

## Modifying license information for Trust Service Providers

### About the Service/Feature

This service aims to amend the administrative and technical data in the (Q)TSP License

### Service steps

- Step 1** → Login using the UAE Pass
- Step 2** → Fill in the application form and provide the required data and documents
- Step 3** → Pay service fees through the available payment channels
- Step 4** → Receive and review the application by a specialized team at the Authority
- Step 5** → Obtain the updated license (as applicable)

<b>Category</b>	Variation
<b>Type</b>	Transactional
<b>Expected Time</b>	Within 30 days of application completion date
<b>Fees</b>	Fees for amending license information: AED2,500 Fees for amending license technical information: AED2,500
<b>Audience</b>	Business Sector Government Sector
<b>About</b>	This service is aimed to modify administrative and technical data in a (Q)TSP license
<b>Channels</b>	Smart App TDRA Website Email
<b>Payment Channels</b>	Not Available

<p><b>Terms &amp; conditions</b></p>	<ul style="list-style-type: none"> <li>- Submission of updated documents and meeting all requirements</li> <li>- The licensee must notify TDRA within a week in the event of any amendments or changes to the information provided in the license/renewal application or in the documents submitted to obtain the compliance report</li> <li>- The licensee must obtain prior approval from TDRA in cases of amending or changing the data and information already submitted to TDRA as determined by TDRA, provided that the following data and information are included: <ul style="list-style-type: none"> <li>Establishment data, ownership, and licensee's operating location or place of business in the country</li> <li>Technical, administrative and financial ability to manage and operate/run the services specified in the license</li> <li>Any change in the procedure for verifying the identity of applicants for and subscribers to Trust Services or Qualified Trust Services</li> <li>Any change to the information systems of Trust Services or Qualified Trust Services</li> <li>Any amendments/modifications/adjustments to the termination plan</li> </ul> </li> <li>The application fee is non-refundable regardless of the final outcome of the application, whether approved or rejected</li> <li>- TDRA may reject the application if the requirements are not completed within 60 days from application submission date</li> </ul>
<p><b>Required Documents</b></p>	<ul style="list-style-type: none"> <li>- Providing updated versions of the following documents: <ul style="list-style-type: none"> <li>Copy of the license issued by the competent authority or otherwise entitling them to engage in activities in the country</li> <li>Statement of the commercial/business activities not related to Trust Services and Qualified Trust Services that the license applicant is authorized to practice</li> <li>Data of the license applicant's operating location or place of business in the country</li> <li>Copy of the license applicant's work plan, showing the nature and strategy of their business, goals, marketing plans, and service delivery plan</li> <li>Type of commercial/business/trade license and partners' shares therein, if any, and the organizational structure of the licensing applicant</li> <li>Statement of institutional and operational capabilities/capacities of the licensing applicant</li> <li>Compliance assessment report not exceeding one month</li> <li>Copy of the documents submitted during the compliance assessment process</li> <li>Service termination plan</li> <li>Financial data report for the last fiscal year issued by a UAE-accredited auditor, proving the availability of financial resources equivalent to (5,000,000) five million AED</li> <li>Providing a bank guarantee or insurance determined by TDRA, which is automatically renewed upon license renewal</li> </ul> </li> </ul>
<p><b>Results Require Office Visit</b></p>	<p>No</p>
<p><b>Service package</b></p>	<p>TSP Licensing</p>
<p><b>Service Complexity Level</b></p>	<p>Complex service</p>
<p><b>Service Outcome</b></p>	<ul style="list-style-type: none"> <li>- Amended TSP license</li> <li>- Amended QTSP license</li> <li>- Amendment to the UAE Trusted List</li> </ul>

<b>Service Connectivity With Other Services</b>	The service is linked to "New Application for Trust Services License" service
<b>Service Limitation</b>	TSPs and QTSPs licensed by TDRA
<b>Service Remark</b>	No service remarks