

❖ **Amendment of Licenses**

❖ **License Amendment Procedures**

Name of Service	<u>License Amendment Procedures</u>
Description (Simple Explanation of the Service):	<ul style="list-style-type: none"> • A process carried out by the concerned party wishing to amend the license by amending any of the license terms such as (change of commercial activity, addition or deletion of activities, addition of partner, etc.) in order to activate the license in line with the current changes.
Types of Amendments:	<ul style="list-style-type: none"> • (Addition of partner - addition of manager – addition of activity – deletion of activity – change of activity – change of legal form – change of trade name – change of location – change of license details – change of service agent – serve agent withdrawal – partial assignment – Full assignment)
Service Category & Type:	<ul style="list-style-type: none"> • Sub-service / Procedural
Service Beneficiary:	<ul style="list-style-type: none"> • Individual – Companies - Establishments
Required Documents as per the required amendment:	<ul style="list-style-type: none"> • Creation and submission of the application. • Change of license details: PO Box, Phone number, Email. • Change of location: Makani number + lease contract • Addition of partner + change of legal form: trade name reservation + upon adding expatriate partner or owner, to bring security clearance (in case residence visa is on government entity or personal sponsorship – NC required) • Change of trade name + change of activity: trade name reservation. • Addition of activity + deletion of activity: approval of external entities (depending on the activity) if high-risky. • Assignment: UAE of GCC national copy of valid passport and ID, (Expatriate) copy of valid passport and security clearance • Service Agent Change: (National) copy of valid passport and ID • Service Agent Withdrawal: (National) copy of valid passport and ID • Full assignment: copy of passports and IDs (Partners) + security clearances (for expatriates)

<ul style="list-style-type: none"> ▪ Steps for Receiving the Service (Customer Journey): 	<ul style="list-style-type: none"> • Fill in the Form of License Application from (the System or the Website). • Submitting attachments as per the amendment mentioned in the required documents • Payment of fees. • NOC • Authentication of amendment to MOA and Assignment or Sale Contract • Publication of announcement • Sending the output by email
<ul style="list-style-type: none"> ▪ Other conditions for Assignment of Establishments & Companies of all kinds: 	<ul style="list-style-type: none"> • Assignment for Sole Proprietorship: (Main and branch) – 15 days’ external newspaper announcement (Notary Public) • Assignment for Sole Proprietorship (Service Agent) – Business Company: (Main + Branch) – 15 days’ internal newspaper announcement through service centers • Assignment for LLC– General Partnership – Simple Limited Partnership – One Person Company: (Branch) 15 days’ internal newspaper announcement through service centers • Full assignment for LLC – General Partnership – Simple Limited Partnership – One Person Company: (Original) 15 days’ external newspaper announcement (Notary Public) • Bringing the Contract of Establishment and Amendment thereto from inside the Emirate
<ul style="list-style-type: none"> ▪ Fees: 	<ul style="list-style-type: none"> • Fees for Renewal of Economic Licenses ED 600. • Fees of Administrative Services Application Form AED 50 • Fees for Renewal of Entry in Commercial Register AED 100. • Amendment of Entry in the Consolidated Economic Activities Register AED 100 • Approval of Signboard Specification Model AED 100. • Issuance of Commercial Registration Certificate AED 200 • Addition or Change in Commercial Register AED 100 • Publication of Licenses’ Announcements in daily newspapers AED 500 • Approval of Signboard Specification Model AED 100 • Amendment Authentication Fees depending on the capital mentioned in the Addendum • Authentication of signatures in Contract or Instrument of unspecified amount (Companies) • Publication of any amendment of LLC, General Partnership, Simple Limited Partnership AED 1000 (Companies)

	<ul style="list-style-type: none"> • Amendment of membership details AED 200 (Companies) • Renewal of membership for establishments licensed with DED – 2nd Category AED 2500 • Amendment of License Details AED 500 • Fees for social contribution of companies and establishments into CSR UAE Fund AED 1500
▪ Service Correlation with other Services:	• N/A
▪ Partners (Service Plan):	• N/A
▪ Service Delivery Channels:	• Service Delivery Centers.
▪ Forms used in Service Delivery:	• License Application EA-1-1-F1
▪ Service Delivery Duration:	• 10mn
▪ Limitation of the Service:	• N/A