

COMPANY FORMATION
Department of Economic Department (Dubai)
[APPLICATION GUIDELINE FOR LIMITED LIABILITY COMPANY,](#)
[CIVIL COMPANY & SOLE ESTABLISHMENT | 15 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.

[STAGE 1: COLLECTION OF DOCUMENTS AND TRADE NAME REGISTRATION | 1 working day](#)

TIMELINE

Preparation and submission of Documents - depends on the client

Name Reservation - 1 working day | depends on the client

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

Step 1.1: Submit all the required documents and payment to the authorities or a third-party provider.

See the checklist below.

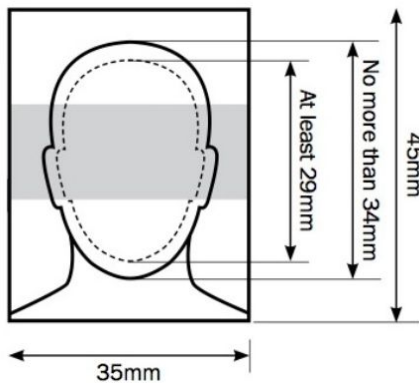
INDIVIDUAL SHAREHOLDER Documents Required	Remarks
Visa Page (if resident)	Scanned clear copy, colored
NOC from current employer	Original Copy
Passport Copy	Scanned clear copy, uncut with full border. Please see the guidelines below.
Proof of address of Shareholders	Any (i.e. Utility bill, bank statements, driving license)

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CORPORATE SHAREHOLDER Documents Required	Remarks
Board Resolution	Original Copy, Attested
Trade License	Scanned Clear Copy, Attested
Memorandum of Association	Scanned Clear Copy, Attested
Certificate of Incumbency	Scanned Clear Copy, Attested
Share Certificate of the Shareholding Company	Scanned Clear Copy, Attested
Passport copy of the UBO	Scanned clear copy, Colored
Passport copy of the Manager	Scanned clear copy, Colored
Visa Page of the Manager (if UAE resident)	Scanned clear copy, Colored
Proof of address of the Manager	Scanned clear copy, Colored
Proof of address of the Company	Scanned clear copy, Colored

***A third-party provider may require more requirements.*

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

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Passport Copy Guidelines:

- Colored and clear full page of the 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 | Trade Name Reservation & Preparation of Documents | 1 working day

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

Step 2.2: Send three (3) Trade Name options to the Authority for approval.

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 3. GOVERNMENT STEP | Trade Name Approval | 1 working day

The Authority will review the submitted Trade Names. The Authority will notify and grant Name Reservation Certificate to the client or the third party provider if (1) name matches the criteria.

Note: The client may not proceed to the next stage unless the Trade Name is approved.

STAGE 2: INITIAL APPROVAL | 3 working days

TIMELINE

Submission of Documents - 1 working day

Pre-Approval – 1-2 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.

STEP 2. GOVERNMENT STEP | Review of Application | 1-2 working days

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

Note:

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

[STAGE 3: SUBMISSION OF EJARI | SIGNING OF MOA / LSA | 2-3 working days](#)

TIMELINE

Submission of Tenancy Contract – Depends on the client
Signing of MOA – 2-3 working days

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

Step 1.1: Submit the tenancy contract to the third party provider

Step 1.2: Attend the court for MOA / LSA Signing

STEP 2. PROVIDER STEP | Submission of Documents & Payment | 1 working day

Step 2.1: Review the submitted tenancy contract

Step 2.2: Submit the license application and required documents and payment to the authority

STEP 3. GOVERNMENT STEP | Review of Application | 1 working day

Once payment is received by the Authority, they will proceed in reviewing the documents submitted. Applications received with incomplete information or documents may affect the process.

Note:

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

[STAGE 4. LICENSE ISSUANCE | 4 working days](#)

TIMELINE

License Issuance – 3-4 working days

STEP 1. GOVERNMENT STEP | Issuance of License | 3-4 working day

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
Memorandum of Association / Local Service Agreement

PROVIDER STEP (if applicable)

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

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Note: For hiring employees, get an approval from the Name Board and Ministry of Labour.

[STAGE 5. Become a member of the Chamber of Commerce and Industry](#)

The final step is to become a member of the Abu Dhabi Chamber of Commerce and Industry by filing an application along with copies of the office lease agreement, a commercial license obtained from DED.

END OF PROCESS