

❖ First: General Information

Many legal forms and procedures require the same steps and required documents for their completion. The following is a list of such legal forms and procedures according to the main procedure:

❖ First: Registration of Companies & Establishments:

Establishments are owned by UAE nationals / GCC nationals / foreigners.

1. Filling out the license application form through electronic (online) service or customer happiness centers.
 2. Reserving the trade name through electronic (online) service or customer happiness centers.
 3. Copy of passport and ID of UAE or GCC nationals / Entry Visa.
 4. Approval of Federal Authority for Identity & Citizenship for foreigners.
 5. Approval of other government entities depending on the activity (high-risk)
 6. Issuance and printout of license after payment of relevant fee.
 7. Applicant must be at least 21 years of age. For applicants under this age, a (court letter stating trade permission) is required.
 8. Copy of Certificate of Commercial Registration for the parent company.
 9. Copy of Parent Company License.
 10. Copy of Contract of Establishment or Amendment thereto (for branches).
 11. Contract of Establishment, duly attested, for companies of all types.
 12. Approval of other government entities for activities, if required.
 13. Contract of Mortgage between the mortgagor and mortgagee, duly notarized by Notary Public.
 14. Copy of the License.
 15. Undertaking that the License is not mortgaged.
 16. Investor account verification (if the account is not verified) for electronic service user.
 17. Registration on the website / smart mobile or login to the system for employees.
 18. Securities & Commodities Authority.
 19. Duly notarized Service Agent / National Agent Contract for establishments and civil companies fully (100%) owned by non-GCC residents, including a UAE national agent. Following this, the license is issued and printed after the payment of the relevant fee.
 20. Letter from the company or establishment requesting the temporary suspension of the license.
 21. Report from inspection division at DED-Ajman.
 22. The cancellation of Establishment Card from the Ministry of Human Resources & Emiratization.
 23. Letter from the lessor to add more than one license on the same location.
 24. Copy of Contract of Establishment and Commercial Register duly attested by the Embassy of the Country of Incorporation and the UAE Ministry of Foreign Affairs.
- Board's Resolution to open a branch for the company inside the emirate along with an official authorization of the company's representatives to complete the procedures.