

LICENSE RELATED SERVICES | 2-3 working days

This page provides applicants guidelines on the submission of the application's requirements to avoid inconveniences. This guideline is not necessary to include with the application.

All applications should have complete information/documentation. Failure to comply with the requirements at any stage could result in the cancellation of the application in the light of both the Authority and the Emirate laws under the general umbrella of the UAE's laws. Following the decrees of the Authority, those incomplete information/documentation will be returned or will not be accepted until all the requirements are fulfilled.

At any stage, the Authority has the right to request additional documents of the application process to facilitate the registration and approval.

Refund of fee is not allowed throughout the application process, or the terms and conditions of the refund guidelines may apply as per the terms and conditions of the Authority.

LICENSE AMENDMENT

As your business expands and grows and business structure may have changed, you would need to modify your license. You can always perform different types of amendments on your valid business license or during the time of renewal. Type of amendments includes Ownership Related Amendments, Activity Related Amendments and Other Types Of Amendments. The issuing authority facilitates and processes all amendments to company registers and licenses, such as Change of Directors, change of company name, change of company address. In all scenarios of amendment, IBG offers the best advice and services you need for amend your trade license in Mainland, Freezone and offshore across all the emirates.

Type of License Amendment:

- Adding/Removing of Shareholder/s | 2-3 working days

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|-------------------------------|---|
| License Amendment Fee | AED 2,000 |
| Immigration Card Amendment | Subject for Immigration Approval |
| Board Resolution ¹ | Signed with stamp, scanned color copy, attested |

- Adding/Removing of Activity/ies | 2-3 working days

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| License Amendment Fee | AED 2,000 |
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| Activity Fee | AED 2,000 |
| Board Resolution ¹ | Signed with stamp, scanned color copy,attested |

- Transferring of Shares | 2-3 working days

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| License Amendment Fee | AED 2,000 |
| Immigration Card Amendment | Subject for Immigration Approval |
| Board Resolution ¹ | Signed with stamp, scanned color copy,attested |

- Upgrading/Downgrading Visa Allocation | 2-3 working days

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| License Amendment Fee | AED 2,000 |
| Immigration Card Amendment | Subject for Immigration Approval |
| Visa Allocation Fee | AED 1,600 |
| Shared Desk Facility | AED 3,675 |
| Board Resolution ¹ | Signed with stamp, scanned color copy,attested |

- Decrease/Increase of Share Capital³

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| License Amendment Fee | AED 2,000 |
| Board Resolution ¹ | Signed with stamp, scanned color copy,attested |

Required Documents

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| Renewal and Amendment Application Form | Filled and Signed |
| Board Resolution | Signed with stamp, scanned color copy, attested |
| Certificate of Formation | Original Copy |
| Business License | Original Copy |
| Share Register | Original Copy |
| Memorandum <i>(if applicable)</i> | Original Copy |
| Occupancy Agreement <i>(if applicable)</i> | Original Copy |

¹ Changes should be mentioned in the Board Resolution with shareholder's signature.

² Contact your third-party provider or SHAMS for the actual share capital.

³ IBG Fee apply.