

User Manual – Increase or Decrease of Share Capital

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Step 1 for the client is to check the availability of the active signatories.

To proceed with this service request, all relevant signatories (Shareholders / Officers) / that are mentioned in the below table, will need to electronically sign documents once DMCC has reviewed this service request. The signatories will receive one-time passwords on their registered mobile numbers and email addresses for electronic signature authentication.

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

1. If the below details are correct, please click '**Confirm**'.
2. If the below signatories' details (Mobile / Email Address) are incorrect or no longer valid, or if the signatories are not enabled for e-signatures, please click '**Submit Manage KYC**'. If the passport of any Shareholder has expired or is no longer valid, please click '**Submit Change of Details**' service request before proceeding.
3. If the passport of any Officer is expired or invalid, please click '**Submit Manage KYC**'.
4. If there is an already open service request to activate e-signatures, kindly fulfil the necessary requirements to close it before proceeding with this service request.
5. If a passport is found to be expired or invalid during the service request process and confirmed by the client, the request may be rejected.
6. If a Shareholder or Officer is being removed, updating their passport is not required unless the individual holds both roles simultaneously.

Please ensure to review the information in the below table, following the above instructions, before continuing with this service request.

Name	Role	Nationality	Passport No	Passport Issue Date	Passport Expiry Date	Parent Company	Mobile Number	Email Address
	Director	China		21/02/2019	21/02/2029			
	Director, Manager, Secretary	China		29/03/2023	29/03/2028			
	Officer-Parent company	China		18/07/2017	18/07/2022			

The client needs to select the required action.

If the client clicks on 'Confirm', the client will be directed to raise the Increase/Decrease SR.

The system will reflect the current shareholder structure.

DMCC LOGOUT

Share amendment

Current shareholding structure

Corporate

Name	Registration number	Registering authority	Registering country	Current no of shares	Value of each share
		Netherlands Chamber of Commerce	Netherlands	50	1000

The client needs to select the amendment required and fill in the below fields:

DMCC

Share amendment / Share amend request

SHAREHOLDING DETAILS SHAREHOLDER UPDATE GUIDELINES

Amend details

What type of share amendment would you like to make?

Increase of share capital with a new shareholder

Increase of share capital with no new shareholder

Decrease of share capital

• **Template Type**
 Select an Option

• **Resolution Date**
 Please enter a date that is not in the future

• **Correspondence Email ID**
 Enter email ID

• **Correspondence Mobile Number**
 Please enter number in this format : +971 XXXXXXXXXX

PROCEED

DMCC

Share amendment / Share amend request

SHAREHOLDING DETAILS SHAREHOLDER UPDATE GUIDELINES

Amend details

What type of share amendment would you like to make?

Increase of share capital with a new shareholder

Increase of share capital with no new shareholder

Decrease of share capital

• **Template Type**
 Select an Option

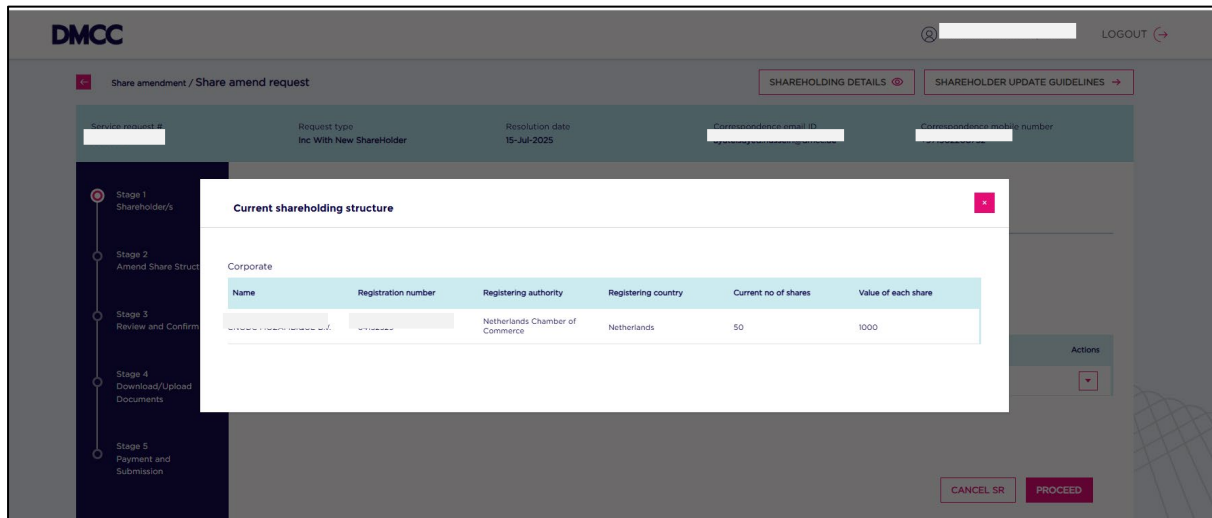
• **Resolution Date**
 Please enter a date that is not in the future

• **Correspondence Email ID**
 Enter email ID

• **Correspondence Mobile Number**
 Please enter number in this format : +971 XXXXXXXXXX

PROCEED

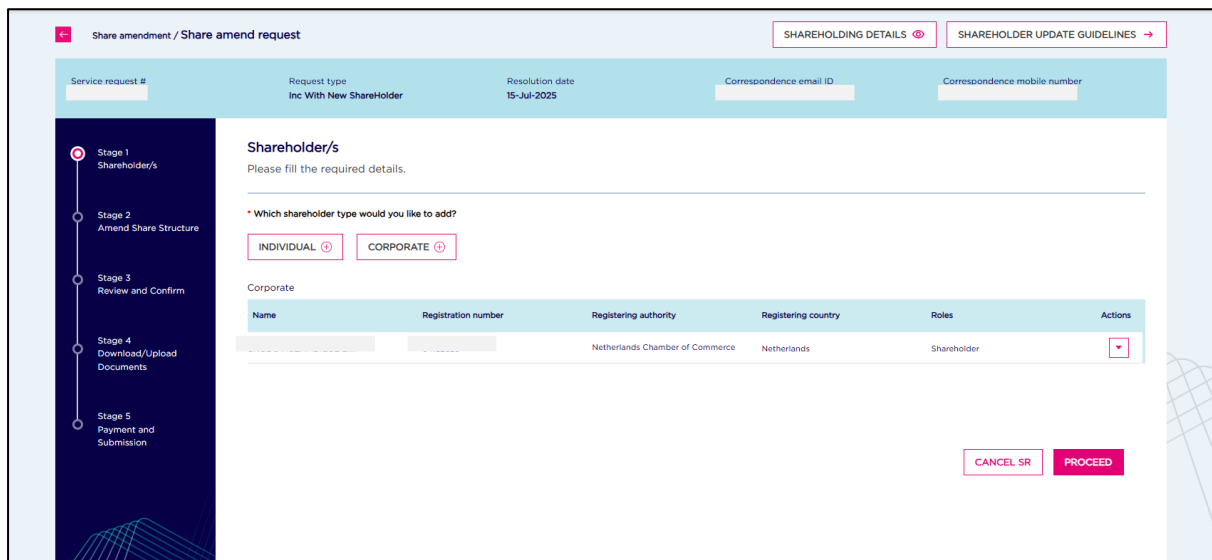
The client can see the current Shareholder structure from “SHAREHOLDING DETAILS” option at the top of the page



When the client selects the type of share amendment required and add the required fields then clicks on “Proceed”, the client will be directed to Stage 1 where the client can see the current Shareholders.

In case the client wants to add an individual shareholder, the client can click on **“INDIVIDUAL”**.

In case the client wants to add a corporate shareholder, the client can click on **“CORPORATE”**.

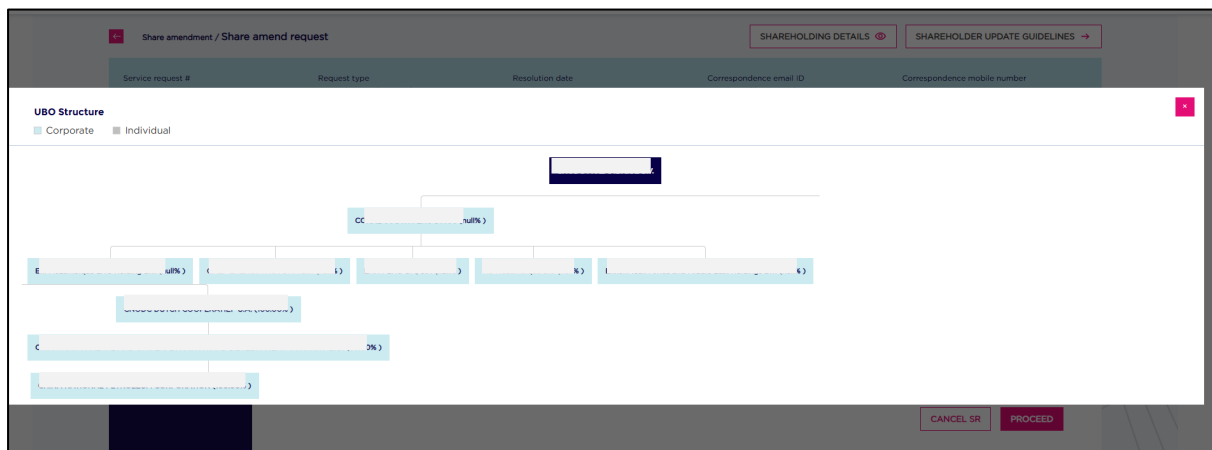


The Action arrow provided in front of the current shareholder “which is a Company” will include the below list:

APPOINT POA, where the client can appoint a new POA on behalf of the Parent Company.

VIEW UBO, where the client can view the current UBO structure.

“**View UBO**” option will show the tree of the UBO structure as below.



1-Adding a New Individual Shareholder

In case of adding new individual shareholder, the client will click on ‘Individual’ where the system will ask for the information of the new shareholder.

Share amendment / Share amend request

SHAREHOLDING DETAILS ⓘ SHAREHOLDER UPDATE GUIDELINES →

Service request # Request type Resolution date Correspondence email ID Correspondence mobile number

Inc With New ShareHolder 15-Jul-2025

Shareholder/s
Please fill the required details.

* Which shareholder type would you like to add?

INDIVIDUAL ⓘ CORPORATE ⓘ

Corporate

Name	Registration number	Registering authority	Registering country	Roles	Actions
		Netherlands Chamber of Commerce	Netherlands	Shareholder	▼

CANCEL SR PROCEED

The client can upload the 1st page of his passport through OCR system, or the client can add the Passport number & nationality manually to fetch the details.

New Individual Shareholder
Please fill the required details in all the tabs

Passport Information

Passport details
Upload the passport here to auto-generate information using OCR.

Select File

Upload Files Or drop files

OR

* Passport number

* Nationality

Search Lookups...

FETCH DETAILS

CANCEL SR PROCEED

Then the client will be required to fill in the information below in all tabs

The new shareholder will be added with “**NEW**” Icon beside his name.

The ACTION list for the new individual shareholder will include the following options:

(Edit – Delete – Appoint POA)

2-Adding A New Corporate Shareholder

The client can add a new Corporate from the below option:

The system will ask for the new corporate information as below

The system will require the information below like company name, registration date, etc

New Corporate Shareholder
Please fill the required details in all the tabs

Corporate Shareholder

* Domicile/Country Of Issue: Canada

* Issuing Authority: Q. Corporate Affairs Registry Database

* Registration No: TEST1234

Additional Information

* Company Name: [Text Field]

* Registration Date: [Text Field]

* Nature of business: --None--

* Email Address: [Text Field]

* Mobile Number: [Text Field]

Website: [Text Field]

* Address 1: [Text Field]

Address 2: [Text Field]

Address 3: [Text Field]

Fax: [Text Field]

* P.O.Box / Postal Code / Zip Code: [Text Field]

* City: [Text Field]

* Legal Entity Type: --None--

Declaration: --None--

SAVE & NEXT

The Legal Entity Type will have two options (LLC or CLG).

New Corporate Shareholder
Please fill the required details in all the tabs

Corporate Shareholder

* Domicile/Country Of Issue: Canada

* Issuing Authority: Q. Corporate Affairs Registry Database

* Registration No: TEST1234

Additional Information

* Company Name: [Text Field]

* Registration Date: 30 Jun 2025

* Nature of business: Trading

* Email Address: [Text Field]

* Mobile Number: [Text Field]

Website: [Text Field]

* Address 1: SSSSSSS

Address 2: [Text Field]

Address 3: [Text Field]

Fax: [Text Field]

* P.O.Box / Postal Code / Zip Code: 000000

* City: CANADA

* Legal Entity Type: LLC

* Declaration: --None--

SAVE & NEXT

CANCEL SR **PROCEED**

After that, the client can click on Save & Next to declare the Parent Company Director

If the client closed the above window and the client didn't declare the Parent Company Director, the new corporate shareholder will be created with the list below under Action:

(Edit – Delete – Director – Add UBO – Appoint POA).

But the client can't proceed further due to the missing declaration of the Parent Company Director.

In case the client clicks on “Proceed” without declaring the Parent Company Director, the client will receive the below pop-up message.

Shareholder/s
Please fill the required details.

* Which shareholder type would you like to add?

INDIVIDUAL ⓘ CORPORATE ⓘ

Corporate

Name	Resolving country	Roles	Actions
[Redacted]	Netherlands Chamber of Commerce	Shareholder	▼
[Redacted]	Corporate Affairs Registry Database	Shareholder	▼

Individual

Name	Passport Number	Country	Roles	Actions
[Redacted]	[Redacted]	India	ShareholderHR Signatory	▼

CANCEL SR PROCEED

Modal Dialog:
Please Declare a Director for the New Corporate Shareholder(s).

The client needs to click on “**Director**” option under Actions to declare the Parent Company Director.

Share amendment / Share amend request

Request type: New/With New Shareholder Resolution date: 09-04-2026 Correspondence email ID: [Redacted] Correspondence mobile number: [Redacted]

Corporate Shareholder
Please fill the required details in all the tabs

Corporate Shareholder Director

You may add additional directors. DIRECTOR ⓘ

Corporate

Name	Registration number	Registering authority	Registering country	Roles	Actions
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

System will ask for the Director information as below

Corporate Shareholder
Please fill the required details in all the tabs

Corporate Shareholder Director

You may add additional directors. DIRECTOR ⓘ

Passport details
Upload the passport here to auto-generate information using OCR.

Select File

Upload Files OR Or drop files

* Passport number [Redacted]

* Nationality [Redacted]

FETCH DETAILS

CANCEL SR PROCEED

When all information is added, the Parent Company Director's name will be reflected below with options to **edit + remove**.

More than one Parent Company Director can be declared.

If the new corporate shareholder requires to declare the UBO “**who holds 25% or more**” but it was missed by the client and the client tries to proceed further, the client will receive the Pop-up message below to declare the UBO.

The system will define which corporate shareholder needs the declaration (**in case of more than one corporate shareholder got added**).

To declare the UBO required, the client needs to select “Add UBO” option from the list under Actions.

The system will require information about the UBO that holds **25% or more** (if it is an individual or Entity).

In case of adding an Individual UBO, the client can select the 1st option where the system will ask for the UBO details and voting % as below.

TEST LLC UBO(s) Declaration

Please fill the required details in all the tabs

Note: UAE federal regulations require institutions to identify the Ultimate Beneficial Owner (UBO) of a corporate applicant. A UBO is an individual who owns or controls 25% or more of the company or acts on its behalf.

Please list all ownership layers until the ultimate natural person holding 25% or more shares is declared.

Beneficial owner type

Beneficial Owner (Natural Person / In... ▼)

☐ No Further UBO

Passport information

Passport details

Upload the passport here to auto-generate information using OCR.

Select File

Upload Files

Or drop files

OR

* Passport number

TEST2222

* Nationality

United Kingdom

FETCH DETAILS

TEST LLC UBO(s) Declaration

Please fill the required details in all the tabs

Passport Details

* Title

* First Name

Middle Name

* Last Name

* Full Name (As Per Passport)

* Date of Birth

* Gender

--None-- ▼

* Country Of Birth

--None-- ▼

* Passport Issue Date

* Place of Birth

* Passport Expiry Date

* Domicile/Country Of Issue

--None-- ▼

* Place of Issue

List of any other citizenship held

Residential Address

* Apartment / Villa / Office Number (RA)

* Street / Area (RA)

* City (RA)

* Country (RA)

--None-- ▼

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

Shares/Voting Details

* Share/Voting %

FINISH

The client will click on “Finish” button where the client will be redirected to the main page again. the client can view the UBO from the drop list as below.

Shareholder/s
Please fill the required details.

* Which shareholder type would you like to add?

Corporate

Name	Registration number	Registering authority	Registering country	Roles
		Netherlands Chamber of Commerce	Netherlands	Shareholder
new	TEST1234	Corporate Affairs Registry Database	Canada	Shareholder

Individual

Name	Passport Number	Country	Roles	Actions
new	582111	India	Shareholder/HR Signatory	

The client can view the tree of the UBO. The client can edit or delete the declared UBO. He also can add more UBOs from the “+” option beside the name of the shareholder.

UBO Structure

TEST LLC (50%) +

(50%)

When the client clicks on the “+” option, the client can add new UBOs, or the client can check the box for “No further UBO” where no more UBOs can be added.

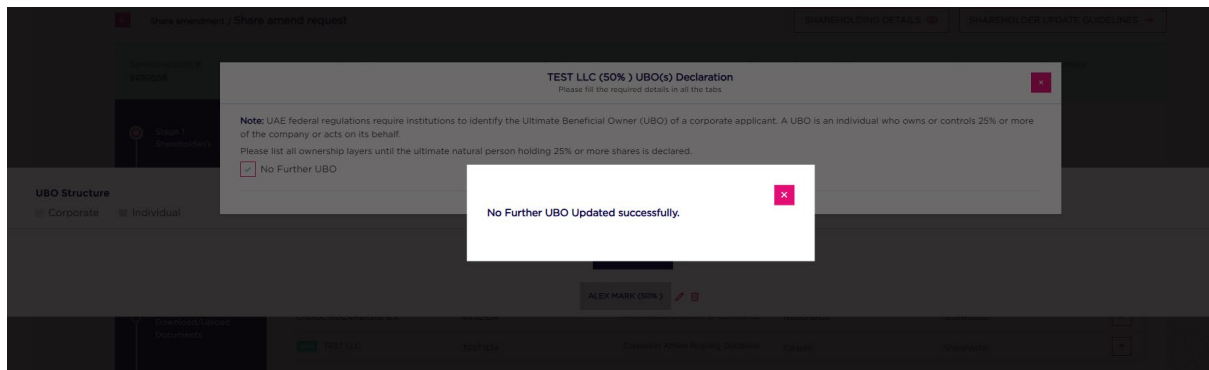
TEST LLC (50%) UBO(s) Declaration
Please fill the required details in all the tabs

Note: UAE federal regulations require institutions to identify the Ultimate Beneficial Owner (UBO) of a corporate applicant. A UBO is an individual who owns or controls 25% or more of the company or acts on its behalf.
Please list all ownership layers until the ultimate natural person holding 25% or more shares is declared.

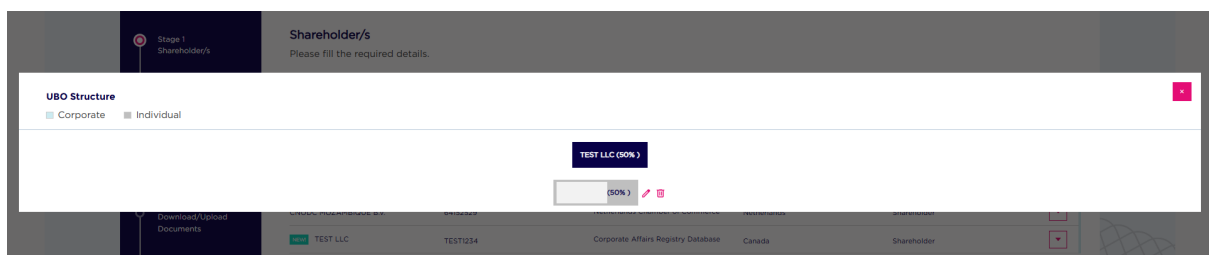
Beneficial owner type
Select type

No Further UBO

Once the client clicks on “No Further UBO”, the client will receive the below Pop-up message where the system confirms that “**No Further UBO Updated successfully**” as below.

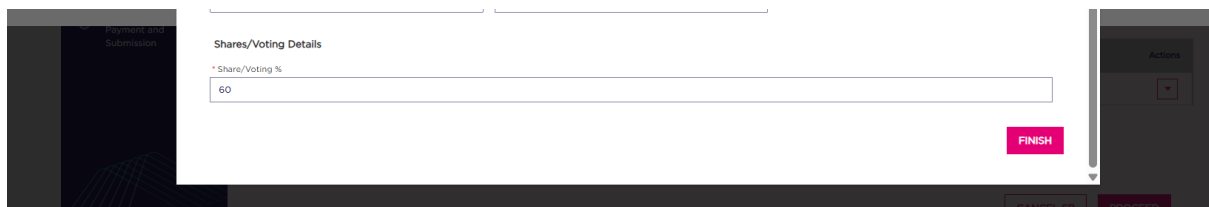


Once the client closes the above pop-up message, the **“+” option** will be removed because there will be no more UBOs.

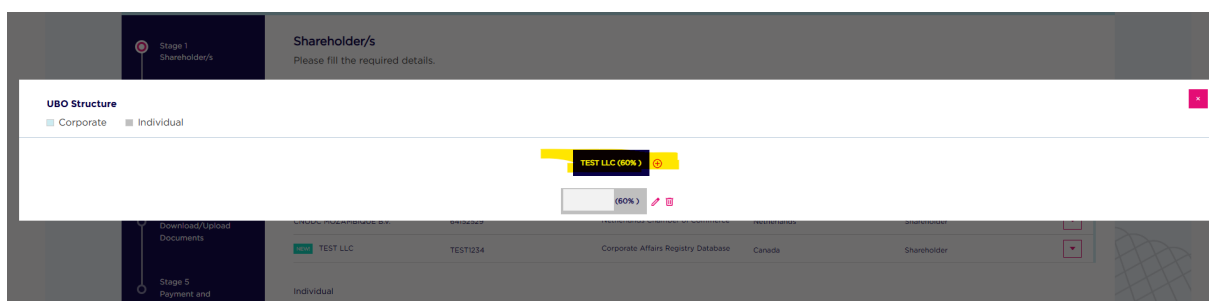


the **“+” option** can be returned if the client edits the percentage for the added UBO.

For example: changing the percentage to 60% instead of 50%



After clicking on Finish button and to view the UBO, the client can find the **“+” option** is available again as below.



Adding a Corporate UBO

The client needs to click on “Action” & select “View UBO”.

Please fill the required details.

* Which shareholder type would you like to add?

INDIVIDUAL CORPORATE

Corporate

Name	Registration number	Registering authority	Registering country	Roles
		Netherlands Chamber of Commerce	Netherlands	Shareholder
	TEST1234	Corporate Affairs Registry Database	Canada	Shareholder

Individual

Name	Passport Number	Country	Roles	Actions
		India	Shareholder,HR Signatory	

CANCEL SR PROCEED

The client can see the “+” option where the client can add a new corporate UBO from there

UBO Structure

Corporate Individual

TEST LLC (60%)

Add UBO

TEST LLC (60%) UBO(s) Declaration

Please fill the required details in all the tabs

Note: UAE federal regulations require institutions to identify the Ultimate Beneficial Owner (UBO) of a corporate applicant. A UBO is an individual who owns or controls 25% or more of the company or acts on its behalf. Please list all ownership layers until the ultimate natural person holding 25% or more shares is declared.

Beneficial owner type

Select type

--None--

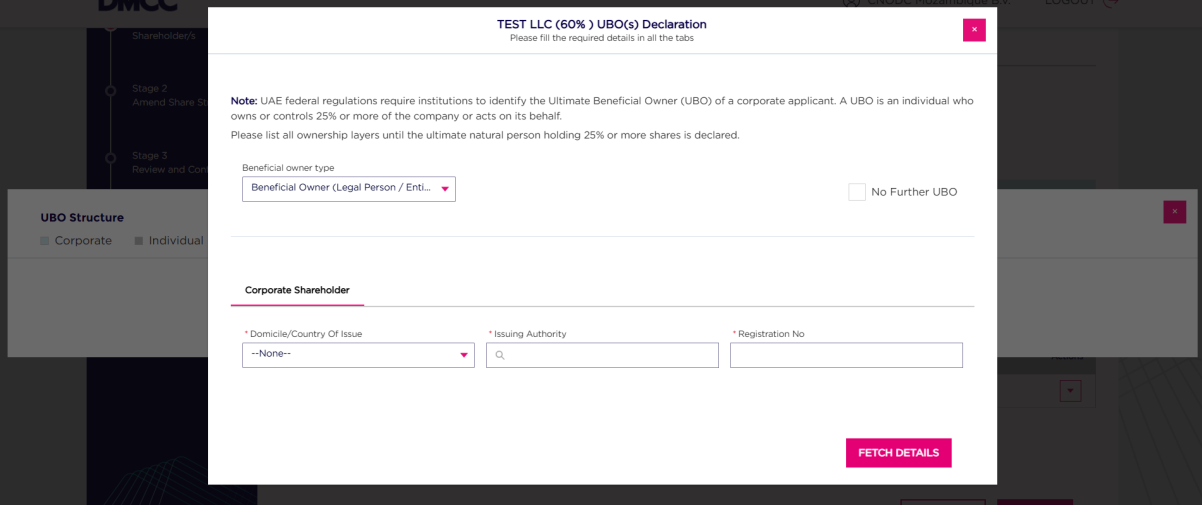
Beneficial Owner (Natural Person / Individual)

Beneficial Owner (Legal Person / Entity)

☐ No Further UBO

Beneficial Owner (Legal Person / Entity)

The system will ask for the below information



TEST LLC (60%) UBO(s) Declaration
Please fill the required details in all the tabs

Note: UAE federal regulations require institutions to identify the Ultimate Beneficial Owner (UBO) of a corporate applicant. A UBO is an individual who owns or controls 25% or more of the company or acts on its behalf.
Please list all ownership layers until the ultimate natural person holding 25% or more shares is declared.

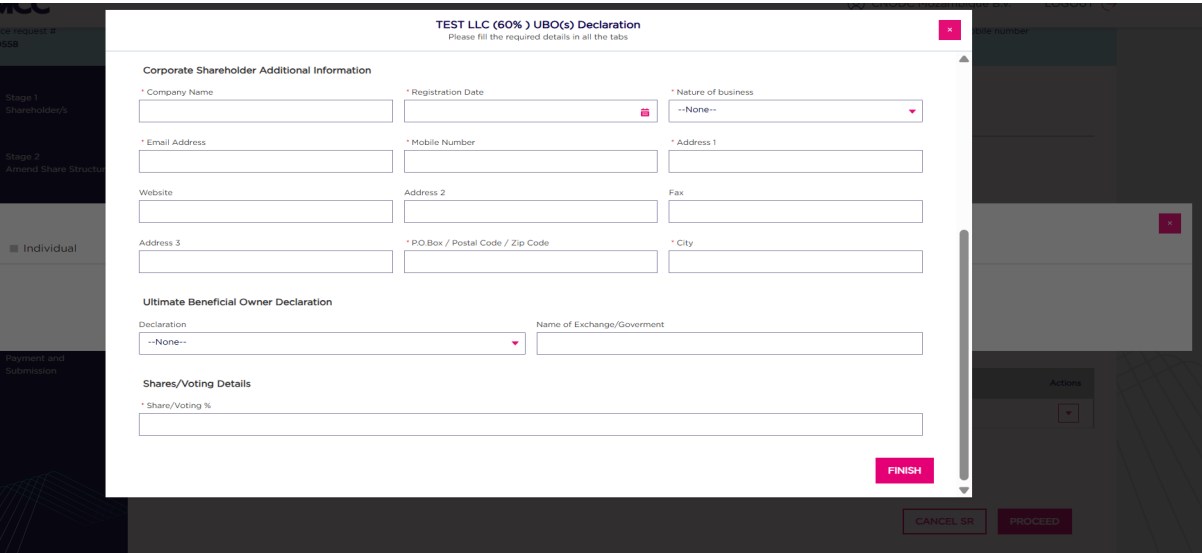
Beneficial owner type
Beneficial Owner (Legal Person / Enti... ☐ No Further UBO

Corporate Shareholder

* Domicile/Country Of Issue: --None--
* Issuing Authority:
* Registration No.:

FETCH DETAILS

Once the client clicks on 'Fetch Details', the system will require the below information



TEST LLC (60%) UBO(s) Declaration
Please fill the required details in all the tabs

Corporate Shareholder Additional Information

* Company Name:
* Registration Date:
* Nature of business: --None--
* Email Address:
* Mobile Number:
* Address 1:
Website:
Address 2:
Fax:
Address 3:
* P.O.Box / Postal Code / Zip Code:
* City:

Ultimate Beneficial Owner Declaration

Declaration: --None--
Name of Exchange/Government:

Shares/Voting Details

* Share/Voting %:

FINISH

A new corporate UBO has been added:

Shareholder/s
Please fill the required details.

* Which shareholder type would you like to add?

UBO Structure
☒ Corporate ☐ Individual

TEST LLC (90%)
 K (60%) BUSINESS TEST LLC (30%)

Name	Passport Number	Country	Roles	Actions
[Redacted]	[Redacted]	India	Shareholder/HR Signatory	[Edit] [Delete]

If the client tries to declare more than 100% UBO, the client will receive the error below

No Further UBO

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

If no further UBO will be declared, the client can click on “Save”, the system will give the below confirmation

No Further UBO Updated successfully.

Adding a POA

The client can add a POA for the current and the new shareholder (individual & Company) from “Action” list as below

Stage 1
Shareholder/s

Stage 2
Amend Share Structure

Stage 3
Review and Confirm

Stage 4
Download/Upload Documents

Stage 5
Payment and Submission

Shareholder/s

Please fill the required details.

* Which shareholder type would you like to add?

INDIVIDUAL

CORPORATE

Corporate

Name	Registration number	Registering authority	Registering country	Roles	Actions
		Netherlands Chamber of Commerce	Netherlands	Shareholder	<div>Appoint POA</div>
TEST LLC	TEST1234	Corporate Affairs Registry Database	Canada	Shareholder	<div>View UBO</div>

Individual

Name	Passport Number	Country	Roles	Actions
		India	Shareholder/HR Signatory	<div></div>

CANCEL SR

PROCEED

Stage 1
Shareholder/s

Stage 2
Amend Share Structure

Stage 3
Review and Confirm

Stage 4
Download/Upload Documents

Stage 5
Payment and Submission

Shareholder/s

Please fill the required details.

* Which shareholder type would you like to add?

INDIVIDUAL

CORPORATE

Corporate

Name	Registration number	Registering authority	Registering country	Roles	Actions
		Netherlands Chamber of Commerce	Netherlands	Shareholder	<div> <div>Edit</div> <div>Delete</div> <div>Director</div> <div>Appoint POA</div> <div>View UBO</div> </div>
TEST LLC	TEST1234	Corporate Affairs Registry Database	Canada	Shareholder	

Individual

Name	Passport Number	Country	Roles	Actions
		India	Shareholder/HR Signatory	<div></div>

CANCEL SR

PROCEED

Shareholder/s
Please fill the required details.

* Which shareholder type would you like to add?

INDIVIDUAL CORPORATE

Corporate

Name	Registration number	Registering authority	Registering country	Roles	Actions
		Netherlands Chamber of Commerce	Netherlands	Shareholder	
TEST LLC	TEST1234	Corporate Affairs Registry Database	Canada	Shareholder	

Individual

Name	Passport Number	Country	Roles
		India	Shareholder/HR Signatory

Edit Delete Appoint POA

CANCEL SR PROCEED

When the POA option is selected, the system will ask for the POA information like Passport, nationality. Then the client will click on “Fetch Details”.

If the added passport and nationality belongs to an existing record in DMCC, the information will come in Grey.

POA
Please fill the required details in all the tabs

Passport Information

Passport details
Upload the passport here to auto-generate information using OCR.

Select File

Upload Files Or drop files

OR

* Passport number
11

* Nationality
China

FETCH DETAILS

Name	Passport Number	Country	Roles	Actions
TEST LLC	TEST1234	India	Shareholder/HR Signatory	

CANCEL SR PROCEED

The screenshot shows the 'Passport Information' tab of the POA form. A modal dialog box is displayed in the center with the text: "A Contact already Exists with same Information. Are you sure you want to continue?". Below the text are two buttons: "CANCEL" and "YES, CONFIRM". The background form is dimmed, showing a sidebar with stages 1 through 5 and a main content area with a "Select File" section and a "FETCH DETAILS" button.

The screenshot shows the 'Passport Details' tab of the POA form. The form contains the following fields:

- Passport Number: 16
- Country of Nationality (as per passport): CI
- * Title: Mr.
- * First Name: W
- Middle Name: (empty)
- * Last Name: Z
- * Full Name (As Per Passport): W S
- * Date of Birth: 2 / 9
- * Gender: Male
- * Country Of Birth: CI
- * Passport Issue Date: 2 / 14
- * Place of Birth: BI
- * Passport Expiry Date: 2 / 19
- * Domicile/Country Of Issue: / a
- * Place of Issue: B
- List of any other citizenship held: (empty)

At the bottom right, there is a "SAVE & NEXT -->" button. The sidebar on the left shows stages 1 through 5, and the bottom of the form has "CANCEL SR" and "PROCEED" buttons.

After the client clicks on “Save & Next”, the system will ask for the address information

The screenshot shows the 'Residential Address' tab of the POA form. The form contains the following fields:

- * Apartment / Villa / Office Number (RA): XXX
- * Street / Area (RA): XXXX
- * City (RA): XXXX
- * Country (RA): Australia
- * PO.Box / Postal Code / Zip Code (RA): XXXX

At the bottom left, there is a "← PREVIOUS" button. At the bottom right, there is a "SAVE & NEXT -->" button. The sidebar on the left shows stages 1 through 5, and the bottom of the form has "TEST LLC", "TEST1234", "Corporate Affairs Registry Database", "Canada", and "Shareholder" text.

Then E-signature details will be required:

POA
Please fill the required details in all the tabs

Passport Details Residential Address **Electronic Signature Details**

* Mobile Number (Country Code/Mobile #) * Re-confirm Mobile Number
Complete this field. Complete this field.

* Email Address * Re-confirm Email Address
Complete this field. Complete this field.

[< PREVIOUS](#) [FINISH](#)

After the client clicks on “Finish”, the client will be landed to stage 1 again where the client can view the POA / Delete the POA from Action list like below.

Please fill the required details.

* Which shareholder type would you like to add?
[INDIVIDUAL](#) [CORPORATE](#)

Corporate

Name	Registration number	Registering authority	Registering country	Roles	Actions
		Netherlands Chamber of Commerce	Netherlands	Shareholder	View POA
TEST LLC	TEST1234	Corporate Affairs Registry Database	Canada	Shareholder	View POA

Individual

Name	Passport Number	Country	Roles	Actions
		India	Shareholder, HR Signatory	View POA

[CANCEL SR](#) [PROCEED](#)

The client can proceed to the next stage through “Proceed” button.

Stage 2 (Amend Share Structure)

In stage 2, the client can add new shares to the current shareholder or the new shareholder/s.

Amend share structure
Please fill the required details.

Corporate

Shareholder name	Type Of Share	No of shares	Rights	Payment Method	Company Bank
	Ordinary	50	Full Rights	Cash	CitiBank
TEST LLC	Ordinary	0	Full Rights	Cash	CitiBank

Individual

Shareholder name	Type Of Share	No of shares	Rights	Payment Method	Company Bank
	Ordinary	0	Full Rights	Cash	CitiBank

← PREVIOUS CANCEL SR PROCEED →

To add new shares (Same Type) to the current shareholder, the client can change the number directly from 50 to the new number.

But if the client wants to **add different types of shares**, the client needs to click on “+” option to add the new type.

Amend share structure
Please fill the required details.

Corporate

Shareholder name	Type Of Share	No of shares	Rights	Payment Method	Company Bank
	Ordinary	50	Full Rights	Cash	CitiBank
	Select	Enter	Select	Select	Search
TEST LLC	Ordinary	0	Full Rights	Cash	CitiBank

Individual

Shareholder name	Type Of Share	No of shares	Rights	Payment Method	Company Bank
	Ordinary	0	Full Rights	Cash	CitiBank

← PREVIOUS CANCEL SR PROCEED →

For the new shareholders, the client can select the type and add the number of shares, then select the Rights, payment method & the bank.

Amend share structure
Please fill the required details.

Corporate

Shareholder name	Type Of Share	No of shares	Rights	Payment Method	Company Bank
B.V.	Ordinary	500	Full Rights	Cash	CitiBank
	Preference	20	No Rights	Cash	CitiBank
TEST LLC	Ordinary	0	Full Rights	Cash	CitiBank

Individual

Shareholder name	Type Of Share	No of shares	Rights	Payment Method	Company Bank
	Bonus		Full Rights	Cash	CitiBank

Navigation: [← PREVIOUS](#) [CANCEL SR](#) [PROCEED →](#)

For “In-Kind” payment, the bank option will be grey-out.

Amend share structure
Please fill the required details.

Corporate

Shareholder name	Type Of Share	No of shares	Rights	Payment Method	Company Bank
B.V.	Ordinary	5000	Full Rights	Cash	CitiBank
	Preference	20	No Rights	Cash	CitiBank
TEST LLC	Treasury	30	No Rights	Cash	CitiBank

Individual

Shareholder name	Type Of Share	No of shares	Rights	Payment Method	Company Bank
	Bonus	55	No Rights	In-Kind	CitiBank

Navigation: [← PREVIOUS](#) [CANCEL SR](#) [PROCEED →](#)

In case the bank field is missing for the Cash payment method, the client will receive the below error.

Amend share structure
Please fill the required details.

Corporate

Shareholder name	Type Of Share	No of shares	Rights	Payment Method	Company Bank
				Cash	CitiBank
				Cash	CitiBank
TEST LLC				Cash	Search

Individual

Shareholder name	Type Of Share	No of shares	Rights	Payment Method	Company Bank
	Bonus	55	No Rights	In-Kind	CitiBank

← PREVIOUS CANCEL SR PROCEED →

When the client clicks on “Proceed”, the client will be moved to Stage 3 to review and finalize the SR.

Stage 3 (Review & Confirm)

Review and Confirm
Please review all information before confirming

Shareholding structure

Individual

Shareholder name	Old no. of Shares	Proposed no. of Shares	Type of Share	Payment method	Rights	Value of Each Share
MR. J. K. SINGH	1400	1400	Ordinary shares	Cash	Full Rights	1000
MR. J. K. SINGH	0	10	Bonus shares	Cash	Full Rights	1000
MR. J. K. SINGH	0	20	Preference shares	In-Kind	Partial Rights	1000
MR. J. K. SINGH	0	15	Non-voting shares	In-Kind	No Rights	1000

← PREVIOUS CANCEL SR CONFIRM →

The eye Icon will show the shareholder details with no access to the client to amend any information

Corporate Shareholder

* Domicile/Country Of Issue: Canada
 * Issuing Authority: Q, Corporate Affairs Registry Database
 * Registration No: TEST1234

Additional Information

* Company Name: TEST LLC
 * Registration Date: 30 Jun 2025
 * Nature of business: Trading

* Email Address: @.il.com
 * Mobile Number: +9
 Website:

* Address 1: 5555555
 Address 2:
 Address 3:

Fax:
 * P.O.Box / Postal Code / Zip Code: 000000
 * City: CANADA

* Legal Entity Type: LLC
 * Declaration: There are beneficial owner(s) holding more than ...

← PREVIOUS CANCEL SR CONFIRM →

When the client clicks on “Confirm”, the client will receive the below confirmation

Please note that once confirmed, no further changes can be made to this amendment service request.

Do you want to confirm?

CANCEL YES, CONFIRM

Stage 4 (the Download/Upload Documents)

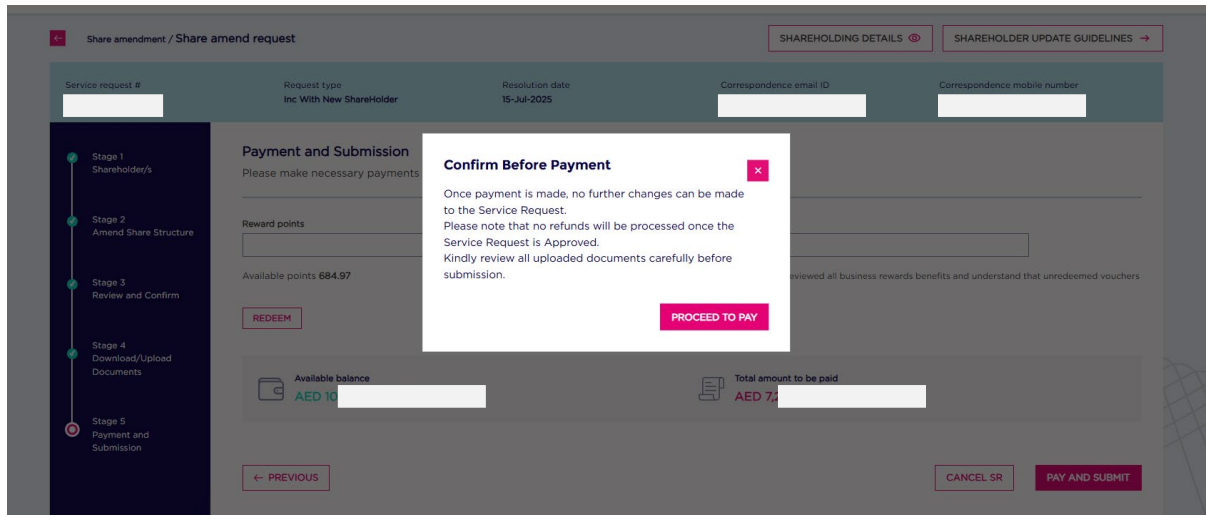
Once the client clicks on “Yes, confirm”, the client will be directed to the Download/Upload Documents Stage to upload the required documents and upload MISC Doc (if any) through “ADD MISC DOC” option.

Also, the client can cancel the SR at any stage through “Cancel SR” button.

There is no “Previous” button provided at this stage because the client has finalized the SR.

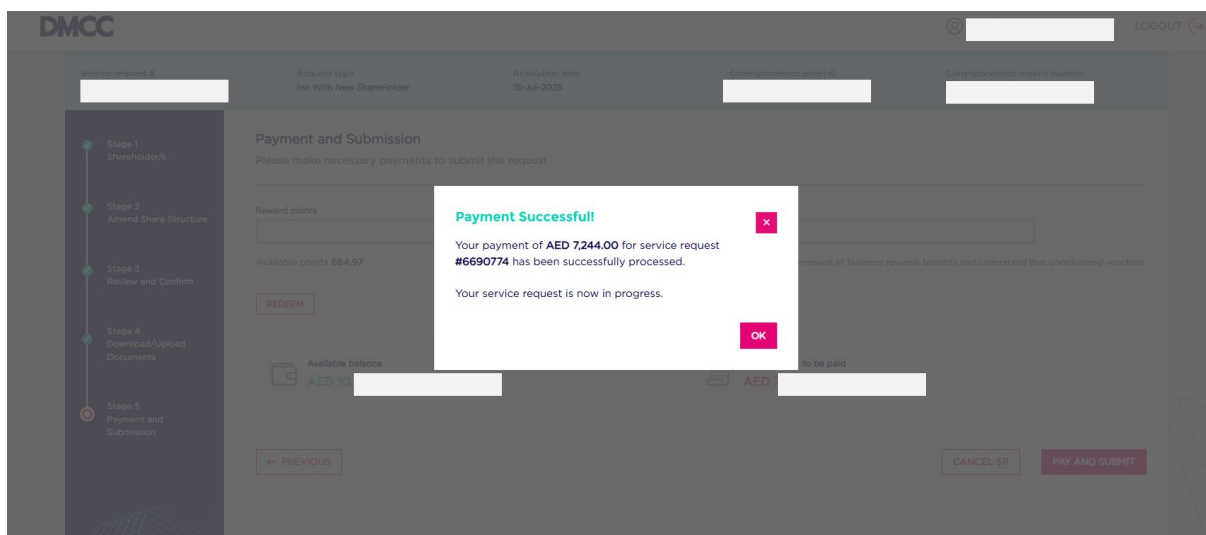
When all documents are uploaded, the client can click on “Save & Next” to proceed to the final stage where the client will confirm on the payment to submit the SR.

The client will receive the confirmation below for payment



The screenshot shows the 'Share amendment / Share amend request' page. A modal titled 'Confirm Before Payment' is displayed in the center. The modal text reads: 'Once payment is made, no further changes can be made to the Service Request. Please note that no refunds will be processed once the Service Request is Approved. Kindly review all uploaded documents carefully before submission.' Below the text are two buttons: 'REDEEM' and 'PROCEED TO PAY'. The background page shows a progress bar with five stages: Stage 1 Shareholder/s, Stage 2 Amend Share Structure, Stage 3 Review and Confirm, Stage 4 Download/Upload Documents, and Stage 5 Payment and Submission. The 'Payment and Submission' section is active, showing 'Reward points' and 'Available points 684.97'. There are also fields for 'Available balance' and 'Total amount to be paid'.

When the client clicks on “Proceed to Pay”, the client will receive the below confirmation



The screenshot shows the same 'Share amendment / Share amend request' page, but now a modal titled 'Payment Successful' is displayed. The modal text reads: 'Your payment of AED 7,244.00 for service request #6690774 has been successfully processed. Your service request is now in progress.' Below the text is an 'OK' button. The background page shows the same progress bar and 'Payment and Submission' section, but the 'Available points' are now 664.97. The 'Available balance' and 'Total amount to be paid' fields are also visible.

Post SR Submission

The client will have a new view as below where it will show that the SR is “Under Review”

Share amendment

Service request #
Request type
Inc With New ShareHolder
Resolution date
28-May-2025
Correspondence email ID
Correspondence mobile number

Submitted
2025-06-09
Under Review
Closed

Entity Details (Corporate/Individual)

Corporate

Name	Registration number	Registering authority	Registering country	Proposed Shares	Roles
NEW Y C	12	Central Enterprise Databank (Banque-Carrefour des Entreprises)	Belgium	1500	Shareholder
NEW OU IE DMCC D		Dubai Multi Commodities Centre (DMCC Free Zone)	United Arab Emirates	100	Shareholder

Individual

Name	Passport Number	Country	Proposed Shares	Roles
NI ta	10	Belgium	1000	Shareholder
V x	4	Belgium	900	Shareholder

Total Amount
AED 7224.00
Amount Paid After Discount
AED 7224.00

Voucher discount
AED 0.00

Documents
ADD MISC. DOC

Essential Documents VI A TK C OL C NK ID R ita

Justification Letter

PREVIEW

UPLOAD a signed copy. It should state the Source of fund and Mode of share capital injection i.e. loan conversion, cash, etc.

Comments if any

Write

Directors confirmation on valuation

PREVIEW

Only in case payment of increased capital is in kind. Upload a copy of DMCC Director's Resolution confirming the value of the "kind" payment. Original to be submitted at the counter. Need not be signed in DMCC nor notarized

Comments if any

Write

Valuation of shares

PREVIEW

Only in case payment of increased capital is in kind. Upload a copy of the Auditor's confirmation (valuation done by approved Auditor). Original to be submitted at the collection step.

Comments if any

Write

Comments if any

SR is returned to Re-upload a Document

When the SR is returned by any level asking to re-upload a Document, the client will receive the comment along with new button **“Action”** where the client will be directed to the required document/s from **“Action”** button.

The screenshot shows the top section of the DMCC portal. At the top, there's a header bar with fields for Service request #, Request type (Inc With New ShareHolder), Resolution date (28-May-2025), Correspondence email ID, and Correspondence mobile number. Below this is a progress bar with three stages: Submitted (2025-06-09), Under Review (More details required), and Closed. The 'Under Review' stage is currently active. Below the progress bar, there's a red alert box titled 'Actions required' with the message: 'You're almost there! Please complete the following actions to finalize your request.' Under this, there's a section for 'DMCC Comments' containing the text 're-upload'. Below the comments, there's an 'Actions' section with a button labeled 'Re-upload Document' and an 'ACTION' button. At the bottom right, there's a 'RE SUBMIT' button.

The client will see the comment under “DMCC Comments” and Replace option to re-upload the required document.

The screenshot shows the 'Share amendment / Share amend request' page. The top navigation bar includes 'SHAREHOLDING DETAILS' and 'SHAREHOLDER UPDATE GUIDELINES'. Below this is a header bar with fields for Service request #, Request type (Inc With New ShareHolder), Resolution date (28-May-2025), Correspondence email ID, and Correspondence mobile number. On the left, there's a sidebar with five stages: Stage 1 Shareholder/s, Stage 2 Amend Share Structure, Stage 3 Review and Confirm, Stage 4 Download/Upload Documents (currently active), and Stage 5 Payment and Submission. The main content area is titled 'Download/Upload Documents' and includes a sub-header 'Please upload all the required documents in all the tabs (if any)'. There's a tab bar with 'Essential Documents' and 'OL' (highlighted). Below the tabs, there's a section for 'Certificate of Registration' with a 'REPLACE' button (highlighted with a yellow arrow) and a 'PREVIEW' button. To the right of the 'REPLACE' button is a 'Comments if any' field with the text 'Write'. Below this, there's a 'DMCC Comments' section with the text 're-upload' (highlighted with a yellow box). At the bottom, there's a section for 'Certificate of Incumbency' with a 'PREVIEW' button and a 'Comments if any' field with the text 'Write'.

After the required document is uploaded, the client needs to click on “RE SUBMIT” button where the client will update the step.

Submitted 2025-06-09

Under Review More details required

Closed

Actions required You're almost there! Please complete the following actions to finalize your request.

DMCC Comments

re-upload

Actions

Re-upload Document ACTION

RE SUBMIT

He needs to select “Document Uploaded” option then Proceed to Save.

Re-upload Document

Change Status

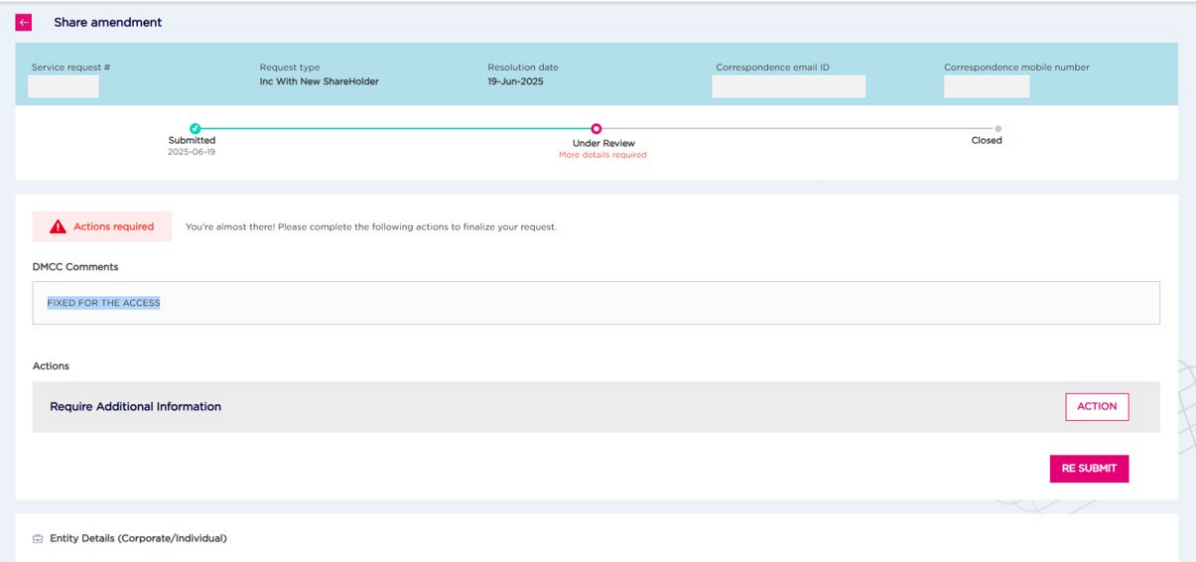
Rejection Reason

Proceed to Save

Status Name

☒ Document Re-uploaded

SR is returned for 'Awaiting Additional Info'



Share amendment

Service request #	Request type Inc With New ShareHolder	Resolution date 19-Jun-2025	Correspondence email ID	Correspondence mobile number
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Submitted 2025-06-19 Under Review More details required Closed

Actions required You're almost there! Please complete the following actions to finalize your request.

DMCC Comments

FIXED FOR THE ACCESS

Actions

Require Additional Information **ACTION**

RE SUBMIT

Entity Details (Corporate/Individual)

When the client clicks on 'Action', the client will be directed to a new page where the client can add a comment only.

However, the client can upload any Miscellaneous Document on the main page of the SR (not inside the step).



Require Additional Info

DMCC Comments

Service Request No. €

DMCC Comments (Required information)
FIXED FOR THE ACCESS

Customer Comments

UPDATE THE STEP FROM THE CLIENT

SAVE

After clicking on "Save", the step will be updated automatically and returned to DMCC for an action.

SR is returned by Compliance for UBO changes

When the Step is returned by Compliance team asking to fix the UBO, the client can access the UBO from “Action”, the client will be directed to stage 1 where all shareholders are listed.

Share amendment

Service request # [] Request type Inc With New ShareHolder Resolution date 19-Jun-2025 Correspondence email ID [] Correspondence mobile number []

Submitted 2025-06-19 Under Review More details required Closed

Actions required You're almost there! Please complete the following actions to finalize your request.

DMCC Comments

return 2nd time for UBO

Actions

Require Additional Info And Update UBO ACTION

RE SUBMIT

Entity Details (Corporate/Individual)

Shareholder/s

Please fill the required details.

FINALIZE

Corporate

Name	Registration number	Registering authority	Registering country	Roles	Actions
Human Rights LLC	121288	Ministry of Justice and Human Rights	Argentina	Shareholder	[]
MET MIDDLE EAST DMCC	DMCC201017	Dubai Multi Commodities Centre (DMCC Free Zone)	United Arab Emirates	Shareholder	[]

Individual

Name	Passport Number	Country	Roles	Actions
JOHN ALEX	PO85874	France	Shareholder/HR Signatory	[]
Mohideen Saleem	12480	India	Shareholder	[]

Please fill the required details.

Name	Registration number	Registering authority	Registering country	Roles	Actions
<div>NEW</div>		Ministry of Justice and Human Rights	Argentina	Shareholder	<div></div>
<div>NEW</div>		Dubai Multi Commodities Centre (DMCC Free Zone)	United Arab Emirates	Shareholder	<div>View UBO</div>

Individual

Name	Passport Number	Country	Roles	Actions
<div>NEW</div>		France	Shareholder/JR Signatory	<div></div>
		India	Shareholder	<div></div>

Inc With New Shareholder

19-Jun-2025

Stage 1
Shareholder/s

Shareholder/s

Please fill the required details.

UBO Structure

Corporate

Individual

100%

25%

5%

45%

Edit UBO

Name	Passport Number	Country	Roles	Actions
<div>100%</div>		France	Shareholder/HR Signatory	<div></div>
<div>25%</div>		India	Shareholder	<div></div>

Stage 1
Shareholder/s

Stage 2
Amend Share Structure

Stage 3
Review and Confirm

Stage 4
Download/Upload Documents

Stage 5
Payment and Submission

Shareholder/s

Please fill the required details.

FINALIZE

Corporate					
Name	Registration number	Registering authority	Registering country	Roles	Actions
NEW P. [input type="text"]	121 [input type="text"]	Ministry of Justice and Human Rights	Argentina	Shareholder	<div style="border: 1px solid #e91e63; padding: 2px; text-align: center;">▼</div>
NEW M. [input type="text"]	DC [input type="text"]	Dubai Multi Commodities Centre (DMCC Free Zone)	United Arab Emirates	Shareholder	<div style="border: 1px solid #e91e63; padding: 2px; text-align: center;">▼</div>

Individual				
Name	Passport Number	Country	Roles	Actions
NEW J. [input type="text"]	[input type="text"]	France	Shareholder;HR Signatory	<div style="border: 1px solid #e91e63; padding: 2px; text-align: center;">▼</div>
M. [input type="text"]	[input type="text"]	India	Shareholder	<div style="border: 1px solid #e91e63; padding: 2px; text-align: center;">▼</div>

Version :1

Share amendment

Service request #

Request type
Inc With New ShareHolder

Resolution date
19-Jun-2025

Correspondence email ID

Correspondence mobile number

Submitted
2025-06-19

Under Review
More details required

Closed

⚠️ Actions required

You're almost there! Please complete the following actions to finalize your request.

DMCC Comments

return 2nd time for UBO

Actions

Require Additional Info And Update UBO

ACTION

RE SUBMIT

Require Additional Info And Update UBO

Change Status

Rejection Reason

Proceed to Save

Status Name

Additional Information Updated

SR is returned for POA

When the step is returned to fix the POA, the client can fix the same by clicking on “ACTION” button

The screenshot shows the 'Share amendment' form. At the top, there are fields for 'Service request #', 'Request type' (Inc With New ShareHolder), 'Resolution date' (19-Jun-2025), 'Correspondence email ID', and 'Correspondence mobile number'. Below these is a progress bar with three stages: 'Submitted' (2025-06-19), 'Under Review' (More details required), and 'Closed'. A red banner indicates 'Actions required' with the message: 'You're almost there! Please complete the following actions to finalize your request.' Below this, the 'DMCC Comments' section shows: 'Return for declaring the POA', 'Re-upload the COI', and 'Re-upload the COR'. The 'Actions' section at the bottom has a button labeled 'Require Additional Information' and a large yellow arrow pointing to the 'ACTION' button. A 'RE SUBMIT' button is also visible.

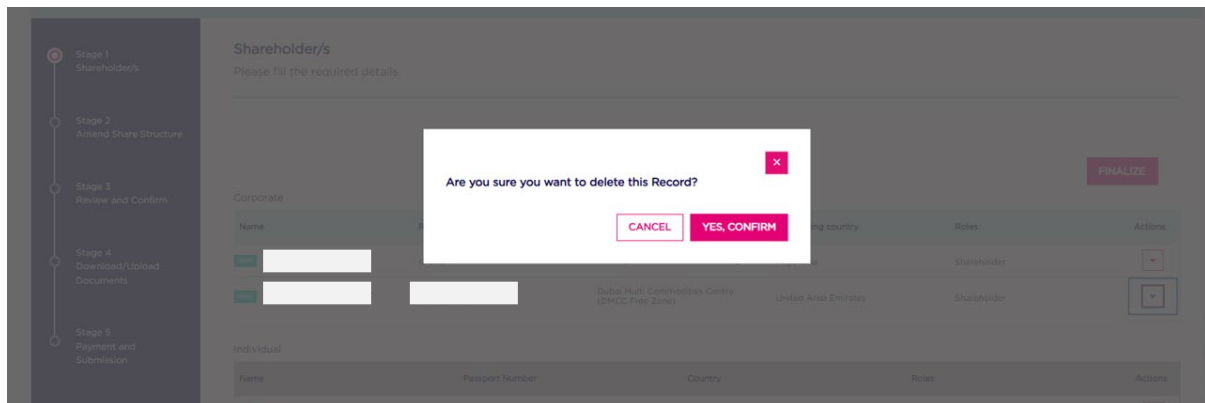
He will be directed to the shareholders page where the client can click on **View POA** or **Delete POA** from the 'Action' list.

The screenshot shows the 'Shareholder/s' page. On the left is a sidebar with five stages: 'Stage 1 Shareholder/s', 'Stage 2 Amend Share Structure', 'Stage 3 Review and Confirm', 'Stage 4 Download/Upload Documents', and 'Stage 5 Payment and Submission'. The main content area is titled 'Shareholder/s' and says 'Please fill the required details.' Below this is a 'FINALIZE' button. The 'Corporate' section contains a table with columns: Name, Registration number, Registering authority, Registering country, Roles, and Actions. There are two rows of corporate shareholders. The first row has a 'View POA' button and a 'Delete POA' button in the Actions column. The 'Individual' section contains a table with columns: Name, Passport Number, Country, Roles, and Actions. There are two rows of individual shareholders, each with a dropdown arrow in the Actions column.

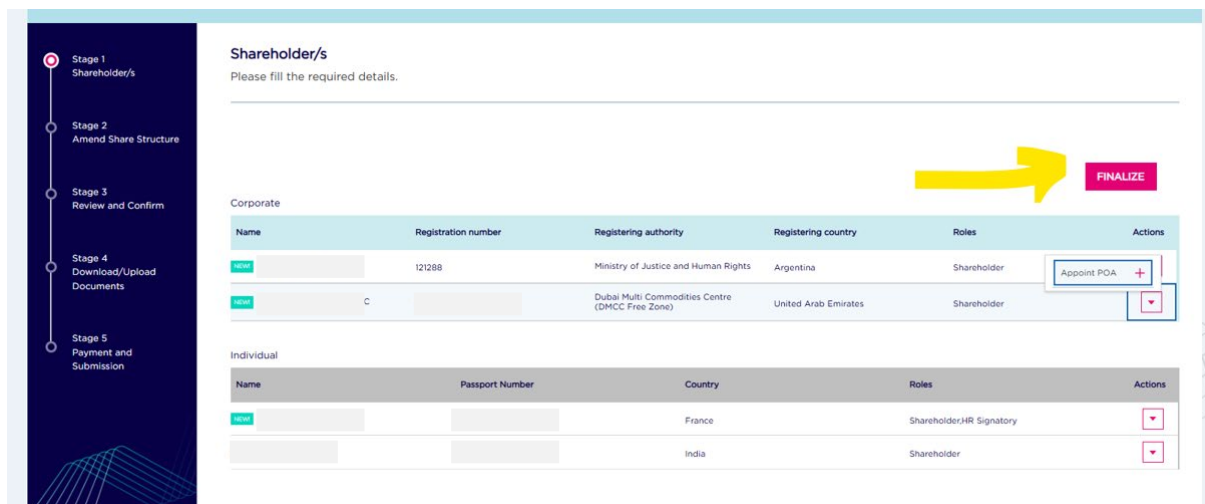
Name	Registration number	Registering authority	Registering country	Roles	Actions
NEW		Ministry of Justice and Human Rights	Argentina	Shareholder	View POA, Delete POA
NEW		Dubai Multi Commodities Centre (DMCC Free Zone)	United Arab Emirates	Shareholder	

Name	Passport Number	Country	Roles	Actions
NEW		France	Shareholder/HR Signatory	
		India	Shareholder	

In case the client deletes the POA, the system will ask for a confirmation and once confirmed, the options under ACTION will be changed where 'APPOINT POA' option will be introduced.



The client can appoint a POA from the beginning, then after all changes are completed, the client needs to click on Finalize button



Returned to declare/fix the Parent Company Director

In case the step is returned to fix or declare the Parent Company Director, the client will click on “ACTION” to be directed to the shareholder’s page.

Under Action list, there will be Director option as below.

Actions required You're almost there! Please complete the following actions to finalize your request.

DMCC Comments

1- Please fix the POA
 2- Please fix the PARENT COMPANY DIRECTOR
 3- PLEASE REMOVE THE POA

Actions

Require Additional Information

ACTION

RE SUBMIT

Share amendment / Share amend request

SHAREHOLDING DETAILS SHAREHOLDER UPDATE GUIDELINES

Service request # Request type Inc With New ShareHolder Resolution date 12-Jun-2025 Correspondence email ID Correspondence mobile number

Shareholder/s
Please fill the required details.

Corporate

Name	Registration number	Registering authority	Registering country	Roles	Actions
MEM		Dubai Multi Commodities Centre (DMCC Free Zone)	United Arab Emirates	Shareholder	Director
		Financial Services Commission - Registry of Corporate Affairs	British Virgin Islands	Shareholder	Appoint POA
MEM		Ministry of Commerce - Business Registration Search	Cambodia	Shareholder	

The client can Edit, Delete or Add a director as below:

Corporate Shareholder
Please fill the required details in all the tabs

Director

You may add additional directors. **DIRECTOR**

Name	Passport Number	Country	Roles	Actions
Director 1	SI	IE France		

Individual

Name	Passport Number	Country	Roles	Actions
		Belgium	Shareholder	
		Belgium	Shareholder	

Corporate Shareholder
Please fill the required details in all the tabs

Director

You may add additional directors. **DIRECTOR** (+)

<input checked="" type="checkbox"/>	Director 1	S	IE	France	Edit Delete
<input checked="" type="checkbox"/>	Director 2			Italy	Edit Delete

FINALIZE

Actions

<input checked="" type="checkbox"/>	12121	Central Enterprise Databank (Banque- Carrefour des Entreprises)	Belgium	Shareholder	Dropdown
<input checked="" type="checkbox"/>		Dubai Multi Commodities Centre (DMCC Free Zone)	United Arab Emirates	Shareholder	Dropdown

Then the client can update the step from 'Resubmit'

Require Additional Info And Update UBO

Change Status

Rejection Reason

[Proceed to Save](#)

Status Name

☒ Additional Information Updated

Increase of Shares without a New Shareholder

When the SR is created, the client will not have any option to add a new shareholder.

He will have the option to **APPOINT A POA** only under **ACTION** list:

Share amendment / Share amend request

Service request # [] Request type Inc Without New ShareHolder Resolution date 24-Jun-2025 Correspondence email ID [] Correspondence mobile number []

Stage 1 Shareholder/s

Shareholder/s

Please fill the required details.

Name	Passport Number	Country	Roles	Actions
[]	[]	United Kingdom	Shareholder	[v]

CANCEL SR PROCEED

Share amendment / Share amend request

Service request # [] Request type Inc Without New ShareHolder Resolution date 24-Jun-2025 Correspondence email ID [] Correspondence mobile number []

Stage 1 Shareholder/s

Shareholder/s

Please fill the required details.

Name	Passport Number	Country	Roles	Actions
[]	96547	United Kingdom	Shareholder	Appoint POA +

CANCEL SR PROCEED

Once the POA is appointed, the options under ACTIONS will be changed to (VIEW POA / DELETE POA)

Service request #
Request type
Inc Without New ShareHolder
Resolution date
24-Jun-2025
Correspondence email ID
Correspondence mobile number

Stage 1
Shareholder/s
Stage 2
Amend Share Structure
Stage 3
Review and Confirm
Stage 4
Download/Upload Documents
Stage 5
Payment and Submission

Shareholder/s

Please fill the required details.

Individual

Name	Passport Number	Country	Roles	
		United Kingdom	Shareholder	View POA Delete POA

CANCEL SR
PROCEED

Once the client clicks on “Proceed”, the client will be directed to the share structure stage to increase the share capital by increasing the current type or add a new type.

Service request #
Request type
Inc Without New ShareHolder
Resolution date
24-Jun-2025
Correspondence email ID
Correspondence mobile number

Stage 1
Shareholder/s
Stage 2
Amend Share Structure
Stage 3
Review and Confirm
Stage 4
Download/Upload Documents
Stage 5
Payment and Submission

Amend share structure

Please fill the required details.

Individual

Shareholder name	Type Of Share	No of shares	Rights	Payment Method	Company Bank
	Ordinary	50	Full Rights	Cash	Search

PREVIOUS
CANCEL SR
PROCEED

He can add a new type from the “+” option as below.

Service request #
Request type
Inc Without New ShareHolder
Resolution date
24-Jun-2025
Correspondence email ID
Correspondence mobile number

Stage 1
Shareholder/s
Stage 2
Amend Share Structure
Stage 3
Review and Confirm
Stage 4
Download/Upload Documents
Stage 5
Payment and Submission

Amend share structure

Please fill the required details.

Individual

Shareholder name	Type Of Share	No of shares	Rights	Payment Method	Company Bank
	Ordinary	500	Full Rights	Cash	Emirates NBD Bank
	Treasury	20	No Rights	Cash	Mashreq Bank
	Ordinary	10	No Rights	In-Kind	Search

PREVIOUS
CANCEL SR
PROCEED

Then the client can proceed to finalization stage then payment stage to submit the SR.

Decrease of Share Capital

When the SR is created, the client will not have any option to add a new shareholder.

He will have the option to APPOINT A POA only under ACTION list

Share amendment / Share amend request

SHAREHOLDING DETAILS

SHAREHOLDER UPDATE GUIDELINES

Service request #

Request type: Dec Without New ShareHolder

Resolution date: 15-May-2025

Correspondence email ID

Correspondence mobile number

Stage 1: Shareholder/s

Stage 2: Amend Share Structure

Stage 3: Review and Confirm

Stage 4: Document Manager

Stage 5: Payment and Submission

Shareholder/s

Please fill the required details.

Individual

Name	Passport Number	Country	Roles	Actions
<input type="text"/>	<input type="text"/>	Grenada	Shareholder	

CANCEL PROCEED

Share amendment / Share amend request

SHAREHOLDING DETAILS

SHAREHOLDER UPDATE GUIDELINES

Service request #

Request type: Dec Without New ShareHolder

Resolution date: 15-May-2025

Correspondence email ID

Correspondence mobile number

Stage 1: Shareholder/s

Stage 2: Amend Share Structure

Stage 3: Review and Confirm

Stage 4: Document Manager

Stage 5: Payment and Submission

Shareholder/s

Please fill the required details.

Individual

Name	Passport Number	Country	Roles	Actions
<input type="text"/>	70924	Grenada	Shareholder	POA

CANCEL PROCEED

The client can also proceed without appointing the POA

Once the client clicks on “Proceed”, the client will be directed to the share structure stage to decrease the share capital.

He will not have any access to change any field except for the shares number.

Share amendment / Share amend request
SHAREHOLDING DETAILS
SHAREHOLDER UPDATE GUIDELINES

Service request #
Request type
Dec Without New ShareHolder
Resolution date
14-May-2025
Correspondence email ID
Correspondence mobile number

Stage 1
Shareholder/s
Stage 2
Amend Share Structure
Stage 3
Review and Confirm
Stage 4
Document Manager
Stage 5
Payment and Submission

Amend share structure

Please fill the required details.

Individual

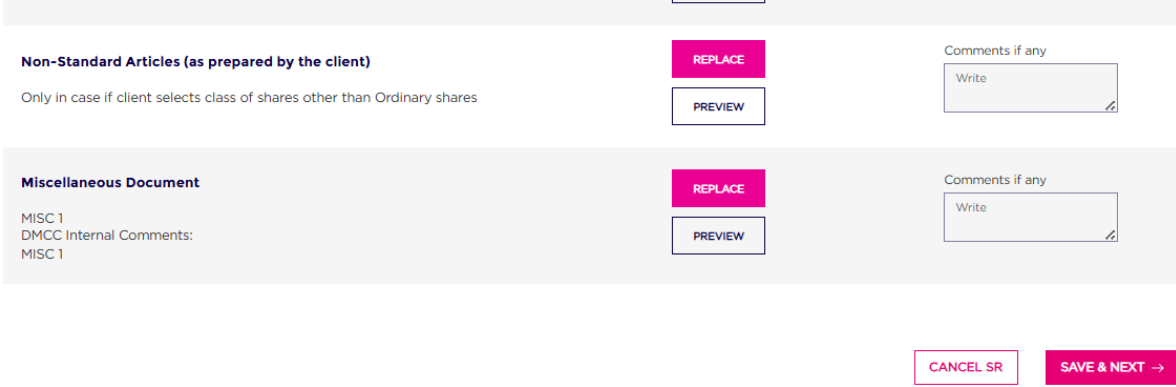
Shareholder name	Type Of Share	No of shares	Rights	Payment Method	Company Bank
	Ordinary	7.	Full Rights	Cash	Industrial & Commercia

PREVIOUS
CANCEL SR
PROCEED

Then the client can proceed to finalization stage then payment stage to submit the SR.

Cancel the SR before submission

If the client wants to cancel the SR submission, the client can click on “Cancel SR”



The screenshot shows a form with two main sections: "Non-Standard Articles (as prepared by the client)" and "Miscellaneous Document". Each section has a "REPLACE" button (in red) and a "PREVIEW" button (in grey). To the right of each section is a "Comments if any" text area with a "Write" placeholder and a small icon in the bottom right corner. At the bottom right of the form, there are two buttons: "CANCEL SR" (in red) and "SAVE & NEXT →" (in red).

He will receive the confirmation pop up message below

The SR will be cancelled when the client clicks on ‘Yes, Confirm’.

