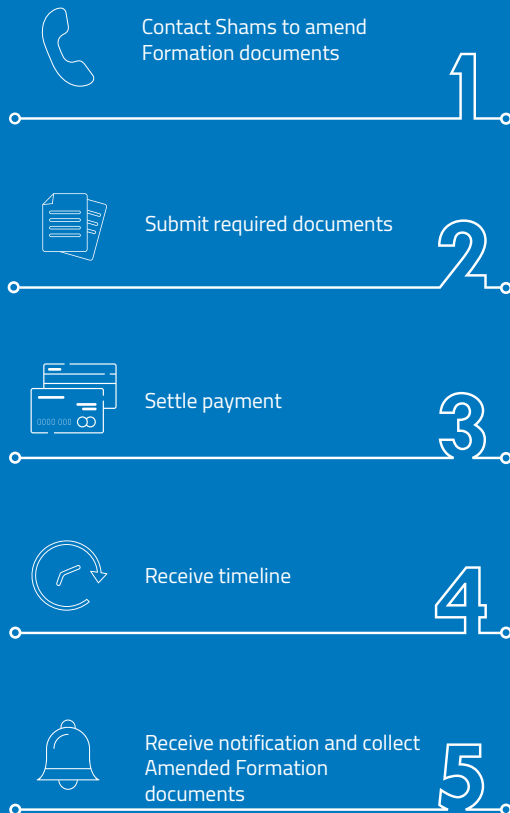


FORMATION – AMEND

Definition

In the event of changes made to a company's name, business activity, share structure or other important aspects of the company, its Formation documents are amended. A new set of Formation documents reflecting the changes are issued at the end of this process.

Process



Timeline

- 1 to 3 business days

Fees

- AED 2,000

Documents Required

- Renewal and Amendment Application Form
- Board Resolution
- Share Transfer Application Form (if applicable)
- Documents authenticating new shareholders (if applicable):
 - + Passport copy
 - + Visa copy
- Four passport size photos (if applicable)

Document Specifications

Passport

- Colored and clear full page passport copy
- Passport should be valid for a minimum of 7 months
- Amendment/Modification page should be included (if applicable)
- Additional remarks for below nationalities:
 - > India – First and last page copy
 - > Pakistan – First and second page copy
 - > Sri Lanka – First and fourth page copy
 - > US – Special comment page copy
 - > Nepal – First and last page copy

Passport Photo

- White background
- Teeth should not be visible
- Light coloured shirts not allowed
- Jewellery and eyeglasses not allowed
- No handwritten marks allowed on the photos

*Not applicable during license renewal

Contact Details: 800 - SHAMS(74267)