



## **Three Options and Legal documents required for Registration of a Company in the International Media Production Zone**

### **Option 1: Branch of a Foreign Company**

#### **Document Required**

The registration of your Branch office requires that the legal documents submitted meet the criteria detailed below. By ensuring that your legal documents comply without requirements, you allow us to serve you more efficiently. All legal documents presented must be in English or Arabic, or legally translated into English or Arabic.

1. Original Board Resolution of the Parent Company - on company letterhead, in duplicate and stating the following: (A specimen resolution is available for your use) Board Resolution To Establish Branch  
- Calling for the establishment of a Branch in International Media Production Zone.  
- Guaranteeing full financial responsibility of the Branch  
- Appointing Manager and assigning Power of Attorney for Manager (please state the Manager's full name as in the passport, nationality and passport number). If the Power of Attorney is a separate document it should be Notarized and Legalized.  
- Appointment of the Negotiator or Legal Representative (optional)

The Board Resolution must be signed by the parent company's "official signatory", Notarized and Attested by the nearest UAE / GCC Embassy. Only Notarization by the court is applicable for local companies.

Please ensure that names appearing in the Resolution are as they appear in the attached legal documents and in the respective passports.

2. Legal Documents of the Parent Company  
- Original Certificate of Registration of the Company\*  
- Original Certificate of Good Standing of the Company (issued not more than 6 months from date of application)  
- Original Memorandum and Articles of Association\*  
\* Copies will be accepted only if they are Legalized by the Ministry of Foreign Affairs of the country in which they are issued. Only Notarization by the court is applicable for local companies.  
If these documents do not state the names of Directors, Company Officers and Official Signatories please submit additional documents verifying this information – the official "company register".
3. Valid passport copy (send as electronic copies) - must be clear/ complete and passports should be valid for a minimum of 6 months.  
- of the Manager  
- of the "Official Signatory"  
- of the Negotiator / Legal Representative if applicable
4. Specimen signature – A form is available for your use Signature Specimen Form  
- of the Manager  
- of the "Official Signatory" of the parent company  
- of the Negotiator / Legal Representative if applicable  
Please ensure that all names mentioned on this form are as they appear in the passport. If this form is not signed in the presence of an IMPZ representative it must be Notarized.
5. Application for License – form is available Application for License

#### **Share Capital**

- No shared Capital required

#### **License & Registration Fee**

- Licensing Fee - Publishing (Up to 5 activities within the segment) AED 20,000/-  
- Other (Up to 5 activities within the segment) AED 15,000/-
- Registration Fee - AED 3,500/- (One time)



## **Option 2: FZ LLC Natural person(s)**

### **Document Required**

The registration of a Free Zone Limited Liability Company requires that the legal documents submitted meet the criteria detailed below. By ensuring that your legal documents comply with our requirements, you allow us to serve you more efficiently.

1. Application for Registration – this form should be typed Application for Registration So as to avoid delays in processing, please ensure that all names mentioned on this form are as they appear in the passports and on all other legal documents being submitted.
2. Original Resolution (Resolution for Natural Person FZ LLC or Board Resolution for Natural persons FZ LLC (shareholders)) – on plain paper, in duplicate stating the following:
  - Calling for the establishment of a FZ LLC in International Media Production Zone.
  - Appointing Manager and assigning Power of Attorney for Manager and Directors (if applicable) (please state the Manager’s full name as in the passport, nationality and passport number). If the Power of Attorney is a separate document it should be Notarized and Legalized.
  - Indicating paid up capital and the share allocation between the shareholders
  - Appointment of Directors (if applicable)If this Resolution is not signed in the presence of IMPZ Representative it must be Notarized. The Resolution must be in English or Arabic, or legally translated into either English or Arabic. Please ensure that names appearing in the Resolution are as they appear in the Application for Registration and in the respective passport. A specimen resolution is available for your use.
3. Valid passport copy (send as electronic copies) - must be clear/ complete and passports should be valid for a minimum of 6 months.
  - of the Manager
  - of the Shareholders & Directors
  - of the Negotiator / Legal Representative if applicableIn the event that the manager holds a UAE residence visa, a letter of no objection from the existing sponsor of the Manager is required. The letter of no objection must be signed by the sponsor or his duly empowered signatory.
4. CV’s and Original Bank Reference Letter Bank for each Shareholder confirming the following:
  - Type of account & how long the account has been active
  - That the account has been conducted to the banks satisfactionThis letter must bear the stamp of the Bank. This letter should be issued for your personal account, not a company account on which you have signing authority. Bank statements are not required nor will they substitute for this letter.
5. Specimen signature - A specimen signature form is provided Signature Specimen Form
  - of the Manager
  - of the Shareholders / Directors
  - of the Negotiator / Legal Representative if applicablePlease ensure that all names are as they appear in the passport.
6. Application for License – form is available Application for License

### **Share Capital**

- Minimum shared Capital required
  - Printing - AED 500,000/-
  - Events, Media – AED 300,000/-
  - Advertisements – AED 50,000/-

### **License & Registration Fee**

- Licensing Fee
  - Publishing (Up to 5 activities within the segment) AED 20,000/-
  - Other (Up to 5 activities within the segment) AED 15,000/-
- Registration Fee - AED 3,500/- (One time)



### **Option 3: FZ LLC Corporate person**

#### **Document Required**

The registration of a Free Zone Limited Liability Company requires that the legal documents submitted meet the criteria detailed below. By ensuring that your legal documents comply with our requirements, you allow us to serve you more efficiently. All legal documents must be in Arabic or English or legally translated.

1. Application for Registration – this form should be typed Application for Registration To avoid delays in processing, please ensure that all names mentioned on this form are as they appear in the passports and on all other legal documents being submitted.
2. Board Resolution of the Corporate Shareholder Board Resolution for Corporate person FZ LLC (company) - on company letterhead, in duplicate and stating the following:
  - Calling for the establishment of a FZ LLC in International Media Production Zone.
  - Appointing Board of Directors and Manager of the new entity and assigning Power of Attorney (Please state the Manager's full name as in the passport, nationality and passport number). If the Power of Attorney is a separate document it should be Notarized and Legalized
  - Appointment of Directors
  - Indicating paid up capital and the share allocation between the shareholdersThe Board Resolution must be Notarized and Attested by the nearest UAE / GCC Embassy if not a local company.  
Ensure that the names appearing in the Resolution are as they appear in the attached legal documents and in the respective passports.
3. Legal Documents of the Corporate Person – If these documents are not in English or Arabic they will need to be legally translated.
  - Original Certificate of Registration of the Company\*
  - Original Certificate of Good Standing of the Company (issued not more than 6 months from date of application)
  - Original Memorandum and Articles of Association\*\* Copies will be accepted only if they are Legalized by the Ministry of Foreign Affairs of the country in which they are issued.  
If these documents do not state the names of Directors, Company Officers and Official Signatories, please submit additional documents verifying this information – generally the official “company register”.
4. Valid passport copy (electronic copies) - must be clear/ complete and passports should be valid for a minimum of 6 months.
  - of the Manager
  - of the Directors
  - of the “Official Signatory”
  - of the Negotiator / Legal Representative if applicableIn the event that the manager holds a UAE residence visa, a letter of no objection from the existing sponsor is required. The letter of no objection must be signed by the sponsor or his empowered signatory.
5. Specimen signature - A specimen signature form is provided Signature Specimen Form
  - of the Manager
  - of the Directors
  - of the Negotiator / Legal Representative if applicableIf not signed in the presence of an IMPZ representative the form should be Notarized. Please ensure that all names are as they appear in the passport.
6. Application for License – form is available Application for License

#### **Share Capital**

- Minimum shared Capital required - Printing - AED 500,000/-
  - Events, Media – AED 300,000/-
  - Advertisements – AED 50,000/-

#### **License & Registration Fee**

- Licensing Fee - Publishing (Up to 5 activities within the segment) AED 20,000/-
  - Other (Up to 5 activities within the segment) AED 15,000/-
- Registration Fee - AED 3,500/- (One time)