



Application for Share Transfer

Application Date _____

Company Name _____ Contact Number _____

Premises Leased _____ Location No. _____ Lease Exp. _____

 Nature of Change in Shareholding: Partial Change ☐ Complete Change ☐ Internal Change ☐

Are there any Mortgages on assets : Yes No

I/ We being the owner(s) of the above-mentioned Company hereby declare that subject to approval of the SAIF ZONE Authority, following amendments to be incorporated:

Shareholder Change:

Current Shareholders			Proposed Shareholders		
Name	Number of Shares	Value	Name	Number of Shares	Value
TOTAL			TOTAL		

Reason for Proposed Changes :

Other Amendments :

☐ Manager Name (From _____ To _____)

☐ Company Name (From _____ To _____)

☐ Change of Financial year (From _____ To _____)

I/We the undersigned hereby declare and certify that the above details are accurate which is verified by the proposed Shareholders & confirm that the signatures in this request & attached board resolution 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 (as per Board Resolution)		Company's Stamp
Seller :-	Buyer :-	
<i>We accept all previous liabilities related to the shares</i>		
For SAIF ZONE official use (Signature Verified)		

Important Notes:

Please check the requirements & fees for Share Transfer on reverse. 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 Share Transfer

REQUIREMENTS

- **Compliance Screening** via registered email for New Shareholder/Manager/POA Holder/Additional Signatory/Director (PP copy + app. form + details to be typed).
- **SAIF ZONE application form** *duly typed, signed & stamped* for the Approval of Changing Shareholder(s).
- **Board Resolution** with reference to the shares being transferred, as well as appointment of manager, additional signatory, director, or any other relevant amendments and undertaking to comply with all requirements of SAIF ZONE and acceptance of all previous liabilities including utility charges. (Documents issued from UAE Mainland companies to be attested by Chamber of Commerce/Public Notary and those outside the UAE to be attested by Ministry of Foreign Affairs in UAE)
- **New Corporate Shareholder** Legalized corporate documents including Incorporation Certificate/License, Memorandum & Articles of Association, Board Resolution and Power of Attorney. (Documents issued from UAE Mainland companies to be attested by Chamber of Commerce/Public Notary and those outside the UAE to be attested by MOFA)
- **Minimum Age:** Individual Shareholders of minimum 21 years of age.
- **Original Documents:** Tenancy contract, License, Share Certificate, Certificate of Incorporation, MOA and Amendments (if any) if collected to be returned in case of *status/name change*. (Alternatively, Police report is required for loss of documents).
- **Valid Passport Copies:** including visa page/Emirates ID copy of new/existing shareholders.
- **Visa:**
 - ✓ Undertaking from the retiring shareholder/Manager for status change/cancellation of visa
 - ✓ NOC from existing sponsor for New Shareholder/Manager/Director/Additional Signatory (to be notarized by public notary or chamber of commerce if sponsor is outside SAIF Zone).
 - ✓ Immigration Status report for on arrival visa holders
- **SAIF ZONE CUSTOMS NOC** for all license activities (contact number 06-5571323).
- **Utilities Clearance Certificate** from the SAIF ZONE FACILITIES MANAGEMENT (L2 building first floor – contact number 06-5572222) to be obtained and paid.
- **Sharjah Civil Aviation NOC** approval for Companies licensed with Aviation activity.
- **Authorization and Submission :-** All above-mentioned requirements to be physically submitted at once through authorized representative only. Partial submission will not be considered.

CHARGES

- Fees payable for Share Transfer (nonrefundable)
 - ✓ AED 10,000/- for all leased facilities except plot of land
 - ✓ AED 10,000/- + 3%- Assets Transfer Fees payable for company with plot of land.
- **Renewal Invoice** if generated to be paid.
- **Lease Revision:** Revised Lease rates will be applicable & new tenancy contract will be prepared with the new original lease date. All previous discounts and offer rates will be reversed accordingly.

GENERAL INFO

- **Presence** all related parties with original passport on the appointment time given by the concerned staff.
- **Documents Release-** In case of Company Name/Status Change, amended Documents shall be released only after **07 days** of publication notice.
- **Plot of land Company-** Subject to an approval/ no objection from SAIF ZONE Engineering Department & revised lease rate approval.
- **Mortgage -** NOC from Mortgagee Bank in case of Assets under Mortgage.
- **Death Cases-** Death Certificate and Succession Certificate (Documents issued from outside the UAE to be attested by MOFA)
- **Immigration/Visa-** This amendment does not guarantee approvals for any other applications.

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	07 days after Publication

Date: _____

Company Name, _____

COMPANY LETTER HEAD

EXTRA-ORDINARY GENERAL ASSEMBLY RESOLUTION MEETING HELD ON XXXXXXXX

**DRAFT of BOARD RESOLUTION
FZE & FZC COMPANY**

Present:

XXXXXXXX (____% Shareholder & Member of the board)
XXXXXXXX (____% Shareholder & Member of the board)
XXXXXXXX (____% Shareholder & Member of the board)
XXXXXXXX (____% Shareholder & Member of the board)
XXXXXXXX (Special Invitee)

Chairman and Secretary :- XXXXXXXXX acted as the Chairman of the meeting and XXXXXXXXX acted as the Secretary

Agenda :- Share Transfer

Resolution:-

1. Resolved that the current shareholding of Company to be revised as stated below:

Current Shareholders:

Name	Passport No.	Nationality	Current Number of Shares	Share %	Total Share Value
XXXXXXXX	_____	_____	_____	_____	_____
XXXXXXXX	_____	_____	_____	_____	_____
XXXXXXXX	_____	_____	_____	_____	_____
XXXXXXXX	_____	_____	_____	_____	_____
XXXXXXXX	_____	_____	_____	_____	_____

Whereby,

- XXXXXXXXX will transfer his XX numbers of shares (out of XX shares) of value _____ to XXXXXXXX national of _____, holder of passport number _____.
- XXXXXXXXX will transfer his XX numbers of shares (out of XX shares) of value _____ to XXXXXXXXXXXXXXXXXXXX national of _____, holder of passport number _____.
- XXXXXXXXX will retire & resign from the Company.

Proposed New Shareholding:

Name	Passport No.	Nationality	Number of Shares	Share %	Total Share Amount
XXXXXXXX	_____	_____	_____	_____	_____
XXXXXXXX	_____	_____	_____	_____	_____
XXXXXXXX	_____	_____	_____	_____	_____
XXXXXXXX	_____	_____	_____	_____	_____
XXXXXXXX	_____	_____	_____	_____	_____

- 2. Resolved that XXXXXXXXX National of _____, holder of passport no. _____ be appointed as the Manager whose name shall appear in the trade license
- 3. Resolved that the name of Company to be changed from XXXXXXXXX to XXXXXXXXX.
- 4. Resolved that the company Authorizes XXXXXXXXX holding XXXXXXXX Passport No XXXXXXXX to submit & to collect all the amended original documents on behalf of Company.
- 5. Resolved that new shareholders undertake to comply with all requirements of SAIF ZONE and accept of all previous liabilities (including utility bill clearances if any) of the Company & absolves SAIF ZONE from any complications arising with other departments or Govt. Authorities

There being no other business to conduct, the meeting was concluded.

Signatures (old & new Shareholders)

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