How to set up a Business in Dubai

Economic Research Department

2009

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Introduction

In recent years, investors from all over the world have shown great interest for investment in the booming economy of Dubai. Investors see expanding opportunities for profit making in the different sectors of economy. This drive for investment in Dubai is encouraged by the good investment climate and the enabling business environment. The laws and regulations of setting up a business in Dubai have been streamlined and simplified over time and are becoming increasing business friendly.

When an investor thinks of starting a business in Dubai the first thing that comes to his/her mind is where to begin the process of setting up the business and what are the requirements that he/she needs to satisfy before they can start doing business.

As the process of establishing business in Dubai goes mostly through Dubai Department of Economic Development (DED), the largest part of this guide depends on what mentioned in the DED website www.dubaided.gov.ae. Moreover, this guide gives an overview about the requirements by the other government departments.

Dubai Chamber publishes this guide to answer such types of questions and many others that are relevant for those who are thinking of setting up a business in Dubai.

1. Guidelines of Setting up Business in Dubai

1.1 Overview on Requirements for Practicing Business Activities

Practicing any business activity, whether commercial or professional, should be through a body corporate, which requires choosing one of the legal forms for the firm that shall practice such activity.

Therefore, choosing the right legal form of the firm is subject to many considerations to be studied carefully so that the firm may conduct its business in the right and safe way. Among the considerations, which should be observed in choosing the legal form of the firm are the following:

1. Compliance with the laws and legislation regulating the civil and commercial transactions. In the UAE there are certain types of commercial companies are not allowed to practice certain types of activities. For instance, limited liability companies are not allowed to practice the activity of insurance and money exchange. In addition, there are certain activities, which are not allowed to be practiced except by certain legal forms; for example, firms specialized in legal consultancy and accounting services cannot practice their activities except through professional companies.

2. The size of the invested capital to be employed for practicing the activity, which depends on either the personal ability of the investor in providing the required capital, or his ability to raise funds from different financing sources in a lawful manner. Thus, projects, which need investment of huge funds for their implementation, may require establishment of a public shareholding company in order to ensure securing the required capital.

3. Scope of the firm's activities, and whether it is planning to practice its activities on the local, regional, or international level

4. Nationality of the investor. Local investor may practice most types of business activities through a sole proprietorship or any other form of companies by entering into partnership with others. However, if the investor is not a local, then he/she needs, in most cases, to have a local partner in order to be able to practice certain business activities, except for the special cases where the law does not dictate such requirement.

In addition to other considerations the investor has the absolute discretion in choosing the legal form for practicing his business, except for the few cases, which the law determined to be practiced through a certain legal form of establishments.

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1.1.1 Selection of the Legal Form

Suitable for the business project as per the type of business activity, which will be practiced, the amount of invested capital and other important considerations already referred to in this section in the light of which the firm's deed is prepared, signed by the concerned parties, and attested by the Notary Public.

Table1. Legal Forms of Establishment

Legal form	Legal liability	Minimum capital	Number of persons required
Joint Liability	Joint	None required	Two or more UAE partners
Limited partnership	Limited to shares	None required	One or more joint partners all from UAE
Particular Partnership	Personal unlimited liability	None required	Two or more parties
Public Joint Stock Company	Limited to shares	AED 10 million	Minimum 10 founder members
Private Joint Stock Company	Limited to shares	AED 2 million	Minimum 3 founder members
Limited Liability Company	Limited to shares	None required	2 and not to exceed 50
Partnership Limited with Shares	Joint liability	AED 500.000	General and participating partners
Branch of a foreign company	Same legal identity of parent company	-	Must have UAE service agent

1.1.2 Ownership Requirements

All companies to be established in Dubai require 51 percent UAE nationals' ownership. Exception to this requirement is applied to the following categories:

- Companies set up in the different Free Zones
- Foreign companies registering branches or representative office
- Activities allowing 100% GCC ownership
- Professional Companies are permitted to have 100% foreign ownership on condition to their compliance with appropriate local regulations and laws.
- Instances where the law requires 100 percent local ownership.

Table (2) below shows the business activity according to the ownership structure

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Table2. Business activity by ownership structure

Business Activity	UAE National	GCC National	Foreign National	Foreign Company
Sole proprietorship	✓	✓	✓ Requires a UAE national service agent	✓ Acts as a representative office and requires a UAE national service agent
Limited Liability Company	✓	✓ If GCC national has one or more foreign partners, then at least one UAE national partner is required. Foreign ownership should not exceed 49%.	✓ At least one UAE national partner required. Foreign ownership should not exceed 49%.	✓ At least one UAE national partner required. Foreign ownership should not exceed 49%.
Private Shareholding Company	✓ Requires a minimum of 3 UAE national partners.	✓ Requires a minimum of 3 UAE national partners. If GCC national has one or more foreign partners then the foreign ownership should not exceed 49%.	✓ Requires a minimum of 3 UAE national partners. Foreign ownership should not exceed 49%.	✓ Requires a minimum of 3 UAE national partners. Foreign ownership should not exceed 49%.
Public Shareholding Company	✓ Requires a minimum of 3 UAE national partners.	✓ Requires a minimum of 3 UAE national partners. If GCC national has one or more foreign partners then the foreign ownership should not exceed 49%.	✓ Requires a minimum of 3 UAE national partners. Foreign ownership should not exceed 49%.	✓ Requires a minimum of 3 UAE national partners. Foreign ownership should not exceed 49%.
Civil Business Company / Professional Services	✓	✓	✓ Requires a UAE national service agent.	✓ Requires a UAE national service agent.

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2. Licensing and Registration

Prior to starting any business in Dubai, the steps outlined below must be followed in order to meet the legal requirements of all concerned government authorities:

- Identifying the type of business activity/activities to be practiced (commercial, industrial and/or professional).
- Determine all the related business activities that can be included within each business license, subject to a maximum of ten activities per license.
- Determine the appropriate legal form for your business taking into consideration the desired business activity/activities and the number and nationalities of the business owners.
- Prepare all the requirements of the license to be issued.
- Determine the trade name of the business.
- Submit an application to the DED for an initial approval and registration of trade name either by a personal visit to the Department Offices or through a document clearing service or a legal consultant's office.
- Lease of business premises (it is recommended that you contact the counter of the Planning Department of Dubai Municipality on Telephone Number 2020105 or on Dubai Municipality's Telephone Number 2063788, before leasing premises in order to verify that it is suitable for the business). Thereafter you can visit the said Department's counter on the building's first floor for approval of the premises.
- Prepare all required documents such as Memorandum of Association and other contracts such as the appointment of local service agent, which has to be authenticated by the Notary Public and approvals of other relevant government authorities, which are necessary in some cases. For example, to carry on media activities, an approval issued by the National Media Council is required.
- Submit an application to the DED to obtain a final license. Applications can be submitted through a document clearing service or a legal consultant's office.
- Pay the required fees to have a license issued
- Submit an application to the Department for a signboard permit for a business trade name as required by the regulations. However, office premises would be an exception to this.
- To obtain necessary connections for telephone, fax, and Internet services, an application must be submitted to either Emirates Telecommunications Corporation "Etisalat" or Emirates Integrated Telecommunications Company "du".
- To obtain a Post Office Box for an establishment, an application must be submitted to the "General Postal Authority." You may visit the said Authority's website at www.gpa.gov.ae.
- Obtain necessary work permits for business employees and management; an application must be submitted to both the Ministry of Labor and Social Affairs and the Department of Naturalization and Residence. For more information you may visit the Department of Naturalization and Residence website at www.dnrd.gov.ae, and the Ministry of Labor and Social Affairs website www.mol.gov.ae

- To register a trademark or a commercial agency, you must refer to the Ministry of Economy. You may visit the said Ministry's website at www.economy.ae.

- If you wish to run a promotional campaign or a commercial offer, or if you wish to carry out an activity after official working hours or additional activities etc., an application must be submitted to the DED branch at Al Tawar Trade Center for the necessary permit.

2.1 Licensing

For practicing business in Dubai official approval from the concerned government ministry or department is a prerequisite. There are three categories of licenses Issued by Dubai Department of Economic Development:

1. Trade or Commercial License: covering all trading activities.
2. Industrial Licenses: for establishing an industrial or manufacturing business.
3. Professional Licenses: covering professional services, craftsmen and artisans

As elaborated in chapter (3) of this guide, license for practicing business in Dubai is issued by the DED and other different authorities, depending on the nature of the economic activity. These concerned authorities include:

- Department of Economic Development (DED) for licenses related to industrial activities as well as internal and external trade in Dubai.
- UAE Central Bank, which issues licenses for businesses linked to the financial market.
- Department of ports, customs and Free zone for licenses of businesses dealing with marine and marine related activities.
- Dubai municipality issues licenses related to food services, construction, engineering consultancy.
- Dubai Cargo Village, for businesses related to air cargo services.
- Civil Defense department to confirm compliance with the occupational safety requirements
- Dubai Securities and commodities Authority oversees and authorizes brokerage services.

However, there are certain activities, which require obtaining special tentative approvals from some competent authorities as shown in the Table (3) below. If the required activity is conducting a business that is not included in this table, procedure of licensing may be started without the need for obtaining such special approval.

Table3. List of Activities Requiring Special Tentative Approvals

Activity	**Approval Authority**
Pharmacies	Ministry of Health
Audio/video cassette shops, cinematic film shops, bookshops, publishing houses, newspaper/ magazine shops, advertisement offices, translation offices, news agencies, party organizers, sign-painting shops, drawing shops	National Media Council
Explosives and weapons	Ministry of Defense
Communication and wireless devices	Telecommunication Regulatory Authority
Financial and banking organizations, currency exchange shops, brokers, financial and banking consulting and investment organizations.	The Central Bank
Brokers of selling local shares	Securities & Commodities Authority
Private Clinics	Department of Health and Medical Services (Medical Commission)
Laboratories	Dubai Central Laboratory – Dubai Municipality
Contracting companies, engineering consultancy and related technical services	Contractors Pre qualification Section - Dubai Municipality
Air Passenger and cargo transport offices (travel agencies)	Civil Aviation Department
Sea transport of passengers and cargo, cargo forwarding, packing and clearing services (sea cargo services)	Dubai Marine Centre
- Lawyers - Legal advisors	Dubai Courts Administration Ruler's Court
Nurseries, private schools and Institutes	Knowledge and Human Development Authority
Industrial projects (New/ Expansion)	Ministry of Economy
Chartered accountants & auditors	Ministry of Economy

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2.2 Requirements of License Submission

The applicant, whether an individual or representative of a company under incorporation, shall submit to the Department of Economic Development (DED) the application duly filled in with all the particulars indicated in the tables below. The necessary documents should also be attached to the application as per the legal form to be assumed by the applicant.

The procedure in the DED involves several stages, which may be summarized as follows:

Receipt of the application, checking of the same, initial approval, preparation of business site, technical inspection and checking and fees payment. The applicant shall then be given two sealed copies of the license, one to be used for inscription in the Commercial Register and the other for registration with the Dubai Chamber of Commerce & Industry.

Table4. Documents Required for New Licenses According to the Company Legal Form

Legal Form	**Documents of initial approval**										
	Registration & licensing form	Trade names list	Memorandum & article of association	Feasibility study	No objection from partner sponsor	ID for UAE Nationals	Applicant's CV	Approval of other government authorities	Board resolution	Applicant / director passport copy	Letter from respective embassy
Public/ private shareholding	√	√	√	√	√	√		√		√	
Professional	√	√					√	√			
Business forum	√	√								√	
LLC	√	√						√	√	√	
Partnership co.	√	√				√		√		√	
Sole Proprietorship											
Branch of foreign company	√	√	√			√		√	√	√	
Representative office	√	√	√			√		√	√	√	
Government Liaison office	√							√		√	√

Registration requirements of branches of companies in Dubai and other emirates						
	Passport copy of branch director	Board resolution to open branch	Original commercial registration certificate	Copy of office leasing contract	No objection from land department*	Amendment of memorandum of association

** When business premise is leased or granted by Government of Dubai*

Legal Form	Required documents after getting initial approval								
	Initial approval receipt	Documents of initial approval	Decision of Ministry of Economy	Office leasing contract	No objection for sub leasing	Board members acceptance	List of directors	Contract of local services agent	Bank certificate
Public/ private shareholding	√	√	√	√	√	√	√		
Professional	√	√		√	√				
Business forum	√	√		√	√	√			√
LLC	√	√		√	√				
Partnership	√	√		√	√				
Sole Proprietorship	√	√		√	√			√	√
Branch of foreign company	√	√		√	√			√	
Representative office	√	√		√	√			√	

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2.3 Inscription in the Commercial Register

As per the regulations, every merchant, branch manager, managers of commercial companies and the agents of foreign companies must inscribe their companies in the Commercial Register. Below are the types of activities, which must be inscribed in the Register and those, which are not subject to this inscription:

a. Firms which must be Inscribed in the Commercial Register

The companies that practice business activities such as agricultural works, fishing, discovery of natural resources, industry related activities, activities related to electricity production, gas and water, construction, building and contracting activities, wholesale and retail trade, supermarkets, department stores, trade related services, machines and equipment hiring, hotels, showrooms, transport, storage and communication, finance, insurance and real estate.

b. Firms not Subject to Inscription in the Commercial Register

These are the firms, which practice civil or professional activities such as services, legal consultancy, accounting, engineering, architectural and technical consultancy, administrative & economic consultations and other services such as photocopying, translation, shorthand, advertising, companies management, secretarial, exhibition organizers, public cleaning services, social services, education and social welfare, medical and health services, veterinary services, cultural and recreational services as well as personal and domestic services.

2.4 Renewal of Registration and Licenses

For all types of licenses regardless of the legal form and activities, the following steps should be carried out to renew licenses at the Department of Economic Development (DED):

1. Filling in the Registration & Licensing Application Form (Form No.: BR/1) with all contact details.
2. Copy of the expired license.
3. Letter of renewal issued by the Ministry of Economy (only for branches of foreign companies and representative offices registered with the Ministry).
4. Copy of the lease agreement of the shop/office warehouse (if any).
5. List of Employees with their Residence addresses (non-UAE national residence in Dubai).
6. No-objection letter from the Dept. of Real Estate if the business premises is leased from or granted by Government of Dubai.
7. Approval of other government authorities for renewal of license according to the activity (please verify through the previous issuance whether your business license requires such approval) (For more information, call 700040000).

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3. Requirements of other government departments

3.1 UAE Central Bank

a. Money Exchange Business

The money exchange businesses require approval by the UAE Central Bank to carry out the following:

4. Purchase and sale of foreign currencies in the form of banknotes and coins, the purchase and sale of traveler's cheques, and other matters approved by the Central Bank require a paid-up capital of no less than AED 1,000,000
5. If the money exchange business includes handling of remittance business of both local and foreign currencies, a paid-up capital of no less than AED 2,000,000 is required.
6. Each additional branch would require an increase in the paid-up capital by 10%
7. The owner should be a UAE national of no less than 21 years of age, who is of sound mind and in the case of a company, the share of UAE national owners in the capital shall not be less than 60% of the total paid-up capital
8. No commercial bank (local or foreign) should manage the business of the licensed person

Additionally, the UAE Central Bank also requires the applicants to have a certain level of personal reliability and professional qualifications. The applicant, or any of the founding members, are expected to be of good conduct and behavior, not have been convicted for any offence involving dishonor, dishonesty or violence, not have failed to honor his liabilities towards banks or other creditors and not have been declared bankrupt or reached a settlement with his creditors nor has been subjected to attachment of his/her assets or put under judicial receivership. The applicant/ manager/ controller of the business, need to possess the appropriate theoretical knowledge of money changing business and the necessary management experience.

b. Representative Office

CONDITIONS FOR GRANTING LICENSE

1. The applicant bank or other financial establishment should have completed a period of no less than ten (10) continuous years of conducting the business in the country of origin or the head office. This period cannot be reduced without a decision by the Central Bank Board of Directors.

c. The bank applicant’s paid-up capital and reserves should not be less than AED 183.7 million. The Board of Directors shall decide on the capital of any other financial establishment in view of the size of its business and the kind of its activity.

d. The relevant authority, which supervises the applicant entity, should exercise the required control on the banking and/or financial system in the country of incorporation of the applicant. Furthermore, this authority should issue an approval or no-objection letter to opening a representative office in the country. However, in cases where the relevant authority does not issue letter, it should state this clearly in its official documents, or confirm it in writing.

e. The applicant should undertake to fully comply with the relevant provisions of laws, regulations and instructions issued in the country, particularly those issued by the UAE Central Bank. The applicant should also undertake to submit the records and document of the representative office to the Central Bank for examination. The applicant should conduct his/her business as per the license granted to him/ her and in a proper manner.

f. The person assigned to manage the representative office should be characterized by good conduct and behavior. He/she should as well be properly qualified, theoretically and practically, in the areas of banking and financial business, as determined by the UAE Central Bank.

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3.2 The Emirates Securities and Commodities Authority

The Emirates Securities and Commodities Authority approves and oversees brokerage services. The following is required to gain approval for the license of this activity:

1. Application for a license to practice the profession in any financial market at the UAE
2. A corporate body, incorporated in the country, taking one of the legal forms stipulated concerning Commercial Companies
3. Have no less than 51% of its share capital, owned by UAE naturalized persons or corporate bodies
4. Paid up capital of at least AED 5,000,000
5. Company's Memorandum of Association written in Arabic and notarized by the competent authorities.
6. An unconditional bank guarantee in favor of the Clearing House, for a minimum of AED 10,000,000 and payable upon request from one of the banks licensed in the UAE.
7. Educational qualifications and working experience certificates for the operations manager notarized by a legal authority.
8. Declaration from the company managers, partners authorized to manage it and its representatives undertaking brokerage business, that they have never:

   - ✓ Ceased to settle their commercial debts, even if this is not accompanied by a declaration of bankruptcy.
   - ✓ Already been declared bankrupt and have not yet restored their status.
   - ✓ Otherwise declared to be condemned to imprisonment and their status have not yet been restored.

For brokerage representatives the authority requires the submission of the following documents:

1. Educational Qualifications and working experience certificates.
2. Certificate that the representative passed the exam prepared by the Market, in which the broker wants to be accredited with and approved by the Authority.
3. Declaration that the representatives will engage in the profession on a full time basis.

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Furthermore, companies need to submit a declaration to inform the authority and the market of any changes in the information mentioned in the license application. The plan for the gradual emiratization of the profession, which is acceptable by the Authority if the representatives are non-nationals, is also required.

The issue of a license by the Market is a privilege not a right, and the Market reserves the right to reject an applicant or suspend or cancel a license if this is deemed by the Board of the respective market to be in the public interest.

For a brokerage firm to be listed on the Dubai Financial Market the following is required:

1. Authorization by Emirates Securities and Commodities Authority.
2. Unconditional bank guarantee, in favor of the Clearing House, for a minimum of AED 10,000,000 and payable upon request from one of the banks licensed at the UAE. The amount of such guarantee shall increase concurrently with the increase in the size of the broker's business, based on the decision by the Market Board of Directors.
3. Nomination of Operations Manager and at least two representatives who meet the requirements of Emirates Securities and Commodities Authority and shall be accredited by the Market after passing the exam.
4. Copy of the documents attached to the licensing application submitted to the Emirates Securities and Commodities Authority.
5. Annual audited financial report for the last two years.
6. Names of owners and percentage of ownership of the applicant company and of any company dealing in securities.
7. A list of authorized signatories for the documents addressed to the DFM and sample of their signatures.
8. Board of Directors resolution authorizing the signatories to sign documents addressed to the DFM.
9. Details of any legal rulings or cases against the broker in the past three years, which have not been settled to date.
10. Details of the applicant are trading activity, including average number and value of trades per day (if deemed necessary by DFM).

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After obtaining approval from DFM authorities the following is required:

1. Opening settlement account with settlement bank, which will be used to settle payments with clearing, depositary and settlement.
2. Payment of Membership and Rent Fees.
3. A list of names, telephone and fax numbers of all members of the Board of Directors (owners), and their relatives up to next of kin, including number of shares they own.
4. A list of all employees of the company, their designations, and their relatives up to next of kin, including number of shares they owned.
5. 3 photos for each employee recommended to work at the brokerage office at the DFM.
6. Copy of the account opening form used by the broker and the broker procedure of payment and receipt of money to and from investors.

The documents required to be attached to the application form for listing the shares of a company in the securities market

The application form should be signed by the Chairman of board of directories or by person who has authorization from the chairman

1) The company's articles of association and the amendments thereof in line with the provisions of the Trading Companies Law.

2) Copy of registration certificate issued by Ministry of Economy & Commerce or a letter specifies that the company tracks all the regulations and rules mentioned in the Federal Law rule No. (8) year 1984 concerning Trading Companies and amendments.

3) The company's annual report for the two fiscal years preceding the date of submission of the application form. The report should be attached to a report on the company's accounts.

4) Phased financial statements covering the period between the end of the fiscal year preceding the date of submission of the application form and the end of the last quarter preceding the date of that form, provided that the statements should be approved by the company's auditor.

5) A report issued by the company's board of directors, which includes the following:

a) A brief idea about the company, main objectives and its relation with other companies, wither it is a mother company, a subsidiary, a sister company or an ally (if any).

b) The securities previously issued by the company and those that the company intends to list in the market.

c) Names of board member and chief executive officers and the securities owned by them and their next of kin as issued by the mother company, subsidiary, ally or sister company (if any) together with their membership in any other public joint-stock companies.

d) Names of those who own more than five per cent of the securities issued by the company and the number of securities owned by each of them.

e) Non-nationals' contribution to the company's capital.

f) A board figure-supported assessment of the company's performance and accomplishments in comparison with the set plan.

6) The general assembly's minutes of meetings for the last two years.

7) A letter explains that the shareholders' rights are equal within each class of the shares issued by the Company.

8) A letter explains which securities market the company will be list in.

9) Undertaking by the company to publish, in two daily newspapers of wide circulation published in the Arabic language in the State, its annual and interim financial statements and a summary of the board of directors' report submitted for the purposes of listing before its shares are traded in the market.

10) Fee of requested application, with the Authority is AED 2,000 to be paid upon submission of the application.

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11) Minimum fee of the company registration with the Authority is AED 25,000. In case the company's capital exceeds AED50 million, 0.0001 of any amounts over the AED50 million and a maximum of AED100,000 will be added to the above fee.

12) Minimum fee of renewing the company's registration with the Authority is AED 5,000. In case the company's capital at the time of registration or renewal of the registration exceeds AED50 million, 0.0001 of any amounts over the AED50 million and a maximum of AED 10,000 will be added to the above fee.

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3.3 Department of Ports, Customs and Free Zone

Marine or marine related activities

Documents required for new licenses

A. Request letter form the sponsor or the authorized person in the organization.
B. Copy of trade license
C. Sponsor's passport copy
D. If request for a Branch office, reason for request should be clarified.
E. If in possession of any other trade license for marine related activities details with copy of trade license to be provided
F. Agency agreement copy
G. Copy of bank guarantee

Senior management of the establishment

A. To provide Curriculum Vita and relevant copies of certificates and references.
B. Any special courses attended, with copy of the certificates.
C. Passport copy including visa page

Qualification necessary for management of freight agency activities:

A. Membership of the chartered institute of shipbrokers or the equivalent national professional body.
B. Recognized foreign going master’s ticket.
C. Qualification by experience acceptable base on satisfactory CV authenticated by the necessary references.

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3.4 Dubai Cargo Village

Air Cargo Services

Selected activities such as air freight require approval from Dubai Cargo Village. The required documents to gain approval are:

1. Application form filed by the applicant or the authorized person (power of attorney must be shown)
2. Copy of local sponsor's passport and nationality card
3. Minimum required capital of AED 300,000
4. Copy of partnership contract (if partners)
5. Bank certificate certifying that the capital has been deposited with it

3.5 Civil Defense Department

The Civil Defense Department will inspect the site of some activities and confirm its compliance with the occupational safety requirements. You may visit the department website www.gdocd.gov.ae

3.6 Dubai Municipality

a. Food Services

Restaurants and all other similar activities such as cafeterias, butcheries, tea stalls, caterers & canteens, sweet shops, groceries, vegetables & fruits, soft drinks, bakeries, seafood shops, roasters, mills, dry, chilled & frozen food stores, school canteens and food traders are required to seek approval from the Dubai Municipality's Food Control Section. All food service activities require the submission of 3 copies of the proposed kitchen design/layout plans with finishing and equipment details to the Dubai Municipality (activity specific requirements are available on the DED website).

b. Construction Companies

Construction companies are required to gain approval from the Dubai Municipality. The following documents are need for the approval:

1. Application form No. (5/95)
2. Copy of a valid initial approval issued by the Department of Economic Development (activity, partners, trade name, etc)
3. Recent statement by the Department of Economic Development on licenses already issued to the licensees and partners (in which the initial approval number shall be indicated)
4. Passport copies of licensees and partners

In the case of applying for opening of a foreign company's branch or a foreign company partnership the following additional statements pertaining to the parent company are required:

1. Technical and administrative staff describing an employee details
2. Completed projects describing a project details and certificate of completion for the last three years.
3. Projects in progress describing a project details and expected completion date including a copy of a building permit for the last three years.
4. Memorandum of Association of a parent company and branches, if any.
5. Copy of the license or a recent registration certificate of a foreign company in the country of origin.

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c. Engineering Consultancy

Engineering consultancies require the following documents to be approved by Dubai Municipality in order to start their practices:

1. A UAE national, fully competent, holding good conduct and reputation.
2. Not to have been previously convicted of a crime or misdemeanor relating to honor or honesty unless a pardon was already granted by the competent authority or has been rehabilitated.
3. A Bachelor of Science Degree in engineering from a recognized university in one of the engineering fields for which the consultancy seeks to obtain a license.
4. At least 3 years of work experience in the field of specialization.
5. Membership in the Engineers' Association in the Country.
6. Not to be an owner or a partner in any of the contracting and building materials trading companies.

In the case of a foreign engineering branch, licensing is the same. However, it shall be limited to the fields of sophisticated specialization not commonly provided by local engineering firms. It is conditional for the foreign engineering companies to fulfill the following:

1. Be of high technical qualifications and specialized in one or more of the sophisticated engineering field and existing in the native country for a period of not less than fifteen years.
2. The management of the firm should be vested in a manager in charge, entered in the register of the practitioners of the engineering consultancy profession, whose experience in the practice of the profession is not less than fifteen years. A registered local engineer may also be assigned for the management of the firm, provided that he is totally devoted to the business of such a firm.
3. The head office of the firm in the mother country should have carried out a number of projects of large technical and financial value. When submitting the application for the license, a full statement of such projects shall be attached with supporting drawings and documents.
4. The foreign engineering branch office in the Emirate should have devoted technical staff of high qualifications as follows:

a. Each of the licensed fields of activity to be practiced should be lead by an engineer whose experience is not less than fifteen years in sophisticated specialization and it is permissible to appoint one of the specialization heads as a resident office general manager.

b. The specialization head should be assisted by a number of assistant engineers whose experience is not less than seven years and that their number should be consistent with the volume of the current works assigned to the firm, and that the head office should undertake to appoint the number necessary to reside in the Emirate throughout the period of carrying out the projects which require their presence.

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3.7 Ministry of Economy

Documents required to be attached with license application for a branch of foreign company to the Ministry of Economy:

1. Official certificate from the concerned authorities at the country where the parent foreign company is registered showing:

- Name of the company and date of establishment
- Legal form of the company
- The capital
- Activity of the company
- Name and titles of the representatives and limit of their authorities

2. Decision of the concerned administrative authority at the foreign company regarding the opening of the branch or office and the power of attorney given to representatives of the applicant company
3. A report of an auditor licensed in the UAE about the financial status of the foreign company
4. Contract between the foreign company and the local service agent and a copy of it
5. Naturalization certificate of the local agent if natural person or an owner of sole proprietorship establishment and a copy to prove he is a national of UAE, if the agent was a corporate then an official certificate that shows all partners are UAE nationals should be attached. In addition, the trade licenses of the partners and its inscription in the Commercial Register and copies of these documents should be attached to the application.
6. Professional experience and educational qualification of the manager (particularly the investment, legal and auditing companies).

Documents to be attached to the inscription application of the foreign company branch:

1. Copy of the trade license
2. Copy of the authorization provided to the managing director and it must be duly authenticated
3. An evidence of appointing an auditor at the branch
4. Bank guarantee with the value of AED 50,000

Notice: All documents written in a language other than Arabic should be duly authenticated and translated into Arabic by a legal translator and authenticated by the Ministry of Justice and documents to be attached to the file.

3.8 Dubai Chamber of Commerce & Industry

Documents required for Dubai Chamber membership

a. Sole Proprietorship establishments

1. Signature card, sealed and signed by the licensee
2. Copy of license
3. Valid passport copy of the licensee including the ID for the UAE nationals
4. Copy of a duly attested power of attorney
5. For firms owned by foreigners: copy of the local agent agreement and valid passport copy

b. Local Companies

1. Signature card, sealed and signed by the licensee
2. Copy of license
3. Valid passport copy of the partners/ attorney (if any)
4. Copy of memorandum of association, notarized and attested
5. Copy of a duly attested power of attorney for the attorney

c. Foreign companies and Representative offices

1. Signature card, sealed and signed by the manager/ attorney (if any)
2. Copy of the license
3. Copy of the memorandum of association of the mother company notarized and attested
4. Copy of local agent agreement
5. Valid passport copy of the manager/ local agent / attorney (if any)

d. Free zone firms

1. Signature card, sealed and signed by the manager/ attorney (if any)
2. Copy of the license
3. Copy of the memorandum of association duly attested/ shares certificate/ certificate of formation
4. Letter of authorization by the manager
5. Valid passport copy of the manager/ local agent

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Appendix 1: Fees of attestation and issuing certificate of origin at Dubai Chamber

Fees of issuing certificate of origin	
Invoice value (in AED)	**Fees (in AED)**
1. Less than 1,000	15
2. From 1,001 – 5,000	25
3. From 5,001 – 20,000	35
4. From 20,001 – 40,000	45
5. From 40,001 – 100,000	55
6. From 100,001 – 500,000	105
7. More than 500,000	205
Categories	**Fees (in AED)**
1. Used personal items/ samples and invoice of undefined value	30
2. Replacing/ amending certificate of origin	10
3. Issuing more copies of certificate of origin	10
Note: Attestation fees for every copy of the invoice after the fifth copy is 5 dirham	

Attestation fees	
Categories	Fees (in AED)
1. Attestation of signatures	30
2. Attestation of copies	10
3. Any type of amendments	10

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Appendix 2: Important Contact Details

Name	P.O. Box	Tele.	Fax	Email	Website
UAE Central Bank	448	3939777	3937802	cbd@cbuae.gov.ae	www.cbuae.gov.ae
Ports, Customs and Free Zone Authority	63	3455555	3450460	customersd@dxbcustoms.gov.ae	www.dxbcustoms.gov.ae
Dubai Municipality	67	2215555	2246666	info@gov.ae	www.dm.gov.ae
Dubai Central Laboratory – Dubai Municipality	7463	3369900	3358448	labs@dm-gov.ae	www.dm.gov.ae
Etisalat	400	2228111	2224100	help@etisalat.co.ae	http://www.etisalat.ae
du	502666	3699988	3918867	care.business@du.ae	www.du.ae
Dubai Cargo Village	2525	2822822	2822793		www.dubaicargovillage.com
Emirates Securities & Commodities Authority	117666	3312999	3328884	contactus@sca.ae	www.sca.ae
Dubai Economic Development Dept.	13223	2229922	2225577		www.dubaided.gov.ae
Dubai e-Government	90300	3304040	3304333	ahlen@dubai.ae	www.dubai.ae
Dubai Electric & Water Authority	564	3244444	3248111	customercare@dewa.gov.ae	www.dewa.gov.ae
Dubai Police HQ	1493	2692222	2215158	mail@dubaipolic.gov.ae	www.dubaipolice.gov.ae
Dubai Tourism & Commercial Marketing Dept.	594	2230000	2230022	info@dubaitoursim.ae	www.dubaitourism.ae
Road & Transport Authority	11889	2844444	2065555	info@rta.ae	www.rta.ae
Ministry of Health	1853	3966000	3965666		www.moh.gov.ae
Ministry of Interior	11377	2611111	2631860	moi@moi.gov.ae	www.moi.gov.ae
Department of Health & Medical Services	4545	3370031	3374563	info@dohms.gov.ae	www.dohms.gov.ae
Civil Aviation Dept.	2525	2245555	2244074		www.dubaiairport.com
Ministry of Education	3962	2633333			www.moe.gov.ae
Ministry of Finance & Industry	1565	3939000	3939728		www.mofi.gov.ae
Ministry of Economy	3625	2954000	2951991		www.economy.ae
Emirates Post	99999	2622222	2662929	custservice@emiratespost.ae	www.emiratespost.ae
Ministry of Labor	4409	2692666	2668967	labour@mol.gov.ae	www.mol.gov.ae
Naturalization & Residency, Dubai	4333	3980000	3981119	info@dnrd.ae	www.dnrd.gov.ae
Ministry of Social Affairs	5025	2691666	2668967		www.msa.gov.ae
Dubai Chamber	1457	2280000	2211646	customercare@dubaichamber.ae	www.dubaichamber.ae
Dubai Courts	4700	3347777	3344477		www.dubaicourts.gov.ae
DP World	1700	8815555	8817777	info@dpworld.com	www.dpworld.com
Dubai World Trade Center	9292	3321000	3322866	info@dwtc.com	www.dwtc.com
Mohammed bin Rashid Est. for Young Business Leaders	6166	3613000	3681000	Akil.kazim@sme.ae	www.sme.ae
Dubai Land Dept.	1166	2222253	2222251	info@dubailand.gov.ae	www.dubailand.gov.ae
Dubai Real Estate Corporation (Wasl)	23073	3986666	3988111	customercare@wasl.ae	www.wasl.ae
Standardization & Metrology Authority	48666	2944434	2944428	esma@esma.ae	www.esma.ae
Dubai Statistics Center	121222	4330700	4290232	info@dsc.gov.ae	www.dsc.gov.ae

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Sources:

1. Dubai Economic Development Department website: www.dubaided.ae
2. Dubai Commercial Directory 2007 – 2008 , Dubai Chamber
3. Membership & Documentation Services Department, Dubai Chamber
4. UAE Ministry of Economy