How to Upload a Commercial License on Amazon
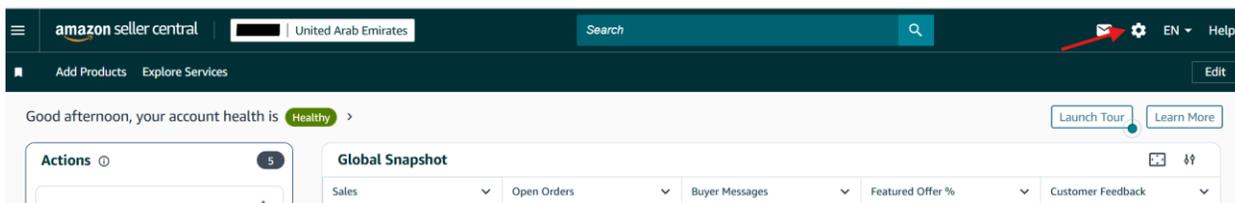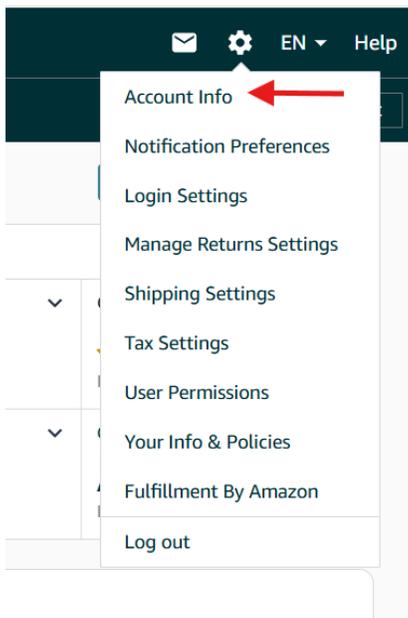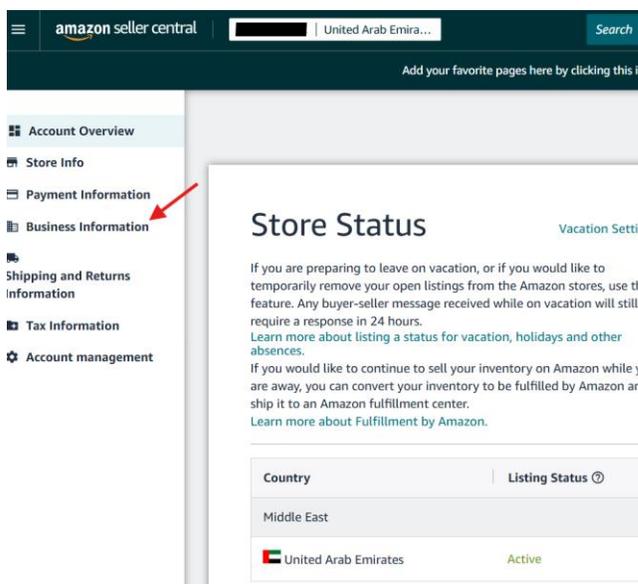
1. Login to SellerCentral and click on the gear icon on top right.
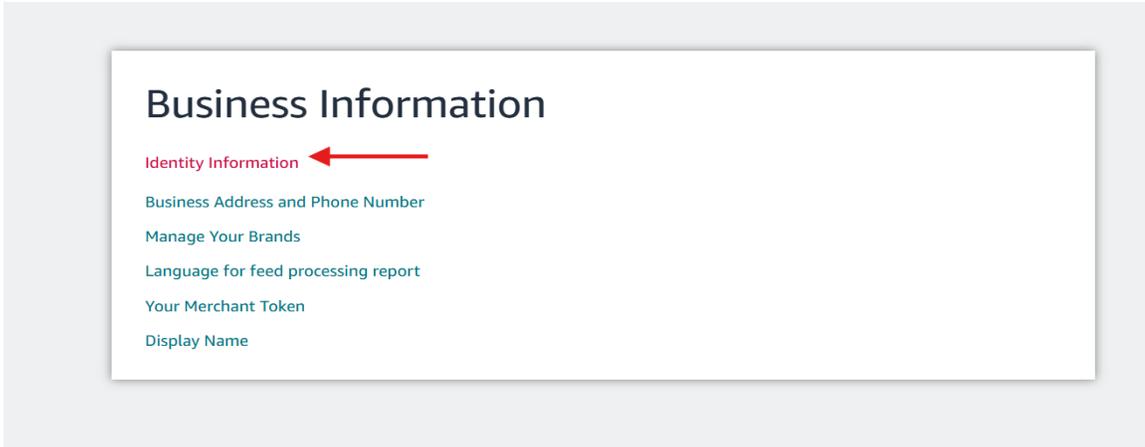

2. Click on "Account Info".

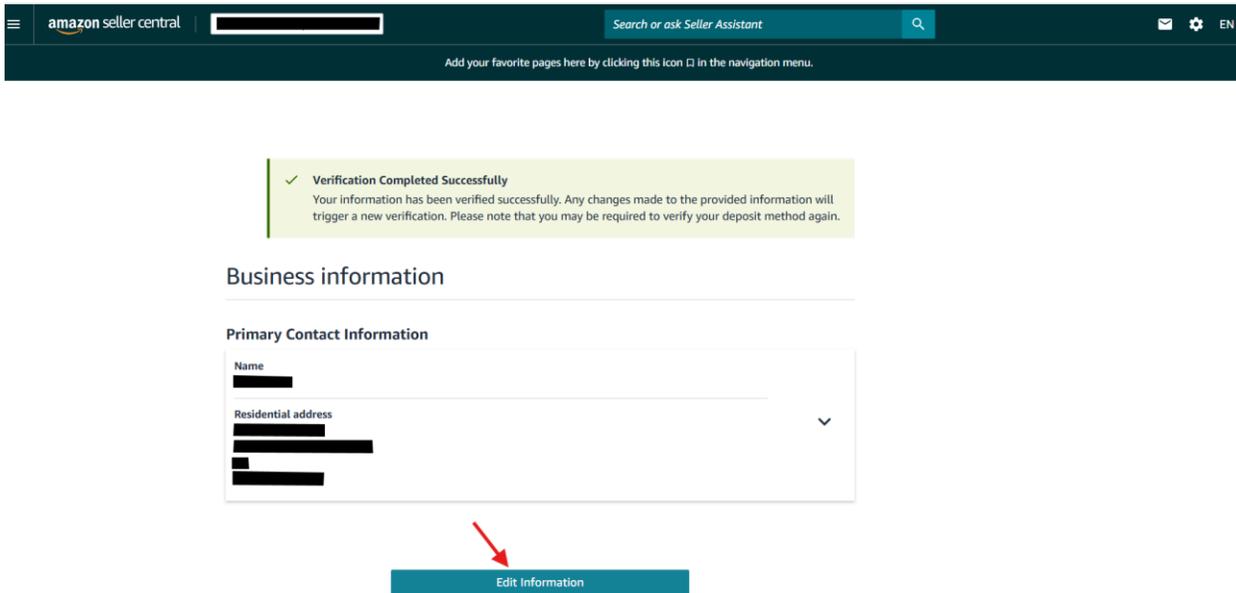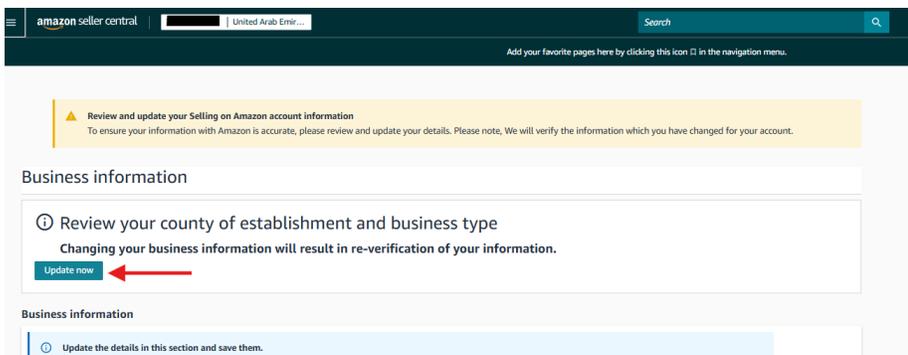3. Click on "Business Information".

4. Click on "Identity Information"

5. Click on "Edit Information"

6. Click on "Update now"

7. Choose the "Business type" based on the trading license/ business license.

8. Click on the checkbox to confirm the details and then click "Continue.

9. Click on the arrow under "Business information" section to update the details and upload the requisite documents.

10. Fill up all the Business Information details, upload the license document and click "Save".

11. Fill up all the Primary Contact Information details, upload the proof of address document and click "Save". Then click "Submit for verification". Please note the following regarding document requirements.

a. We accept only government-issued business documents from the United Arab Emirates.

b. Make sure that your document also meets the following criteria:

c. It displays the name of the business owner or legal representative. Names (Business owner/partner/legal representative/manager) in the business document must match the name on the identity document uploaded during registration. If the name is not matching, a power of attorney (POA) or a letter of authorization (LOA) confirming that the company's legal representative or point of contact (POC) is authorized to register, manage the account and transact on behalf of the company need to be uploaded.

d. Business-operating or Business entity name.

e. Business address from the United Arab Emirates (if applicable).

f. License number/registration number/Company Register (CR) number.

g. Business license should not expire in upcoming 15 days from the date of document submission.

h. Screenshots are generally acceptable if all the required details are available and clearly visible.

i. While submitting your LOA or POA, merge either of the documents and upload it within BL document upload section as a single document.

12. Your information will then be verified, which may take 48 hours.

13. After successful verification, you will be able to see "Verification Completed Successfully", and your business information section.