

**Three options and Legal documents required for
Registration of a Company in the
Dubai Airport Free Zone (DAFZA)**

Option 1: Branch Company

Document Required

1. True copy of License
2. Original DAFZA License
3. Issuance of DAFZA License replacement
4. Letter signed by the authorized manager

Share Capital & Registration FEE

- NO Capital share required
- Registration Fees - AED 10,000 (One time)

Formation Time

3 to 4 weeks

Option 2: Free Zone Establishment (FZE)

Document Required

1. Implementing Regulations
2. Board Resolution (Specimen)
3. Replacement of License
4. Attestation of Board Resolution
5. Implementing Regulations
6. Request for Register Information

Share Capital & Registration FEE

- Share Capital required minimum – 1,000,000 (or multiple thereof)
- Registration Fees - AED 10,000 (One time)

Formation Time

3 to 4 weeks

Option 3: Free Zone Company (FZCO)

Document Required

1. Good Standing Fee to be Paid Annually
2. Attestation of Board Resolution
3. Share Capital Attestation
4. Request for Register Information
5. Specimen of Memorandum & Articles of Association-English
6. Specimen of Memorandum & Articles of Association -Arabic
7. Replacement of License
8. Board Resolution "Specimen"
9. Attestation of Memorandum & Articles of Association (Arabic)
10. Attestation of Memorandum & Articles of Association (English)
11. Implementing Regulation

Share Capital & Registration FEE

- Share Capital required - AED 500,000 (or multiple thereof)
(2 to 5 shareholders)
- Registration Fees - AED 10,000 (One time)

Formation Time

3 to 4 weeks

DAFZA Frequently Asked Questions (FAQs)

Lease & Licensing

1. What are the Documents required to register FZE, FZCO and Branch?

FZE (Individual):

- Applicant's personal details / profile.
- FZE application Form.
- Specimen of Applicant's Signature (Notarized) & Valid passport copy.
- Original No Objection Letter from present sponsor (only for non U.A.E. nationals).
- Present sponsor passport copy.
- Original Banker's reference.
- Appointment of Manager (Notarized & Attested).
- Valid Manager's Passport Copy.
- Manager's Power of Attorney (Notarized & Attested).
- Specimen of Manager's Signature (Notarized).
- Appointment of Director (Notarized & Attested), Specimen of his / her Signature (Notarized) & Valid Passport Copy.
- Appointment of Secretary (Notarized & Attested), Specimen of his / her Signature (Notarized) & Valid Passport Copy.
- Appointment of Negotiator or Legal Representative, Power of Attorney & Specimen of his / her Signature (Notarized).
- Bank Statement of the Share Capital of Dhs. 1,000,000/- allocated for the Free Zone Establishment (Original).

2. FZE (Non-Individual):

- Original Certificate of Registration OR Original Certificate of Incorporation of the Mother Company (Notarized & Attested).
- FZE application Form.
- Original Certificate of Good Standing of the Mother Company (Notarized & Attested).
- Memorandum & Articles of Association of the Mother Company (Notarized & Attested).
- Board of Resolution calling to establish an Establishment in DAFZA and guarantee.
- Appointment of Manager (Notarized & Attested).
- Valid Manager's Passport Copy.
- Manager's Power of Attorney (Notarized & Attested).
- Specimen of Manager's Signature (Notarized).
- Appointment of Director (Notarized & Attested), Specimen of his / her Signature (Notarized) & Valid Passport Copy.
- Appointment of Secretary (Notarized & Attested), Specimen of his / her Signature (Notarized) & Valid Passport Copy.
- Appointment of Negotiator or Legal Representative, Power of Attorney & Specimen of his / her Signature (Notarized).
- Bank Statement of Share Capital of Dhs. 1,000,000/- allocated for the Free Zone Establishment (Original).

3. FZCO (Individual):

- Applicant's personal details / profile.
- FZCO application Form.
- Specimen of Applicant's Signature (Notarized) & Valid passport copy.
- Original No Objection Letter from present sponsor (only for non U.A.E. nationals).
- Present sponsor passport copy.
- Original Banker's reference.
- Appointment of Manager (Notarized & Attested).
- Valid Manager's Passport Copy.
- Manager's Power of Attorney (Notarized & Attested).
- Specimen of Manager's Signature (Notarized).
- Appointment of Director (Notarized & Attested), Specimen of his / her Signature (Notarized) & Valid Passport Copy.
- Appointment of Secretary (Notarized & Attested), Specimen of his / her Signature (Notarized) & Valid Passport Copy.
- Appointment of Negotiator or Legal Representative, Power of Attorney & Specimen of his / her Signature (Notarized).
- Bank Statement of the Share Capital minimum of Dhs. 500,000/- allocated for the Free Zone Company (Original).
- A letter showing the total capital of the company and the share of each partner in the capital (Notarized).

4. FZCO (Non-Individual):

- Original Certificate of Registration OR Original Certificate of Incorporation of the Mother Company (Notarized & Attested).
- FZCO application Form.
- Original Certificate of Good Standing of the Mother Company. (Notarized & Attested).
- Memorandum & Articles of Association of the Mother Company (Notarized & Attested). Board of Resolution calling to establish FZ Company in DAFZA shows the total capital of the company & the share of each partner in the capital and guarantee full financial commitment for their DAFZA Operation (Notarized & Attested)
- Appointment of Manager (Notarized & Attested).
- Valid Manager's Passport Copy.
- Manager's Power of Attorney (Notarized & Attested).
- Specimen of Manager's Signature (Notarized).
- Appointment of Director (Notarized & Attested), Specimen of his / her Signature (Notarized) & Valid Passport Copy.
- Appointment of Secretary (Notarized & Attested), Specimen of his / her Signature (Notarized) & Valid Passport Copy.
- Appointment of Negotiator or Legal Representative, Power of Attorney & Specimen of his / her Signature (Notarized).
- Bank Statement of Share Capital minimum of Dhs. 500,000/- allocated for the Free Zone Company (Original).

5. Branch:

- Original Certificate of Registration OR Original Certificate of Incorporation of the Mother Company (Notarized & Attested).
- Original Certificate of Good Standing of the Mother Company (Notarized & Attested).
- Memorandum & Articles of Association of the Mother Company (Notarized & Attested).
- Board of Resolution calling to establish a branch in DAFZA and guarantee full financial commitment for their DAFZA Operation (Notarized & Attested).
- Appointment of Manager (Notarized & Attested).
- Valid Manager's Passport Copy.
- Manager's Power of Attorney (Notarized & Attested).
- Specimen of Manager's Signature (Notarized & Attested).

6. How long does it take to register a company after submitting all legal documents and settling payment?

It will take 2 working days after submitting all legal documents and settling payment.

7. Can I do business with Dubai market while being located in Dubai Airport Free Zone?

FZCO's and FZE's can practice their activities in Dubai Market through local distributors. Branches are considered representing offices of their mother companies.

8. What is required for renewing a License?

Return the old license back.

Submit FZCO/FZE Annual Financial Report (Original).

Submit a notarized legal standing certificate from Mother Company. (Excluding Individual FZCO's and FZE's).

Pay the license renewal fees of Dhs. 10,000/-.

Pay the annual good standing fee of Dhs. 3000/- . (Only FZCO's).

9. How can I register my company with Dubai Chamber of Commerce?

Apply through Tas'heel.

Fill 2 application forms. (Available in the Licensing Sections).

A Fee of AED 3,300/- will be invoiced to you end of the month.

10. What documents are required for amending my License?

Fill an application form. (Available in the Licensing Sections) .

New Board Resolution stating the change.

New Power of Attorney, Specimen of Signature and Passport Copy for the new manager. (If the manager is changed).

A request to be made on Tas'heel.

11. How can I get extra keys for my office?

A request to be made on Tas'heel.

Submit a letter, signed by the authorized manager, stating the number of keys and door

number.

12. What are the activities allowed in DAFZA?

All activities are allowed as long as they are not hazardous (chemicals) to the environment.

13. What are the documents needed to establish a company in DAFZA?

Application Form

Investment Plan

Letter of Intent (what you wish to establish at DAFZA)

Brochure of the company if available

Profile of the company

Annual Financial Report – Audited

14. What are the type of companies that can be established at DAFZA?

Branch – of a company in the UAE or outside the UAE.

Free Zone Company – minimum 2 to 5 shareholders, with a 500,000 Dirham Capital .

Free Zone Establishment – one owner and 1,000,000 Dirham capital.