



Changing / Adding / Removing Business Activity

- 1 **Log in to the [eServices Portal](#)**
 - Access your account and navigate to **Company Services > Add Activity**.
- 2 **Fill in Activity Changes Details**
 - If there have been no changes to the UB0 Declaration, please select "No (I don't have a change)" to continue with your application.
 - Use the dropdown menu to choose the license you want to modify.
 - Add your business plan in the provided field. Please ensure that the chosen activity falls under the same license type, that all activities under the license are closely related, and that the brief description of your new project is aligned with the activity description. The list of activities with their descriptions is available [here](#).
A template for the Business Plan is available [here](#) to assist you.
 - Based on your requirements, add a new business activity, remove or modify an existing one.
- 4 **Upload Required Documents**
 - Attach the following documents:
 1. **Board Resolution**
 2. **Business Plan**, including a brief description of the new project activity
 3. **Other supporting documents**, if applicable

Board Resolution for Changing or Adding Business Activity template is available [here](#) to assist you.
For corporate shareholders, please ensure that the Board Resolution is attested.
- 5 **Review and Approval**
 - Once submitted, the documents will be reviewed and forwarded for approval by DWTC Authority.
 - Upon approval, DWTC Authority will issue an invoice. Payments can be made online using your preferred payment method under the Invoices & Statements section on the [eServices Portal](#). Credit card payments reflect on the same day, while bank transfers take 5 to 7 days to process.
 - Upon completion of payment, DWTC Authority will issue a new license.

Notes:

- Only activities under the same license type can be added to an existing license.
- A maximum of 10 activities can be added under the same license type.
- If all selected activities fall under the same parent group, there will be no additional fees. However, any additional activity within the same license type that falls under a different parent group will incur an extra fee of AED 1,500 per parent group.
- The license must be valid for more than 30 days to initiate an amendment.
- Certain activities require external approvals (these are highlighted in the [activity sheet](#))
- DWTC Authority reserves the right to request additional documents (if required).
- If the corporate shareholder is registered outside UAE, the Board Resolution must be attested by the UAE Embassy in the parent company's jurisdiction.
- If the corporate shareholder is registered within UAE, the Board Resolution must be attested by the parent company's existing authority in the UAE.
- All Documents must be in Arabic or English. Documents in other languages must be accompanied by legal translations.

COST

Please refer to the following cost for changing the activity:

- Addition of New Activity - **AED 1,500**
- New License Issuance - **AED 2,500**