



## Two Options and Legal documents required for Registration of a Company in the Dubai Energy & Environment Park

### Option 1: Branch Company

#### Procedure

1. Interested Potential Business Partner (PBP) contacts Business & Relations Manager (BRM) or call center.
2. Send registration application and shareholders details (Available online /to be provided by BRM).
3. BRM reviews the business plan and shareholders details.
4. Send approval letter based on business plan.
5. PBP to provide rest of the documents (original letter of recommendation by the bank, signature specimen, and board resolution letter (Notarized and Legalized by UAE embassy of the respective country).
6. BRM to receive the original documents and forward it to Registration and Licensing Dept. for approval and bank letter to open an account for the PBP.
7. PBP to collect the bank confirmation letter to open an account in local bank and get the paid up capital certification from the bank.
8. Provisional letter to be sent to the PBP and reserve an office location based on the PBP requirement.
9. PBP to pay the office deposit and license fees.
10. Print the trade license certificate and operate the business.

#### Document Required

1. Registration Form
2. Passport copies
3. Business plan
4. Financial plan

\* Must be notarized there and legalized by UAE embassy

\* Original bank letter

#### Share Capital

- No shared Capital required

#### License & Registration Fee

- License Fee - AED 15,000
- Registration Fee - AED 3,500



## **Option 2: Free Zone LLC (Individual or Company)**

### **Procedure**

1. Interested Potential Business Partner (PBP) contacts Business & Relations Manager (BRM) or call center.
2. Send registration application and shareholders details (Available online /to be provided by BRM).
3. BRM reviews the business plan and shareholders details.
4. Send approval letter based on business plan.
5. PBP to provide rest of the documents (original letter of recommendation by the bank, signature specimen, and board resolution letter (Notarized and Legalized by UAE embassy of the respective country).
6. BRM to receive the original documents and forward it to Registration and Licensing Dept. for approval and bank letter to open an account for the PBP.
7. PBP to collect the bank confirmation letter to open an account in local bank and get the paid up capital certification from the bank.
8. Provisional letter to be sent to the PBP and reserve an office location based on the PBP requirement.
9. PBP to pay the office deposit and license fees.
10. Print the trade license certificate and operate the business.

### **Document Required**

1. Registration Form
2. Passport copies
3. Business plan
4. Financial plan

\* Must be notarized there and legalized by UAE embassy

\* All partners need to sign with us or get it notarized

\* Original bank letter

### **Share Capital**

- Minimum Share capital required AED 300,000

### **License & Registration Fee**

- License Fee – AED 15,000
- Registration Fee - AED 3,500/- (One time)

### Process Flowchart to Setup Business in EN Park

