

**COMPANY FORMATION**  
**SHARJAH MEDIA CITY - SHAMS**  
**[BRANCH SETUP | 8 working days](#)**

This page provides applicants guidelines on the submission of the application's requirements to avoid inconveniences. This guideline is not necessary to include with the application.

All applications should have complete information/documentation. Failure to comply with the requirements at any stage could result in the cancellation of the application in the light of both the Authority and the Emirate laws under the general umbrella of the UAE's laws. Following the decrees of the Authority, those incomplete information/documentation will be returned or will not be accepted until all the requirements are fulfilled.

At any stage, the Authority has the right to request additional documents of the application process to facilitate the registration and approval.

Refund of fee is not allowed throughout the application process, or the terms and conditions of the refund guidelines may apply as per the terms and conditions of the Authority.

**Note: The total timeline indicated above is from the preparation of documents to the license issuance stage.**

**[STAGE 1: PREPARATION & COLLECTION OF DOCUMENTS | depends on the client](#)**

**TIMELINE**

Preparation and submission of Documents - depends on the client

Obtaining Client Signature - 1 working day | depends on the client

**STEP 1. CLIENT STEP | Preparation & Submission of Documents | depends on the client**

**Step 1.1:** Prepare all the necessary documents.

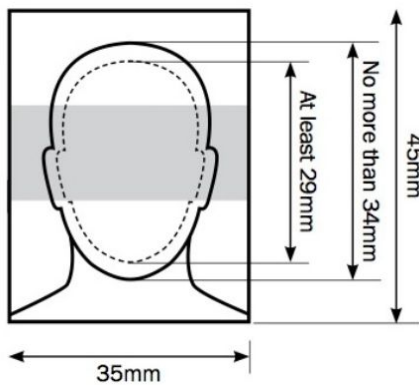
*See the checklist below*

| Documents Required            | Remarks                     |
|-------------------------------|-----------------------------|
| Company Setup Onboarding Form | See link                    |
| Authorized Signatory Form     | Provided by authority       |
| Terms and Conditions          | Provided by authority       |
| Name Reservation Form         | Provided by authority       |
| Individual Documents          | Remarks                     |
| Visa Page (if resident)       | Scanned clear copy, colored |

|                     |   |
|---------------------|---|
| UAE Entry Stamp     | Scanned clear copy, colored                       |
| Passport copy       | Scanned clear copy, colored                       |
| Passport size photo | Please see <a href="#">photo guidelines below</a> |

| Branch Company   | Remarks                      |
|--|------------------------------|
| Board of Resolution                                    | Scanned clear copy, Attested |
| Memorandum of Association                              | Scanned clear copy, Attested |
| Certificate of Incorporation                           | Scanned clear copy, Attested |
| Certificate of Incumbency or Good Standing Certificate | Scanned clear copy, Attested |

**Passport Size Photo Guidelines:**



- White Background
- Teeth should not be visible
- Light colored shirts are not allowed
- Jewelry and eyeglasses not allowed
- No handwritten marks allowed on the photos
- Must be in high resolution

**Passport Copy Guidelines:**

- Colored and clear full page of passport
- Passport should be valid for a minimum of 7 months
- Amendment/modification page should be included (if applicable)
- Additional remarks for below nationalities:
  - India - First and last page copy
  - Pakistan - First and second page copy
  - Sri Lanka - First and fourth page copy

- US - First and special comment page copy
- Nepal - First and last page copy

**Step 1.2:** Submit all the required documents and payment to the authorities or to a third-party provider.

**STEP 2. PROVIDER STEP | Preparation of Documents & Obtaining Client Signature | 1 working day**

**Step 2.1:** Review and prepare documents submitted by the client.

**Step 2.2:** Obtain signatures from the client.

**Note:** Submission of documents to the authorities can be done the same day the client submitted the documents. Documents submitted after 3:00 pm will be processed the next day.

Trade Name reservation can also be done while completing the documents.

**STAGE 2: LICENSE APPLICATION | 3-5 working days**

**TIMELINE**

Submission of Documents - 1 working day

Pre-Approval - 3-5 working days

**STEP 1. PROVIDER STEP | Submission of Documents & Payment | 1 working day**

Submit application together with the complete documentation and payment to the Authority.

**Note:** Submission of documents to the authorities can be done the same day the client submitted the documents. Documents submitted after 3:00 pm will be processed the next day.

Trade Name reservation can also be done while completing the documents.

**STEP 2. GOVERNMENT STEP | Review of Application | 3-5 working days**

The Authority will review the documents once completed and payment received.

**Note:** In some cases, the Authority may request more information or documentation before proceeding.

**STAGE 3. LICENSE ISSUANCE | 3 working days**

**TIMELINE**

License Issuance - 1-3 working days

**GOVERNMENT STEP | License Issuance | 3 working days**

After carefully reviewing all the documents, the Authority will notify the client or the third party provider that the application has been approved.

The Authority will issue the following documents:

| Incorporation Documents                |
|--|
| Trade License                          |
| Certificate of Incorporation           |
| Share Certificate for each Shareholder |
| Memorandum of Association**            |
| Articles of Association                |
| Office Rental Agreement                |

Once a license application is approved, the third party provider may proceed to the next step, which is visa processing (if only applicable).

**END OF PROCESS**