

## **Three Options and Legal documents required for Registration of a Company in the Dubai Media City**

### **Option 1: Branch of a Foreign/UAE Company**

#### **Document Required**

The following documents are required from the applicant before a Licence can be issued. They will need to be Notarised and/or Legalised (as indicated).

#### **1. For Foreign Companies**

Original Certificate of Registration of the parent Company – A copy will be accepted if Notarised AND Original Certificate of Good Standing of the parent Company (if Company is more than two years old)

#### **For UAE Companies**

Copy of the Trade Licence issued by the Economic Department

Copy of the Commercial Registration issued by the Economic Department

2. Original Memorandum and Articles of Association of the Parent Company – A copy will be accepted if Notarised.

3. Board Resolution of the Company calling for the establishment of a branch in TECOM and guaranteeing full financial commitment – Notarised and Legalised (Specimen document can be provided).

a. Appointment of the Negotiator or Legal Representative (optional)

b. Power of Attorney for Manager – Notarised and Legalised (if not part of the Resolution)

4. Valid Passport copy of Manager

(Provide a NOC from the current residence visa sponsor in the UAE of the Manager—if applicable)

#### **NOTES:**

1. All legal documents that are more than one page, need to be sealed.

2. All Powers of Attorney need to be accompanied with a passport copy of the Attorney.

3. TECOM reserves the right to call for any extra documents it may require, where necessary.

4. TECOM reserves the right to ask for attestation by UAE Embassy or other Embassies, as may be necessary.

5. Originals of Documents No. 1 and 2 are only required for sighting and verification.

6. Board Resolution and/or Power of Attorney for the Manager must state the Manager's full name, nationality and passport number.

7. All legal documents must be either in Arabic or English. Documents in any other languages must be accompanied by a certified English or Arabic translation.

#### **Share Capital**

- No shared Capital required

#### **License & Registration Fee**

- License Fee – AED 15,000/- annually
- Registration Fee - AED 3,500/- (One time)

## **Option 2: FZLLC – Corporate Person as Shareholder(s)**

### **Document Required**

The following documents are required from the applicant before an Incorporation Certificate & Licence can be issued. They will need to be Notarised and/or Legalised (as indicated).

1. Application for Registration
2. Details of Shareholder(s)  
Original Certificate of Registration of the Company – A copy will be accepted if Notarised  
AND  
Original Certificate of Good Standing of the Company (if Company is more than two years old)
3. Original Memorandum and Articles of Association along with a list of current Directors – A copy will be accepted if Notarised.
4. Board Resolution of the Corporate Person calling for the Establishment of the FZ-LLC - Notarised and Legalised (Specimen document can be provided).
  - a. Appointment of the Negotiator or Legal Representative (optional)
  - b. Power of Attorney for Manager – Notarised and Legalised (if not part of the Resolution)
5. Valid Passport copy of Manager for the FZ-LLC  
(Provide a NOC from the current residence visa sponsor in the UAE of the Manager-if applicable)
6. Valid Passport copy of Director(s)
7. Proof of Capital from bank operating within the UAE (Minimum Share Capital is AED 50,000 / Minimum Share value is AED 1,000)

### **NOTES:**

1. All legal documents that are more than one page, need to be sealed.
2. All Powers of Attorney need to be accompanied with a passport copy of the Attorney.
3. TECOM reserves the right to call for any extra documents it may require, where necessary.
4. TECOM reserves the right to ask for extra attestation by UAE Embassy or other Embassies, as may be necessary.
5. Originals of Documents No. 1 and 2 are only required for sighting and verification.
6. Board Resolution and/or Power of Attorney for the Manager must state the Manager's full name, nationality and passport number.
7. The legal documents must be either in Arabic or English. Documents in any other languages must be accompanied by a certified English or Arabic translation.
8. A Bank Letter to assist the FZ-LLC to open a Bank Account in the UAE can be obtained from TECOM upon submission of the above legal documents.

### **Share Capital**

- Minimum Share Capital is AED 50,000 /-

### **License & Registration Fee**

- License Fee
  - Publishing – AED 20,000/- annually
  - Broadcasting – AED 25,000 /- annually
  - Other – 15,000 /- annually
- Registration Fee - AED 3500 /- (One time)

### **Option 3: FZLLC – Natural Person**

#### **Document Required**

The following documents are required from the applicant before an Incorporation Certificate & Licence can be issued. They will need to be Notarised and/or Legalised (as indicated).

1. Application for Registration
2. Details of Shareholders
  - a. A document setting out the personal details of individual shareholder(s)
  - b. Valid Passport copy of individual shareholder(s)
  - c. Original Letter of Recommendation by Bank for each Shareholder
3. Resolution stating the following (Specimen document can be provided).
  - a. Appointment of the Negotiator or Legal Representative (optional)
  - b. Power of Attorney for Manager – Notarised and Legalised (if not part of the Resolution)
4. Valid Passport copy of Manager  
(Provide an NOC from the current residence visa sponsor in the UAE of the Manager – if applicable)
5. Valid Passport copy of Director(s)
6. Proof of Capital from bank operating within the UAE – (Minimum Share Capital is AED 50,000 / Minimum Share value is AED 1,000)

#### **NOTES:**

1. All legal documents that are more than one page, need to be sealed.
2. All Powers of Attorney need to be accompanied with a passport copy.
3. TECOM reserves the right to call for any extra documents it may require, where necessary.
4. TECOM reserves the right to ask for attestation by UAE Embassy or other Embassies, as may be necessary.
5. Board Resolution and/or Power of Attorney for the Manager must state the Manager's full name, nationality and passport number.
6. All legal documents must be either in Arabic or English. Documents in any other languages must be accompanied by a certified English or Arabic translation
7. A Bank Letter to assist the FZ-LLC open a Bank Account in the UAE can be obtained from TECOM upon submission of the above legal documents.

#### **Share Capital**

- Minimum Share Capital is AED 50,000/-

#### **License & Registration Fee**

- License Fee
  - Publishing – AED 20,000/- annually
  - Broadcasting – AED 25,000/- annually
  - Other – 15,000/- annually
- Registration Fee - AED 3500/- (One time)

## Activity List – Dubai Media City

The following is a list of core business activities that the Dubai Media City Authority can license:

**Publishing:** News Papers, Magazines, Educational & Books, Consumer Books & Magazines, Promotional Content, Online & Electronic Content, e-books, Directories & Guides

**Broadcasting:** TV & Radio

**Film:** Film Production & Distribution, Media Content Management & Provider, Film Content Rights Management, Production, Post Production and Animation.

**Media & Marketing Services:** Direct Marketing, Promotional Services, Advertising / Communication & Public Relations Agency, Intellectual Property Rights Management, Media Placement, Buying & Selling, Media Representation, Corporate Identity & Branding

**Information Agencies:** News Agencies, Media Research and Information Services

**Music & Entertainment:** Music Production & Recordings, Music Distribution, Music Publishing, Music Label & Rights Management, Music Promotion & Management, Event Management, Theme Parks Management, Live Entertainment & Promotion, Sports Management & Promotion, Conference Organisers & Management, Performing Arts, Choreography, Hospitality Management Consultancy

**New Media & Media Support Service:** Web Designing & Management, Interactive Services (Webcasting / Streaming), Media Software Development & Integration, Access Spending, Multimedia Software Development , Video Games, Internet Gaming Broadcasting Hardware & Equipment, Satellite Services & Equipment Provider, GSM & Electronic Media, Media Equipment Rentals, Digital Media Management, Media Archiving & Distribution and Systems Integration Services

**Service Provider:** Restaurant, Stationery, Medical Clinic, Beauty Salon, Book Store, Kiosk, Banking Services, Music & Video, Travel Agency, Laundry, Insurance Service Provider.

**Consultancy:** Legal Consultancy, Accounting/Auditing Consultancy, Human Resources Consultancy, Marketing, Management, Project Management, Marketing Research