



Sharjah Licensing Procedures

Register-Renewal- Modification-License Cancellation

First: Obtaining a Field Approval / Commercial Name

* Filling in the form of licensing. Please attach:

- A copy of a valid passport + civil register abstract
- A certified letter of 'No Objection' from the guarantor for applicants who are non-nationals of the Gulf Cooperation Council.
- A letter of 'No Objection' from the certified by the court from a guardian for the exercise of commercial activity of a minor. (Economic activity of a minor)

**In the case of affiliates or partnerships in the new license, the followings have to be attached:

- Approval of the Ministry of Economy
- Approval of Legal Affairs attached with the documents for opening the branch

Second: Technical Evaluation:

- An application for a license
- Preliminary approval
- Ownership document
- Land topography
- In the event of obtaining the approval, the contract of lease should be submitted.

Third-Ratification of the lease:

The contract (the lease)

- A copy of commercial name
- Seal of the Sharjah Electricity and Water.
- Adoption of technical evaluation

Fourth-Ratification of advertising sign:

Filling in the form of the advertising sign and attaching the following:

- A copy of the commercial name
- A copy of license (in case of renewal)
- A copy of the contract of lease
- Advertising sign design + a copy of the sign-maker's license

Note: The text of the advertising sign MUST be abided by with the percentage of 60% in Arabic and 40% in English.

Fifth: Ratification of Legal Contracts:

Attach the legal contract and the preliminary approval along with all the documents mentioned in Paragraph No. 1 to be ratified by Legal Affairs Section.

- Attach a letter of bank deposit to obtain a license for limited liability Company in addition to the commercial name.

Sixth: Issuing an Annual License

*Submit all the documents and approvals that have been obtained in the previous items, namely:

- The original copy of the preliminary approval /commercial name / technical report/ land map / ownership document / model of the advertising sign
- The original document of contract of the establishment (the company) certified by the notary public of the companies (limited liability, solidarity, simple recommendation)



- Original certificate of capital deposit issued by one of the banks operating in the State, in the case of partnership only.
- A copy of the passport + civil record abstract for the citizen
- A copy of the passport + a letter of 'no objection' from the guarantor for immigrant laborer
- Service agent contract to the individual establishments, and the business partnership
- A certified copy of the lease
- Approval by governmental bodies according to activity
- Note: Please do not use the work site before reviewing the technical evaluation and issuing the license.

Procedures for Renewing the License

License form

- A copy of a valid passport
- Original license + Commercial Register
- A certified copy of a valid lease
- Approval of official bodies for the activities requiring this

Issuing Individual License

License form

- Commercial name
- Approval of official bodies (if available)
- A copy of the passport+ civil record abstract
- Technical report
- A certified copy of a valid lease
- A copy of the map or ownership document
- Advertising sign

Issuing a New License (Limited Liability Company)

- License form
- A copy of the passport + civil record abstract
- A certified letter of 'no objection' + a copy of visa and residency book
- Approval of official bodies for some of the activities
- Commercial name
- A contract of partnership + bank guarantee or budget
- Approval of the Ministry of Economy
- Technical evaluation report
- A certified copy of the lease
- A copy of the map or ownership document
- A model of the advertising sign

Issuing a New License (Service Agent) Business Company

- License form
- Commercial name
- Approval of official bodies for some of the activities
- A copy of the passport + civil record abstract



- A certified letter of 'no objection' (For non-nationals of the Gulf Cooperation Council)
- A certified contract of under service
- Contract of partnership (in case of professional license)
- Technical evaluation report
- A certified copy of the lease
- A copy of the map and ownership document
- A model of the advertising sign

Registration of a Local Establishment or Company

- Filling in the license form
- Valid copies of a business license and certificate of registration of the principal company (Mother)
- A copy of the contract of establishing the principal company and codicils (if any)
- A copy of the statute of the company (for Joint Stock Companies)
- Minutes of the meeting (general assembly) to approve of opening the branch (for a simple recommendation, solidarity, limited liability and individual establishments and companies (a letter from the authorized manager or licensee)
- A balance sheet for the last financial year of the principal company
- Referring to Legal Affairs for the adoption of the documents
- The preliminary approval
- Referring to Preliminary Approval Section

Registration of a Foreign Establishment/Company

- Filling in the license form
- A copy of the business license and certificate of registration of the principal company (Mother) with legal translation
- A copy of the contract of establishing the principal company and codicils (if any)
- A copy of the statute of the company (for Joint Stock Companies) with legal translation
- A balance sheet for the last two financial years of the principal company-
- An authorization or power of attorney for the representative of a foreign company
- Agency contract between the foreign company and the local agent, certified by the notary public
- The approval of the Ministry of Economy and Trade for opening the branch
- Preliminary approval

Note: All non-Arabic documents must be legally translated and approved of by the UAE embassy in the country of the business firm and ratified by the Ministry of Foreign Affairs in the United Arab Emirates.

Please contact the Ministry of Economy and Trade before the commencement of procedures to register a branch of a foreign company.

For more info, please contact us

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