



Four options and Legal documents required for Registration of a Company in the Dubai Internet City (DIC)

Option 1: Branch Company

Document Required

1. Original Certificate of Registration of the parent company / a copy will be accepted if Notarized
2. Original Certificate of Good Standing of the parent company (parent company should be more than 2 years old)
3. Original Memorandum and Article of Association of the parent company / a copy will be accepted if Notarized
4. Board Resolution - Duly Notarized by the notary public and Attested by the UAE Embassy
5. Manager's Passport Copy
6. Specimen Signature of Manager
7. NOC from the current residence visa sponsor if the Manager is a residence of UAE

Share Capital & Registration FEE

- No shared Capital required
- LICENSE FEE (1 segment) - AED 15,010/- (ANNUALLY)
- REGISTRATION FEES - AED 3,510/- (ONE TIME)



Option 2: FREE ZONE LIMITED LIABILITY COMPANY (FZ-LLC) (Individual Shareholder/S)

Document Required

1. Typed Original Application for Registration Form
2. Personal Details of Individual shareholder/s
3. Passport Copy of Shareholder/s
4. Original Bankers Reference of Shareholder/s
5. Resolution – Duly Notarized by the notary public and Attested by the UAE Embassy / can be signed by all the shareholder/s in our presence
6. Passport copy of Director/s and Manager
7. Specimen Signature of Shareholder/s, Director/s and Manager
8. NOC from the current residence visa sponsor if the Manager is a residence of UAE

Share Capital & Registration FEE

- SHARE CAPITAL REQUIRED - AED 50,000/- (each share value is AED 1000/-)
- LICENSE FEE (1 segment) - AED 15,010/- (ANNUALLY)
- REGISTRATION FEES - AED 3,510/- (ONE TIME)

Option 3: FREE ZONE LIMITED LIABILITY COMPANY (FZ-LLC) (Corporate Shareholder/S)

Document Required

1. Typed Original Application for Registration Form
2. Original Certificate of Registration of the parent company / a copy will be accepted if Notarized
3. Original Certificate of Good Standing of the parent company (if the corporate company is more than 2 years old)
4. Original Memorandum and Article of Association of the parent company / a copy will be accepted if Notarized
5. Board Resolution - Duly Notarized by the notary public and Attested by the UAE Embassy
6. Passport copy of Director/s and Manager
7. Specimen Signature of Director/s and Manager
8. NOC from the current residence visa sponsor if the Manager is a residence of UAE

Share Capital & Registration FEE

- SHARE CAPITAL REQUIRED - AED 50,000/- (each share value is AED 1000/-)
- LICENSE FEE (1 segment) - AED 15,010/- (ANNUALLY)
- REGISTRATION FEES - AED 3,510/- (ONE TIME)

Option 4: FREE ZONE LIMITED LIABILITY COMPANY FZ-LLC (Individual Shareholder/S) & (Corporate Shareholder/S)

Document Required

Corporate Shareholder:

1. Typed Original Application for Registration Form
2. Original Certificate of Registration of the parent company / a copy will be accepted if Notarized
3. Original Certificate of Good Standing of the parent company (if the corporate company is more than 2 years old)
4. Original Memorandum and Article of Association of the parent company / a copy will be accepted if Notarized
5. Board Resolution - Duly Notarized by the notary public and Attested by the UAE Embassy
6. Passport copy of Director/s and Manager
7. Specimen Signature of Director/s and Manager
8. NOC from the current residence visa sponsor if the Manager is a residence of UAE

Individual shareholder/s:

1. Typed Original Application for Registration Form
2. Personal Details of Individual shareholder/s
3. Passport Copy of Shareholder/s
4. Original Bankers Reference of Shareholder/s
5. Resolution – Duly Notarized by the notary public and Attested by the UAE Embassy / can be signed by all the shareholder/s in our presence
6. Passport copy of Director/s and Manager
7. Specimen Signature of Shareholder/s, Director/s and Manager
8. NOC from the current residence visa sponsor if the Manager is a residence of UAE

Share Capital & Registration FEE

- SHARE CAPITAL REQUIRED - AED 50,000/- (each share value is AED 1000/-)
- LICENSE FEE (1 segment) - AED 15,010/- (ANNUALLY)
- REGISTRATION FEES - AED 3,510/- (ONE TIME)

Activity List

1.1 **Software** - Activities related to developing, installing, and/or modifying software products of their own or of a third party.

1.1.1 **Consultancy**

(Companies that provide expert advice to other entities on creating or optimizing a business process, technical and consultative studies, market sizing and customer profiling, technical services and consultancies with respect to IT and applications like Intranet, Internet, and data warehousing to enhance administration and technical performance.)

1.1.2 **Developer**

(Companies that create or customize discrete content, components, applications or programs for themselves or for third parties.)

1.1.3 **Solution Provider**

(Companies that resell, distribute, or implement software for third parties. The scopes of services also includes providing specific IT solutions for business entities, such as security or IT infrastructure, and individual customized services to clients over a longer period of time.)

1.1.4 **Customer Service**

(Companies that provide after-sales support to enhance or to maintain the value of a software product.)

1.1.5 **Support Service Provider**

(Companies that provide individual services and products to third parties for the purpose of conducting or facilitating relevant activities under the current segment.)

1.2 **Internet and Multimedia** - Activities related to developing and/or distributing Internet or multimedia content. Other activities may include distributing goods or services via the Internet, such as by providing an online platform and acting as a intermediary between multiple companies or multiple individuals. Additional activities may include providing different applications through a network.

1.2.1 **Consultancy**

(Companies that provide expert advice to other entities on creating or optimizing a business process, technical and consultative studies, market sizing and customer profiling, technical services and consultancies with respect to IT and applications like Intranet, Internet, and data warehousing to enhance administration and technical performance.)

1.2.2 **Developer**

(Companies that create or customize discrete content, components, applications or programs for self or for third parties.)

1.2.3 **Solution Provider**

(Companies that resell, distribute, or implement internet and multimedia content, services or applications for third parties. The scopes of services also include providing specific IT solutions for providing such content and services to third parties.)

1.2.4 **Customer Service**

(Companies that provide after-sale support to enhance or to maintain the value of a product or service.)

1.2.5 **Support Service Provider**

(Companies that provide individual services and products to third parties for the purpose of facilitating other relevant activities. These include companies that:

- provide goods, services and carry out commercial transactions through an electronic medium. This includes companies utilizing closed information networks which are connected to open information networks;
- act as a middleman for products moving from sellers to clients directly through a Web-based network;
- create portals between two or more entities and solely accessed by those entities;
- create a portal for businesses to be accessed by their clients only; host websites through their services, providing hosting and security.)

1.3 **Telecommunication and Network** - Activities related to developing, installing, modifying, and/or operating networks or providing relevant services designed for operating network-based applications or services. The manufacture of physical components within the zone and direct trading of physical components and products into UAE market is not allowed.

1.3.1 **Consultancy**

(Companies that provide expert advice to other entities on creating or optimizing a business process, technical and consultative studies, market sizing and customer profiling, technical services and consultancies with respect to IT and applications like Intranet, Internet, and data warehousing to enhance administration and technical performance.)

1.3.2 **Developer**

(Companies that create / customize / modify networks and / or operate networks or provide relevant services designed for operating network-based applications or services for self or for third parties.)

1.3.3 **Solution Provider**

(Companies that resell, distribute, implement software for third parties. Their scopes of services also include providing specific IT solutions for business entities, such as security or IT infrastructure and individual services to a client over a longer period of time.)

1.3.4 Customer Service

(Companies that provide after-sale support to enhance or to maintain the value of a product or service.)

1.3.5 Support Service Provider

(Companies that provide individual services and products to third parties for the purpose of conducting or facilitating relevant activities under the current segment.)

1.4 IT Service - Activities related to developing, providing standardized, repeatable IT-based services, which may also include security solutions, localization, training and corporate learning.

1.4.1 Consultancy

(Companies that provide expert advice to other entities on creating or optimizing a business process, technical and consultative studies, market sizing and customer profiling, technical services and consultancies with respect to IT and applications like Intranet, Internet, and data warehousing to enhance administration and technical performance.)

1.4.2 Developer

(Companies that create or customize discrete content or programs for self or for third parties.)

1.4.3 Solution Provider

(Companies that resell, distribute and implement software for third parties. Their scopes of services also include providing specific IT solutions for business entities, such as security or IT infrastructure and individual services to a client over a longer period of time.)

1.4.4 Customer Service

(Companies that provide after-sale support to enhance or to maintain the value of a product or service.)

1.4.5 Support Service Provider

(Companies that provide individual services and products to third parties for the purpose of conducting or facilitating relevant activities under the current segment.)

Business Plan (See the attachment)

Frequently Asked Questions (FAQs)

1. After a company opens at DIC can it open branches in Dubai or other countries ?

Yes, an FZ-LLC incorporated in DIC can open a branch in Dubai, elsewhere in the UAE or in other countries providing it complies with the requirements in those jurisdictions.

2. Can an FZ-LLC operating within DIC open a branch outside the Free Zone?

An FZ-LLC operating in DIC can open a branch outside DIC, provided it fulfils the requirements of the intended external jurisdiction concerning the registration of branches.

3. Can we get a copy of the Decree?

Law No. 1 of 2000 of the Emirate of Dubai is available for downloading on the DIC website.

4. Can we trade from the FZ?

A business partner cannot sell goods on a commercial or retail basis in the free zone except, obviously, for actual retail tenants. A business partner may import plant and equipment for its own use in the free zone, but in the event those goods are sent from the free zone into Dubai generally, then import duty is payable on the value of those goods. To import goods into the UAE, the importer must be a duly licensed business in one of the Emirates. If a business partner wishes to import and "sell" products or equipment to a third party based in Dubai or elsewhere in the UAE, then such a third party would have to be the consignee on the shipping documents (Airway Bill / Bill of Lading).

5. Can we trade in the FZ?

Business partners based in the TECOM Zone can certainly run their marketing and sales operations for the region from here and invoice from here. There are no direct restrictions on broadcasters regarding restrictive products, however, issues in relation to broadcast content will generally be determined under DMC's "Freedom of Expression" tribunal.

6. Do companies need to register with the Economic Department or the Municipality although they are registered in the Free Zone?

Companies registered in the Free Zone do not have to register with the Dubai Economic Department ("DED") or the Dubai Municipality ("DM").

7. Does a shareholder get an Employment Visa or an Owner Visa?

Owner Visas do not exist. All individuals resident in the UAE are sponsored as employees, regardless of shareholding.

8. Does Abu Dhabi recognise a free zone trade license?

Abu Dhabi recognizes a TECOM trade license in the same way that it recognizes a trade



license from a foreign jurisdiction. To operate physically in Abu Dhabi you would otherwise require compliance with Abu Dhabi Municipality regulations.

9. Does this age limit apply to managers, directors and shareholders?

Shareholders and Directors have no age limit for residence visas.

10. How long does it take to get a license and to incorporate a company?

It normally takes eight days from initial contact, for licensing and incorporation to be completed. However, this depends on submission of documents and payment of all relevant fees.

11. How long does it take to get residency through the Free Zone?

The whole process of obtaining a residence permit usually takes 3 to 3 ½ weeks.

12. How long is residency permit valid?

A residency permit has to be renewed every three years.

13. Is a Shareholder entitled to a Residence Visa?

A shareholder is entitled to a residence visa under that business partner's trade license only if he is an employee of the company.

14. Is there a charge levied by DIC for the documentation mentioned above?

These documents and letters would be charged for. There is no restriction as such on a FZ-LLC opening a branch elsewhere.

15. What are the benefits, financial legal, and tax implications for opening a branch vs. an FZ-LLC?

There are no financial, legal or tax implications for using a branch office of a foreign company over an FZ-LLC or vice-versa, while operating in the TECOM Free Zone. All businesses operating in the Free Zone benefit from the 50 year tax holiday granted under Article No 15 of Law No. 1 of 2000 irrespective of whether they are incorporated as an FZ-LLC or registered as a branch of a foreign company.

Please note that a branch of a foreign company incorporated in a high tax jurisdiction may still have to consolidate its profits with its parent company and pay tax on its profits in the country of incorporation of the parent.

16. What are the Copy Right Policies/Patent Laws?

Copyright Policies/Patent Laws are as per UAE Federal Law.

17. What are the import and export policies?

TECOM business partners bringing plant and equipment in from overseas to the Free Zone for use by them in the TECOM Zone may import these goods into the UAE free from customs



duty. This allowance is on the basis that the plant and equipment does not leave the TECOM Zone. If goods brought in by business partners to the TECOM Zone from overseas are subsequently "re-exported" to Dubai, then customs duty is payable on those goods at the time of re-export to Dubai.

18. What assurance is there that the Free Zone will give tax breaks for the next 50 years ?

The 50 year "tax holiday" is guaranteed for businesses operating in the TECOM Zone provided by the Government of Dubai under Article 15 of Law No. 1 of 2000 of the Emirate of Dubai.

19. What do you mean by International Arbitration? Who are these arbitrators?

International Arbitration refers to the dispute resolution system and service provided by the Free Zone for business partners in TECOM, in collaboration with the Chartered Institute of Arbitrators (London), a reputed international arbitration organisation.

20. What is the age limit for processing residence visas?

The age limit for residence visas is a minimum of 18 and a maximum of 60 years.

21. What is the definition of the ' terms ' mentioned on the license?

Generally speaking, the "terms" of issuance of a trade license are payment of the relevant fees, payment of amounts owed under the lease and not undertaking activities outside those specified on the trade license.

22. What is the procedure for an FZ-LLC operating within DIC to open a branch outside the Free Zone, and how can DIC assist with relevant documentation?

For an FZ-LLC to open a branch in another jurisdiction, the FZ-LLC needs to find out about and fulfil the requirements of that other jurisdiction concerning the registration of branches. The Registration & Licensing Directorate at DIC can issue notarised copies of a FZ-LLC's constituent documentation and certificates indicating that the FZ-LLC is in good standing and fully paid up.

23. When are the new cyber laws coming out?

The use of the term "cyber laws" is misleading. With reference to E-Commerce, the only "cyber law" currently in operation is the Facilitation of Electronic Transactions Law being Law No. 2 of 2002 of the Emirate of Dubai. This has been issued by the Rulers Court and applies as a law in the Emirate of Dubai. It does not currently apply as a federal law in the rest of the UAE. As the Free Zone is part of the Emirate of Dubai, the Facilitation of Electronic Transactions Law applies in the Free Zone as well.

24. Where can we get a copy of the Freedom of Expression Charter?

The Broadcasting and Publication Standards Tribunal and the Codes of Guidance cover issues related to freedom of expression. Please click on the above links to view the documents.

25. Where can we register Copy Rights/Patents?



Copyrights and patents can be registered under the UAE Federal Law. Interested business partners should contact lawyers working in Dubai for further information.

26. Where can we register trademarks/ brand names etc?

Trademarks and service markets may be registered under the UAE Federal Law. Interested business partners should contact lawyers working in Dubai for further information.

27. Who issues the shares of the company?

The company itself issues the shares to its shareholders on incorporation. Shareholders on incorporation are usually referred to as "Subscribers" and under the Memorandum of Association of a FZ-LLC (effectively the constitution of the FZ-LLC) those named subscribers agree to take a certain amount of shares. Those shares are then known as "Issued" shares and the shareholder must pay the company for those shares.

28. Why are visas in the FZ AED 500 and in Dubai AED 100?

The higher cost of visas within the FZ is owed to the operational costs of the stream-lined application process the BPs benefit from.

29. Why is a trade licence in the FZ AED 15,000 and in Dubai AED 4,000?

A trade license in the TECOM Zone is AED 15,000 for a variety of reasons. It is not directly relevant to compare this to the cost of a trade license issued in Dubai by the DED. For example, foreign nationals cannot generally "own" businesses in Dubai and must have a UAE national partner, sponsor or majority shareholder. Further, the cost of a trade license in Dubai varies considerably and AED 4,000 is about the cheapest and is only available for certain categories. Other categories of trade licenses cost much more than AED 15,000.