

CHECKLIST

“INCORPORATION OF COMPANY IN UAE”

PREPARED BY- RUBARU PROFESSIONALS

Steps to Establish Your Company in the UAE Mainland

1.	Identify the Nature of Your Business Activity	The UAE offers 6 main types of economic licenses	<ol style="list-style-type: none"> 1. Occupational 2. Tourism 3. Industrial 4. Commercial 5. Agricultural 6. Professional
2.	Determine Your Company's Legal Structure	A business structure is primarily based on the needs of the business and will determine the laws and regulations the company must adhere to	<p>Legal forms of businesses in the UAE</p> <ol style="list-style-type: none"> 1. Sole establishment 2. Branch of a GCC company 3. Civil company 4. Branch of a local company 5. Limited liability company 6. Holding company 7. Public joint stock company 8. Representative office of a foreign company 9. Private joint stock company
3.	Register the Trade Name	The trade name is the name of the company, which must be unique and not be similar to the name of any other registered company.	<p>Terms and conditions</p> <ol style="list-style-type: none"> 1. The trade name must have an abbreviation of the legal structure of the company as its suffix (ex: LLC, PJSC, etc) 2. The trade name must not contain inappropriate words, and should not be offensive to the general public 3. 03 The trade name must be compatible with the chosen economic activities 4. 04 The trade name must not contain the names of rulers, government agencies,

		You can apply for a trade name through the chosen emirate's Department of Economic Development either on its website or smart application, or in person.	<p>or the names and logos of government bodies</p> <ol style="list-style-type: none"> 5. 05 The trade name must not be registered by any other company 6. 06 The trade name and trademark must be approved by the Department of Economic Development and the Ministry of Economy 7. Trade name certificates are subject to renewal
4.	Apply for Initial Approval		An initial approval is the UAE Government's 'no objection' towards a particular business being established in the country. This approval also allows the investor to proceed with the next steps to set up a business and for the authorities to issue the license. It does not, however, grant the investor permission to run the business or practice the business activity.
5.	Create LSA or MOA		A Memorandum of Association (MOA) is required if the legal form of the company is a civil company, limited liability company, public shareholding company, or private shareholding company. A local service agent agreement (LSA) is required if it is a sole proprietorship.
6.	Choose Your Business Location		All businesses in the UAE must have a physical address to operate from. The company premises and location must comply with requirements specified by the emirate's Department of Economic Development, as well as zoning policies and regulations of local municipalities or other competent authorities. In Dubai, the tenancy contract for office or warehouse space has to be registered through the Dubai Land Department's Ejari port.
7.	Apply for Additional Government	In some cases, additional approvals from government	<p>Learn about economic activities that require additional approvals</p> <ol style="list-style-type: none"> 1. Ministry of Interior - General transport – driving schools, fire equipment, alarm and safety systems, used-car dealers, used auto-parts, car rental. 2. Ministry of justice - Legal activities and legal consultancy

	Approvals	entities governing certain business activities are required.	<ol style="list-style-type: none"> 3. Local Municipal department - Architectural and engineering affairs 4. Telecommunications and Digital Government Regulatory Authority (TDRA) - Telecommunication activities 5. Executive Council - Travel and tourism, general services, charter trading, ship and maritime agencies, car clubs, charter air transport and foreign company branches 6. Ministry of Economy - Insurance activities and insurance consultancy 7. Local health departments - Health-related activities 8. Supreme Petroleum Council - Onshore and offshore gas and oil-field services and onshore and offshore oil drilling operations
8.	Submit Required Documents		<ol style="list-style-type: none"> 1. Copy of passport 2. Copy of address proof 3. Copy of visa to visit UAE 4. Copy address proof of office like tenancy agreement with utility bill of owner 5. Details of proposed activities 6. Details of directors 7. Proposed capital investment 8. Proposed liquidity investment 9. City town and area where the office will be situated 10. Any use based partner or director 11. Number of shares to be hold by each partner 12. Promoter agreement if any 13. Shareholder agreement if any 14. Contact details of partners 15. Name of company or firm where already director or partner

9.	Pay Fees and Collect License		Customers can collect the business license from service centres of the economic department or through their website.
10.	Register Your Company with the Chamber of Commerce and Industry	Registration of the company must be in the same emirate where it has been incorporated.	<ol style="list-style-type: none">1. Federation of UAE Chambers of Commerce & Industry2. Abu Dhabi Chamber of Commerce and Industry3. Dubai Chamber of Commerce and Industry4. Sharjah Chamber of Commerce and Industry5. Ajman Chamber of Commerce and Industry6. RAK Chamber of Commerce & Industry7. UAQ Chamber of Commerce and Industry8. Fujairah Chamber of Commerce and Industry

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