



Transfer of Shares (Add/Remove a partner or Shareholder change)

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Log in to the [eServices Portal](#)

- Access your account and navigate to **Company Services > Transfer of Shares**.

2

Update the UBO Declaration:

- Indicate if changes have occurred to the UBO Declaration by selecting **"Yes" or "No"**.
 - If changes have occurred (selected **"Yes"**), click on **Add UBO Data** to insert the details of the new individual or corporate shareholder.
 - For Individual Shareholders, complete the details in the Individuals section.
 - For Corporate Shareholders, complete the details in both Corporate Entities and Individual sections.
 - Note: Certain sections of the form, such as Manager/CEO details, the company's representative in the UAE, nominee board member names, and the board of directors, are not applicable and can be skipped.
- The UBO declaration guide is available [here](#) to assist you.

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Add or Remove Partners

- Add and update the shareholders details under Individual or Corporate as applicable.

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Document Submission

- For Individual Shareholders, please submit the following documents:
 1. **Board Resolution** to sell/transfer/buy shares to the new shareholder(s), mentioning new shareholder(s) details and new share distribution
 2. **Passport copy** of new shareholder(s) / manager
 3. **Residence Visa copy** of new shareholder(s) (if applicable)
 4. **Curriculum Vitae (CV)** of the new shareholder(s)
- For Corporate Shareholders, please submit the following documents:
 1. **Certificate of Incorporation** (or equivalent) attested by the appropriate Authority*
 2. **Board OR Shareholder(s) Resolution** (Buy/sell/transfer shares of DWTC entity and appointing a manager – if applicable) - attested by the appropriate Authority.
 3. **MOA of the company** attested by the appropriate authority (And OR Certificate of incumbency/Register extract- if applicable) *
 4. **Copy of the company's license** (if applicable)
 5. Duly filled **UBO form** (available online)
 6. **Organisation Chart** specifying shareholding at all levels to identify the UBO

For changing a shareholder, a template of the Board Resolution for Shareholder Change is available [here](#) to assist you.
For adding/removing a partner, a template of the Board Resolution for Adding or Removing a Partner to an existing establishment is available [here](#) to assist you.

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Review and Approval Process

- Once submitted, the documents will be reviewed and forwarded for approval by DWTC Authority. Security approval will be initiated for new shareholder(s).
- 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 prepare a new MOA (Memorandum of Association).
- The new MOA should be signed by all the new shareholders.



Notes:

- DWTC Authority reserves the right to request additional documents if required.
- If the corporate shareholder is registered outside UAE, all additional documents must be attested by the UAE Embassy in the parent company jurisdiction.
- If the corporate shareholder is registered within UAE, all additional documents 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.
- The Board Resolution should clearly reflect the new and old structures.
- The Board Resolution should clearly state whether you are acquiring or selling the shares.
- In case of manager change, please specify the new manager details in the board resolution.

COST

- Change of Shareholder / Transfer of Shares - **AED 3,000**
- Change of Manager - **AED 1,500** (If applicable)
- New License issuance - **AED 2,500** (If applicable)
- Revised MOA - **AED 1,000**