

## Application Guideline

### Company Amendment Services - Change of Shareholder and Officer's Details - Name, Address and Nationality / Domicile

#### Table of Contents

Introduction .....	2
Service to Select on Portal.....	2
Company Types in DMCC .....	2
Important Notes .....	2
Types of Amendments on Shareholder and Officer's Details .....	3
Steps .....	4
Requirements .....	5
Output .....	8
Further Information.....	8

## Introduction

According to the implementing DMCC Rules and Regulations and DMCC Company's Memorandum and Articles of Association, the DMCC company's Shareholders and Officers are required to update the Registry with any change on their name, nationality and address within 14 days of such change taking place.

The DMCC company may apply for Change of Details of the Shareholder or Officer for their Name, Legal Address and Nationality (for natural person) or Domicile (for corporate shareholder).

This application is now available on the DMCC Member Portal. Original documents will be required for submission to DMCC counters when the application reaches the 'Collect Step'.

## Service to Select on Portal

Company Services - Update Details and E-Sign Subscription - Update Name/Nationality/Legal Address.

## Company Types in DMCC

- Individual
- Subsidiary
- Branch
- Representative Office

## Important Notes

- 'Details' refer to name, nationality or domicile and legal address.
- Change of Parent Company Name and Domicile for Branch Companies is not applicable for this service request.
- DMCC reserves the right to request additional documents at any stage of the process if deemed necessary.
- Applicable fees are available at the [DMCC Free Zone Services Schedule of Charges](#) on the website.

- This service type applies to all Shareholders (natural person and / or corporate shareholder) and Officers (natural person) who had changed their name, nationality or domicile, and legal address. The amendment will be applied on the DMCC Registry.
- If the change of details is for a Shareholder (natural person) who is also an active Officer (natural person), the amendment will reflect on all of the active positions that the person is holding within the DMCC Company; i.e. Shareholder, Director, Manager, Secretary, Legal Representative or whatever is applicable.
- If the change of details is for a Shareholder (natural person and / or corporate shareholder) or Officer (natural person) who is also an active Shareholder, Director, Manager, Secretary and Legal Representative of another DMCC company/s, the amendment should apply across all DMCC companies. A separate process, requirements and fees shall apply accordingly.
- Pre-approval is required for all shareholders who are a natural person applying for change of name and nationality.
- ‘Notarisation’ of a copy certificate is a legal method of confirming that a reproduction of an original document is true, exact, and complete.
- ‘Legalisation’ is the process of authenticating or certifying a legal document for a foreign country’s legal system to recognise it as valid and with full legal effect. It is the official confirmation that a signature, seal or stamp on a document is genuine. Having a document legalised does not mean that its contents are accurate, and it does not carry any sort of official approval by the office that performs the legalisation.

This is performed by the national department responsible for foreign affairs of the country from which the document is issued.

- Attestation is the act of witnessing a signature to declaring that a document was properly signed and declared by the signer as his or her signature. Example: Attesting UK documents to be used in UAE; the United Arab Emirates require documents that are issued in the UK to be attested before they can be legally used in the UAE. This is a two-step process, which requires the addition of an Apostle Stamp by the Foreign and Commonwealth Office, and then subsequent consular attestation by the UAE Embassy in London. For the avoidance of doubt, attestation is sometimes referred to as legalisation.

## Types of Amendments on Shareholder and Officer’s Details

- Change of Name
- Change of Nationality or Domicile
- Change of Address

## Steps

**Step 1:** Complete the application form to apply for Update Name / Nationality / Legal Address on the DMCC member portal.

**Step 2:** Choose the required amendments [Amend Name / Nationality / Address on Legal Documents].

**Step 3:** [Update Individual Details] for Individuals. Enter the last passport number and nationality details that is recorded on the DMCC Registry. If you are facing any difficulties or you have forgotten the last passport details that are recorded on the DMCC Registry, please contact DMCC Customer Care for assistance.

If the application is for Change of Nationality, please update the new nationality in the same [Nationality] field in the upper right box, once the information is displayed. Enter the new passport number in the [New Passport Number] field; or [Update Corporate Details] for Corporate Shareholders. Enter the last Domicile / Country of Issue, Issuing Authority and Registration Number of the Shareholder. If you are facing any difficulties or the system gives an error, please contact DMCC Customer Care for assistance.

**Step 4:** Finalise the application by clicking [Finalise Amendment].

**Step 5:** Upload the stage 1 required documents and proceed with the payment; then, click [Submit].

**Step 6:** Receive an email notification and SMS on the provided contact details regarding the successful submission of the request.

**Step 7:** Receive a notification if the application requires re-upload of documents or additional requirements. If there are no additional requirements, proceed to Step 8.

**Step 8:** Receive a notification to visit to the DMCC counter to submit original documents. The shareholder (or their appointed authorised signatories) or the officers who change their details, must visit the DMCC counter for the signing of specimen signature and the verification of the original passport along with the stage 2 required documents. Otherwise, a notarised copy of the aforementioned requirements will suffice if the person will not be available to visit DMCC.

**Step 9:** Receive an email notification confirming that the application is under process. Receive a

notification if the application needs additional requirements such as additional documents or signing of documents in DMCC by the authorised signatory/ies. If there are no additional requirements, proceed to Step 10.

**Step 10:** Receive a notification to visit DMCC to sign the Memorandum and Articles of Association (MOA) amendments. If the signing was not done during Step 8 by the shareholders, they will be notified to visit DMCC to sign or the documents must be notarised. The amendments may also be signed by their authorised representatives. If MOA is already signed, proceed to Step 11. (Applicable only if the request is for Change of Shareholder’s Details).

**Step 11:** Receive a notification confirming the completion of the request and that the E-documents are available for download and that the original amended MOA is ready for collection at DMCC. (MOA collection is applicable only if the request is for Change of Shareholder’s Details).

## Requirements

### Stage 1 Required Documents

Uploaded	Documents	Remarks
□	Resolution regarding the Change of Name, Nationality / Domicile or Legal Address of the Shareholder or Officer	<ul style="list-style-type: none"> <li>• Should clearly specify changes of the details; changes from old details to new details of the Shareholder / Director / Manager / Secretary / Legal Representative.</li> <li>• For Individual Companies: Shareholders Resolution must be signed by all the shareholders of the DMCC Company. Need not be signed in the presence of DMCC but (ensuring that) signatures must match with the specimen signature on file.</li> <li>• For Branch / Subsidiary Companies: Board Resolution from parent company must be signed by their authorised signatory /ies, notarised and legalised or signed in presence of DMCC.</li> <li>• If a power of attorney (POA) holder signs the Resolution, it should be signed in DMCC by the POA holder and an original duly executed POA to be presented for verification. Passport copy of the POA holder is required. The POA should cover MOA amendment authorities.</li> </ul>

□	Certificate of Incumbency	<ul style="list-style-type: none"> <li>• Applicable for Branch and Subsidiary companies only.</li> <li>• Must be recently issued (Not more than 1 year).</li> <li>• Notarised and legalised.</li> <li>• If the authorised signatory of the corporate shareholder is available on the <sup>1</sup>Registry Extract, then a separate Certificate of Incumbency is no longer required.</li> </ul>
□	<sup>1</sup> Registry Extract or any legal document that confirms the new / change on the Address or new Domicile of the Corporate Shareholder	<ul style="list-style-type: none"> <li>• Applicable for Subsidiary Companies only whose corporate shareholder changed its address or domicile.</li> <li>• Registry Extract or any legal document that confirms the new address and /or domicile.</li> <li>• Must be issued by the authority where the corporate shareholder is registered</li> <li>• Notarised and legalised.</li> </ul>
□	Specimen Signature	<ul style="list-style-type: none"> <li>• Applicable for Individual Shareholders and Officers only.</li> <li>• Applicable for Change of Name application and if the person has changed his / her signature only.</li> <li>• Must be filled-out and signed.</li> </ul>
□	Passport copy and visa page	<ul style="list-style-type: none"> <li>• Applicable for Individual Shareholders and Officers only.</li> <li>• Must be valid for at least 6 months.</li> <li>• Upload a valid UAE residence visa page if any or the latest cancelled UAE residence visa page.</li> </ul>
□	Proof of address	<ul style="list-style-type: none"> <li>• Applicable for Individual Shareholders and Officers only.</li> <li>• Applicable for Change of Address application only.</li> <li>• Any utility bill, tenancy contract...etc. under the name of the shareholder or officer.</li> <li>• Or a proof of address under the name of a relative/ spouse/ landlord along with a No Objection Letter (NOC) confirming that the shareholder/ officer lives in the address mentioned on the utility bill along with passport copy of the bill holder with signature page.</li> <li>• Must be recently dated (Not more than 6 months old).</li> </ul>
□	Certificate of Name Change of the Corporate Shareholder	<ul style="list-style-type: none"> <li>• Applicable for Subsidiary Companies only whose corporate shareholder changed its name.</li> <li>• Certificate of Name Change or any legal document that confirms the changes from the old name to the new name.</li> <li>• Must be issued by the authority where the corporate shareholder is registered.</li> <li>• Notarised and legalised.</li> </ul>

□	Memorandum of Association of the Corporate Shareholder if a new or amended version has been issued	<ul style="list-style-type: none"> <li>• Applicable for Subsidiary Companies only whose corporate shareholder changed its name, address or domicile.</li> <li>• Applicable if available.</li> <li>• Notarised.</li> </ul>
□	Undertaking Letter for Change of Details	<ul style="list-style-type: none"> <li>• Applicable for all types of amendments.</li> <li>• Should be signed by the shareholder, officer or corporate shareholder's authorised signatory.</li> <li>• Must be filled-out properly and signed. Do not delete any of the clauses except for the fields that are specifically intended for edit.</li> </ul>

### Stage 2 Required Documents

Original	Copy	Documents	Remarks
□		Resolution regarding Change of Name, Nationality / Domicile or Legal Address of the Shareholder or Officer	<ul style="list-style-type: none"> <li>• Individual: Must submit the original Resolution signed by the correct signatory.</li> <li>• Subsidiary / Branch: Must submit the original Resolution signed by the correct signatory as per the Certificate of Incumbency, notarised and legalised or signed in DMCC.</li> </ul>
□		Certificate of Incumbency	<ul style="list-style-type: none"> <li>• Submit the original Incumbency notarised and legalised + 1 set of copy. A DMCC representative will verify the copy from original.</li> </ul>
□		Specimen Signature	<ul style="list-style-type: none"> <li>• To be signed in the presence of a DMCC representative or must be notarised.</li> <li>• If the passport copy does not have a signature page, then, it must be notarised and legalised.</li> </ul>
□		Passport copy and visa page	<ul style="list-style-type: none"> <li>• To be verified from original by a DMCC representative or must be notarised.</li> </ul>
□		Proof of address	<ul style="list-style-type: none"> <li>• Submit a copy of the uploaded and approved document.</li> </ul>
□		Certificate of Name Change of the Corporate Shareholder	<ul style="list-style-type: none"> <li>• Submit the original certificate notarised and legalised + 1 set of copy. A DMCC representative will verify the copy from original.</li> </ul>

□		Registry Extract or any legal document that confirms the new / change on the Address or new Domicile of the Corporate Shareholder	<ul style="list-style-type: none"> <li>• Submit the original document notarised and legalised + 1 set of copy. A DMCC representative will verify the copy from original.</li> </ul>
□		Memorandum of Association of the Corporate Shareholder if a new or amended version has been issued	<ul style="list-style-type: none"> <li>• Submit the original MOA notarised + 1 set of copy. A DMCC representative will verify the copy from original.</li> <li>•</li> </ul>
□		Undertaking Letter for Change of Details	<ul style="list-style-type: none"> <li>• Submit the original of the uploaded and approved document.</li> </ul>
□		Memorandum of Association	<ul style="list-style-type: none"> <li>• Applicable for Change of Shareholder's Name, Nationality / Domicile, and Address only.</li> <li>• Submit all original MOA issued to the DMCC Company.</li> <li>• Lost documents require separate fees, process, and publication.</li> </ul>
□		Share Certificate	<ul style="list-style-type: none"> <li>• Applicable for Change of Shareholder's Name and Address only.</li> <li>• Submit all original Share Certificates issued to the DMCC Company. Bring copies of the E-Share Certificate if applicable.</li> <li>• Lost documents require separate fees, process, and publication.</li> </ul>

## Output

- Amended Memorandum and Articles of Association (MOA) (Applicable only for Change of Shareholder's Name, Nationality / Domicile and Address)
- E-Share Certificate (Applicable only for Change of Shareholder's Name and Address)
- E-Registry Extract
- E-License (If the Shareholder is also a Manager; applicable only for Change of Manager's Name)

## Further Information

- Visit our website at [www.dmcc.ae](http://www.dmcc.ae).
- Contact us at 600 54 DMCC (600 54 3622) or +971 4 424 9600.