

**COMPANY FORMATION**  
**INTERNATIONAL FREEZONE AUTHORITY - IFZA**  
**[NEW COMPANY & HOLDING COMPANY SETUP | 9 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: COLLECTION OF DOCUMENTS AND TRADE NAME REGISTRATION | 1 working day](#)**

**TIMELINE**

Submission of Documents - depends on the client

Name Reservation - 1 working day

**STEP 1. CLIENT STEP: Submission of Documents and Trade Name | 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.*

<b>INDIVIDUAL SHAREHOLDER Documents Required</b>	<b>Remarks</b>
Company Setup Onboarding Form	Provided by Authority
Terms and Conditions	Provided by Authority
Visa Page (if resident)	Scanned clear copy, colored
UAE Entry Stamp	Scanned clear copy, colored
Emirates ID (if resident)	Scanned clear copy, colored

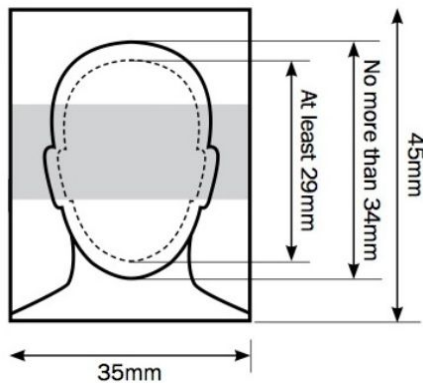
Passport Copy	Scanned clear copy, uncut with full border. Please see the guidelines below.
Passport size photo for all shareholders	Please see the photo guidelines below.

<b>CORPORATE SHAREHOLDER Documents Required</b>	<b>Remarks</b>
Company Setup Onboarding Form	See link
Term and Conditions	Provided by Authority
Board Resolution	Original Copy & Attested
Trade License	Scanned Clear Copy
Memorandum of Association	Scanned Clear Copy
Certificate of Incumbency	Scanned Clear Copy
Share Certificate of the shareholding company	Scanned Clear Copy
Passport copy of the UBO's	Scanned clear copy, colored
Passport copy of the Manager	Scanned clear copy, colored
Manager's Visa page copy (if UAE resident)	Scanned clear copy, colored
Proof of Address (of Signatory)	Scanned clear copy
Passport size photo of the Manager	Please see the photo guidelines below.

**Additional requirements of IBG:**

Service Agreement	Signed by the Authorized person
Know Your Client Form (KYC)	Complete, per Shareholder

### **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 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 three (3) Trade Name options to the Authority or a third-party provider for approval.

## **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:** Obtain signatures from the client.

**Step 2.3:** 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: 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.

**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

\*\*The Memorandum of Association and Articles of Association must be signed by the company owner(s) upon receipt. They must send a clear scanned copy to IFZA at the earliest via email.

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**