



Three options and Legal documents required for Registration of a Company in the Jebel Ali Free Zone (JAFZA)

Option 1: Branch Company

Document Required

1. Certificate of Registration of the company or Original Certificate of Good Standing of the company, notarized and attested by the United Arab Emirates Embassy
2. Memorandum and Article of Association of the company, notarized and attested by the United Arab Emirates Embassy
3. A company's Board Resolution calling for the establishment of a branch in JAFZA and guaranteeing full financial commitment and appointment of the following, all notarized and attested by the United Arab Emirates Embassy:
 - Appointed Manager / Representative
 - Appointed Negotiator / Legal Representative
 - Power of Attorney for Manager
4. Passport copies and specimen of signature of Manager / Negotiator

Share Capital & Registration FEE

- No shared Capital required
- Registration Fees, W.E.F 01-01-2005 - AED 5,000 (One time)

Formation Time

1 to 2 weeks



Option 2: Free Zone Establishment (FZE)

Document Required

a) Individual applicant

1.
 - a) Applicant personal profile (e.g. business background)
 - b) Specimen of applicant signature (attested by JAFZA) + passport copy
 - c) The original banker's reference
2. Owner declaration (attested by JAFZA) and appointment of the following:
 - a. Negotiator or Legal Representative + Power of Attorney
 - b. Manager and specimen of signature + passport copy
 - c. Directors and specimen of signature + passport copy
 - d. Secretary and specimen of signature + passport copy

b) Non - Individual applicant

- 1)
 - a. Certificate of Registration of the company or Original Certificate of Good Standing of the company notarized and attested by the United Arab Emirates Embassy
 - b. Memorandum and Article of Association notarized and attested by United Arab Emirates Embassy
- 2) Board Resolution calling for the establishment of an FZE and appointment of the following, notarized and attested by the United Arab Emirates Embassy:
 - Appointment of the Negotiator or Legal Representative + Power of Attorney
 - Manager and specimen of signature + passport copy
 - Directors and specimen of signature + passport copy
 - Secretary and specimen of signature + passport copy.

Share Capital & Registration FEE

- Share Capital required - AED 1 (One) Million Dirham
- Registration Fees - AED 10,000 (One time)

Formation Time

1 to 2 weeks



Option 3: Free Zone Company (FZCO)

Document Required

a) Individual applicant

- 1
 - a. Applicant personal profile (e.g. business background)
 - b. Specimen of applicant signature (attested by JAFZA) + passport copy
 - c. The original banker's reference
- 2 Board Resolution (attested by JAFZA) and appointment of the following:
 - a. Negotiator or Legal Representative + Power of Attorney
 - b. Manager and specimen of signature + passport copy
 - c. Directors and specimen of signature + passport copy
 - d. Secretary and specimen of signature + passport copy

b) Non - Individual applicant

- 1
 - a. Certificate of Registration of the company or Original Certificate of Good Standing of the company notarized and attested by the United Arab Emirates Embassy
 - b. Memorandum and Article of Association notarized and attested by United Arab Emirates Embassy
- 2 Board Resolution calling for the establishment of an FZE/FZCO and appointment of the following, notarized and attested by the United Arab Emirates Embassy:
 - Appointment of the Negotiator or Legal Representative + Power of Attorney
 - Manager and specimen of signature + passport copy
 - Directors and specimen of signature + passport copy
 - Secretary and specimen of signature + passport copy

Share Capital & Registration FEE

- Share Capital required - AED 500,000/-
- Registration Fees - AED 15,000 (One time)

Formation Time

1 to 2 weeks



FZCO/FZE

Document Required

1. Certificate of Registration-Attested by UAE Embassy
2. Memorandum and Article of Association- Attested by UAE Embassy
3. Board Resolution- Attested by UAE Embassy
4. Managers Passport Copy
5. Specimen of Signature of Manager can be attested by JAFZA
6. Original FZE/FZCO Application Form –Typed

Share Capital & Registration FEE

FZCO-Minimum Share Capital-AED 500,000 (max 5 Partners, min 2),

Value of each share -AED 100,000/-, Minimum 5 shares,

One Time Registration Fees - AED 15,000/-

FZE - Minimum Share Capital - AED One Million,

One Time Registration Fees - AED-10,000/-

Formation Time

1 to 2 weeks



JAFZA Frequently Asked Questions (FAQs)

Facilities & Services

1. Can I manufacture products in the LIU's?

Yes. Some of the variants of the LIU has a higher electrical capacity and can be used for assembly operations.

Licences

1. Can I have a licence from Jafza but operate from Dubai or other Emirates?

The Licence issued by Jafza is valid for operating your business only inside the FZ territory. You cannot use this licence to set up a business in any of the other Emirates. Goods maybe sold to other Emirates through distributors.

Setting up a company

1. What is the minimum capital required for establishing a company in the Free Zone?

There is no minimum capital requirement asked for by Jafza if you are merely setting up a branch of your company. However, if you are establishing an FZE or FZCO, then the minimum capital requirement is Dhs. 1 million (US \$270,000) or Dhs. 500,000 (US\$135,000) respectively.

General

1. How long is my residence visa valid?

The residence visa issued by Jafza is valid for a period of three years from the date of issue.

2. Can I bring my Family members?

Yes, subject to your eligibility as per the immigration rules.

3. How do I bring in Business visitors?

Jafza Administration department provides the service of issuing transit Visas. You can therefore process your request with Jafza

4. Can I convert my Driving Licence?

Yes. The UAE recognises driving licenes from certain countries. A local UAE license can be issued upon the completion of required formalities.

5. Do I have to employ nationals in my business?

There is no compulsion to do so and you are free to hire staff from any country.



6. What type of business enterprises are allowed in the Free Zone?

All types of legitimate business operations are allowed in the zone under Industrial, trading and service sectors subject to Jebel Ali Free Zone Authority's approval.

7. Will the Government or the Free Zone Authority provide finance for projects in the Free Zone?

The Government or the Free Zone Authority do not provide project funding. However, the companies can approach other private financial bodies for financing their projects.

8. Will the Government protect my product by the imposition of protective duty?

No. The UAE has a free trade policy and no protective duties are imposed.

9. Can I establish a branch of my own company?

Yes, many companies establish subsidiaries in the Free Zone.

10. Can I be a partner in more than one company?

Yes. There are at present no restrictions on the number of businesses in which one person can be involved.

11. Can I transfer my money outside the country freely?

Yes. The authorities impose no restrictions on the movement of capital.

12. Can I import and export goods?

Yes, subject to your particular license. Companies operating in the Jebel Ali Free Zone are amongst the major re-exporters in the region. No duties imposed if goods are imported and exported within the Free Zone.

13. Can I travel between the emirates freely with my residence permit?

Yes. There are no restrictions

14. Are there any restrictions on my departure from the country?

None. Provided your visa is valid.

15. Can members of my family work?

Yes. Once they have residence visas, they may apply for work.

16. Can my staff live on my factory premises?

No. However, they can be put up in the Staff Accommodation in the Free Zone, or outside the Free Zone



17. Who are authorized to clear cargo through customs at Jebel Ali and Port Rashid Terminals or Dubai International Airport?

1. Consignees holding a UAE federal or Dubai Economic Department licence or any of the four Free Zone licences.
2. Agents holding a Dubai Economic Department Clearing and Forwarding (C&F) licence may also clear cargo on behalf of consignees.

Customs

1. What documents do customs need to see ?

Delivery Order - This will be issued by the shipping agent upon receipt of freight charges and either the original bill of lading or a bank guarantee. **Original Invoice** - This should be produced by the original exporter and legalised by a recognised authority in the country of export. (This document is used by customs here for duty charges and statistical purposes.)

Certificate of Origin - Produced by the original exporter and legalised by a recognised authority in the country of export. This is used by customs to confirm the country of origin and its legitimacy.

Bill of Entry - Must be completed by the consignee or C&F agent. Free Zone(FZ) bills of entry are used for cargo declared for the zone. Cargo bound for Dubai is entered on a standard bill of entry.

Customs Duty Receipt - This is issued by customs if duty is payable. Certain importers are able to operate a credit facility with customs.

Duty Exemption Certificate - This is held either by companies importing cargo which do not attract duty, or by the agents acting on their behalf.

2. How do licence holders clear goods for sale locally?

Licence holders can sell their goods to companies in the UAE (through an agent or distributor) and also in the FZ. In the former case the Ex-FZ import bill is cleared through customs in the name of the buyer.

Please Note: Blank bills of entry may be purchased from Dubai Customs located at either Jebel Ali or Port Rashid Terminals. Dubai Ports Authority have a common documentary system. As a result, the documents may be processed at either location.