

LICENSE – AMEND



Definition

If certain aspects of a company's Business License are to be changed, the License must be amended to reflect the same. This is done when there are changes to the company's name, business activity or other details pertaining to the Business License.



Process



Contact Shams to amend Business License

1.



Submit required documents

2.



Settle payment

3.



Receive timeline

4.



Receive notification and collect Amended Business License

5.



Timeline

- 1 to 3 business days



Fees

- AED 2,000 + applicable activity fee



Documents Required

- Renewal and Amendment Application Form
- Board Resolution
- All original company documents
 - + Certificate of Formation
 - + Business License
 - + Share Register
 - + Memorandum (if applicable)
 - + Occupancy Agreement (if applicable)