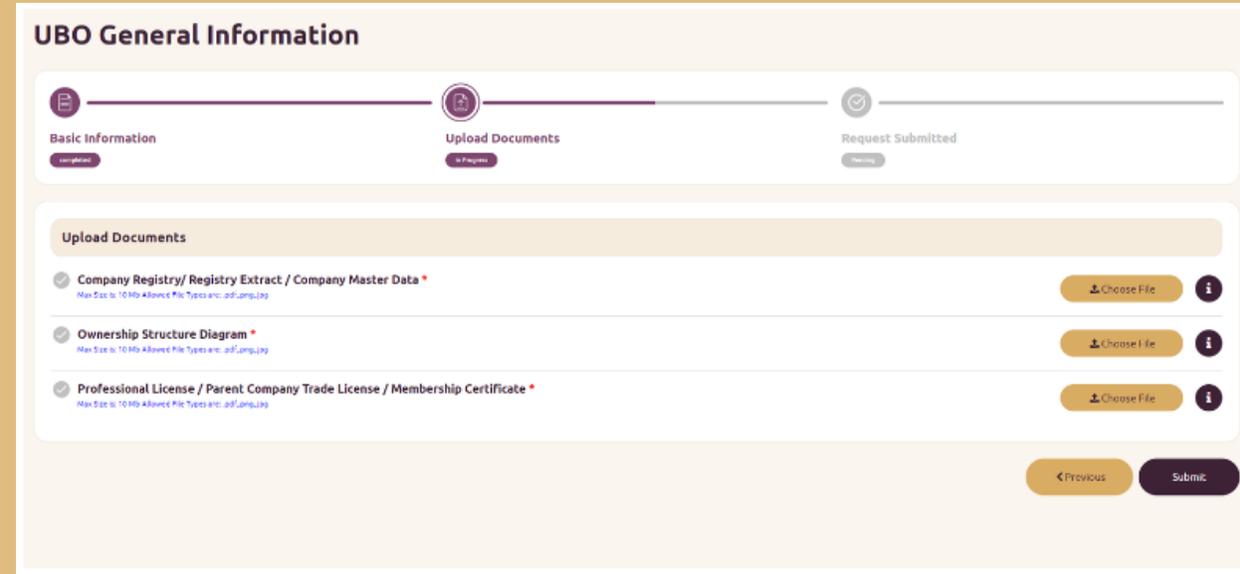
STEP 4

UBO DECLARATION

- **Ownership Structure Diagram:** Upload a chart that clearly shows the entire ownership structure of the company, extending all the way to the individual owners.
- **Ownership Document:** Upload the most recent document that lists the owners of the corporate parent company.
- After uploading the documents, click on the “Submit” button to complete the process.

Note:

If the company is owned by multiple companies or has a multi-layered ownership structure, the Compliance Team may request further documentation after reviewing the initial submission.



The screenshot displays a web form titled "UBO General Information". At the top, a progress bar shows three steps: "Basic Information" (completed), "Upload Documents" (current step), and "Request Submitted" (pending). Below the progress bar, the "Upload Documents" section contains three rows of document upload options, each with a "Choose File" button and an information icon:

- Company Registry/ Registry Extract / Company Master Data *
Max Size: 10 Mb Allowed File Types: pdf, png, jpg
- Ownership Structure Diagram *
Max Size: 10 Mb Allowed File Types: pdf, png, jpg
- Professional License / Parent Company Trade License / Membership Certificate *
Max Size: 10 Mb Allowed File Types: pdf, png, jpg

At the bottom right of the form, there are two buttons: "Previous" and "Submit".

STEP 5

UBO DECLARATION

- Locate and click on the “Edit” button to access the Corporate Shareholder Details section.
- Enter the required information about the corporate shareholders.
- After completing the details, click on the “Submit” button.

The screenshot displays a multi-step form for UBO Declaration. The progress bar at the top shows four steps: General Information (Submitted), Corporate Shareholder Details (In Progress), Ultimate Beneficial Owner (Pending), and Confirmation (Pending). The main content area is titled "Corporate Shareholder Details" and contains a table with the following columns: Corporate Name, Corporate Arabic Name, Share Percentage (%), Country, State, P.O box, Number Of Owners, Status, and Actions. Two rows of data are visible, both with a status of "Not Submitted" and an "Edit" button. At the bottom right, there are "Previous" and "Next" navigation buttons.

| Corporate Name | Corporate Arabic Name | Share Percentage (%) | Country | State | P.O box | Number Of Owners | Status | Actions |
|----------------|-----------------------|----------------------|---------|-------|---------|------------------|---------------|---------|
| | | | | N/A | N/A | 0 | Not Submitted | Edit |
| | | | | N/A | N/A | 0 | Not Submitted | Edit |

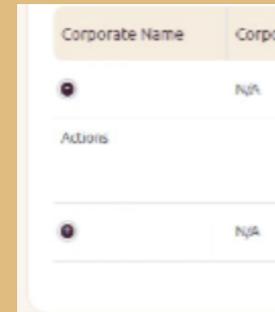
STEP 6

UBO DECLARATION

- After you have entered and submitted the Corporate Shareholder Details, proceed to the next step.
- Click on the “+” sign beside the company name and click on “Add UBO” button to input details about the individual owners.

Note:

If Company A is owned by Company B, and Company B is owned by Company C, then you should provide the details of the individual owners of Company C who hold 25% or more of the shares.

A screenshot of a web form titled 'UBO Declaration'. A dropdown menu is open, showing options: 'Select', 'Company wholly owned by an individual.', 'Nominee shareholder / or nominee director.', 'Legal representative of publicly listed company in stock exchange.', and 'Legal representative of company that is wholly owned by a local'. The form fields include: 'Full Name (Arabic)' with a sub-field 'Enter Full Name (Arabic)', 'Place of Birth' with a sub-field 'Enter Place of Birth', 'Date of being UBO' with a sub-field 'dd/mm/yyyy', 'Ownership %' with a sub-field 'Enter Ownership %', 'Gender' with a dropdown menu 'Select Gender' and a red error message 'Gender is required.', and 'Representative Capacity' with a dropdown menu 'Director'.

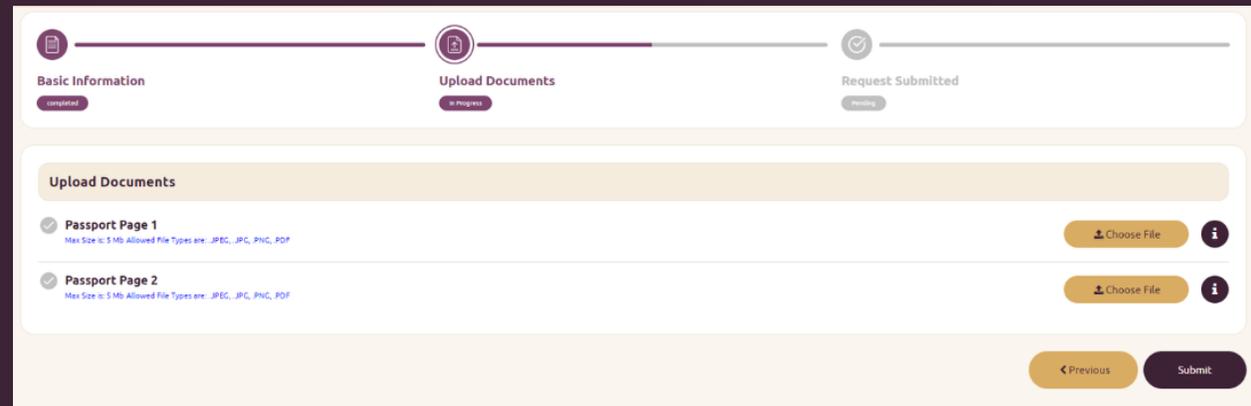
STEP 7

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:

- Passport Page 1**: Max Size is 5 Mb Allowed File Types are .JPEG, .JPG, .PNG, .PDF. Includes a 'Choose File' button and an information icon.
- Passport Page 2**: Max Size is 5 Mb Allowed File Types are .JPEG, .JPG, .PNG, .PDF. Includes a 'Choose File' button and an information icon.

At the bottom of the form, there are 'Previous' and 'Submit' buttons.

STEP 8

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.

Ultimate Beneficial Owners (UBO) Need help?

General Information **Corporate Shareholder Details** **Ultimate Beneficial Owner** **Confirmation**

Submitted Submitted Submitted 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 pursuant 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 depending on the complexity of the ownership structure. 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