



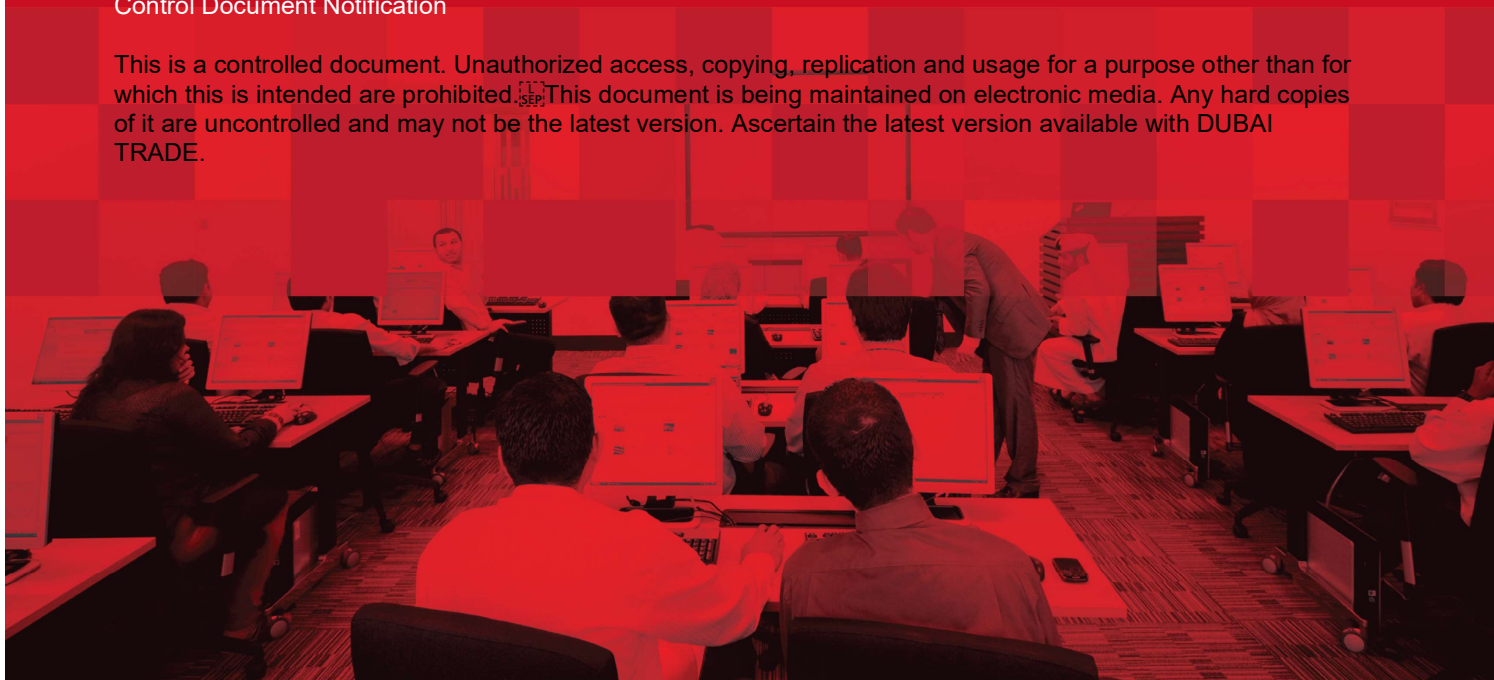
JAFZA eSERVICES Offshore Registration Amendment User's Manual

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DOCUMENT DETAILS

Document Information

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Revision History

Version	Date	Author	Designation	Description of change

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Distribution

Version	Location

Offshore Registration Amendment

3

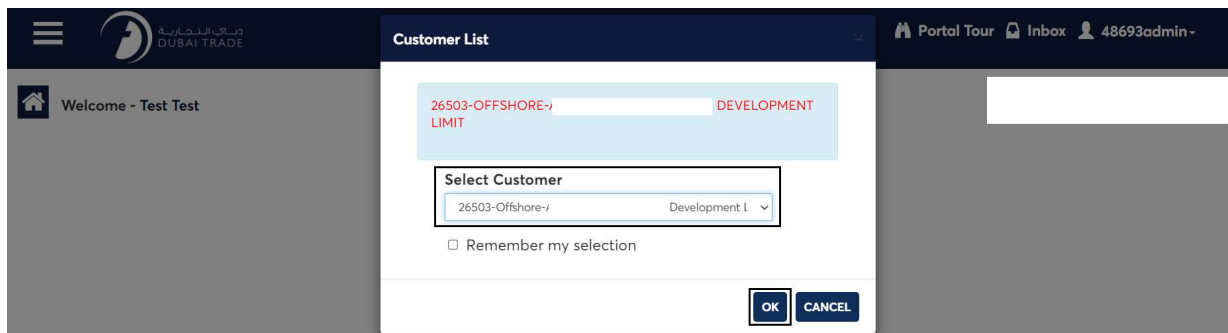
This service is to request for amendment of Offshore Company Registration Details which are registered with JAFZA. i.e Shareholder, Director, Operating Name, Registered Address, Secretary, Increase/Decrease Share Capital, Activity Amendment, Change Agent, Share Transfer.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Registration** from the menu on the left
3. Then Go to **Offshore Registration Amendment – Approval**



4. Select the Offshore Company from the Drop down List then click **OK**



5. The below screen will be displayed where you can select the required Letter/NOC or **Search for SR.**

Types of SR's

Amend Shareholder	Increase/Decrease Share Capital
Change Director	Offshore Activity Amendment
Change Operating Name for Company	Register Agent Change
Change Registered Address	Share Transfer
Change Secretary	

SR Number Select Status Search

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

Offshore Registration Amendment

4

Amend Shareholder	Increase/Decrease Share Capital
Change Director	Offshore Activity Amendment
Change Operating Name for Company	Register Agent Change
Change Registered Address	Share Transfer
Change Secretary	

7. Click **Create New Request**

Jafza Change DirectorCreate 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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8. Enter the details, Courier details and click **Save and Continue**

Jafza Register Agent ChangeBack

1 Service Request

2 Summary

3 Payment Confirmation

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 *

Mobile Number * 05xxxxxxxx

Amendment to MOA required * Yes

Request Reason

Jafza Comments

Courier Details

Courier Required * Outside FreeZone

Courier Location * Select

Address Line 1 * office No M-19 Gold Land, Al Daghay

Address Line 2

Contact Name *

Contact Phone * 05xxxxxxxx

Time * Select


For Outside FreeZone, Courier Collection/Delivery will be arranged on next working day.

Save and Continue

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

Offshore Registration Amendment

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Jafza Change Registered Address

1

2

3

Service RequestSummaryPayment Confirmation

Details of the selected request are given below.

Company Name: Development LimitedSR Number: 20054656

Proposed Address Line 1Dubai

CityDubai

CountryUnited Arab Emirates

EmirateDubai

Effective Date3-Feb-2022

Amendment to MOA requiredYes

Specimen SignatureNo

Courier Details

Courier RequiredOutside FreeZone

Courier LocationAL BARSHA 1 and 3

Address Line 1office No M-19 Gold Land, Al
Daghaya, Plot # 113-453, Deira

Address Line 2

Contact NameTEST


Contact Phone0500000000

Time9 AM -11 AM

Edit

Confirm and Continue

10. Click **Submit to FreeZone**

Jafza Offshore Amendment - Change Registered Address

1

2

3

Service RequestSummaryPayment Confirmation

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)
42,079.50 AED

Total Charge Amount:740.00 AED


Total VAT Amount:2.00 AED

Total Charge Amount with VAT:742.00 AED

SR Number	Customer	Status
20054656	<input type="text"/> Development Limited	Saved

Submit to FreeZone

The below confirmation will be displayed


Jafza Offshore Amendment - Change Registered Address

1

2

3

Service RequestSummaryPayment Confirmation

 Your request has been forwarded to the Free Zone for processing. A charge of 740.00 AED and VAT amount 2.00 AED has been reserved for the same.

SR Number	Customer	Status
20054656	Development Limited	Submitted to Free Zone

Procedure:

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

Select *Amend Shareholder*

Amend Shareholder	Increase/Decrease Share Capital
Change Director	Offshore Activity Amendment
Change Operating Name for Company	Register Agent Change
Change Registered Address	Share Transfer
Change Secretary	

- II. Change Director – This request is for an Offshore Company in JAFZA to change the Director of the Offshore Company in JAFZA**

Select *Change Director*

Amend Shareholder	Increase/Decrease Share Capital
Change Director	Offshore Activity Amendment
Change Operating Name for Company	Register Agent Change
Change Registered Address	Share Transfer
Change Secretary	

- III. Change Operating Name for Company – This request is for an Offshore Company in JAFZA to change the Operating Name for Company of the Offshore Company in JAFZA.**

Select *Change Operating Name for Company*

Amend Shareholder	Increase/Decrease Share Capital
Change Director	Offshore Activity Amendment
Change Operating Name for Company	Register Agent Change
Change Registered Address	Share Transfer
Change Secretary	

- IV. Change Registered Address – This request is for an Offshore Company in JAFZA to change the Registered Address of the Offshore Company in JAFZA.**

Select *Change Registered Address*

Amend Shareholder	Increase/Decrease Share Capital
Change Director	Offshore Activity Amendment
Change Operating Name for Company	Register Agent Change
Change Registered Address	Share Transfer
Change Secretary	

- V. Change Secretary – This request is for an Offshore Company in JAFZA to change the Secretary of the Offshore Company in JAFZA.**

Select *Change Secretary*

Amend Shareholder
Change Director
Change Operating Name for Company
Change Registered Address
Change Secretary

Increase/Decrease Share Capital
Offshore Activity Amendment
Register Agent Change
Share Transfer

VI. **Increase/Decrease Share Capital – This request is for an Offshore Company in JAFZA to Increase or Decrease the Share Capital.**

Select *Increase/Decrease Share Capital*

Amend Shareholder
Change Director
Change Operating Name for Company
Change Registered Address
Change Secretary

Increase/Decrease Share Capital
Offshore Activity Amendment
Register Agent Change
Share Transfer

VII. **Offshore Activity Amendment – This request is for an Offshore Company in JAFZA to amend their Offshore Company Activity.**

Select *Offshore Activity Amendment*

Amend Shareholder
Change Director
Change Operating Name for Company
Change Registered Address
Change Secretary

Increase/Decrease Share Capital
Offshore Activity Amendment
Register Agent Change
Share Transfer

VIII. **Register Agent Change – This request is for an Offshore Company in JAFZA to change their JAFZA Register Agent.**

Select *Register Agent Change*

Amend Shareholder
Change Director
Change Operating Name for Company
Change Registered Address
Change Secretary

Increase/Decrease Share Capital
Offshore Activity Amendment
Register Agent Change
Share Transfer

IX. **Share Transfer – This request is for an Offshore Company in JAFZA to Transfer the Share from the Shareholder to another Shareholder.**

Select *Share Transfer*

Amend Shareholder
Change Director
Change Operating Name for Company
Change Registered Address
Change Secretary

Increase/Decrease Share Capital
Offshore Activity Amendment
Register Agent Change
Share Transfer

