

LD 01.04

Checklist of legal documents required for a FZ-LLC - (For Hotel License)

Version: 1.2

Last Update: 15.04.2008

**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.
7.	(a) Copy of the Land Lease agreement issued by TECOM or the Landlord (if the land is leased). (b) Copy of the Land Lease agreement between Landlord and the Building Owner (if applicable). (c) Copy of the Building Lease agreement between the Landlord and the Hotel Operator (if applicable).
8.	Copy of the Franchise Agreement (if applicable).

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.	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).
10.	Memorandum of Association of the proposed FZ-LLC. Articles of Association of the proposed FZ-LLC.
11.	Initial Registration and License fee (for an Administration Office). [Payments are to be made in favor of TECOM through a demand draft / cheque / cash].
12.	Signed copy of the Personnel Secondment Agreement (PSA).
13.	Signed Certificate of an Authorization for Government Services Operations (GSO).

To convert an Administration Office license to a full-fledged Hotel License the following documents have to be submitted:

14.	Proof of Share Capital in line with the DTCM Classification along with the Resolution of the Shareholder(s) for increasing the share capital.
15.	Copy of the Building Completion Certificate.
16.	Copy of the DTCM Classification Certificate.
17.	Signed copy of Hotel License Guidelines (if applicable).
18.	No Objection Certificate from the Dubai Municipality Food Control Department (if applicable).
19.	Clearance Certificate from the Dubai Civil Defence.
20.	Copy of the Waste Disposal agreement if made with a Third Party. Or Copy of the payment receipt made to the Dubai Municipality towards Waste Disposal.
21.	Copy of a valid Alcoholic drinks permit issued by the Dubai Police (if applicable).
22.	Valid Insurance Certificates from a reputed vendor covering Fire and Peril, Workman's Compensation and Third Party Liability.
23.	The Hotel License fee (as per the DTCM Classification awarded and the number of rooms / apartments in the Hotel). [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.

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- 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.