



Company Name Change

1

Log in to the eServices Portal

- Access your account and navigate to **Company Services > Change Trade Name**.

2

Fill in the Company Name Change Details

- If there have been no changes to the UBO Declaration, please select “No (I don’t have a change)” to continue with your application.
- Enter three proposed company’s name options.
- Provide the Reason for Change.

3

Upload the Required Documents

- Attach the following documents:
 1. **Board Resolution** for Company Name Change
A template of the Board Resolution for Company Name Change is available [here](#) to assist you.
 2. **Other supporting documents**, if applicable.

4

Review and Approval

- Once submitted, DWTC Authority will verify the name and check whether it can be initially submitted for reservation.
- If the name is approved, DWTC Authority will inform you to publish a name change notification in both English and Arabic in a local newspaper (e.g., Gulf News, Khaleej Times, Al Bayan, or Al Khaleej). The publication must be valid for one day. A template of the name change publication is available [here](#) to assist you.
- 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.
- DWTC Authority will wait for any objections from external parties. If no objections are received, the process moves to the next step.
- Once the objection period has passed, DWTC Authority will issue a new license with the updated company name, along with a certificate of Name Change. Your Establishment card will also be updated with the new company name.

Notes:

- 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

- Change of Business Name - **AED 1,500**
- New License Issuance - **AED 2,500**
- Certificate of Name Change - **AED 3,000**
- Establishment card amendment - **AED 600**