

Registration Amendment - Local or Registered Address

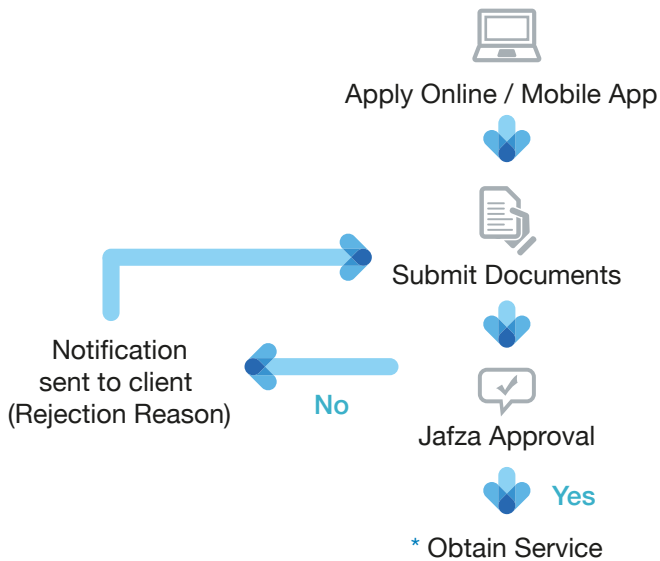


Definition

- Each (FZE/FZCO) shall at all times have an office in Jebel Ali Free Zone (Jafza) to which all communications and notices may be addressed to. Details of such office, which shall be its registered office, and of any change of address, shall be notified within 7 days to the Registration Department and details thereof promptly entered in the (FZE/FZCO) Register.



Registration Amendment Process



* Registration Address will change Automatically



Required Documents

- Owner's Declaration / Bored Resolution regarding Registered Address.
- Online Request number



Fee

- No Fee



Service Time Delivery

- 1 Day



How to Apply Online

Log in to
(www.dubaitrade.ae)
Online / Jafza Mobile App

Click on
Registration

Create New Request
& Select the
amendment Type

Click on
Registration Amend

Submit Request

Registration Amendment - Auditor

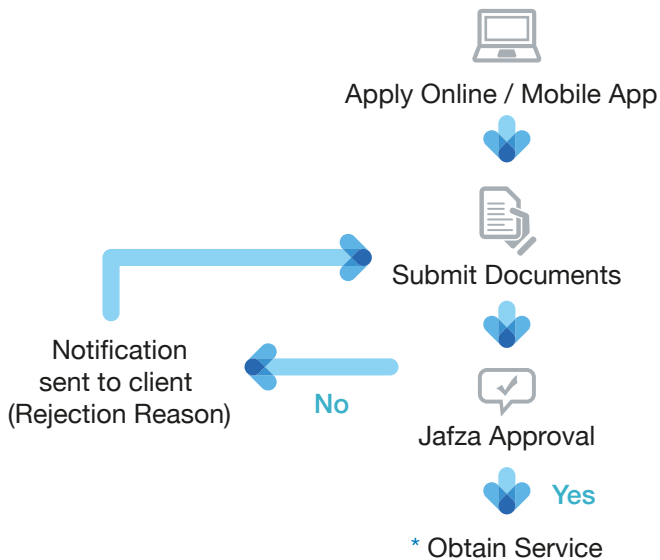


Definition

- Each Free Zone (Company or Establishment) shall be required to appoint/amend auditors to make a report to the Company's Owner on all annual accounts of the (FZCO/FZE) on all state, and it should be properly prepared in accordance with Implemented Regulations and give us a true and fair view of the company's annual accounts; it can be changed by the Board from time to time.



Registration Amendment Process



* Registration amendment auditor will be Done.



Required Documents

- Owner's Declaration / Bored Resolution regarding CHANGING AUDITORS – FORM number 13 On FZE'S / FZCO'S LETTER HEAD.
- Online Request number



Fee

- No Fee

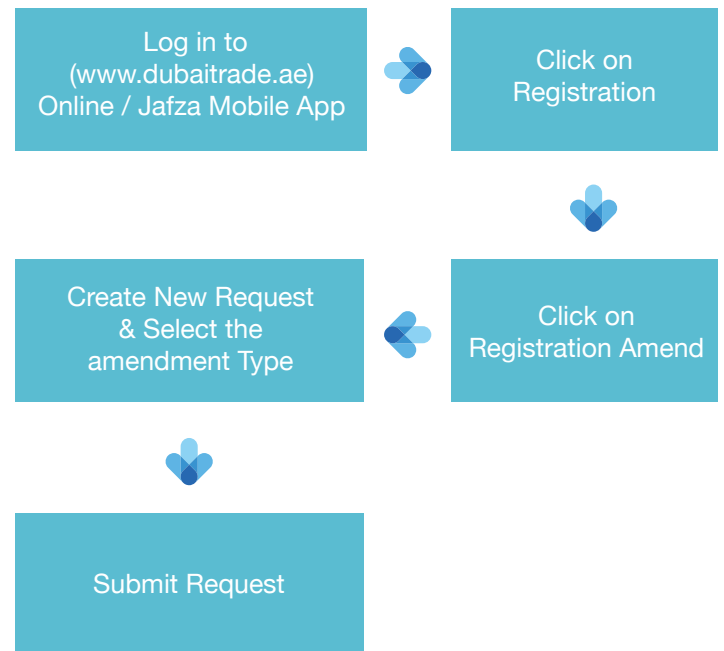


Service Time Delivery

- 1 Day



How to Apply Online



Registration Amendment - Banker

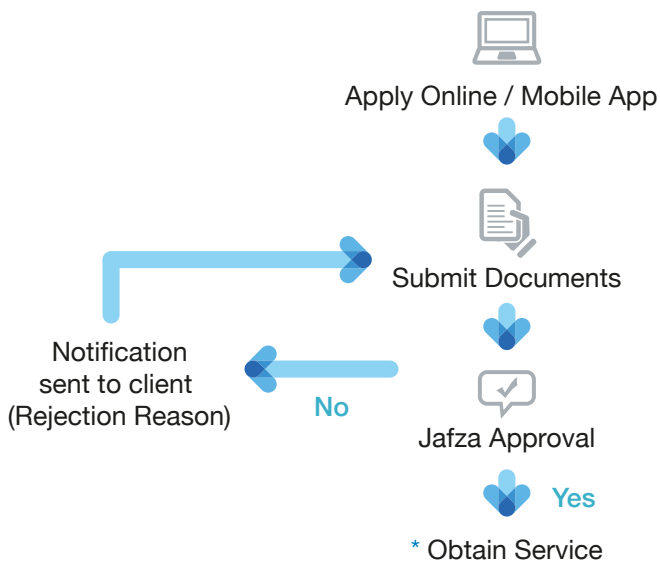


Definition

- Each Free Zone (Company or Establishment) shall be required to open Bank account as a mandatory requirement ; it can be changed by the appointed Board from time to time.



Registration Amendment Process



* Registration amendment Banker's name will be done Automatically.



Required Documents

- Owner's Declaration / Bored Resolution regarding CHANGING banker's name / address – FORM number 12 On FZE'S / FZCO'S LETTER HEAD.
- Online Request number



Fee

- No Fee



Service Time Delivery

- 1 Day



How to Apply Online

Log in to
(www.dubaitrade.ae)
Online / Jafza Mobile App

Click on
Registration

Create New Request
& Select the
amendment Type

Click on
Registration Amend

Submit Request

Registration Amendment - Director / Manager / Secretary

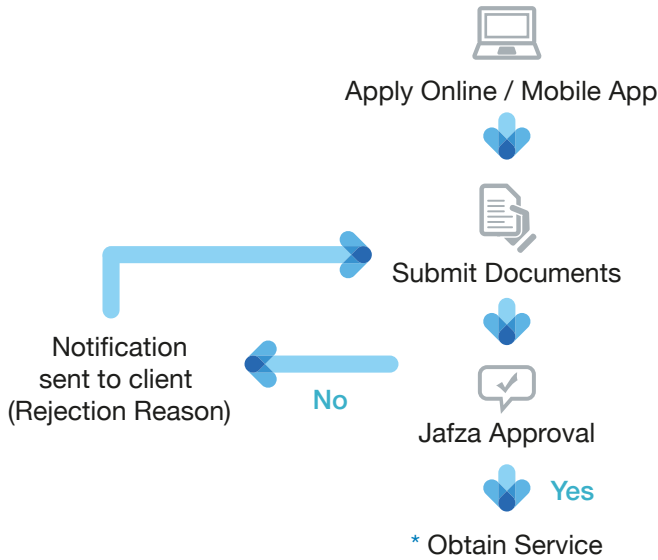


Definition

- The Board of Directors who are running the companies (FZCO/FZE) ; it can be changed by the shareholder from time to time.



Registration Amendment Process



* Registration amendment Director, Manager or Secretary will be processed and letter will be sent to the Customer either through Courier or Over the Counter as per the option chosen by Customer.



Required Documents

- Director:**
 - Owner's declaration regarding appointment and/or resignation of (FZE/FZCO) director (standard format written on FZE's /FZCO's letterhead)
 - Passport copy
 - Amendment of MOA (applicable for FZCO only)
 - Online request printout

Note:
Any position holder should not be under 21 years old.

- Manager/ Secretary:**
 - Owner's declaration / Bored resolution regarding changing manager/secretary of (FZE/FZCO) stand format written on (FZE's/FZCO's letterhead).
 - Passport, visa, and license copy.
 - Specimen signature (to be signed in front of Jafza or attested).
 - New authorization card.
 - Amendment of MOA (applicable for FZCO only).
 - Online request printout.

Note:

- License holder (manager), must be sponsored by Jafza.
- FZCO/FZE should have one manager and secretary.
- Any position holder should not be under 21 years old.



Fee

Type	Appointment	Resignation
Directory / Secretary	300	300
Manager	500	
MOA Amendment (FZCO)	200	
Delivery Charge	OTC: 50 Courier :10	

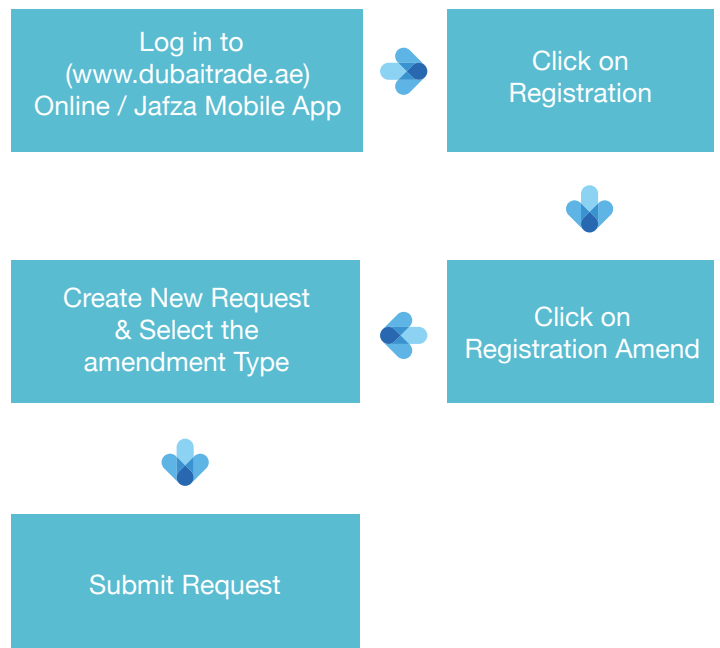


Service Time Delivery

- 2 Days



How to Apply Online



Registration Attestation Formation / Company Name Change / Share Certificates



Definition

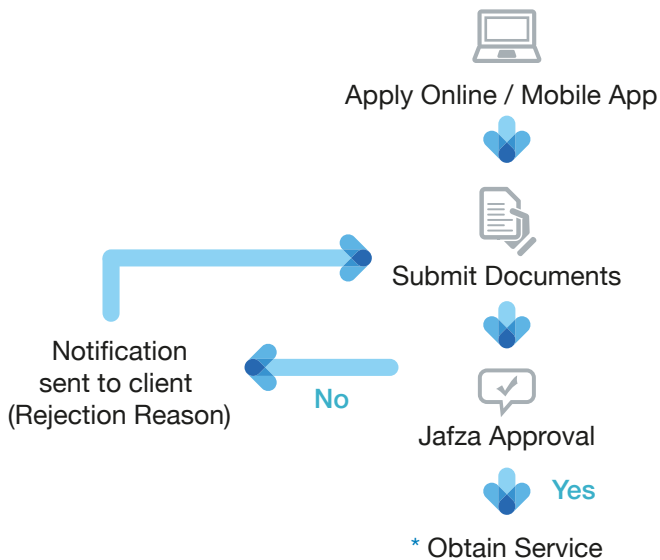
- Free Zone Companies require original documents from their files with Jafza from time to time as it is required for other organizations for work related matters.

Documentations such as :

- Board Resolution
- Company Name Change Certificate
- Formation Certificate
- Memorandum And Article of Association (MOA/AOA)
- Share Certificates



Registration Attestation Process



* Registration attestation will be processed and attested document will be sent to the Customer either through Courier or Over the Counter as per the option chosen by Customer.



Required Documents

- Copy of the documents which need to be attested:
Documentations such as :
 - Board Resolution
 - Company Name Change Certificate
 - Formation Certificate
 - Memorandum And Article of Association (MOA/AOA)
 - Share Certificates
- Online Request number



Fee

- One month attestation = AED 50/-
- Three month attestation = AED 150/-
- Courier service = AED 20/-
- OTC service = AED 50/-

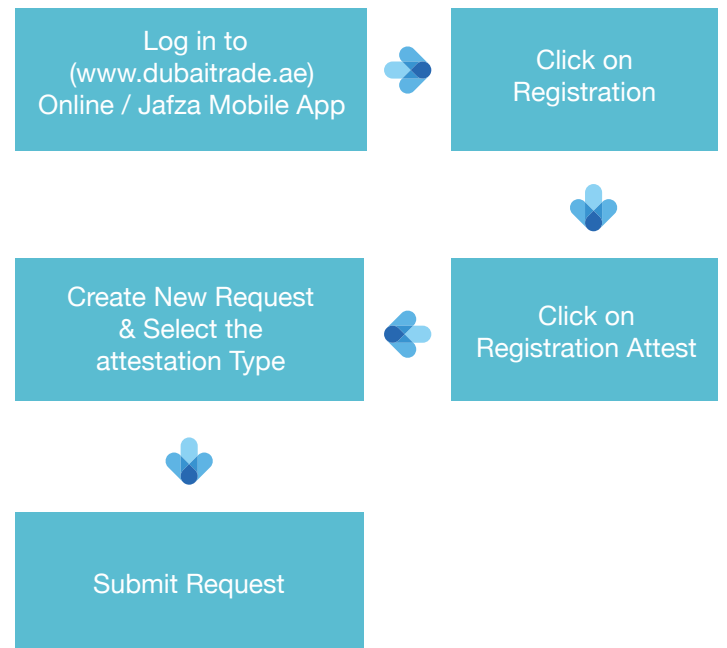


Service Time Delivery

- 1 Day



How to Apply Online



Registration- Cancel (De-Registration)

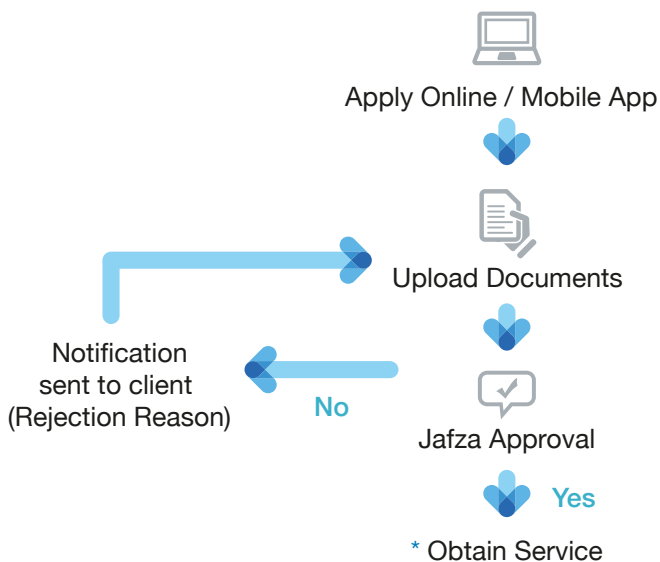


Definition

- Wind up a company in Jafza



Registration Cancel Process



* Registration Cancel – (De-Registration) will be processed.



Required Documents to Upload

- Client should fill Lease Termination form # 13 and hand over the keys.
- Client should obtain clearance on all outstanding dues, from Jafza Finance Department.
- Client should provide us a Road and Transport Authority Clearance (RTA).
- Client should clear all Visas from Admin Department.
- Client should provide us Clearance; Final bill and receipt payment from DEWA (If Warehouse & Plot).
- Client will obtain a Customs Clearance from Customs Department.
- Client will obtain an ETISALAT Clearance
- Online Request number.



Fee

- AED 3,000 Licence Fee Charge
- AED 1,000 Reactivate Licence Status after a year



Service Time Delivery

- 30 Days



How to Apply Online

Log in to
(www.dubaitrade.ae)
Online / Jafza Mobile App

Click on
Registration

Create New Request
& Select the Cancel
Type

Click on
Registration Cancel

Submit Request