

❖ Authentication, Amendment and Cancellation of Companies' Contracts

<p>▪ Name of Service:</p>	<ul style="list-style-type: none"> <li>• Authentication, Amendment and Cancellation of Company's Contracts</li> </ul>
<p>▪ Description (Simple Explanation of the Service):</p>	<ul style="list-style-type: none"> <li>• This service enables customer to request the authentication, amendment and cancellation of contracts.</li> </ul>
<p>▪ Service Category &amp; Type:</p>	<ul style="list-style-type: none"> <li>• Procedural</li> </ul>
<p>▪ Service Beneficiary:</p>	<ul style="list-style-type: none"> <li>• Companies, nationals and non-nationals may apply for this service.</li> </ul>
<p>▪ Required Documents:</p>	<ul style="list-style-type: none"> <li>• Present ID or passport, of the parties to the instrument or the POA or any duly attested legal document in case of representatives.</li> <li>• Present the original documents proving the status of the parties to the contract if the contract is not made in personal capacity.</li> <li>• MOA and previous addenda, if any.</li> <li>• Commercial license.</li> <li>• Initial approval from DED.</li> <li>• Other documents depending on the type of instrument (permit to conduct business for minors)</li> </ul>
<p>▪ Steps for receiving the Service (Customer Journey):</p>	<ul style="list-style-type: none"> <li>• Contract or instrument required to be authenticated</li> <li>• Identity documents of the parties.</li> <li>• Open an application and obtain initial approval and pay the relevant fee.</li> <li>• Attach the required documents through DED's website.</li> <li>• Personal attendance and signature before notarial officer</li> </ul>

	<ul style="list-style-type: none"> <li>• Presence of parties to the contract in person or through their representatives to sign before the notarial officer.</li> </ul>
	<ul style="list-style-type: none"> <li>• Approval of the contract and its sending by email to customer</li> </ul>
<ul style="list-style-type: none"> <li>▪ Terms &amp; Conditions :</li> </ul>	<ul style="list-style-type: none"> <li>• Parties to the contract shall be present in person or through their legal representative; they shall have legal capacity and power to contract.</li> <li>• Any document not written in Arabic must be translated by a certified translator and notarized by the Notary Public.</li> <li>• Any document issued abroad must be attested by the competent authorities (Ministry of Foreign Affairs).</li> <li>• Payment of fees.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Fees:</li> </ul>	<ul style="list-style-type: none"> <li>• Depending on number of parties and the value of the instrument as provided for in Amiri Resolution No. 23 of 2018 and its amendments.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Service Correlation with other Services:</li> </ul>	<ul style="list-style-type: none"> <li>• Licensing Services (Issuance / Amendment of License / + Cancellation of License)</li> </ul>
<ul style="list-style-type: none"> <li>▪ Partners (Service Plan):</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>▪ Service Delivery Channels:</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance before the legal officer (Authentications)</li> </ul>
<ul style="list-style-type: none"> <li>▪ Service Code:</li> </ul>	<ul style="list-style-type: none"> <li>• Through Authentications System</li> </ul>
<ul style="list-style-type: none"> <li>▪ Service Delivery Duration:</li> </ul>	<ul style="list-style-type: none"> <li>• 20 MN</li> </ul>
<ul style="list-style-type: none"> <li>▪ Limitation of the Service:</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>