

# COMPANY FORMATION - VISA ALLOCATION AMENDMENT

A license is allowed a certain number of visa allocations. the number of visa allocation can be increaed, by applying for visa allocation amendment.



## PROCESS



01 LOGIN INTO SHAMS PORTAL VIA:  
[HTTP://PORTAL.SHAMS.AE/FRONTEND/LOGIN/CUSTOMER](http://portal.shams.ae/frontend/login/customer)



02 SELECT COMPANY MANAGEMENT



03 SELECT COMPANY FORMATION



04 SELECT AMENDMENT



05 CLICK ON START PROCESS.



06 SELECT VISA ALLOCATION



07 UPLOAD THE BOARD RESOLUTION



08 PROCEED WITH THE PAYMENT AND SUBMIT THE REQUEST



## TIMELINE

- 1-2 business days



## FEES

- 1 to 6: AED 1600 (per visa allocation)
- 7 to 12: AED 1050 (per visa allocation)



## DOCUMENTS REQUIRED

- Board resolution ([click here](#))

### Disclaimer

- Visa allocation upgrade is based on the package type. To check the eligibility of your package, please get in touch with The Customer Happiness Team.
- Visa allocation upgrade from 7 and above requires upgrading the office facility.
- Visa allocation downgrade is not applicable through this type of amendment.