

## Three Options and Legal documents required for Registration of a Company in the Dubai Outsource Zone

### Option 1: Branch of a Foreign 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).

#### **If the Applicant is a Branch of a Foreign / U.A.E. Company**

**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 Fees - AED 3,500/- (One time)

## Option 2: FZ LLC Natural person(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).

### **If the Applicant is a Natural Persons**

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 300,000 / 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. DUBAI OUTSOURCE ZONE reserves the right to call for any extra documents it may require, where necessary.
4. DUBAI OUTSOURCE ZONE 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 DUBAI OUTSOURCE ZONE upon submission of the above legal documents.

### **Share Capital**

- Minimum shared Capital required AED 300,000 /-

### **License & Registration Fee**

- Licensing Fee - AED 15,000/-
- Registration Fees - AED 3,500/- (One time)

### Option 3: FZ LLC Corporate 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).

#### **If the Applicant is a Corporate Person as Shareholder(s)**

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 300,000 / 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 shared Capital required AED 300,000 /-

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

- Licensing Fee - AED 15,000/-
- Registration Fees - AED 3,500/- (One time)