

Three options and Legal documents required for Registration of A Company in the Dubai Flower centre (DFC)

Option 1: Branch Company

Document Required

1. Original Certificate of Registration OR Original Certificate of Incorporation of the Mother Company (Notarized).
2. Original Certificate of Good Standing of the Mother Company (Notarized).
3. Memorandum & Articles of Association of the Mother Company (Notarized).
4. Board Resolution calling to establish a branch in DFC and guarantee full financial commitment for their DFC Operation (Notarized).
5. Appointment of Manager (Notarized).
6. Valid Manager's Passport Copy.
7. Manager's Power of Attorney (Notarized).
8. Specimen of Manager's Signature (Notarized).

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

a) Individual

1. Applicant's personal details / profile (Notarized).
2. Specimen of Applicant's Signature (Notarized) & Valid passport copy.
3. Original No- Objection Letter from present sponsor (only for non U.A.E. Nationals).
4. Present Sponsor Passport Copy.
5. Original Banker's reference.
6. Appointment of Manager (Notarized & Attested).
7. Valid Manager's Passport Copy.
8. Manager's Power of Attorney (Notarized & Attested).
9. Specimen of Manager's Signature (Notarized).
10. Appointment of Director (Notarized & Attested), Specimen of his / her Signature (Notarized) & Valid Passport Copy.
11. Appointment of Secretary (Notarized & Attested), Specimen of his / her Signature (Notarized) & Valid Passport Copy.
12. Appointment of Negotiator or Legal Representative, Power of Attorney & Specimen of his / her Signature (Notarized).
13. Bank Statement of the Share Capital of AED 1,000,000/- allocated for the Free Zone Establishment (Original).

b) Non - Individual

1. Original Registration Certificate OR Original Certificate of Incorporation of the Mother Company (Notarized & Attested).
2. Original Certificate of Good Standing of the Mother Company (Notarized & Attested).
3. Memorandum & Articles of Association of the Mother Company (Notarized & Attested).
4. Board Resolution calling to establish an Establishment in DFC and guarantees full financial commitment for their DFC Operation (Notarized & Attested).
5. Appointment of Manager (Notarized & Attested).
6. Valid Manager's Passport Copy.
7. Manager's Power of Attorney (Notarized & Attested).
8. Specimen of Manager's Signature (Notarized).
9. Appointment of Director (Notarized & Attested), Specimen of his / her Signature (Notarized) & Valid Passport Copy.
10. Appointment of Secretary (Notarized & Attested), Specimen of his / her Signature (Notarized) & Valid Passport Copy.
11. Appointment of Negotiator or Legal Representative, Power of Attorney & Specimen of his / her Signature (Notarized).
12. Bank Statement of Share Capital of AED 1,000,000/- allocated for the Free Zone Establishment (Original).

Share Capital & Registration FEE

- Share Capital required minimum – AED 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

a) Individual

1. Bank Statement of Share Capital minimum of AED 500,000/- allocated for the Free Zone Company (Original).
2. Applicant's personal details / profile (Notarized).
3. Specimen of Applicant's Signature (Notarized) & Valid passport copy.
4. Original No Objection Letter from present sponsor (only for non U.A.E. Nationals)
5. Present Sponsor Passport Copy.
6. Original Banker's reference.
7. Appointment of Manager (Notarized & Attested).
8. Valid Manager's Passport Copy.
9. Manager's Power of Attorney (Notarized & Attested).
10. Specimen of Manager's Signature (Notarized).
11. Appointment of Director (Notarized & Attested), Specimen of his / her Signature (Notarized) & Valid Passport Copy.
12. Appointment of Secretary (Notarized & Attested), Specimen of his / her Signature (Notarized) & Valid Passport Copy.

13. Appointment of Negotiator or Legal Representative, Power of Attorney & Specimen of his / her Signature (Notarized).
14. Bank Statement of the Share Capital minimum of AED 500,000/- allocated for the Free Zone Company (Original).
15. A letter showing the total capital of the company and the share of each partner in the capital (Notarized).

b) Non - Individual

1. Original Certificate of Registration OR Original Certificate of Incorporation of the Mother Company (Notarized & Attested).
2. Original Certificate of Good Standing of the Mother Company (Notarized & Attested).
3. Memorandum & Articles of Association of the Mother Company (Notarized & Attested).
4. Board Resolution calling to establish FZ Company in DFC, shows the total capital of the company & the share of each partner in the capital and guarantees full financial commitment for their DFC Operation (Notarized & Attested).
5. Appointment of Manager (Notarized & Attested).
6. Valid Manager's Passport Copy.
7. Manager's Power of Attorney (Notarized & Attested).
8. Specimen of Manager's Signature (Notarized).
9. Appointment of Director (Notarized & Attested), Specimen of his / her Signature (Notarized) & Valid Passport Copy.
10. Appointment of Secretary (Notarized & Attested), Specimen of his / her Signature (Notarized) & Valid Passport Copy.
11. Appointment of Negotiator or Legal Representative, Power of Attorney & Specimen of his / her Signature (Notarized).
12. Bank Statement of Share Capital minimum of AED 500,000/- allocated for the Free Zone Company (Original).

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

Office Units and Warehouse Units(DFC)

OFFICE UNITS

Modern, well-appointed Office Units are available within the Dubai Flower Centre. These units are located on both the first and second floors of the Dubai Flower Centre, and are located adjacent to the warehouse facilities. Two types of Office Units are available at the Dubai Flower Centre including:

Office Units (> 50 sq/m)

Larger units that can be fitted according to the tenants' requirements.

Business Units (< 50 sq/m)

For smaller operations, space is available on a desk-unit basis with shared kitchen and toilet facilities provided on each floor.

Office Units are provided on an unfurnished basis (with the exception of the Business Units) to provide tenants with the flexibility to accommodate specific requirements.

The Dubai Flower Centre Office Layouts – First Floor (11 x Office Units) (17 x Business Units)

The Dubai Flower Centre Office Units – Second Floor (7 x Office Units)

For Further Information

Please refer to the following guides:

- 'Setting up in the Dubai Flower Centre' – information on licensing procedures
- The Dubai Flower Centre Application Form
- 'The Dubai Flower Centre Warehouse Units' – details on Warehouse Unit services and
- Pricing

General Information

All Office Units include the following as standard:

- Data and Telephone Sockets
- Air conditioning, with individual thermostat control
- Carpeting
- Lighting

Tenants are responsible for the general maintenance of the units; the Dubai Flower Centre will be responsible for the maintenance of structural and common areas. Tenants are responsible for installation and maintenance of all telecoms-related facilities – connections can be organized through the Dubai Flower Centre.

Annual Rent:

- Dhs 1278/sqm (US\$ 350/sqm) for Office Units
- Dhs 1825/sqm (US\$ 500/sqm) for Business Units
- 5% service charge on top of annual rent for cleaning, maintenance, security and management services

Lease Terms: 1 year, renewable for further year

Payment Terms: Two equal installments, in advance

Utilities: 9% on top of annual rent for electricity and water.

Insurance: Tenants are responsible for insuring the interior of their offices

Security: 24 – hour security provided by the Dubai Flower Centre

Business Services: Conference room available for hire

Other Services: Canteen, Coffee

WAREHOUSE UNITS

The Dubai Flower Centre Warehouse Units are high quality, thermally insulated facilities with full operational flexibility. Warehouse Units are available on both the first and second floors of the Dubai Flower Centre. All units can accommodate full-size pallets and have direct access to the Dubai Flower Centre build-up /breakdown hubs located on each floor.

The Dubai Flower Centre Warehouse Units can be used in two ways – as a warehouse for consolidation, storage, and distribution of shipments and/or as a processing facility for bunching, repacking, bouquet making and other value adding activity.

Operational Flexibility

Warehouses are available as shells, with custom build-outs offered to tenant specification. Modifications to the units should be approved through the Dubai Flower Centre Engineering Services, and approved subcontractors can be provided to tenants to carry out the work.

Warehouse Units are maintained at 15 – 18 ° C. Should a tenant require a lower temperature or multiple temperatures, they will be responsible for build-out and maintenance will be charged individually for electricity.

The Dubai Flower Centre Warehouse Layouts – First Floor (10 x Warehouse Units)

The Dubai Flower Centre Warehouse Layouts – Second Floor (10 x Warehouse Units)

For Further Information

Please refer to the following guides:

- ‘Setting up in the Dubai Flower Centre’ – information on licensing procedures
- The Dubai Flower Centre Application Form
- “The Dubai Flower Centre Warehouse Units’ – details on Warehouse Unit services and pricing

Other General Information

In addition to electricity, water and telephone services will be individually metered in each unit; connections for all utilities are available directly through the Dubai Flower Centre.

Tenants are responsible for the general cleaning and maintenance of the units; the Dubai Flower Centre will be responsible for cleaning and maintenance of structural and common areas.

All customs and handling services are available directly through the Dubai Flower Centre (for more details, please refer to ‘The Dubai Flower Centre Services Guide’).

Annual Rent:

- Dhs 75/sq ft (US\$ 20.43)
- 5% service charge on top of annual rent for cleaning, maintenance,
- security and management services

Warehouse Unit Sizes: Warehouse Units are approximately 43 – 64 feet in height

Utilities: 9% on top of annual rent for electricity and water. Any extra chiller units installed within the warehouse will be metered.

Lease Terms: One Year, renewable for a further year

Payment Terms: Two equal installments, in advance

Insurance: Tenants are responsible for insuring the interior of their units

Security: 24 – hour security provided by the Dubai Flower Centre

Other Services:

- Customs
- Phytosanitary Inspection
- Conference and Meeting Facilities
- Handling and Logistic Services