



Thirteen Options and Legal documents required for Registration of a Company in the Dubai Knowledge Village

Option 1: Branch of a Foreign Company

Document Required

The following Notarized and legalized (as indicated) documents are required from the Applicant before a License can be issued:

1. For Foreign Companies
 - a. Original Certificate of Registration of the parent Company – A copy will be accepted if Notarized
 - b. Original Certificate of Good Standing of the parent Company (if Company is more than two years old)
 2. Original Memorandum and Articles of Association of the Parent Company – A copy will be accepted if Notarized.
 3. Board Resolution of the Company calling for the establishment of a branch in TECOM and guaranteeing full financial commitment – Notarized and Legalized (Specimen document can be provided.)
 - a. Appointment of the Negotiator or Legal Representative (optional)
 - b. Original Power of Attorney for Manager – Notarized and Legalized (if not part of the Resolution)
 4. a. Valid copy of Passport of Manager
 - b. NOC from the current residence Visa sponsor in the UAE of the Manager –if applicable.
 - c. Specimen Signature of the Manager
5. License Fees
 6. Copy of the Signed Personnel Secondment Agreement (PSA)
 7. Signed Certificate of Authorization for Government Services Operations (GSO)

Share Capital & Registration Fee

- No shared Capital required
- License Fee – AED 15,000/- annually
- Registration Fees - AED 3,500/- (One time)



Option 2: Branch of a UAE Company

Document Required

The following Notarized and/or legalized (as indicated) documents are required from the Applicant before a License can be issued:

1. For UAE Companies
 - a. Copy of a valid Trade License issued by Department of Economic Development
 - b. Copy of the Commercial Registration issued by the Economic Department
2. Original Memorandum and Articles of Association of the Parent Company - if applicable. A copy will be accepted if Notarized.
3. Board Resolution of the Company calling for the establishment of a branch in Dubai Technology and Media Free Zone and guaranteeing full financial commitment - Notarized and Legalized (Specimen document can be provided).
 - a. Appointment of the Negotiator or Legal Representative (optional)
 - b. Original Power of Attorney for Manager - Notarized and Legalized (if not part of the Resolution)
4.
 - a. Valid copy of Passport of Manager
 - b. NOC from the current residence Visa sponsor in the UAE of the Manager - if applicable.
 - c. Specimen Signature of the Manager
5. License Fees
6. Copy of the Signed Personnel Secondment Agreement (PSA)
7. Signed Certificate of Authorization for Government Services Operations (GSO)

Share Capital & Registration Fee

- No shared Capital required
- License Fee – AED 15,000/- annually
- Registration Fees - AED 3,500/- (One time)



Option 3: Branch of a University/School

Document Required

The following Notarized and/or Legalized (as indicated) documents are required from the Applicant before a License can be issued:

1. Original Certificate of Registration of the parent institution - A copy will be accepted if Notarized OR Original Decree, Law or Order on the establishment of the parent institution as issued by the Ministry of Education in the jurisdiction in which the parent institution is based. A copy will be accepted if Notarized.
OR Original Parliamentary Act, Resolution or Order or Government Gazette Publication of establishment of the parent institution – A copy will be accepted if Notarized.
2. Original Certificate of Good Standing of the parent institution (if the institution is more than 2 years old) OR
Original Certification of Existence/ Continuity from an independent government regulatory Authority (e.g., Ministry of Education, Chamber of Commerce, State Board) - a copy will be accepted if Notarized.
3. Original Memorandum and Articles of Association of the Parent institution - a copy will be accepted if Notarized OR
Original governing rules or equivalent document - a copy will be accepted if Notarized.
4. Board Resolution (or equivalent) of the institution calling for the establishment of a branch in Dubai Technology and Media Free Zone and guaranteeing full financial commitment - Notarized and Legalized. (Specimen document can be provided).
 - Appointment of a Negotiator or Legal Representative (optional)
 - Original Power of Attorney for the Dean/ Manager/ Branch Director - Notarized and legalized (if not part of the Resolution)
5.
 - Valid copy of Passport of Dean/ Manager/ Branch Director - Provide a NOC from the current residence Visa sponsor in the UAE of Manager - if applicable.
 - Specimen Signature of the Dean/ Manager/ Branch Director
6. License Fees
7. Copy of the Signed Personnel Secondment Agreement (PSA)
8. Signed Certificate of Authorization for Government Services Operations (GSO)

Share Capital & Registration Fee

- No shared Capital required
- License Fee – AED 15,000/- annually
- Registration Fees - AED 3,500/- (One time)



Option 4: Branch of a Foreign/UAE Company – For Hotel Operation

Document Required

The following Notarized and Legalized (as indicated) documents are required from the Applicant before a License can be issued.

1. For Foreign Companies

- a. Original Certificate of Registration of the Company – A copy will be accepted if Notarized
- b. Original Certificate of Good Standing of the Company, if Company is more than two years old – A copy will be accepted if Notarized.

For UAE Companies

- a. Copy of valid trade license issued by Department of Economic Development.
- b. Copy of the Commercial Registration issued by the Economic Department.
2. Original Memorandum and Articles of Association along with a list of current Directors – A copy will be accepted if Notarized.
3. Board Resolution of the Company calling for the establishment of a branch in the Dubai Technology and Media Free Zone and guaranteeing full financial commitment – Notarized and Legalized (Specimen document can be provided).
 - a. Appointment of the Negotiator or Legal Representative (optional)
 - b. Original Power of Attorney for Manager – Notarized and Legalized (if not part of the Resolution)
4.
 - a. Valid copy of Passport of Manager
 - b. NOC from the current residence Visa sponsor in the UAE of the Manager -if applicable
 - c. Specimen Signature of the Manager
5. Copy of the Land Deed and a current certificate from Lands Department confirming the ownership of the land
6. Copy of the Land Lease agreement from TECOM Investments or the Landlord.
7. A consent letter from the landlord if the premise is sublet to the FZ-LLC (Hotel Operator).
8. License Fees
9. Copy of the Signed Personnel Secondment Agreement (PSA)
10. Signed Certificate of Authorization for Government Service Operations (GSO)

Share Capital & Registration Fee

- No shared Capital required
- License Fee – AED 15,000/- annually
- Registration Fees - AED 3,500/- (One time)



Option 5: Branch of a Foreign/UAE Company – For Property Management Services

Document Required

The following Notarized and Legalized (as indicated) documents are required from the Applicant before a License can be issued.

1. For Foreign Companies

- a. Original Certificate of Registration of the Company – A copy will be accepted if Notarized
- b. Original Certificate of Good Standing of the Company, if Company is more than two years old – A copy will be accepted if Notarized.

For UAE Companies

- a. Copy of valid trade license issued by Department of Economic Development.
- b. Copy of the Commercial Registration issued by the Economic Department.
2. Original Memorandum and Articles of Association along with a list of current Directors – A copy will be accepted if Notarized.
3. Board Resolution of the Company calling for the establishment of a branch in the Dubai Technology and Media Free Zone and guaranteeing full financial commitment – Notarized and Legalized (Specimen document can be provided).
 - a. Appointment of the Negotiator or Legal Representative (optional)
 - b. Original Power of Attorney for Manager – Notarized and Legalized (if not part of the Resolution)
4.
 - a. Valid copy of Passport of Manager
 - b. NOC from the current residence Visa sponsor in the UAE of the Manager -if applicable
 - c. Specimen Signature of the Manager
5. Copy of the Land Deed and a current certificate from Lands Department confirming the ownership of the land OR
Copy of the Land Lease agreement from TECOM Investments (if the land is leased).
6. Copy of the signed PMS guideline.
7. License Fees
8. Copy of the Signed Personnel Secondment Agreement (PSA)
9. Signed Certificate of Authorization for Government Service Operations (GSO)
10. Copy of the building completion certificate

Share Capital & Registration Fee

- No shared Capital required
- License Fee – AED 15,000/- annually
- Registration Fees - AED 3,500/- (One time)



Option 6: FREE ZONE LIMITED LIABILITY COMPANY (FZ-LLC) (If the Applicant Natural Person)

Document Required

1. Application for Registration
2. Details of Shareholder (s)
 - a. A document setting out the personal details (CV) of individual shareholder(s)
 - b. Valid Passport copy of individual shareholder(s)
 - c. Original Letter of Recommendation by Bank for each Shareholder
 - d. Specimen signature of individual shareholder(s) - (template provided)
3. Resolution stating the following (Specimen document can be provided).
 - a. Appointment of the Negotiator or Legal Representative (optional)
 - b. Power of Attorney for Manager – Notarized and Legalized (if not part of the Resolution)
4.
 - a. Valid copy of Passport of Manager
 - b. NOC from the current residence Visa sponsor in the UAE of the Manager – if applicable.
 - c. Specimen Signature of the Manager
5.
 - a. Valid copy of Passport of Director(s)
 - b. Specimen Signature of the Director(s)

A Bank Letter to assist the FZ-LLC open a Bank Account in the UAE can be obtained from the Authority upon submission of the above legal documents.

6. Proof of Capital from bank operating within the UAE (The Share Capital requirements are subject to the proposed Activity selected by the client. Minimum Share value is AED 1,000)
7. License Fees
8. Article of Association of the FZ-LLC Memorandum of Association of the FZ-LLC
9. Copy of the Signed Personnel Secondment Agreement (PSA)
10. Signed Certificate of Authorization for Government Services Operations (GSO)

Share Capital & Registration FEE

- Minimum share capital required – AED 50,000/-
- License Fee – AED 15,000/- annually
- Registration Fees - AED 3,500/- (One time)



Option 7: FREE ZONE LIMITED LIABILITY COMPANY (FZ-LLC) (If the Applicant Corporate Person as Shareholder(s))

Document Required

1. Application for Registration

2. For Foreign Companies:

- a. Details of Shareholder(s)
- b. Original Certificate of Registration of the Company – A copy will be accepted if Notarized
- c. Original Certificate of Good Standing of the Company (if Company is more than two years old) - A copy will be accepted if notarized

For UAE Companies:

- a. Details of Shareholder(s)
 - b. Copy of a valid Trade License issued by Department of Economic Development
 - c. Copy of the Commercial Registration issued by the Economic Department
3. Original Memorandum and Articles of Association along with a list of current Directors – A copy will be accepted if Notarized.
4. Board Resolution of the Corporate Person calling for the Establishment of the FZ-LLC – Notarized and Legalized (Specimen document can be provided).
- a. Appointment of the Negotiator or Legal Representative (optional)
 - b. Original Power of Attorney for Manager – Notarized and Legalized (if not part of the Resolution)
- 5.
- a. Valid copy of Passport of Manager for the FZ-LLC
 - b. NOC from the current residence Visa sponsor in the UAE of the Manager-if applicable
 - c. Specimen Signature of the Manager
- 6.
- a. Valid copy of Passport of Director(s)
 - b. Specimen Signature of the Director(s)

A Bank Letter to assist the FZ-LLC open a Bank Account in the UAE can be obtained from the Authority upon submission of the above legal documents.

7. Proof of Capital from bank operating within the UAE

(The Share Capital requirements are subject to the proposed Activity selected by the client. Minimum Share value is AED 1,000)

8. License Fees

9. Article of Association of the FZ-LLC

Memorandum of Association of the FZ-LLC

10. Copy of the Signed Personnel Secondment Agreement (PSA)

11. Signed Certificate of Authorization for Government Services Operations (GSO)

Share Capital & Registration FEE

- Minimum share capital required – AED 50,000/-
- License Fee – AED 15,000/- annually
- Registration Fees - AED 3,500/- (One time)



Option 8: FREE ZONE LIMITED LIABILITY COMPANY (FZ-LLC) (If the Applicant Natural & a Corporate Person as Shareholder(s))

Document Required

1. Application for Registration

2. Details of Shareholders (s) – Natural Person

- a. A document setting out the personal details (CV) of individual shareholder(s). General information of the Shareholder e.g. Name, Age, Education and Work Experience
- b. Valid Passport copy of individual shareholder(s)
- c. Original Letter of Recommendation by Bank for each Shareholder
- d. Specimen signature of individual shareholder(s)- (template provided)

Details of Shareholder(s) – Corporate Person

For Foreign Companies

- a. Details of shareholder(s)
- b. Original Certificate of Registration of the Company – A copy will be accepted if Notarized
- c. Original Certificate of Good Standing of the Company, if Company is more than two years old – A copy will be accepted if Notarized.

For UAE Companies

- a. Details of shareholder(s)
- b. Copy of valid trade license issued by Department of Economic Development.
- c. Copy of the Commercial Registration issued by the Economic Department.
3. Original Memorandum and Articles of Association along with a list of current Directors of the corporate Person – A copy will be accepted if Notarized.
4. Resolution of the Natural Person and Board Resolution of the Corporate Person calling for the Establishment of the FZ-LLC – Notarized and Legalized (Specimen document can be provided).
 - a. Appointment of the Negotiator or Legal Representative (optional).
 - b. Original Power of Attorney for Manager – Notarized and Legalized (if not part of the Resolution)
5.
 - a. Valid copy of Passport of Manager for the FZ-LLC
 - b. NOC from the current residence Visa sponsor in the UAE of the Manager-if applicable
 - c. Specimen Signature of the Manager
6.
 - a. Valid copy of Passport of Director(s)
 - b. Specimen Signature of the Director(s)

Bank Letter to assist the FZ-LLC open a Bank Account in the UAE can be obtained from the Authority upon submission of the above legal documents.

7. Proof of Capital from bank operating within the UAE (The Share Capital requirements are subject to the proposed Activity selected by the client. Minimum Share value is AED 1,000/)

8. License Fees

9. Article of Association of the FZ-LLC

Memorandum of Association of the FZ-LLC

10. Copy of the Signed Personnel Secondment Agreement (PSA)

11. Signed Certificate of Authorization for Government Services Operation GSO

Share Capital & Registration FEE

- Minimum share capital required – AED 50,000/-
- License Fee – AED 15,000/- annually
- Registration Fees - AED 3,500/- (One time)



Option 9: FREE ZONE LIMITED LIABILITY COMPANY (FZ-LLC) (Property Management Services) (If the Applicant is a Natural Person)

Document Required

1. Application for Registration for FZ-LLC
2. Details of Shareholder (s)
 - a. A document setting out the personal details (CV) of individual shareholder(s)
 - b. Valid Passport copy of individual shareholder(s)
 - c. Original Letter of Recommendation by Bank for each Shareholder
 - d. Specimen signature of individual shareholder(s)- (template provided)
3. Resolution stating the following (Specimen document can be provided).
 - a. Appointment of the Negotiator or Legal Representative (optional)
 - b. Original Power of Attorney for Manager – Notarized and Legalized (if not part of the Resolution)
4.
 - a. Valid copy of Passport of Manager
 - b. NOC from the current residence Visa sponsor in the UAE of the Manager – if applicable.
 - c. Specimen Signature of the Manager
5.
 - a. Valid copy of Passport of Director(s)
 - b. Specimen Signature of the Director(s)
6. Copy of the Land Deed and a current certificate from Lands Department confirming the ownership of the land OR
Copy of the Land Lease agreement from TECOM Investments (if the land is leased).
7. Copy of the signed PMS guideline.
A Bank Letter to assist the FZ-LLC open a Bank Account in the UAE can be obtained from the Authority upon submission of the above legal documents.
8. Proof of Capital from bank operating within the UAE (The Share Capital requirements are subject to the proposed Activity selected by the client. Minimum Share value is AED 1,000)
9. Article of Association of the FZ-LLC
Memorandum of Association of the FZ-LLC
10. License Fees
11. Copy of the Signed Personnel Secondment Agreement (PSA)
12. Signed Certificate of Authorization for Government Services Operations (GSO)
13. Copy of the building completion certificate.

Share Capital & Registration FEE

- Minimum share capital required – AED 50,000/-
- License Fee – AED 15,000/- annually
- Registration Fees - AED 3,500/- (One time)



Option 10: FREE ZONE LIMITED LIABILITY COMPANY (FZ-LLC) (Property Management Services)(If the Applicant is a Corporate Person as Shareholder(s))

Document Required

1. Application for Registration for FZ-LLC

2. For Foreign Companies

a. Details of shareholder(s)

b. Original Certificate of Registration of the Company – A copy will be accepted if Notarized

c. Original Certificate of Good Standing of the Company, if Company is more than two years old – A copy will be accepted if Notarized.

For UAE Companies

a. Details of shareholder(s)

b. Copy of valid trade license issued by Department of Economic Development.

c. Copy of the Commercial Registration issued by the Economic Department.

3. Original Memorandum and Articles of Association along with a list of current Directors – A copy will be accepted if Notarized.

4. Board Resolution of the Corporate Person calling for the Establishment of the FZ-LLC – Notarized and Legalized (Specimen document can be provided).

a. Appointment of the Negotiator or Legal Representative.

b. Original Power of Attorney for Manager – Notarized and Legalized (if not part of the Resolution)

5. a. Valid copy of Passport of Manager for the FZ-LLC

b. NOC from the current residence Visa sponsor in the UAE of the Manager-if applicable

c. Specimen Signature of the Manager

6. a. Valid copy of Passport of Director(s)

b. Specimen Signature of the Director(s)

7. Copy of the Land Deed and a current certificate from Lands Department confirming the ownership of the land OR

Copy of the Land Lease agreement from TECOM Investments (if the land is leased).

8. Copy of the signed PMS guideline.

A Bank Letter to assist the FZ-LLC open a Bank Account in the UAE can be obtained from the Authority upon submission of the above legal documents.

9. Proof of Capital from bank operating within the UAE (The Share Capital requirements are subject to the proposed Activity selected by the client. Minimum Share value is AED 1,000)

10. Article of Association of the FZ-LLC

Memorandum of Association of the FZ-LLC

11. License Fees

12. Copy of the Signed Personnel Secondment Agreement (PSA)

13. Signed Certificate of Authorization for Government Services Operations (GSO)

14. Copy of the building completion certificate.

Share Capital & Registration FEE

- Minimum share capital required – AED 50,000/-
- License Fee – AED 15,000/- annually
- Registration Fees - AED 3,500/- (One time)



Option 11: FREE ZONE LIMITED LIABILITY COMPANY (FZ-LLC) (Hotel Operation)(If the Applicant is a Natural Person)

Document Required

1. Application for Registration
2. Details of Shareholder (s)
 - a. A document setting out the personal details (CV) of individual shareholder(s)
 - b. Valid Passport copy of individual shareholder(s)
 - c. Original Letter of Recommendation by Bank for each Shareholder
 - d. Specimen signature of individual shareholder(s) - (template provided)
3. Resolution stating the following (Specimen document can be provided).
 - a. Appointment of the Negotiator or Legal Representative (optional)
 - b. Original Power of Attorney for Manager – Notarized and Legalized (if not part of the Resolution)
4.
 - a. Valid copy of Passport of Manager
 - b. NOC from the current residence Visa sponsor in the UAE of the Manager – if applicable.
 - c. Specimen Signature of the Manager
5.
 - a. Valid copy of Passport of Director(s)
 - b. Specimen Signature of the Director(s)
6. Copy of the Land Deed and a current certificate from Lands Department confirming the ownership of the land
7. Copy of the Land Lease agreement from TECOM Investments or the Landlord.
8. A consent letter from the landlord if the premise is sublet to the FZ-LLC (Hotel Operator).
A Bank Letter to assist the FZ-LLC open a Bank Account in the UAE can be obtained from the Authority upon submission of the above legal documents.
9. Proof of Capital from bank operating within the UAE (The Share Capital requirements are subject to the proposed Activity selected by the client. Minimum Share value is AED 1,000)
10. Article of Association of the FZ-LLC
Memorandum of Association of the FZ-LLC
11. License Fees
12. Copy of the Signed Personnel Secondment Agreement (PSA)
13. Signed Certificate of Authorization for Government Services Operation (GSO)

Share Capital & Registration FEE

- Minimum share capital required – AED 50,000/-
- License Fee – AED 15,000/- annually
- Registration Fees - AED 3,500/- (One time)



Option 12: FREE ZONE LIMITED LIABILITY COMPANY (FZ-LLC) (Hotel Operation)(If the Applicant is a Corporate person as shareholder(s))

Document Required

1. Application for Registration
2. **For Foreign Companies:**
 - a. Details of Shareholder(s)
 - b. Original Certificate of Registration of the Company – A copy will be accepted if Notarized
 - c. Original Certificate of Good Standing of the Company (if Company is more than two years old) - A copy will be accepted if Notarized
- For UAE Companies:**
 - a. Details of Shareholder(s)
 - b. Copy of a valid Trade License issued by Department of Economic Development
 - c. Copy of the Commercial Registration issued by the Economic Department
3. Original Memorandum and Articles of Association along with a list of current Directors – A copy will be accepted if Notarized.
4. Board Resolution of the Corporate Person calling for the Establishment of the FZ-LLC – Notarized and Legalized (Specimen document can be provided).
 - a. Appointment of the Negotiator or Legal Representative (optional)
 - b. Original Power of Attorney for Manager – Notarized and Legalized (if not part of the Resolution)
5.
 - a. Valid copy of Passport of Manager for the FZ-LLC
 - b. NOC from the current residence Visa sponsor in the UAE of the Manager -if applicable
 - c. Specimen Signature of the Manager
6.
 - a. Valid copy of Passport of Director(s)
 - b. Specimen Signature of the Director(s)
7. Copy of the Land Deed and a current certificate from Lands Department confirming the ownership of the land
8. Copy of the Land Lease agreement from TECOM Investments or the Landlord.
9. A consent letter from the landlord if the premise is sublet to the FZ-LLC (Hotel Operator).
A Bank Letter to assist the FZ-LLC open a Bank Account in the UAE can be obtained from the Authority upon submission of the above legal documents.
10. Proof of Capital from bank operating within the UAE
(The Share Capital requirements are subject to the proposed Activity selected by the client and classification of the hotel. Minimum Share value is AED 1,000)
11. Article of Association of the FZ-LLC
Memorandum of Association of the FZ-LLC
12. License Fees
13. Copy of the Signed Personnel Secondment Agreement (PSA)
14. Signed Certificate of Authorization for Government Services Operations (GSO)

Share Capital & Registration FEE

- Minimum share capital required – AED 50,000/-
- License Fee – AED 15,000/- annually
- Registration Fees - AED 3,500/- (One time)



Option 13: Freelancer

Document Required

1. Application Form
2. Original Certificate of Qualification - a copy will be accepted if Notarized.
3. Business Plan
4. Valid copy of Passport of Applicant
5. Bank reference of the Applicant
6. Client Information Sheet
7. License Fees
8. Original Freelancer Agreement
9. Signed Certificate of Authorization for Government Services Operation (GSO)

Share Capital & Registration FEE

- Freelance Permit AED 7,500/- annually