

Application for Change of Company Name

[Reset](#)

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

Application Date _____

Company Name _____ Contact Number _____

Leased Location _____ Lease Exp. _____

License Type _____ License No. _____ License Exp. _____

I / We being the Owner of the above mentioned Company hereby declare that subject to approval of the SAIF ZONE Authority, the above mentioned name be changed to the following.

Proposed New Names:

Option 1	
Option 2	
Option 3	

We undertake to accept all previous liabilities related to the old name of the above-mentioned Company.

Reason for Proposed Changes:

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Authorized representative on behalf of Company

Name _____	Passport Number / ID Number _____
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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. *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 & Company Stamp	For SAIF ZONE official use (Signature Verified)
Remarks – Client & Investor Service Dept.	

Important Notes:

1. Please check the requirements & fees on reverse
2. 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 Change of Company Name

- SAIF ZONE application form **duly typed, signed & stamped** for the Approval of changing Company's name.
- Board Resolution** signed by all the Shareholders of the Company on the Company Letterhead stating new Company name (for FZC Company).
 - In case the Shareholder is a company, Legalized Board Resolution with the above details shall be submitted.
 - 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)
- 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).
- Fees Payable :- Dhs. 7000/-**
- Lease & License renewal payment & requirements to be complied if renewal invoice is generated.**
- Revised Lease rates** will be applicable & **new tenancy contract** will be prepared with the new/revised lease issue date and lease amount.

(Facility Type _____, current lease _____/-year, revised lease _____/-year)

- Submit Copies of the following Documents
 - Trade License(s)
 - Tenancy Contract
 - Memorandum & Articles of Association & Addendum to Memorandum if any (first page only)
 - Share Certificate (if available)
 - Incorporation Certificate (if available)
 - Passport Copies for all Shareholder(s) & Manager on license (with visa page if applicable)
- Clearance certificate from the **SAIF ZONE CUSTOMS** (contact number 06-5571323).
- Sharjah Civil Aviation** approval for Companies licensed with Aviation activity.
- Presence of all the related parties on the appointment date for signature(s).
- Amended Documents shall be released only after **15 days** of publication notice.

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

On behalf of Legal Amendment

Accepted By, On behalf of Company

Company Name _____



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

DRAFT OF B/R

COMPANY LETTER HEAD

EXTRA-ORDINARY GENERAL ASSEMBLY RESOLUTION

MEETING HELD ON XXXXXXXXXX

Present:

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

Agenda :- Change of Company Name

Resolution:-

- Resolved that the current name of Company to be revised as stated below:

Proposed New Names:

Option 1	
Option 2	
Option 3	

- Resolved that the company Authorizes XXXXXXXXXX holding XXXXXXXXXX Passport No XXXXXXXXXX to represent the company & complete the process & to collect all the amended original documents on behalf of Company.

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

Signatures (All Shareholders)

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