

# Formation - Amendment



## Description

This service is initiated when certain aspects of the company such as name, ownership and company type is changed.



SPC | Free Zone

WHERE MORE IS POSSIBLE



## Process



## Timeline

- 1 Business Day



## Fees

- AED 2,100



## Documents Required

### Branch of Foreign/Local Company, FZE/FZC

- Application form
- Passport copy of Shareholders, Directors and Managers
- Attested Certificate of Incorporation
- Attested Board/Shareholder's Resolution and Power of Attorney
- Power of Attorney
- Attested license (if applicable)
- Attested Memorandum and Articles of Association
- Ultimate Beneficial Owner Declaration
- KYC (Know Your Customer) video
- Business plan/project summary (if applicable)
- Passport sized photograph of the Shareholders/Directors/Managers

### FZC/FZE (Individual)

- Application form
- Passport copy of Shareholders, Directors and Managers
- Visa and Emirates ID copy of Shareholders, Directors and Managers (if applicable)
- Ultimate Beneficial Owner Declaration
- KYC (Know Your Customer) video
- Business plan/project summary (if applicable)
- Passport sized photograph of the Shareholders/Directors/Managers
- Attested Board of Resolution

### FZE/FZC (Non-Individual)

- Application form
- Passport copy of Shareholders, Directors and Managers
- Visa and Emirates ID copy of Shareholders, Directors and Managers (if applicable)
- Attested Certificate of Incorporation
- Attested Board/Shareholder's Resolution and Power of Attorney
- Attested license (if applicable)
- Attested Memorandum and Articles of Association
- Ultimate Beneficial Owner Declaration
- KYC (Know Your Customer) video
- Business plan/project summary (if applicable)
- Passport sized photograph of the Shareholders/Directors/Managers



## Documents Specifications

### Passport

- Coloured and clear full page Passport copy
- Passport should be valid for a minimum of 6 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

