



دبي التجارية
DUBAI TRADE

JAFZA

Registration Amendment User's Manual

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Registration Amendment

Table Designs

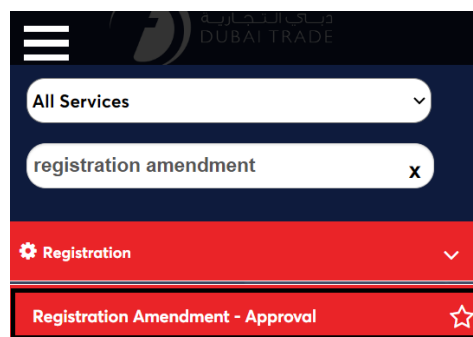
DOCUMENT DETAILS

Document Name	Registration Amendment
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	5 th April 2023
Current Version	2.0

This service is to request for amendment of Offshore Company Registration Details which are registered with JAFZA. i.e Shareholder, Auditor, Director, Distribution of Profits, Financial Year, Manager, Number of Share and Value, Operating Name, Registered Address, Secretary, Increase/Decrease Share Capital, Share Transfer.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Registration**
3. Then go to **Registration Amendment - Approval**



4. The below screen will be displayed where you can select the required amendment or **Search for SR.**

Types of SR's

Amend Shareholder	Change Number of Share and Value
Change Auditor	Change Operating Name for Company
Change Director	Change Registered Address
Change Distribution of Profits	Change Secretary
Change Financial Year	Increase/Decrease Share Capital
Change Manager	Share Transfer


SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
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5. Select the Amendment Required


Amend Shareholder	Change Number of Share and Value
Change Auditor	Change Operating Name for Company
Change Director	Change Registered Address
Change Distribution of Profits	Change Secretary
Change Financial Year	Increase/Decrease Share Capital
Change Manager	Share Transfer


6. Click **Create New Request**


Jafza Change Director





Create New RequestHome

 Edit SR

 Upload Document

 Cancel SR

 Update Address

 View SR Details

SR Number

Select Status

Search

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
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7. Enter the details, Courier details and click **Save and Continue**

Jafza Register Agent Change
Back

1
2
3

Service Request
Summary
Payment Confirmation

① Use this page to create/modify a request for the Offshore Amendment - Register Agent Change. Once you have entered atleast the mandatory information, you can :

- Click on Save to save the request. Saved requests can be retrieved later using Search, modified if needed and Submitted for Approval/Submitted to Freezone.

Company Name: Development Limited


Company Id 26503	
Registered Agent *	<input type="text"/> Q
Mobile Number *	<input type="text" value="05xxxxxxxx"/>
Amendment to MOA required *	<input type="text" value="Yes"/>
Request Reason	<div style="height: 100px;"></div>
Jafza Comments <div style="height: 100px;"></div>	

Courier Details

Courier Required * <input type="text" value="Outside FreeZone"/>	Contact Name * <input type="text"/>
Courier Location <input type="text" value="Select"/>	Contact Phone * <input type="text" value="05xxxxxxxx"/>
Address Line 1 * <input type="text" value="office No M-19 Gold Land, Al Daghay"/>	Time * <input type="text" value="Select"/>
Address Line 2 <input type="text"/>	For Outside FreeZone, Courier Collection/Delivery will be arranged on next working day.

8. Upload the required Documents and click **Continue and Review**

Jafza Change Registered Address



Back

1

2

3

4

Service Request









Upload Document

Summary

Payment Confirmation

Company Name: Dubai


SR Number: 20117889

Document Name	File Type	Mandatory	Upload File	View / Delete
Board Resolution Signed by Customer	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	 
Other documents 1	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	 
Other documents 2	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	 
Other documents 3	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	 

Continue and Review

9. Review the details and click **Confirm and Continue**

Jafza Change Registered Address



Back

1

2

3


4

Service Request

Upload Document

Summary

Payment Confirmation

 Details of the selected request are given below.

Company Name: Dubai

SR Number: 20117889

Proposed Address Line 1 **TEST**

City **DUBAI**

State **DUBAI**

Country **United Arab Emirates**

Post Box No **8888**

Print Log Owner's Register? **No**

Courier Details

Courier Required **Within FreeZone**

Courier Location

Address Line 1 **2-220/1,MANAUVD**


Address Line 2 **2-220/1,MANAUVD**

Contact Name **TEST**

Contact Phone **0560000000**

Time **9 AM -11 AM**

Edit

Document Name	Preview
Board Resolution Signed by Customer	

Confirm and Continue

10. Click **Submit to FreeZone**

Jafza Change Registered Address

Back

✓

Service Request

✓

Upload Document

✓

Summary

4

Payment Confirmation

① Use this page to re-confirm the details entered for a request. Once you have verified the information, you can either:
Click on the Submit to Freezone button to initiate the request processing.
Click on the back button to go to request Overview page.

Please re-confirm the following details before forwarding to FZ Admin. Clicking on Submit to Freezone will reserve the payment for the request from your portal balance.

Current Balance Amount
(Deposit minus amount reserved for submitted requests)
476,971,264.85 AED

Total Charge Amount: 10.00 AED
Total VAT Amount: 0.50 AED
Total Charge Amount with VAT: 10.50 AED

SR Number	Customer	Status
20117889	Dubai	Saved

Submit to FreeZone

The below confirmation will be displayed

Jafza Change Registered Address

Back

✓

Service Request

✓

Upload Document

✓

Summary

4

Payment Confirmation

Your request has been forwarded to the Free Zone for processing. A charge of 10.00 AED and VAT amount 0.50 AED has been reserved for the same.

SR Number	Customer	Status
20117889	Dubai	Submitted to Free Zone

Procedure:

- I. Amend Shareholder – This request is for a Company in JAFZA to amend the Shareholder of the Company in JAFZA.**

Select Amend Shareholder

Amend Shareholder	Change Number of Share and Value
Change Auditor	Change Operating Name for Company
Change Director	Change Registered Address
Change Distribution of Profits	Change Secretary
Change Financial Year	Increase/Decrease Share Capital
Change Manager	Share Transfer

- II. Change Auditor – This request is for a Company in JAFZA to change the Auditor of the Company in JAFZA**

Select Amend Auditor

Amend Shareholder	Change Number of Share and Value
Change Auditor	Change Operating Name for Company
Change Director	Change Registered Address
Change Distribution of Profits	Change Secretary
Change Financial Year	Increase/Decrease Share Capital
Change Manager	Share Transfer

- III. Change Director – This request is for a Company in JAFZA to change the Director of the Company in JAFZA**

Select Change Director

Amend Shareholder	Change Number of Share and Value
Change Auditor	Change Operating Name for Company
Change Director	Change Registered Address
Change Distribution of Profits	Change Secretary
Change Financial Year	Increase/Decrease Share Capital
Change Manager	Share Transfer

- IV. Change Distribution of Profits – This request is for a Company in JAFZA to change the Distribution of profits of the Company in JAFZA**

Select **Change Distribution of Profits**

Amend Shareholder	Change Number of Share and Value
Change Auditor	Change Operating Name for Company
Change Director	Change Registered Address
Change Distribution of Profits	Change Secretary
Change Financial Year	Increase/Decrease Share Capital
Change Manager	Share Transfer

V. Change Financial Year – This request is for a Company in JAFZA to change the Financial Year of the Company in JAFZA

Select **Change Financial Year**

Amend Shareholder	Change Number of Share and Value
Change Auditor	Change Operating Name for Company
Change Director	Change Registered Address
Change Distribution of Profits	Change Secretary
Change Financial Year	Increase/Decrease Share Capital
Change Manager	Share Transfer

VI. Change Manager – This request is for a Company in JAFZA to change the Manager of the Company in JAFZA

Select **Manager**

Amend Shareholder	Change Number of Share and Value
Change Auditor	Change Operating Name for Company
Change Director	Change Registered Address
Change Distribution of Profits	Change Secretary
Change Financial Year	Increase/Decrease Share Capital
Change Manager	Share Transfer

VII. Change Number of Share and Value – This request is for a Company in JAFZA to change the Number of Share and Value of the Company in JAFZA.

Select **Change Number of Share and Value**

Amend Shareholder	Change Number of Share and Value
Change Auditor	Change Operating Name for Company
Change Director	Change Registered Address
Change Distribution of Profits	Change Secretary
Change Financial Year	Increase/Decrease Share Capital
Change Manager	Share Transfer

VIII. Change Operating Name for Company – This request is for a Company in JAFZA to change the Operating Name of the Company in JAFZA.

Select *Change Operating Name for Company*

Amend Shareholder	Change Number of Share and Value
Change Auditor	Change Operating Name for Company
Change Director	Change Registered Address
Change Distribution of Profits	Change Secretary
Change Financial Year	Increase/Decrease Share Capital
Change Manager	Share Transfer

IX. Change Registered Address – This request is for a Company in JAFZA to change the Registered Address of the Company in JAFZA.

Select *Change Registered Address*

Amend Shareholder	Change Number of Share and Value
Change Auditor	Change Operating Name for Company
Change Director	Change Registered Address
Change Distribution of Profits	Change Secretary
Change Financial Year	Increase/Decrease Share Capital
Change Manager	Share Transfer

X. Change Secretary – This request is for a Company in JAFZA to change the Secretary of the Company in JAFZA.

Select *Change Secretary*

Amend Shareholder	Change Number of Share and Value
Change Auditor	Change Operating Name for Company
Change Director	Change Registered Address
Change Distribution of Profits	Change Secretary
Change Financial Year	Increase/Decrease Share Capital
Change Manager	Share Transfer

XI. Increase/Decrease Share Capital – This request is for a Company in JAFZA to Increase or Decrease the Share Capital of the Company in JAFZA.

Select *Increase/Decrease Share Capital*

Amend Shareholder	Change Number of Share and Value
Change Auditor	Change Operating Name for Company
Change Director	Change Registered Address
Change Distribution of Profits	Change Secretary
Change Financial Year	Increase/Decrease Share Capital
Change Manager	Share Transfer

XII. Share Transfer – This request is for a Company in JAFZA to Transfer the Share from the Shareholder to another Shareholder of the Company in JAFZA.

Select *Share Transfer*

Amend Shareholder

Change Auditor

Change Director

Change Distribution of Profits

Change Financial Year

Change Manager

Change Number of Share and Value

Change Operating Name for Company

Change Registered Address

Change Secretary

Increase/Decrease Share Capital

Share Transfer

