

# Shareholder Change

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## PLEASE SUBMIT

1. An online request
2. Board Resolution to sell the shares to new shareholder, mentioning new shareholder details and share details
3. Passport copy of new shareholder / manager
4. Residence Visa copy of new shareholder (if applicable)
5. CV of new shareholder
6. Email and mobile number of new shareholder
7. NOC Letter for new shareholder (if new shareholder is UAE resident on employee visa)
8. Duly filled UBO Form

**Note:** In case of a Corporate Shareholder, the board resolution must be provided by the parent company and must be attested by the UAE Embassy and Ministry of Foreign Affairs

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## IF THE NEW PARTNER IS A NON-INDIVIDUAL SHAREHOLDER (refer to these additional documents)

1. Notarised Power Of Attorney for authorised manager attested by the appropriate Authority\*
  2. Certified True Copy for Certificate of Incorporation of Company or Certificate of Registration attested by the appropriate Authority\*
  3. Board / Shareholder Resolution (Buy new shares of an entity in DWTC Authority and appointing a manager) - attested by the appropriate Authority\*
  4. MOA of the Company attested by the appropriate Authority\*
  5. Good Standing Certificate
  6. Copy of License of the Company
  7. Duly filled UBO Form
- \* Any corporate documents issued outside the UAE must be in English and attested by UAE Embassy and Ministry of Foreign Affairs

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## REVIEW AND APPROVAL

- Once the documents are received, reviewed and approved, DWTC Authority will apply for security approval for new shareholder / manager
- After the approval DWTC Authority will prepare a new MOA (Memorandum of Association)
- The new shareholder will sign the new MOA and Specimen Signature Form
- The old (existing MOA) needs to be returned back to the Authority

## 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 100 per MOA**