



Application for Change of Manager

Application Date: _____

Company Name: _____ **Contact Number:** _____

Premises Leased: _____ **Location:** _____ **Lease Exp.:** _____

Are there any Mortgages on assets: ☐ Yes ☐ No

I/ We being the owner(s) of the above-mentioned Company hereby declare that subject to approval of the SRTI Park, following amendments to be incorporated:

Manager Name (From _____ To _____)

Reason for Proposed Changes:

I/We the undersigned hereby declare and certify that the above details are accurate which is verified by the proposed Shareholders & confirm that the signatures in this request & attached board resolution is true & correct. Further, we hereby undertake that we have detailed understanding of the applicable fees, documents required & to be status of Company (legal status, lease rates & revision in documents) once our request is processed. In the event of any discrepancy to the above mentioned information, the undersigned and the company will be liable to Local and Federal Rules and any other penalty without prejudice and compensation by SRTI Park, any approval and the resultant documents and transactions will be treated as null and void with retrospective effect.

| Authorized Signatory | Company's Stamp |
|---|--|
| | |
| For SRTI Park official use (Signature Verified) | |

Important Notes:

Please check the requirements & fees for Share Transfer on reverse. SRTI Park reserves the right to cancel the request after 30 days, if there is no follow up by the applicant to complete the process and fees paid will not be refunded.



Registration & Licensing Requirements

- SRTI Park application form **duly typed, signed & stamped** for the Approval of Changing Shareholder(s).2. Board Resolution signed by all the Shareholders
- **Board Resolution** or Minutes of Meeting (Owners declaration - for FZE) signed by both the Existing & New shareholders of the Company on the Company Letter head stating:

- Number, value and details of the shares to be transferred to each new shareholder(s) (Maximum of 5 shareholders for FZC Company).
- Value of the structure (for plot of land companies).
- Undertaking to comply with all requirements of SRTI Park and acceptance of all previous liabilities including utility payments related to the Company.

In case of subsidiary company & either of the Shareholder is a company - Legalized Board Resolution from Buyer & seller with the above details to be submitted (notarized & attested by UAE Consulate/Embassy from the Country of Origin & Ministry of Foreign Affairs in UAE)

- If the new shareholder is a company **Legalized corporate documents** including Certificate of incorporation or License, Memorandum & Articles of Association, Board Resolution and Power of Attorney [in case of foreign company:- it should be attested by UAE Consulate/Embassy from the Country of Origin & Ministry of Foreign Affairs in UAE; in case of local company:- to be notarized by public notary or chamber of commerce]
- New Shareholders should not be less than **21 years of age**.
- **Copy** of license, tenancy contract, memorandum, addendum, share certificate & certificate of incorporation (if any), to be attached with Board resolution
- **Valid Passport Copies** including visa page of all (existing/new) shareholders
- **Visa:**
 - **Undertaking** from the retiring shareholder/Manager for status change/cancellation of visa
 - **NOC** from existing sponsor for New Shareholder/Manager (to be notarized by public notary or chamber of commerce if sponsor is outside SRTI Park).
 - **Immigration Status report** for on arrival visa holders
- **Mortgage** - NOC from Mortgagee Bank in case of Assets under Mortgage.
- Fees payable for Share Transfer (non refundable)
- **AED 5,000/-** for all leased facilities except plot of land
- **AED 10,000/- + 3%-** Assets Transfer Fees payable for company with plot of land leased
- **Lease & License renewal payment & requirements to be complied if renewal invoice is generated.**
- Revised Lease rates will be applicable & new tenancy contract will be prepared with the new original lease date and revised lease amount.
(Facility Type _____, current lease _____/-year, revised lease _____/-year)
- **Presence** of all the related parties with original passport on the appointment time given by the concerned staff.
- Amended Documents as per below shall be released only after 15 days of publication notice.
- **Original Documents** i.e. License, Share Certificate (Certificate of Incorporation, Memorandum & Articles of Association and any amendments there to only when there is a status / name change) and tenancy contract to be submitted back.
- **Share transfer for the Company leased with a plot of land is subject to an approval** / no objection from SRTI Park Project Management Department & revised lease rate approval.

| Change of Legal Status | | Change of Tenancy Contract | | Share Certificate / Certificate of incorporation | | License Certificate | |
|------------------------|--------------------------|----------------------------|--------------------------|--|--------------------------|---------------------|--------------------------|
| FZE to FZC | <input type="checkbox"/> | Applicable | <input type="checkbox"/> | Applicable | <input type="checkbox"/> | Applicable | <input type="checkbox"/> |
| FZC to FZE | <input type="checkbox"/> | Not Applicable | <input type="checkbox"/> | Not Applicable | <input type="checkbox"/> | Not Applicable | <input type="checkbox"/> |

General Schedule of Amendments:

| Task Type | Presence Required | Days |
|--|---------------------------------|----------------------------------|
| Discussion regarding details of Amendment & verification | PRO / Authorized Representative | 1 |
| Submission of Documents & Payment | PRO / Authorized Representative | 1 |
| Signature of Parties | All Parties | As per Appointment (1-3days) |
| Collection of Documents | PRO / Authorized Representative | 15 days after Publication |

On behalf of Legal Amendment

Accepted By, _____

Company Name, _____