

Client Procedure (CP) for Free Zone License Amendment Services

PCFC- Entity (Business Unit) Name : Department of Planning and Development - Trakhees
Department Name : Licensing Department.
Section Name : Licensing Service Section.
Document Reference Number : PCFC-TRK-LD- LS-CP-02
Revision Number : 17
Revision Date : March 2024
Classification : Public

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1. Purpose and Objectives

The purpose of this procedure is to facilitate information to clients regarding the procedural requirements for the amendment of a Free Zone License.

2. Scope

This procedure will apply to all Clients within Trakhees' jurisdiction with free zone licence.

3. Definitions and Abbreviations

- 3.1 Company name - Is the official name of the person or entity that owns the company. It is the business's legal name usually used on government forms and applications.
- 3.2 Trade Name - Is a name of business wants to operate under a name other than the company's legal name. A trade name is different from a business's legal name. Business owners can use a trade name for advertising and sales purposes. The trade name is the name the public sees, like on signs and the internet.
- 3.3 Change Company Registration Type - The process of changing the legal type of company from FZCO to FZE or from FZE to FZCO.
- 3.4 Change Company Legal Type - The process of changing the legal type of branches to FZCO or FZE
- 3.5 FZCO - Free Zone Company, which is a limited liability company with two till 25 shareholders.
- 3.6 FZE - Free Zone Establishment, which is a limited liability company with one shareholder.
- 3.7 LD - Trakhees-Licensing Department

- 3.8 Advertisement - Announce the amendment to public through Al Bayan Newspaper.

4. Procedure

4.1 Amendment of Board Resolutions and MOU (not required for branch license)

4.1.1. According to the type of amendment, customer is required to amend the Board Resolutions and MOU documents as per blow:

No	Amendment Type	Requirements of Board Resolution (MOU if any) Amendment
a.	Trade Name/ Company Name Amendment	√
b.	Activity Amendment (Changing/Adding/Removing)	X
c.	Changing of Address/ Location	X
d.	Changing/Appointing a Manager	√
e.	Shareholder Amendment	√
f.	Amendment Legal Type /Registration Type	√

4.1.2. Once Board Resolutions and MOU amendment is required, customer should approach Trakhees Service Centre requesting for amendment of Board resolution. All the partners company should be available in Trakhees Service Centre with their original passport/ Emirates ID for signing document. Trakhees Service Centre employee should verify the identification of the attendees and make sure that all are presented and witness the signature of all identified people on amended board resolution (and MOU if any). Then Trakhees Service Centre employee should sign, stamp the updated documents and hand it over to the customer.

4.2 License Amendment

4.2.1. Only in case of Changing Address/ Location, customer should send email to Trakhees.licensing@pcfc.ae and request for update the new lease and attach copy of the new lease contract/ Ejari (if available). LD will update the lease information and confirm to customer.

4.2.2. Customer should apply for amendment of a free zone license by submitting the below required documents through online.:

Sr.	Amendment Type	Required Documents
a.	Trade Name/ Company name Amendment:	<ul style="list-style-type: none"> Board resolution from the company (with the new name)/ for branch required NOC from the main company for changing the trade name. MOU (TRK-LD-LS-CF01i/ TRK-LD-LS-CFj) with the new name. Application for Registration of Free Zone License (TRK-LD-LS-CF01b) Copy of the Trade License. TRK-LD-LS-CF01m, Acknowledgment and Undertaking (Operational Requirements for Trakhees Licenses) Passport copy and Visa copy of company manager. Trade name certificate of the new name. Copy of lease agreement only if lease agreement is issued by Nakheel development. External approvals as required
b.	Activity Amendment (Changing/Adding/Removing)	<ul style="list-style-type: none"> Application for Registration of Free Zone License (TRK-LD-LS-CF01b) TRK-LD-LS-CF01m, Acknowledgment and Undertaking (Operational Requirements for Trakhees Licenses)



		<ul style="list-style-type: none"> • Required NOC letter from Dubai Maritime Authority for Maritime activities • Copy of the Trade License • Third party Approval if required (as per the approvals required for each activity provided in the activity with approval sheet) • Approval from Nakheel (in case the property owner is Nakheel). • Passport copy and Visa copy of the company manger. <p>Note: customer should ensure that the requested activities are falling in the same Consist Group referring to Activity List (TRK-LD-LS-SF01w).</p>
c.	Changing of Address/ Location	<ul style="list-style-type: none"> • Copy of the License • Application for Registration of Free Zone License (TRK-LD-LS-CF01b)TRK-LD-LS-CF01m, Acknowledgment and Undertaking (Operational Requirements for Trakhees Licenses) • Copy of the new lease contract/ Ejari (if available). • External approvals as required.



d.	Changing/Appointing a Manager	<ul style="list-style-type: none">• Board Resolution from the company (with the new manager name) and MOU (for FZCO only)/ If branch then submit NOC from the mother company for changing the manager.• Application for Registration of Free Zone License (TRK-LD-LS-CF01b)• TRK-LD-LS-CF01m, Acknowledgment and Undertaking (Operational Requirements for Trakhees Licenses)• License Copy• Copy of the new manager's passport (in case the manager is not one of the partners).• NOC letter from sponsor or visa cancellation copy or Acknowledgment and Undertaking (TRK-LD-LS-CP01I) for the manager (for non-local and in case the manager is not one of the partners).• Accommodation lease agreement of the Manager/Owner + Electricity Bill (if available)• Copy of lease agreement with Nakheel, in case Nakheel is the property owner of the company.•
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e.	Shareholder Amendment	<ul style="list-style-type: none"> • Board Resolution from the company and MOU. • Application for Registration of Free Zone License (TRK-LD-LS-CF01b) • TRK-LD-LS-CF01m, Acknowledgment and Undertaking (Operational Requirements for Trakhees Licenses) • Passport Copy of the new Partner + Emirates ID (for those without any previous Licenses) • Visa copy and NOC from sponsor or the Acknowledgement and Undertaking (TRK-LD-LS-CP01I) of new partner (for non GCC nationals) • Accommodation lease agreement of the new shareholders + Electricity Bill (if available) • • In case one of the owners is a company, then: <ul style="list-style-type: none"> ○ For Company licensed inside UAE: need to submit NOC from the company, Company license copy and passport copies of all shareholders, Company MOU and the Declaration of the Beneficial Owner (TRK-LD-LS-CF01z). ○ For Company licensed outside UAE: need to submit Company Board Resolution, Company license copy and passport copies of all shareholders, Company MOU, the Declaration of the Beneficial Owner (TRK-LD-LS-CF01z) while all document should be attested from the UAE consulate and Ministry of Foreign in UAE and legally translated in Arabic language.
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f.	Amendment Legal Type /Registration Type	<p>Notes:</p> <ul style="list-style-type: none"> - Amendment Change Legal type can be requested only for Branch license, and must be applied with other type of amendment as required (for example but not limited to: Trade Name/ Company name Amendment, Shareholder Amendment.....etc) - Amendment Registration Type can be requested for main license only and must be applied with other type of amendment as required (for example but not limited to: Shareholder Amendment.....etc)
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4.2.3. LD will check the required documents availability and update the system as follow:

- Accept: If the submissions comply with requirements, will proceed with amendment process.
- Reject: If the submissions not comply with requirements. Applicant can apply again with new submission number.
- More information: If note any missing document, customer service employee will reject the submission and advice to re-upload the missing information. Applicant should re-upload the requested information with the same submission number.

4.2.4. Once the submission is accepted, LD will start the amendment process.

4.2.5. Once required external approvals are done (if any), payment advise will be generated and available online to be settled by the client.

4.5.1. The client will receive license copy, shareholder certificate, certificate of formation by registered email and Online portal

Note:

- In case of Trade Name/ Company name Amendment, Shareholder change/Legal Type change LD will advertise and announce the amendment in Newspaper Albayan and coordinate to close any comments that might be received against the amendment.

5. Service Completion Time

No.	Process	Target
5.1	Review Online Submission Request validity (from the submission date)	2 working days
	Submit Manual request through Customer Service	On spot
5.2	Generate payment advice and issue license (Once customer visit)	On Spot
5.3	Advertisement of the amendment	1 week

6. Service Fees*

	Service	Fees (AED)
6.1	Changing Trade Name/ Company Name	AED 500/- Trade Name Change fee AED 1500/-Advertisement fee AED 50/-License printing fee
6.2	Changing/Adding/ Removing Activity	AED 500 /-Activity Change fee AED 500 /-Add Activity /Remove fee AED 50/-License Printing fee
6.3	Changing of Address/ Location	AED 500 /- Location Change fee AED 50/- License Printing fee
6.4	Changing/Appointing a Manager	AED 500/- Change /Appoint a new Manager fee AED 50/- License Printing fee
6.5	Shareholder change	AED 500/- Shareholder Change fee AED 1500/- Advertisement fee AED 50/- License Printing fee
6.6	Changing Legal Type	AED 500/- Change Registration fee: - AED 10,000/- from FZCO to FZE –

		AED 15,000/- from FZE to FZCO AED 1500/- Advertisement fee AED 50/- License Printing fee
6.7	Change Registration Type	AED 500/- Change Legal Type fee
6.8	Documents Verification / Attestation (once Board Resolutions and MOU are amended)	AED 200/- fee
6.9	Manual submission fee	AED 100/- fee

* 10 AED Innovation fees and 10 AED for knowledge fees are to be added for each service.

7. Related Documents and Forms

7.1. TRK-LD-LS-CF01b, Application for Registration of Free Zone License

7.2. TKS-LD-LS-SF 01e, Board Resolution FZCO-FZE

7.3. TRK-LD-LS-CF01a - Name Reservation

7.4. TRK-LD-LS-SF01z Declaration of the Beneficial Owner

7.5. TRK-LD-LS-CF01j, Memorandum and Articles (FZE)

7.6. TRK-LD-LS-CF01i, Memorandum and Articles (FZCO)

7.7. TRK-LD-LS-SF01b, Certificate of Formation.

7.8. TRK-LD-LS-SF01c, Share Certificate FZCO.

7.9. TRK-LD-LS-SF01d, Share Certificate FZE.

7.10. TRK-LD-LS-SF01h, License Copy.

7.11. TKS-LD-LS-CF01l Acknowledgement and Undertaking

7.12. TRK-LD-LS-SF01w, Activity List.

7.13. RK-LD-LS-CF01m, Acknowledgment and Undertaking (Operational Requirements for Trakhees Licenses)

8. Applicable References and Regulations

Licensing Department regulations

9. Process Workflow

