

SERVICE REQUEST MANUAL

SHARE TRANSFER FOR DMCC MEMBER COMPANIES

Purpose

This document is designed to define and illustrate the online process related to 'Share Transfer'. This document will brief you on how to apply for this service request and what to expect at the different stages in terms of the online interface, the notification emails and text messages as well as the expected output.

Relevant Documents

The request for 'Share Transfer' operates in conjunction with but is not limited to the below-stated policies and guidelines:

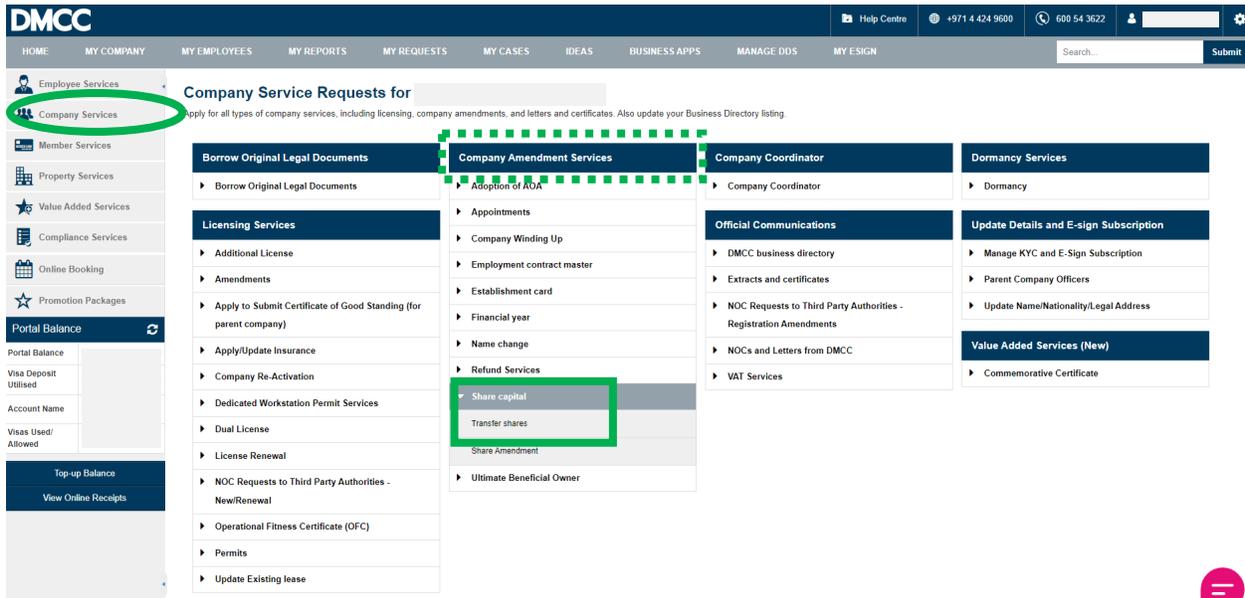
- [DMCC Company Regulations](#)
- [Free Zone Rules & Regulations](#)
- [Guidance Notes – Share Transfer](#)

Applicability

This document will apply to all DMCC member companies with active licences if they do not have any account sanctions.

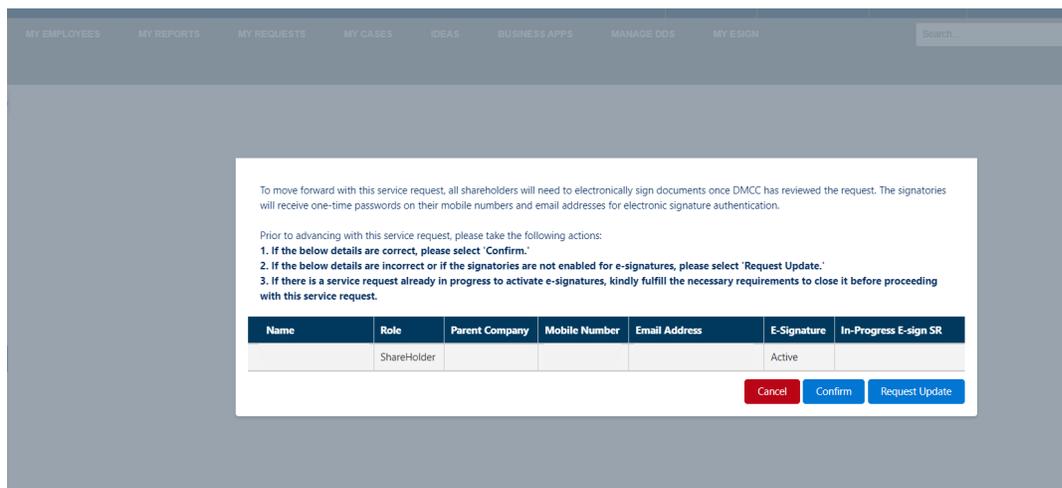
Steps

1. Log in to the [DMCC Member Portal](#).
2. Navigate to Company Services to view the options under 'Company Amendment Services'. Choose 'Share Capital' and 'Transfer Shares'.



The screenshot shows the DMCC Member Portal interface. The top navigation bar includes 'HOME', 'MY COMPANY', 'MY EMPLOYEES', 'MY REPORTS', 'MY REQUESTS', 'MY CASES', 'IDEAS', 'BUSINESS APPS', 'MANAGE DDS', and 'MY E-SIGN'. The main content area is titled 'Company Service Requests for' and lists various services. The 'Company Services' menu item is circled in green. The 'Company Amendment Services' section is highlighted with a dashed green border, and the 'Share capital' and 'Transfer shares' options are highlighted with a solid green border.

3. The system will display all active E-Signatories of the shareholders who need to sign documents throughout the process. If e-signatures are not enabled for all signatories, select 'Request Update' to access the 'Manage KYC and E-sign Subscription' service request. After activating the e-signature, you may proceed with submitting the share transfer service request. Once e-signatures are active, please click 'Confirm' to continue with the Share Transfer service request.



The screenshot shows a confirmation dialog box with the following text:

To move forward with this service request, all shareholders will need to electronically sign documents once DMCC has reviewed the request. The signatories will receive one-time passwords on their mobile numbers and email addresses for electronic signature authentication.

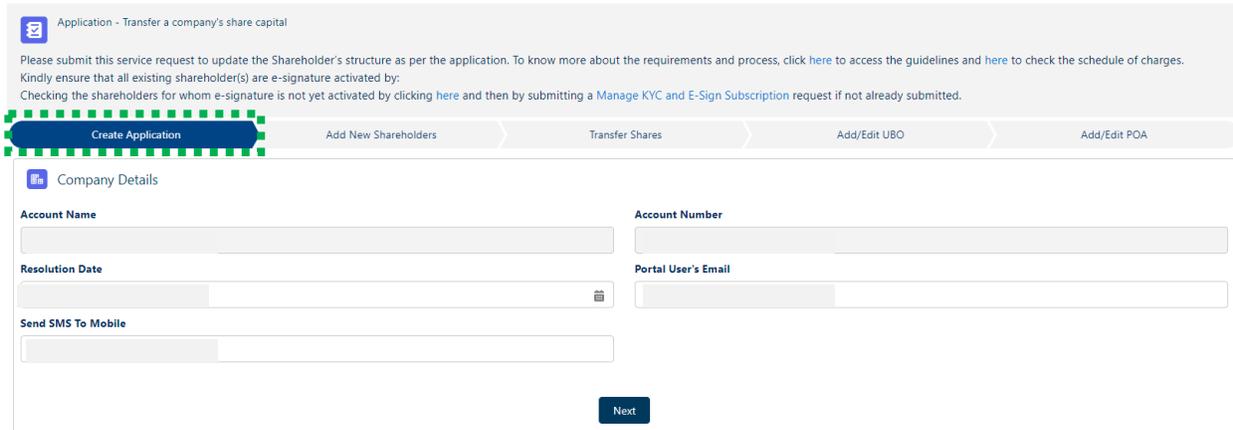
Prior to advancing with this service request, please take the following actions:

1. If the below details are correct, please select 'Confirm.'
2. If the below details are incorrect or if the signatories are not enabled for e-signatures, please select 'Request Update.'
3. If there is a service request already in progress to activate e-signatures, kindly fulfill the necessary requirements to close it before proceeding with this service request.

Name	Role	Parent Company	Mobile Number	Email Address	E-Signature	In-Progress E-sign SR
	ShareHolder				Active	

Buttons: Cancel, Confirm, Request Update

- Upon confirming, the client can create application and fill out the required information and click next.



Application - Transfer a company's share capital

Please submit this service request to update the Shareholder's structure as per the application. To know more about the requirements and process, click [here](#) to access the guidelines and [here](#) to check the schedule of charges. Kindly ensure that all existing shareholder(s) are e-signature activated by: Checking the shareholders for whom e-signature is not yet activated by clicking [here](#) and then by submitting a [Manage KYC](#) and [E-Sign Subscription](#) request if not already submitted.

[Create Application](#)
[Add New Shareholders](#)
[Transfer Shares](#)
[Add/Edit UBO](#)
[Add/Edit POA](#)

Company Details

Account Name

Account Number

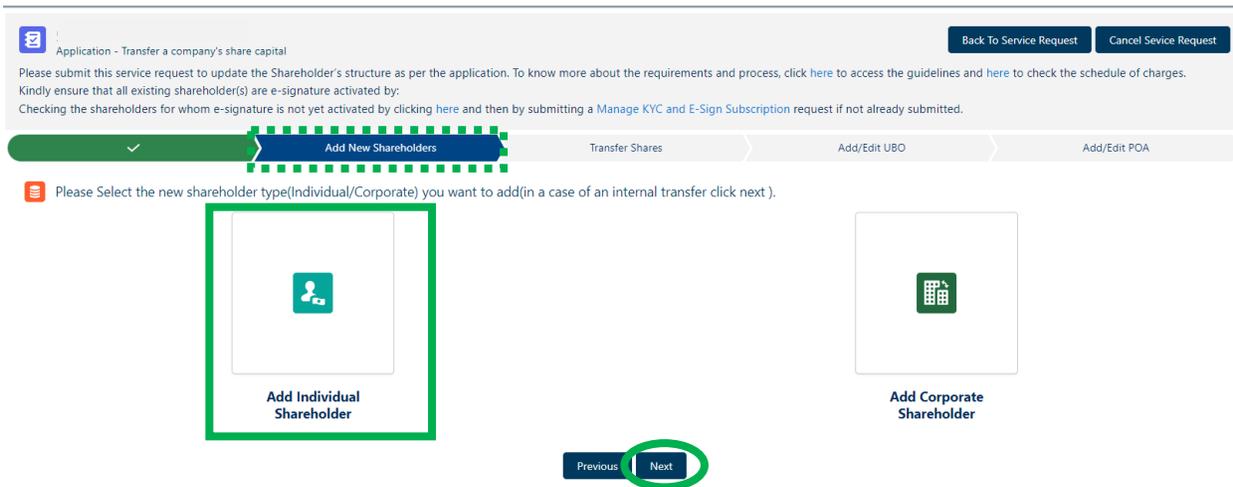
Resolution Date

Portal User's Email

Send SMS To Mobile

[Next](#)

- Once the Company Details information is filled out, select 'Add New Shareholders' wherein you will have the option to either 'Add Individual Shareholder' or 'Add Corporate Shareholder.'



Application - Transfer a company's share capital

[Back To Service Request](#) [Cancel Service Request](#)

Please submit this service request to update the Shareholder's structure as per the application. To know more about the requirements and process, click [here](#) to access the guidelines and [here](#) to check the schedule of charges. Kindly ensure that all existing shareholder(s) are e-signature activated by: Checking the shareholders for whom e-signature is not yet activated by clicking [here](#) and then by submitting a [Manage KYC](#) and [E-Sign Subscription](#) request if not already submitted.

[Add New Shareholders](#)
[Transfer Shares](#)
[Add/Edit UBO](#)
[Add/Edit POA](#)

Please Select the new shareholder type(Individual/Corporate) you want to add(in a case of an internal transfer click next).

[Add Individual Shareholder](#)
[Add Corporate Shareholder](#)

[Previous](#)
[Next](#)

5.a. Steps for adding Individual Shareholder

For Individual Shareholder, click 'Add Individual Shareholder', click 'Next', and enter the New Shareholder's 'Passport Information', 'UAE Visa Information', 'Legal Address', 'Residential Address', 'Communication Address' and the 'Communication Details Information'. Once it's filled out completely, click 'Save Amendment.'

Enter New Shareholder Details

✓
Passport Information
UAE Visa Information
Legal Address
Residential Address
Communication Address
Communication Detail Inform...

 Passport Details

* Full Name (As Per Passport)

* Date of Birth

* Country of Birth

* Place of Birth

* Domicile / Country of Issue

New Passport Number

Gender

* Passport Issue Date

* Passport Expiry Date

* Place of Issue

Previous
Next

Enter New Shareholder Details

✓
✓
UAE Visa Information
Legal Address
Residential Address
Communication Address
Communication Detail Inform...

 UAE Visa Information

* Holding a UAE Visa ?

* Visa Number

Emirates ID Number

* Visa Type

* Visa Expiry Date

Visa U.I.D Number

Previous
Next

Enter New Shareholder Details

✓
✓
✓
Legal Address
Residential Address
Communication Address
Communication Detail Inform...

 Legal Address

* Apartment / Villa Number (LA)

* City of Current Residence (LA)

* P.O.Box / Postal Code / Zip Code (LA)

* Street / Area (LA)

* Country of Current Residence (LA)

Previous
Next

Enter New Shareholder Details

Progress bar: Residential Address (Active), Communication Address, Communication Detail Inform...

Residential Address

Copy Legal Address

*Apartment / Villa Number (RA) *Street / Area (RA)

*City of Current Residence (RA) *Country of Current Residence (RA)

*P.O.Box / Postal Code / Zip Code (RA)

Previous Next

Enter New Shareholder Details

Progress bar: Residential Address, Communication Address (Active), Communication Detail Inform...

Communication Address

Copy Legal Address

*Apartment / Villa Number *Street / Area

*City of Current Residence *Country of Current Residence

*P.O.Box / Postal Code / Zip Code

Previous Next

Enter New Shareholder Details

Progress bar: Residential Address, Communication Address, Communication Detail Inform... (Active)

Communication Detail Information

*Mobile Number (Country Code & Mobile Number) *Email Address

E-Signature Subscription Information

*Mobile Number (Country Code & Mobile Number) *Re-confirm Mobile Number

*Email Address *Re-confirm Email Address

Previous Save Amendment

5.b. Steps for adding Corporate Shareholder

For new Corporate Shareholder, select 'Add Corporate Shareholder', click 'Enter Details' and the 'Company Information' to fill out the required information. Once it's filled out completely, click 'Save Amendment.'

Application - Transfer a company's share capital

Please submit this service request to update the Shareholder's structure as per the application. To know more about the requirements and process, click [here](#) to access the guidelines and [here](#) to check the schedule of charges. Kindly ensure that all existing shareholder(s) are e-signature activated by: [Checking the shareholders for whom e-signature is not yet activated by clicking here](#) and then by submitting a [Manage KYC and E-Sign Subscription](#) request if not already submitted.

Back To Service Request
Cancel Service Request

Add New Shareholders
Transfer Shares
Add/Edit UBO
Add/Edit POA

Please Select the new shareholder type(Individual/Corporate) you want to add(in a case of an internal transfer click next).



Add Individual Shareholder



Add Corporate Shareholder

Shareholder details

ACTION	SHARE HOLDER NAME	PASSPORT/REGISTRATION NO.	NATIONALITY/COUNTRY OF ISSUE	CURRENT NO OF SHARES	PROPOSED NO OF SHARES	EACH SHARE VALUE
✎						
✎						

Enter New Shareholder Details

Enter Details

Company Information

Issuing Authority/Registration Details

*Registration No.

*Domicile/Country Of Issue

*Issuing Authority

Search

Corporate Details

*Company Name

*Registration Date

Next

Note: For Ultimate Beneficiary Owner (UBO) declaration, make sure of selecting the correct structure if it's a 'Publicly Listed Company in Stock Exchange', a 'Government / State Owned Entity' or declaring if 'There are beneficial owner(s) holding more than 25% of shares or 'No beneficial owner is holding 25% of shares or more

Enter New Shareholder Details

Company Information

Additional Information

* Address 1

* Address 2

Address 3

Fax

Website

Nature of business

* Company Public Listed

Select an Option

- This is a Publicly Listed Company in Stock Exchange.
- This is a Government / State Owned Entity.
- There are beneficial owner(s) holding more than 25% of shares
- There is no beneficial owner holding 25% of shares or more

Save Amendment

Enter New Shareholder Details

Company Information

Additional Information

* Address 1

* Address 2

Address 3

Fax

Website

Nature of business

* Company Public Listed

Name of Stock Exchange/ Government entity

Previous Save Amendment

- After filling in the details of the new Shareholders, select **'Transfer Shares'** and choose **'Select Destination Shareholder'** to transfer the shares of the Source Shareholder (Seller) to the Destination Shareholder (Buyer). Once the transfer is done, click **'Confirm'** and **'Next'** to proceed to the next step.

Application - Transfer a company's share capital Back To Service Request Cancel Service Request

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Kindly ensure that all existing shareholder(s) are e-signature activated by:
Checking the shareholders for whom e-signature is not yet activated by clicking [here](#) and then by submitting a Manage KYC and E-Sign Subscription request if not already submitted.

Transfer Shares Add/Edit UBO Add/Edit POA

Registration No:
Domicile/Country Of Issue:
Current No Of Shares:
Proposed No Of Shares:
[See More Details](#)

Passport:
Nationality:
Current No Of Shares:
Proposed No Of Shares:
[See More Details](#)

Registration No:
Domicile/Country Of Issue:
Current No Of Shares:
Proposed No Of Shares:
[See More Details](#)

Share Transfer Details

The minimum share capital per shareholder is AED10,000. In case any of the Shareholder's intends to apply for a UAE visa, a minimum share capital of AED50,000 is required for that shareholder. Visa issuance is however subject to additional conditions under the rules and regulations of DMCC and Dubai Naturalization and Residency Department (DNRD).

Source Share Holder	Destination Share Holder	No of Shares Transferred	Type Of Shares	Payment Method

Previous **Next**

Transfer Shares

FROM Select Destination Shareholder TO

Total Shares: 15
Share Value: 1000

Share Type	Payment Method	Shares
Ordinary shares	Cash	15

[Transfer](#)

Confirm

Total Shares: 10
Share Value: 1000

Share Type	Payment Method	Shares
Ordinary shares	Cash	10

Transfer Shares

FROM Select Destination Shareholder TO

Total Shares: 15
Share Value: 1000

Share Type	Payment Method	Shares
Ordinary shares	Cash	15

[Transfer](#)

Confirm

Total Shares: 0
Share Value: 1000

Share Type	Payment Method	Shares
Ordinary shares	Cash	0

Application - Transfer a company's share capital Back To Service Request Cancel Service Request

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Kindly ensure that all existing shareholder(s) are e-signature activated by:
Checking the shareholders for whom e-signature is not yet activated by clicking [here](#) and then by submitting a Manage KYC and E-Sign Subscription request if not already submitted.

Transfer Shares Add/Edit UBO Add/Edit POA

Registration No:
Domicile/Country Of Issue:
Current No Of Shares:
Proposed No Of Shares:
[See More Details](#)

Passport:
Nationality:
Current No Of Shares:
Proposed No Of Shares:
[See More Details](#)

Registration No:
Domicile/Country Of Issue:
Current No Of Shares:
Proposed No Of Shares:
[See More Details](#)

Share Transfer Details

The minimum share capital per shareholder is AED10,000. In case any of the Shareholder's intends to apply for a UAE visa, a minimum share capital of AED50,000 is required for that shareholder. Visa issuance is however subject to additional conditions under the rules and regulations of DMCC and Dubai Naturalization and Residency Department (DNRD).

Source Share Holder	Destination Share Holder	No of Shares Transferred	Type Of Shares	Payment Method

Previous Next

- If your request involves a new Corporate Shareholder, select **'Add / Edit UBO'** and fill out the UBO information, click **'Add'** to either choose if the UBO is a **'Natural Person / Individual'** OR **'Legal Person / Entity'**

Application - Transfer a company's share capital Back To Service Request Cancel Service Request

Please submit this service request to update the Shareholder's structure as per the application. To know more about the requirements and process, click [here](#) to access the guidelines and [here](#) to check the schedule of charges.
Kindly ensure that all existing shareholder(s) are e-signature activated by:
Checking the shareholders for whom e-signature is not yet activated by clicking [here](#) and then by submitting a Manage KYC and E-Sign Subscription request if not already submitted.

Add/Edit UBO Add/Edit POA

Ultimate Beneficial Owner(UBO) Details

ACTION	SHAREHOLDER/CORPORATE NAME	PASSPORT/REGISTRATION NO.	NATIONALITY/COUNTRY OF ISSUE	UBO TYPE	TOTAL SHARE % OF CORPORATE SHAREHOLDER	COMPANY DECLARATION	UBO ACTIONS	NO FURTHER UBO	DECLARE NO CHANGES IN EXISTING UBO STRUCTURE
							Add	<input type="checkbox"/>	

UBO Tree View
NO UBO Declared

Previous Next

Beneficial Owner Type Beneficiary Details Beneficiary Share

The UAE federal regulations require institutions to capture and identify the details of the ultimate individual beneficial owner(s) (UBO) of an applying corporate.
An Ultimate Beneficial Owner is normally an individual who ultimately owns or controls 25% or more of the company or group of companies, or on whose behalf a transaction or an activity is being conducted.

Select Beneficiary type



Next

General Information Passport Details Residential Address Details Beneficiary Share

Enter Passport and Nationality

*Passport *Nationality

Search

Individual Details

Title *First Name
Middle Name *Last Name

Previous

Next

Passport Details Residential Address Details Beneficiary Share

Passport Details

*Full Name (As Per Passport) New Passport Number
*Date of Birth Gender
*Country of Birth *Passport Issue Date
*Place of Birth *Passport Expiry Date
*Domicile / Country of Issue *Place of Issue

Previous

Next

Residential Address Details

Residential Address

*Apartment / Villa Number (RA) *Street / Area (RA)
*City of Current Residence (RA) *Country of Current Residence (RA)
*P.O.Box / Postal Code / Zip Code (RA)

Previous

Next

Progress bar: Beneficiary Share

Share Details

*Shares Percentage: 100.00

Buttons: Previous, Save

Note: Once the UBO information is added, select with a tick mark 'NO FURTHER UBO' and tick the **UBO Declaration** to declare confirming that there is no further beneficial owner (legal/natural person) holding 25% of shares or more

Application - Transfer a company's share capital

Back To Service Request | Cancel Service Request

Please submit this service request to update the Shareholder's structure as per the application. To know more about the requirements and process, click [here](#) to access the guidelines and [here](#) to check the schedule of charges. Kindly ensure that all existing shareholder(s) are e-signature activated by: Checking the shareholders for whom e-signature is not yet activated by clicking [here](#) and then by submitting a Manage KYC and E-Sign Subscription request if not already submitted.

Progress bar: Add/Edit UBO

Ultimate Beneficial Owner(UBO) Details

ACTION	SHAREHOLDER/CORPORATE NAME	PASSPORT/REGISTRATION NO.	NATIONALITY/COUNTRY OF ISSUE	UBO TYPE	TOTAL SHARE % OF CORPORATE SHAREHOLDER	COMPANY DECLARATION	UBO ACTIONS	NO FURTHER UBO	DECLARE NO CHANGES IN EXISTING UBO STRUCTURE
					0 %				
					100 %			<input checked="" type="checkbox"/>	
					0 %				

UBO Tree View

- Lina Said DWTC
 - Lina Said
 - Individual Shares : 100%

Buttons: Previous, Next

Application - Transfer a company's share capital

Back To Service Request | Cancel Service Request

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Progress bar: Add/Edit UBO

Ultimate Beneficial Owner(UBO) Details

ACTION	SHAREHOLDER/CORPORATE NAME	PASSPORT/REGISTRATION NO.	NATIONALITY/COUNTRY OF ISSUE	UBO TYPE	TOTAL SHARE % OF CORPORATE SHAREHOLDER	COMPANY DECLARATION	UBO ACTIONS	NO FURTHER UBO	DECLARE NO CHANGES IN EXISTING UBO STRUCTURE
								<input checked="" type="checkbox"/>	

UBO Declaration

We declare that there is no further beneficial owner (legal / natural person) holding 25% of shares or more.

Buttons: Cancel, Save

Buttons: Previous, Next

8. You have the option to appoint Power of Attorney (POA) and 'Add Director'. If you wish to opt for them, please select 'Add POA' or 'Add Director' and activate their e-signatures by either selecting.

Application - Transfer a company's share capital Back To Service Request Cancel Service Request

Please submit this service request to update the Shareholder's structure as per the application. To know more about the requirements and process, click [here](#) to access the guidelines and [here](#) to check the schedule of charges.
Kindly ensure that all existing shareholder(s) are e-signature activated by:
Checking the shareholders for whom e-signature is not yet activated by clicking [here](#) and then by submitting a [Manage KYC and E-Sign Subscription](#) request if not already submitted.

Add/Edit POA

All shareholders / officeholders will be required to e-sign documents after DMCC review and verification. Please click on 'Add POA' if you wish to appoint a Power of Attorney (POA) holder for any of the below listed shareholders / officeholders to e-sign the documents on their behalf.
Note: Appointment of POA holder will require additional documents such as a POA document and a POA holder passport.

Action	ShareHolder Name	POA Holder Name	Passport No./Registration No	Nationality/Country Of Issue	Roles	Add POA	Add Director
						Add POA	Add Director
						Add POA	Add Director
						Add POA	Add Director

I accept the terms & conditions in the License Agreement

Previous Finalize and Proceed

Appoint Director

Enter details

* Passport Number * Nationality

Enter Details

General Information

* Title * First Name

Middle Name * Last Name

Passport Details Continue

* Full Name (As Per Passport) Date of Birth

* Gender * Country Of Birth

* Passport Issue Date * Place of Birth

* Passport Expiry Date * Domicile/Country Of Issue

Save Cancel Clear



Application - Transfer a company's share capital

[Back To Service Request](#)

[Cancel Service Request](#)

Please submit this service request to update the Shareholder's structure as per the application. To know more about the requirements and process, click [here](#) to access the guidelines and [here](#) to check the schedule of charges. Kindly ensure that all existing shareholder(s) are e-signature activated by: [Checking the shareholders for whom e-signature is not yet activated by clicking here](#) and then by submitting a [Manage KYC and E-Sign Subscription](#) request if not already submitted.



All shareholders / officeholders will be required to e-sign documents after DMCC review and verification. Please click on 'Add POA' if you wish to appoint a Power of Attorney (POA) holder for any of the below listed shareholders / officeholders to e-sign the documents on their behalf.
Note: Appointment of POA holder will require additional documents such as a POA document and a POA holder passport.

Action	ShareHolder Name	POA Holder Name	Passport No./Registration No	Nationality/Country Of Issue	Roles	Add POA	Add Director
						Add POA	Add Director
						Add POA	Add Director
						Add POA	Add Director
Edit Remove					Director		

I accept the terms & conditions in the License Agreement

[Previous](#) [Finalize and Proceed](#)

Appoint POA

Enter details

* Passport Number

* Nationality

[Enter Details](#)

General Information

* Title

* First Name

Middle Name

* Last Name

Passport Details Continue

* Full Name (As Per Passport)

Date of Birth

* Gender

* Country Of Birth

* Passport Issue Date

* Place of Birth

* Passport Expiry Date

* Domicile/Country Of Issue

[Save](#) [Cancel](#) [Clear](#)

9. Review all information provided and upload all required documents. Once they are reviewed and uploaded, click 'Submit' to proceed with the service request submission.

[Click Here to View Application Guidelines](#)
[Click here to view the Free Zone Services Schedule of Charges](#)

Printable View

Application - Transfer a company's share capital

Amendments (0) | UBO Structures (1) | SR Price Items (Service Request) (0) | Notes & Attachments (1)

Service Request Detail [Edit] [Submit] [Cancel SR]

Service Request Details - Internal

SR No.		Closed Date/Time	
Created By		SR Menu Text	
Status	Draft	Submitted Date	
Customer	SOFON MARITIME DMCC	Last Modified By	
		Owner	
		Account Number	

Amendment Details (Please enter)

Resolution Date

Service Request Details

Portal User's Email
 Customer Comments

Send SMS To Mobile

UBO Information

Subsequent Beneficial Owner Type	Share %
Corporate	
Individual	100

POA

Power of Attorney Holders

Action	Shareholder Name	POA Holder Name	Passport No./Registration No	Nationality/Country Of Issue	Roles	Add Director
					Director	
					POA	

SR Documents Download Upload Review Del

Document Name	Person Name/Corporate Name	Instructions	Requirement	Status	Created Date	Modified Date	Preview / Download Document
Passport Copy of the Proposed New Shareholder		UPLOAD the passport copy and visa page of the proposed new shareholder. Original is required for verification at collection stage or a notarized copy to be submitted.	Copy & Original	Pending Upload	21/06/2023	21/06/2023	View e-Document
Electronic Signature Undertaking document		Electronic Signature Undertaking document is required to subscribe for E-Signature. Please download, print, sign and upload a copy for DMCC's records.	Copy & Original	Pending Upload	21/06/2023	21/06/2023	View e-Document
Electronic Signature Undertaking document - Template		Electronic Signature Undertaking document is required to subscribe for E-Signature. Please download, print, sign and upload a copy for DMCC's records.	Download e-Document	Generated	21/06/2023	21/06/2023	View e-Document
KYC Form Template		DOWNLOAD the KYC Form. This document is system generated.	Download e-Document	Generated	21/06/2023	21/06/2023	View e-Document
KYC Form Template		UPLOAD the filled out and signed KYC Form.	Copy Required	Pending Upload	21/06/2023	21/06/2023	View e-Document
Proof of Address		UPLOAD recent proof of address (i.e. Ejan, utility bill, tenancy contract etc. representing updated address.	Copy Required	Pending Upload	21/06/2023	21/06/2023	View e-Document
Specimen Signature Form Template		DOWNLOAD this system generated template.	Download e-Document	Generated	21/06/2023	21/06/2023	View e-Document
Specimen Signature Form		UPLOAD the signed Specimen Signature Form of new shareholder. We will notify you when to visit DMCC for signing the original or notarized copy.	Copy & Original	Pending Upload	21/06/2023	21/06/2023	View e-Document
Passport Copy of the Proposed New Shareholder		UPLOAD the passport copy and visa page of the proposed new shareholder. Original is required for verification at collection stage or a notarized copy to be submitted.	Copy & Original	Pending Upload	21/06/2023	21/06/2023	View e-Document
Electronic Signature Undertaking document		Electronic Signature Undertaking document is required to subscribe for E-Signature. Please download, print, sign and upload a copy for DMCC's records.	Copy & Original	Pending Upload	21/06/2023	21/06/2023	View e-Document
Electronic Signature Undertaking document - Template		Electronic Signature Undertaking document is required to subscribe for E-Signature. Please download, print, sign and upload a copy for DMCC's records.	Download e-Document	Generated	21/06/2023	21/06/2023	View e-Document
Power of Attorney Copy		Upload Power of Attorney copy if the shareholders / appointed officers wish to grant signing powers to others on their behalf. POA should be notarized & attested if issued outside UAE.	Copy & Original	Pending Upload	21/06/2023	21/06/2023	View e-Document
Power of Attorney (POA) Holder Passport Copy / Emirates ID		For UAE residents POA holders, a copy of the passport, visa page and Emirates ID (back and front) are required. For non-UAE residents POA holders, a copy of the passport is required.	Copy & Original	Pending Upload	21/06/2023	21/06/2023	View e-Document
Electronic Signature Undertaking document		Electronic Signature Undertaking document is required to subscribe for E-Signature. Please download, print, sign and upload a copy for DMCC's records.	Copy & Original	Pending Upload	21/06/2023	21/06/2023	View e-Document
Electronic Signature Undertaking document - Template		Electronic Signature Undertaking document is required to subscribe for E-Signature. Please download, print, sign and upload a copy for DMCC's records.	Download e-Document	Generated	21/06/2023	21/06/2023	View e-Document
Certificate of Incumbency		UPLOAD a copy of the recent dated notarized and attested Certificate of Incumbency. We will notify you when to visit DMCC to sign the original Certificate of Incumbency.	Copy & Original	Pending Upload	21/06/2023	21/06/2023	View e-Document
Resolution - Transfer of Shares Template		DOWNLOAD the template for Board Resolution for selling of shares.	Download e-Document	Generated	21/06/2023	21/06/2023	View e-Document
Board Resolution - Transfer of Shares		UPLOAD the Board Resolution - Transfer of Shares. Later, the document will be sent to the respective signatories for e-signature.	Only Original Required	Pending Upload	21/06/2023	21/06/2023	View e-Document
Memorandum of Association of New Corporate Shareholder		UPLOAD the notarized Memorandum of Association of the proposed existing / new corporate shareholder.	Copy & Original	Pending Upload	21/06/2023	21/06/2023	View e-Document
Certificate of Registration		UPLOAD the notarized Certificate of Registration of the proposed new corporate shareholder.	Copy Required	Pending Upload	21/06/2023	21/06/2023	View e-Document
Valid trade license of Proposed New Corporate Shareholder		UPLOAD the valid license. Applicable to UAE companies only.	Copy Required	Pending Upload	21/06/2023	21/06/2023	View e-Document
Board Resolution of Proposed New Corporate Shareholder		UPLOAD the Board Resolution for Acquisition of shares. Later, the document will be sent to the respective signatories for e-signature.	Copy & Original	Pending Upload	21/06/2023	21/06/2023	View e-Document
Board Resolution - Acquisition of Shares		DOWNLOAD the template of Board Resolution for Acquisition of Shares.	Download e-Document	Generated	21/06/2023	21/06/2023	View e-Document
Certificate of Incumbency		UPLOAD a copy of the recent dated notarized and attested Certificate of Incumbency. We will notify you when to visit DMCC to sign the original Certificate of Incumbency.	Copy & Original	Pending Upload	21/06/2023	21/06/2023	View e-Document
Share Transfer Form		DOWNLOAD the Share Transfer Form.	Download e-Document	Generated	21/06/2023	21/06/2023	View e-Document
Share Transfer Form		UPLOAD the Transfer form printed on your DMCC company letterhead. Later, the document will be sent to the respective signatories for e-signature.	Copy & Original	Pending Upload	21/06/2023	21/06/2023	View e-Document

Amendments

Shareholder	Passport Number	Passport No/Company Registration number	Person/Corporate Nationality	Old No of Shares	No of Shares #	Share Value	View History
Ni				25	0.00	1000	View Amendment History
Hx				0	10.00	1000.00	View Amendment History
Lj				0	0.00		View Amendment History
Lj				0	15.00	1000.00	View Amendment History

Show 2 more » | Go to list (7) »

UBO Structures

Parent	Parent Name	Child	Child Name	Share %	No Further UBO
				100	✓

SR Price Items (Service Request)

Price Item	Linked SR Price Item	Unit Price	Unit %	Tax Amount	Total Price	Status	Generate View Invoice
Share Transfer		AED 4,515.00	0.00	AED 0.00	AED 4,515.00	Added	
Knowledge & Innovation Dtham		AED 20.00	0	AED 0.00	AED 20.00	Added	

Notes & Attachments New Note | Attach File

No records to display

10. Once submitted, you will receive a confirmation email notification highlighting the applications' details.
11. We will be reviewing and verifying your application and we may request additional information/ documents.
 - 11.a. If additional information were requested, please follow the below steps:
 1. Log in to [DMCC Member Portal](#).
 2. Go to "My Actions" and choose "Review Step" to check the comment(s)
 3. Respond to the mentioned comment/s under your Step ID; and
 4. Update the Step Status from "Require additional info" to "Additional Information Updated".
 - 11.b. If additional documents were requested, please follow the below steps:
 1. Log in to [DMCC Member Portal](#).
 2. Go to "My Actions" and click on the Licence Renewal Service Request (SR)
 3. Under SR documents, click on "Download/Upload/Review Doc" and upload the required document(s)
 4. Once documents are uploaded, return to parent SR and update your Step from "Upload Documents" to "Documents Uploaded."
12. If your application is approved, [book an appointment](#) to submit the required original documents at the DMCC Service Centre counters.
13. We will verify the original/ electronically signed documents and update the portal with new share details. once done, you will receive the confirmation email notification.

Dear Valued Member,

We have received your share transfer service request
number for holding registration
number has been completed.

You can download the e-Articles of Association [here](#), and the e-Share Certificate
(s) [here](#).

Thank you for being part of the DMCC business community. Please take a minute to
leave your feedback about your experience with us.

14. Should you need to revoke this service request for any reason, kindly select 'Cancel Request'.

The screenshot shows the DMCC portal interface. At the top, there are navigation tabs: MY EMPLOYEES, MY REPORTS, MY REQUESTS, MY CASES, IDEAS, MANAGE DDS, and MY ESIGN. A search bar is located on the right. Below the navigation, there are links for 'Click Here to View Application Guidelines' and 'Click here to view the Free Zone Services Schedule of Charges'. The main heading is 'Application - Apply to Change Company Officer'. Below this, there are statistics: Sub Service Requests (1), SR Price Items (Service Request) (4), Amendments (4), and Service Requests (Linked SR) (1). The 'Service Request Detail' section includes a 'Cancel Request' button. Below this, there are two sections: 'Service Request Details - Internal' and 'Amendment Details (Please Enter)'. The 'Service Request Details - Internal' section shows SR No, Submitted Date (22/11/2023), Customer, Account Number, and External Status (Awaiting Approval). The 'Amendment Details (Please Enter)' section shows Resolution Date (10/11/2023) and Service authorised by (All Shareholders). The Selected E-signature Method is Via Email(docusign).

15. Depending on the status of the service request, cancellation fees may be incurred. If you'd like to continue, please choose 'Yes, I want to cancel the Service Request'.

The screenshot shows a 'Cancellation Request' dialog box. The title is 'Cancellation Request'. The main text reads: 'If you opt to proceed with the cancellation of this Service Request, the following charges will apply, with the remaining amount credited to your portal balance:'. Below this, there is a section for '1. Cancellation Fees - To review the SR cancellation charges, kindly click here.' followed by an 'Important Note: Upon cancellation of this request, you will receive an email at the portal user email address specified in this request.' The question 'Would you like to proceed with canceling this Service Request?' is followed by a radio button and the text 'Yes, I want to cancel the Service Request.' A 'Close' button is located at the bottom right.

The screenshot shows a 'Cancellation Request' dialog box. The title is 'Cancellation Request'. The main text reads: 'If you opt to proceed with the cancellation of this Request, please note that no refunds will be granted.' Below this, there is an 'Important Note: After DMCC evaluation, a revocation resolution will be sent to all the initial resolution's signatories for electronic signature. Once all signatories successfully complete their electronic signatures, this service request will be canceled, and an email will be sent to the portal user's email address specified in this request.' The question 'Would you like to proceed with canceling this Service Request?' is followed by a radio button and the text 'Yes, I want to cancel the Service Request.' A 'Close' button is located at the bottom right.

16. Kindly upload the 'Cancellation Letter' and indicate the relevant reason for cancellation and click on 'Confirm'.

Cancellation Request

If you opt to proceed with the cancellation of this Service Request, please note that no refunds will be granted.

Important Note: Upon cancellation of this request, you will receive an email at the portal user email address specified in this request.

Would you like to proceed with canceling this Service Request?

Yes, I want to cancel the Service Request.

Upload a request for cancellation specifying the reason for the request for SR cancellation on your company letterhead, sealed and signed by authorised signatories

* Cancellation Letter

[Upload Files](#) Or drop files

Upload

Select Cancellation Reasons

Available	Selected
Change of Managem...	
Decided to apply for ...	

Close Confirm

17. After submitting the cancellation request to DMCC for processing, you will see the following confirmation message.

your company letterhead, sealed and signed by authorised signatories

* Cancellation Letter

success!

Request for cancellation is submitted to DMCC

OK

Decided to apply for Winding-up Change of Management Decision