

## Five Options and Legal documents required for Registration of a Company in the Dubai Silicon Oasis

### Option 1: Branch Company

#### Document Required

1. Certificate of Registration or Certificate of Incorporation or Certificate of Good Standing of the Mother Company OR Share Holder (Notarised & Attested)
2. Memorandum & Article of Association of the Mother Company OR Share Holder (Notarised & Attested)
3. Board Resolution calling to establish a branch in DSOA and guarantee full financial commitment for DSOA operation(Notarised & Attested)
4. Appointment of Negotiator or Legal Representative, Power of Attorney, Specimen of his/her Signature and Valid Passport Copy (Optional) (Notarised & Attested, Individual BR can be attested in DSOA)
5. Appointment of Manager + Specimen of Signature + Power of Attorney Passport Copy (Their name will be on the trade licence) (Notarised & Attested, Specimen Signature can be attested in DSOA)

#### **Notes:**

- All documents should have a valid signature & stamp from the relevant authority. As for the notarisation, a Public Notary or Equivalent Authority must notarise all documents, which must be submitted either in Arabic or English only. Each legal document has to be sealed, if more than one page.
- Documents requiring attestation have to be attested by UAE Embassy or Consulate in the country of origin or any Arab Embassies necessary if UAE Embassy or Consulate is not available (some documents can be attested in DSOA as mentioned above).
- Share Certificate Letter must be issued as original from a local bank and cover an amount of not less than AED 1,000,000.00 for FZE registration or AED 500,000.00 for FZCO registration.
- Once the required documents are submitted, the Licensing Officer checks its legality. If correct, the client is notified to make the payments and sign the lease agreement. DSOA then issues the license and hands over the key to the facility rented.
- Manager and Secretary should be based in Dubai (should have a residence visa).
- One person can hold multiple positions.

#### Share Capital

- No shared Capital required

#### License & Registration Fee

- License Fee - AED 15,000/-
- Registration Fee -Nil

## Option 2: FZE (Non Individual)

### Document Required

1. Certificate of Registration or Certificate of Incorporation or Certificate of Good Standing of the Mother Company OR Share Holder(Notarised & Attested)
2. Memorandum & Article of Association of the Mother Company OR Share Holder (Notarised & Attested)
3. Board Resolution or shareholders resolution calling for establishment of FZE or FZCO in DSOA and guarantee full financial commitment for DSOA operation (Notarised & Attested, Individual BR can be attested in DSOA)
4. Appointment of Negotiator or Legal Representative, Power of Attorney, Specimen of his/her Signature and Valid Passport Copy (Optional) (Notarised & Attested, Individual BR can be attested in DSOA)
5. Appointment of Manager + Specimen of Signature + Power of Attorney Passport Copy (Their name will be on the trade licence) (Notarised & Attested, Specimen Signature can be attested in DSOA)
6. Appointment of Director + Specimen of Signature + Power of Attorney Passport Copy Appointment of Secretary + Specimen of Signature + Power of Attorney Passport Copy (Notarised & Attested, Specimen Signature can be attested in DSOA)
7. Bank Share Capital Letter (Original)

### **Notes:**

- All documents should have a valid signature & stamp from the relevant authority. As for the notarisation, a Public Notary or Equivalent Authority must notarise all documents, which must be submitted either in Arabic or English only. Each legal document has to be sealed, if more than one page.
- Documents requiring attestation have to be attested by UAE Embassy or Consulate in the country of origin or any Arab Embassies necessary if UAE Embassy or Consulate is not available (some documents can be attested in DSOA as mentioned above).
- Share Certificate Letter must be issued as original from a local bank and cover an amount of not less than AED 1,000,000.00 for FZE registration or AED 500,000.00 for FZCO registration.
- Once the required documents are submitted, the Licensing Officer checks its legality. If correct, the client is notified to make the payments and sign the lease agreement. DSOA then issues the license and hands over the key to the facility rented.
- Manager and Secretary should be based in Dubai (should have a residence visa).
- One person can hold multiple positions.

### Share Capital

- Minimum Share capital required AED 1,000,000/-

### License & Registration Fee

- License Fee
  - Trade, Services & Industrial – AED 15,000/- (per year)
  - General Trading – AED 30,000/- (with a minimum share capital of AED 3 Million valid for one year)
- Registration Fee - AED 10,000/- (One time)

### Option 3: FZE (Individual)

#### Document Required

1. Board Resolution or shareholders resolution calling for establishment of FZE or FZCO in DSOA and guarantee full financial commitment for DSOA operation (Notarised & Attested, Individual BR can be attested in DSOA)
2. Appointment of Negotiator or Legal Representative, Power of Attorney, Specimen of his/her Signature and Valid Passport Copy (Optional) (Notarised & Attested, Individual BR can be attested in DSOA)
3. Appointment of Manager + Specimen of Signature + Power of Attorney Passport Copy (Their name will be on the trade licence) (Notarised & Attested, Specimen Signature can be attested in DSOA)
4. Appointment of Director + Specimen of Signature + Power of Attorney Passport Copy Appointment of Secretary + Specimen of Signature + Power of Attorney Passport Copy (Notarised & Attested, Specimen Signature can be attested in DSOA)
5. Applicant's Personal Details/Profile, Specimen of Applicant Signature and Valid Passport Copy (Notarised, Specimen Signature can be attested in DSOA)
6. Original Bankers Reference (Original)
7. Original No Objection Letter from present sponsor (Original)
8. Bank Share Capital Letter. (Original)

#### **Notes:**

- All documents should have a valid signature & stamp from the relevant authority. As for the notarisation, a Public Notary or Equivalent Authority must notarise all documents, which must be submitted either in Arabic or English only. Each legal document has to be sealed, if more than one page.
- Documents requiring attestation have to be attested by UAE Embassy or Consulate in the country of origin or any Arab Embassies necessary if UAE Embassy or Consulate is not available (some documents can be attested in DSOA as mentioned above).
- Share Certificate Letter must be issued as original from a local bank and cover an amount of not less than AED 1,000,000.00 for FZE registration or AED 500,000.00 for FZCO registration.
- Once the required documents are submitted, the Licensing Officer checks its legality. If correct, the client is notified to make the payments and sign the lease agreement. DSOA then issues the license and hands over the key to the facility rented.
- Manager and Secretary should be based in Dubai (should have a residence visa).
- One person can hold multiple positions.

#### Share Capital

- Minimum Share capital required AED 1,000,000/-

#### License & Registration Fee

- License Fee
  - Trade, Services & Industrial – AED 15,000/- (per year)
  - General Trading – AED 30,000/- (with a minimum share capital of AED 3 Million valid for one year)
- Registration Fee - AED 10,000/- (One time)

## Option 4: FZCO (Non Individual)

### Document Required

1. Certificate of Registration or Certificate of Incorporation or Certificate of Good Standing of the Mother Company OR Share Holder(Notarised & Attested)
2. Memorandum & Article of Association of the Mother Company OR Share Holder (Notarised & Attested)
3. Board Resolution or shareholders resolution calling for establishment of FZE or FZCO in DSOA and guarantee full financial commitment for DSOA operation (Notarised & Attested, Individual BR can be attested in DSOA)
4. Appointment of Negotiator or Legal Representative, Power of Attorney, Specimen of his/her Signature and Valid Passport Copy (Optional) (Notarised & Attested, Individual BR can be attested in DSOA)
5. Appointment of Manager + Specimen of Signature + Power of Attorney Passport Copy (Their name will be on the trade licence) (Notarised & Attested, Specimen Signature can be attested in DSOA)
6. Appointment of Director + Specimen of Signature + Power of Attorney Passport Copy Appointment of Secretary + Specimen of Signature + Power of Attorney Passport Copy (Notarised & Attested, Specimen Signature can be attested in DSOA)
7. Bank Share Capital Letter (Original)

### **Notes:**

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- Share Certificate Letter must be issued as original from a local bank and cover an amount of not less than AED 1,000,000.00 for FZE registration or AED 500,000.00 for FZCO registration.
- Once the required documents are submitted, the Licensing Officer checks its legality. If correct, the client is notified to make the payments and sign the lease agreement. DSOA then issues the license and hands over the key to the facility rented.
- Manager and Secretary should be based in Dubai (should have a residence visa).
- One person can hold multiple positions.

### Share Capital

- Minimum Share capital required AED 500,000/-

### License & Registration Fee

- License Fee
  - Trade, Services & Industrial – AED 15,000/- (per year)
  - General Trading – AED 30,000/- (with a minimum share capital of AED 3 Million valid for one year)
- Registration Fee – AED 15,000/- (One time)

## Option 5: FZCO (Individual)

### Document Required

1. Board Resolution or shareholders resolution calling for establishment of FZE or FZCO in DSOA and guarantee full financial commitment for DSOA operation (Notarised & Attested, Individual BR can be attested in DSOA)
2. Appointment of Negotiator or Legal Representative, Power of Attorney, Specimen of his/her Signature and Valid Passport Copy (Optional) (Notarised & Attested, Individual BR can be attested in DSOA)
3. Appointment of Manager + Specimen of Signature + Power of Attorney Passport Copy (Their name will be on the trade licence) (Notarised & Attested, Specimen Signature can be attested in DSOA)
4. Appointment of Director + Specimen of Signature + Power of Attorney Passport Copy Appointment of Secretary + Specimen of Signature + Power of Attorney Passport Copy (Notarised & Attested, Specimen Signature can be attested in DSOA)
5. Applicant's Personal Details/Profile, Specimen of Applicant Signature and Valid Passport Copy (Notarised, Specimen Signature can be attested in DSOA)
6. Original Bankers Reference (Original)
7. Original No Objection Letter from present sponsor (Original)
8. Bank Share Capital Letter. (Original)

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- Manager and Secretary should be based in Dubai (should have a residence visa).
- One person can hold multiple positions.

### **Share Capital**

- Minimum Share capital required AED 500,000/-

### **License & Registration Fee**

- License Fee
  - Trade, Services & Industrial – AED 15,000/- (per year)
  - General Trading – AED 30,000/- (with a minimum share capital of AED 3 Million valid for one year)
- Registration Fee – AED 15,000/- (One time)