



## Fujairah - Documents required for issuing all kinds of licenses

### Trade Name

- Should be of Arabic utterance.
- Should be related to the kind of Activity.
- Shouldn't be conflicting with Arabic and Islamic cultures.
- Shouldn't include any of Almighty Gods names or adjectives (combined names are excluded).

### Sole proprietorship or Company:

- Submitting the Application Form.
- A list of proposed trade names.
- Passport copy of the license owner.
- Passport copy of the Manager (if any).
- Approval of court or sponsor to commence trade activities for under 21 year olds or females.
- A resume is required for activities, which require educational and experience certificates of the licensee or the manager in-charge (e.g. consultant activities).
- Approval of other Governmental Departments according to the type of activity (refer to the activities which require approval of other Governmental Departments).
- Copy of the Tenancy Agreement attested by the Municipality.
- Local Services Agency Agreement attested by the Municipality when applicable.

### A branch of Foreign Company:

- Submitting the Application Form.
- A list of proposed trade names.
- Approval of the Rural Office.
- Approval of the Ministry of Economy and Commerce.
- The Resolution of the Board of Directors of the Parent Company to establish a branch in Fujairah, Translated into Arabic Language.
- Authorization Letter to the Manager in-charge.
- Copy of the Memorandum of association of the Parent Company Translated into Arabic and attested by the formal authorities.
- Copy of the Articles of association of the Parent Company Translated into Arabic and attested by the formal authorities.
- Local Agency Agreement between the local partner and the parent company Translated into Arabic and attested by the formal authorities.
- Approval of other Governmental Departments according to the type of activity.
- Copy of the Tenancy Agreement attested by the Municipality.

### Agency Office (Commercial/Banking):

- Submitting the Application Form.
- A list of proposed trade names.
- Passport copy of the license owner.
- Passport copy of the Manager (if any).
- Passport copy of the local Agent.
- Copy of the Tenancy Agreement for the office in Fujairah.



- The Resolution of the Board of Directors of the Parent Company to establish a branch in Fujairah, Translated into Arabic Language.
- Authorization Letter to the Manager in-charge.
- Copy of the Memorandum of association of the Parent Company Translated into Arabic and attested by the formal authorities.
- Approval of the Ministry of Economy and Commerce (Agency offices for Insurance Companies).
- Approval of the Central Bank (for Banking or Financial Agency Offices).
- Local Agency Agreement between the local partner and the parent company Translated into Arabic and attested by the formal authorities.
- Copy of the Tenancy Agreement attested by the Municipality.

#### **Limited Liability Companies:**

- Submitting the Application Form.
- A list of proposed trade names.
- Passport copy of each of the partners.
- A limited Liability Company Agreement, Attested by the Attorney General in accordance with the terms of the Company Law (original + Copy).
- Passport copy of the Manager (if not a partner).
- The Resolution of the Board of Directors of the Limited liability Company to enter into the new company (if a partner of an ongoing company within the country or abroad, the resolution should be attested by the Embassy / Consulate of UAE or of one of the GCC countries and authenticated by the Ministry of Foreign Affairs in UAE. Translated into Arabic Language.
- Approval of other Governmental Departments according to the type of activity.
- Copy of the Tenancy Agreement for the office in Fujairah.
- A certificate from the auditors.
- The Original Capital Deposit certificate issued by a Bank in UAE.
- Application for official registration with the Ministry of Economy and Commerce.

#### **Partnership Company:**

- Submitting the Application Form.
- A list of proposed trade names.
- Passport copy of the local partners and the Manger.
- Approval of other Governmental Departments according to the type of activity.
- Copy of the Tenancy Agreement attested by the Municipality.
- The Original Company Agreement attested by The Notary Public.
- Application for official registration with the Ministry of Economy and Commerce.

#### **Limited Partnership Company:**

- Submitting the Application Form.
- A list of proposed trade names.
- Passport copy of the local partners and the Manger.
- Approval of other Governmental Departments according to the type of activity.
- Copy of the Tenancy Agreement attested by the Municipality.
- The Original Company Agreement attested by The Notary Public.
- Application for official registration with the Ministry of Economy and Commerce.



**Public Shareholding / Private Company:**

- Submitting the Application Form.
- A list of proposed trade names.
- Approval of the Rural Office.
- Approval of the Ministry of Economy and Commerce.
- The Resolution of the Board of Directors of the Parent Company to establish a branch in Fujairah, Translated into Arabic Language.
- Authorization Letter to the Manager in-charge.
- Copy of the Memorandum and Articles of association of the Company attested by the formal authorities.
- The economic Feasibility Study of the company.
- Approval of other Governmental Departments according to the type of activity.
- Copy of the Tenancy Agreement attested by the Municipality.
- List of the members of the Board of directors including place and date of birth, occupation and specimen of signature.
- A written acknowledgement from each member approving their acceptance to a member of the Board
- The Original Capital Deposit Certificate from a Bank in Fujairah.

Licensing fee varies depends upon the activity.

For more info, please contact us

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