IFZA | ACADEMY

E-LEGAL PROCESS

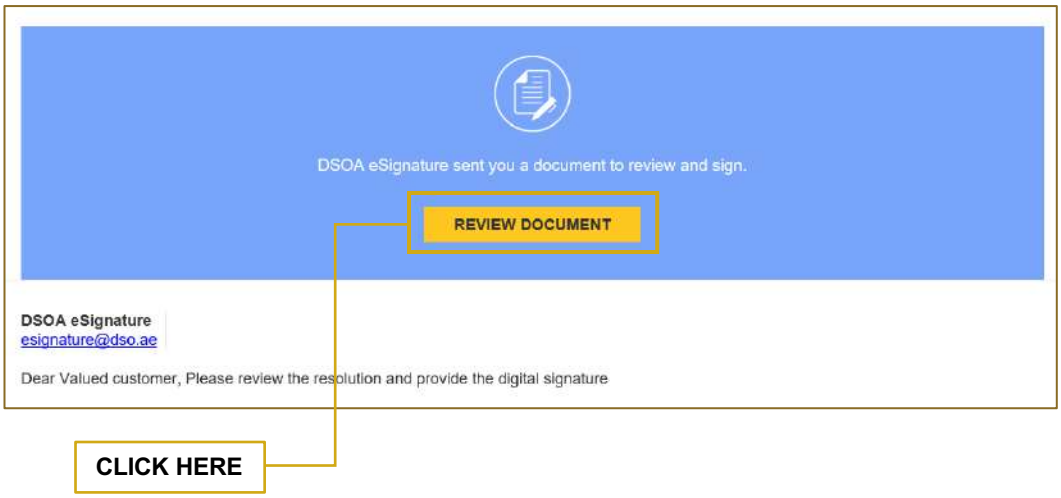
1 Application Submission — 2 CID Security Check — 3 E-Legal Process — 4 Issuance of Documents

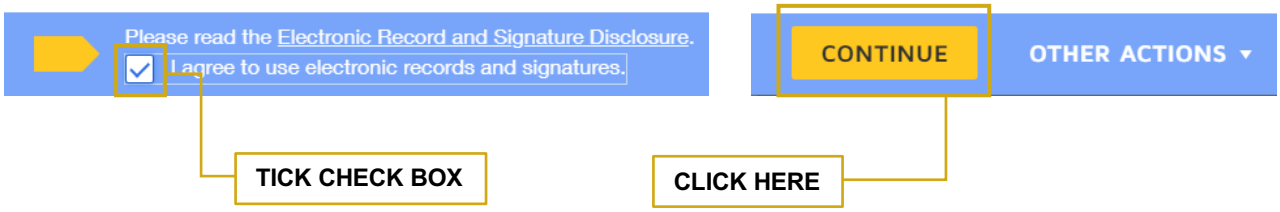
Once security clearance is obtained, the client/s will be sent 2 e-legal documents via email consisting of:

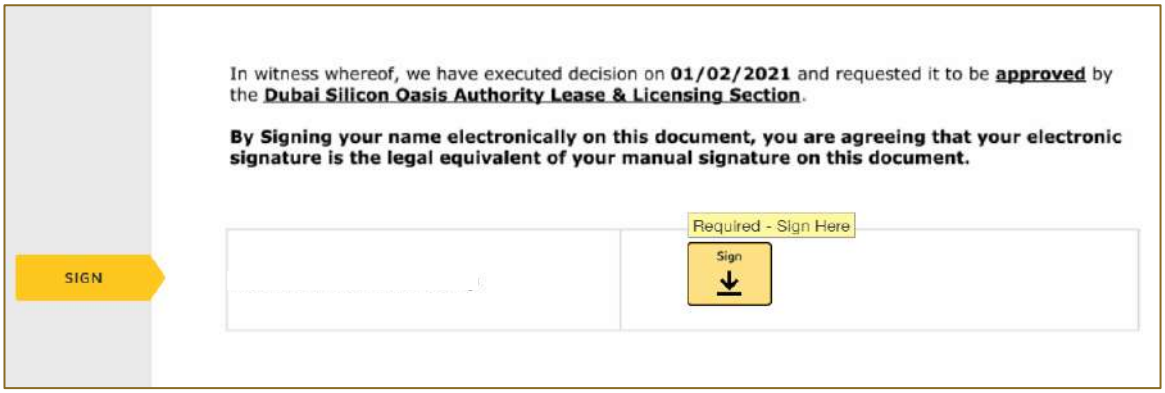
- Signatory (sent to the General Manager)
- Shareholder Resolution (sent to all shareholders)

When assisting clients with this process, please consider the following;

- Be sure to include an accessible email address for each shareholder on the license application form.
- If there is more than 1 shareholder, each shareholder should nominate their own, individual email address.
- If the client cannot immediately locate their e-legal documents, urge them to check their junk/spam.
- The sender of the e-legal forms will be esignature@dso.ae
- If the client cannot log in, they should reset the password by following the instructions within the email.
- If there is more than one shareholder, the General Manager will be the first to receive the Shareholder Resolution to sign and return before the document will be sent to the other shareholders.





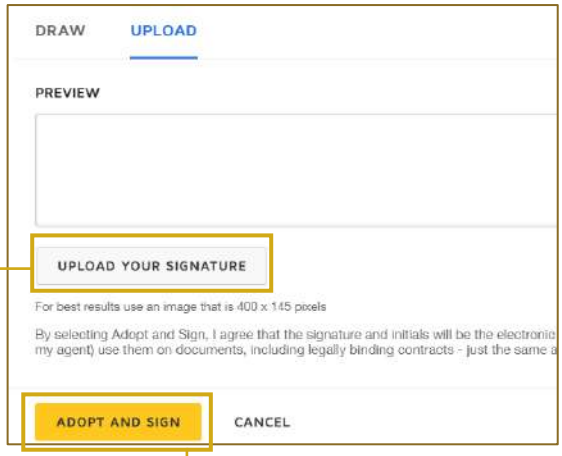


Signature Input Options

Option 1: **Draw**

CLICK HERE

Option 2: **Upload**



CLICK HERE TO UPLOAD E-SIGNATURE

CLICK HERE TO SUBMIT