

Adding a Partner to the existing Establishment

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PLEASE SUBMIT (all documents must be uploaded to the portal)

1. Please submit your request online
2. Board Resolution to add new partner and sell part of the shares to new shareholder, mentioning new shareholder details and share details. Please clarify if the manager will remain the same.
Note: In case of a Corporate Shareholder, the board resolution must be provided by the parent company and must be attested by the UAE Embassy and Ministry of Foreign Affairs
3. Passport copy of new shareholder and new share distribution details
4. Residence Visa copy of new shareholder (if applicable)
5. NOC Letter for new shareholder (if new shareholder is a UAE resident on employee visa)
6. Duly filled UBO Form

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IF THE NEW PARTNER IS A NON-INDIVIDUAL SHAREHOLDER (refer to these additional documents)

1. Notarised Power Of Attorney attested by the appropriate Authority*
 2. Certified True Copy for Certificate of Incorporation of Company or Certificate of Registration attested by the appropriate Authority*
 3. Board / Shareholder Resolution (Buy new shares of an entity in DWTC Authority and becoming a partner and appointing a Manager in case the manager will change) - attested by the appropriate Authority*
 4. MOA of the Company attested by the appropriate Authority*
 5. Good Standing Certificate
 6. Copy of the company's license
 7. Duly filled UBO Form
- * Any corporate documents issued outside the UAE must be in English and attested by the UAE Embassy and the Ministry of Foreign Affairs

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REVIEW AND APPROVE

- Once the documents are received, reviewed and approved, DWTC Authority will apply for security approval for new partner
- After approval DWTC Authority will prepare a new MOA (Memorandum of Association)
- All partners (new and old) will have to come and sign the new MoA and Specimen Signature Form
- The old (existing MOA) has to be returned back to the Authority

COST

Please refer to the following costs for adding a partner:

- Ownership Changes - AED 3,000
- Change of Manager (if applicable) - AED 1,500
- New License Issuance - AED 2,500
- Revised MOA - AED 100 per MOA