

LD 01.15

Checklist of legal documents required for a FZ-LLC - (For Freehold Commercial Property)

Version: 1.0

Last Update: 15.05.2008

**If the Applicant is a Natural Person as Shareholder(s):**

The following documents (notarized and/or legalized as indicated) are required from the applicant before a Certificate of Incorporation and License can be issued:

1.	Application form for Registration.
2.	Details of the Shareholder(s):  (a) A document setting out the personal details (CV) of the individual shareholder(s). (b) Valid passport copy of the individual shareholder(s). (c) Original Reference letter provided by the Bank for individual shareholder(s). (d) Specimen signature of the individual shareholder(s) [ <i>Template provided</i> ].
3.	Resolution calling for an establishment of a FZ-LLC in the Dubai Technology and Media Free Zone and guaranteeing full financial commitment – Notarized and Legalized [ <i>Specimen document can be provided</i> ]:  (a) Appointment of the Negotiator / Legal Representative (optional). (b) Power of Attorney for the Manager (if not part of the Resolution) – Notarized and Legalized.
4.	(a) Valid Passport copy of the Manager. (b) NOC from the current Residency visa Sponsor of the Manager in the U.A.E. (if applicable). (c) Specimen signature of the Manager.
5.	(a) Valid Passport copy of the Director(s). (b) Specimen signature of the Director(s).
6.	(a) Copy of the Land Deed issued by the Dubai Land Department. (b) A current dated certificate issued by the Dubai Land Department confirming the ownership of the land. (c) Copy of the Affection Plan confirming the area measurement details (of each office / floor) and ownership.
7.	Copy of the Lease agreement between premise owner and licensee (if applicable). OR Copy of the Purchase Agreement (if applicable).
8.	Proof of Share Capital from any bank operating in the U.A.E. (The Share Capital requirements are subject to the activity selected by the client. Minimum Share value is AED 1,000.00).

A Bank Introduction letter to assist the proposed FZ-LLC to open a Bank Account in the U.A.E. can be obtained from the Authority upon submission of the above legal documents.

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9.	Memorandum of Association of the proposed FZ-LLC. Articles of Association of the proposed FZ-LLC.
10.	Registration and License fee. [Payments are to be made in favor of TECOM through a demand draft / cheque / cash].
11.	Signed copy of the Personnel Secondment Agreement (PSA).
12.	Signed Certificate of an Authorization for Government Services Operations (GSO).
13.	Copy of the Building Completion Certificate from the Developer / Zoning.
14.	Valid Insurance Certificates from a reputed vendor covering Fire and Peril, Workman's Compensation and Third Party Liability for the concerned premises.
15.	TECOM Community fee (depending on the area). [Payments are to be made in favor of TECOM through a demand draft / cheque / cash].

**Important Notes:**

- All legal documents more than one page has to be sealed.
- Powers of Attorney need to be accompanied with a valid passport copy of the Attorney.
- The Authority reserves the right to call for any extra documents it may deem require, as and when necessary.
- The Authority reserves the right to ask for extra attestation by the UAE Embassy or other Embassies, as may be necessary.
- Board Resolution and/or Power of Attorney for the Manager must state the Manager's full name as per passport including nationality and valid passport number.
- The legal documents must be in English and / or Arabic. Documents in any other language must be accompanied by a certified English or Arabic translation.