1) Initial Approval Request
- The initial approval process is considered the first step to obtaining a trade license in Dubai. Once the initial approval is issued, the client can complete all other procedures at other government departments.
- You can apply for initial approval by visiting DED-approved service centres or filling the application on DED’s website, or on the ‘Business in Dubai’ App.

2) Trade name Reservation:
- After getting the initial approval, you can reserve the trade name suitable for the trade license, either on DED’s website, the ‘Business in Dubai’ App, or by visiting the nearest DED-approved service centre.
- You can also choose to reserve the trade name before obtaining the initial approval.

3) Trade license Issuance:
- After getting the initial approval and reserving the trade name, the client can apply for a trade license by visiting the nearest DED-approved service centre or via DED’s website.

4) License Renewal:
- To renew a trade license send an SMS with the trade license number to ‘6969,’ and you will receive an SMS from the DED with the Renewal Payment Order; or
- Choose the e-services available on DED’s website or ‘Business in Dubai’ App, or visit any of the DED-approved service centres.

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The Business Registration and Licensing (BRL) Sector in the Department of Economic Development (DED) in Dubai provides various services to investors and those interested in conducting a business activity in the Emirate. These services include a number of procedures, and information necessary for the proper conduct of the business in several legal forms that suit each category. Al Wajeez handbook includes the legal forms related to the commercial, industrial, professional and tourism licenses, as well as the requirements and conditions of such forms, and the respective fees.

The handbook provides information on the following:
- General requirements for business registration and licensing.
- Legal forms.
- Main business registration and licensing procedures.
- List of fees for business registration and licensing procedures.
- DED contact, addresses, offices in Dubai and the approved service centres and banks.

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You can also choose to reserve the trade name before obtaining the initial approval.

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4) License Renewal:
- To renew a trade license send an SMS with the trade license number to ‘6969,’ and you will receive an SMS from the DED with the Renewal Payment Order; or
- Choose the e-services available on DED’s website or ‘Business in Dubai’ App, or visit any of the DED-approved service centres.
1.2 Documents Required for License Issuance for all Legal Forms:

1. Initial approval receipt and all the previously-submitted documents.

2. Copy of the lease contract duly attested by the Real Estate Regulatory Agency (RERA) in Dubai.

3. Duly attested memorandum of association (for all types of companies).

4. Approval from other government entities concerned, as may be required.

5. Duly attested service agent contract (for civil establishments and companies that are 100% owned by non-GCC nationals), the UAE involving a local service agent.

1.3 You can apply for the services through the following channels:

- DED's website: ded.ae
- The ‘Business in Dubai’ App.
- Renewal Service via SMS 6969.
- 'Happiness Lounge' at the DED head office.
- DED-approved services centres*.

1.4 You can also pay the due fees at DED-approved banks*

*Details given towards the end of the Handbook.

1.1 Documents Required for the Initial Approval of all Legal Forms:

1. Completed business registration and licensing form (available on DED’ website, as well as its offices and approved service centres).

2. Copy of the licensee’s passport/ ID.

3. Copy of the applicant’s residence permit/ visa (for non-GCC nationals).

4. No Objection Certificate from the applicant’s sponsor (for non-GCC nationals) to practice a business activity (Not applicable for partner or investor).

5. The company’s articles of association.

6. Feasibility study of the project.

7. The parent company’s board resolution to open a branch in Dubai.

8. Letter of authorisation of the managing director.

9. Copy of the parent company’s commercial registration certificate.

10. Copy of the parent company’s memorandum of association (MOA).

11. Copy of the parent company’s license.

1. General Information

Many legal forms and procedures require the same steps and documents. Below is a list of such procedures arranged in order of priority:

1. Initial approval receipt and all the previously-submitted documents.

2. Copy of the lease contract duly attested by the Real Estate Regulatory Agency (RERA) in Dubai.

3. Duly attested memorandum of association (for all types of companies).

4. Approval from other government entities concerned, as may be required.

5. Duly attested service agent contract (for civil establishments and companies that are 100% owned by non-GCC nationals), the UAE involving a local service agent.

6. Completion of all the required forms and documents.

7. Approval from other government entities concerned, as may be required.

8. Duly attested service agent contract (for civil establishments and companies that are 100% owned by non-GCC nationals), the UAE involving a local service agent.

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### Legal Forms and Main Procedures:

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### Legal Form/ Procedure (Arabic)

| #     | الشكل القانوني / الإجراء                                    |
|-------|-----------------------------------------------------------|------|
| 1     | مؤسسة فردية                                               |
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| 8     | شركة التوصية البسيطة                                   |
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Civil Company
What is a civil company?
A civil company is a business partnership owned by two or more partners practicing a professional activity in recognized fields such as: tailors, beauty salons, consultancy or training, etc.

Who is eligible for setting up a civil company?
- UAE nationals may conduct any of the businesses falling within this legal form, provided that all requirements and conditions are met.
- Two or more GCC nationals may establish a civil business company to practice a professional activity in recognized fields such as: tailors, beauty salons, consultancy or training, etc.

What are the documents required for registering a civil company?
Refer to the pages 4-5 to review the required documents each of which is marked as follows:
Initial Approval: 1-2-3-4
License Issuance: 1-2-3-4-5

Sole Proprietorship
What is a sole proprietorship?
A sole proprietorship is an establishment owned by one person with the purpose of conducting a business activity (commercial, professional, industrial and tourist activities). The owner of the sole proprietorship is personally liable for all the financial obligations and liabilities incurred by the establishment.

Who is eligible for setting up a sole proprietorship?
UAE and GCC nationals may conduct any of the businesses falling within this legal form, provided that all requirements and conditions are met.

What are the documents required for the registration of a sole proprietorship?
*Refer to pages 4-5 to review the required documents each of which is marked as follows:
Initial Approval: 1-2-3-4
License Issuance: 1-2-4-5

المؤسسة الفردية
ما هي المؤسسة الفردية؟
هي المشابهة لمشغل مoweضب يتم تشكيلها بأحد فقط لمهام الميزانية الفردية والتجارية، وفيها يمكن للمواطن الشخصي، المقيم في دولة عربية، أن يمارس اعماله المدنية بصفة بالاشتراك مع واحد أو أكثر من مواطني دول عربية أو غيرهم من غير مواطني دول عربية.

من التأسيس المدنية
ما هي شركة الأعمال المدنية؟
ما هي شركة الأعمال المدنية؟
هي الشركة التي تكون بها سيدة أو أكثر برملاً النطاق المهنية فيها من شئانًا مهنيًا. شريطة استيفاء المتطلبات العكسية للمؤسسة المدنية، يمكن تأسيس شركة أعمال مدنية تقدم خدمات مهنية. أما في حالة وجود شريك أو أكثر من غير مواطني دول عربية، فإن شريطة استيفاء المتطلبات فشرطة هذا الشكل القانوني شريطة استيفاء المتطلبات المذكورة أعلاه.

ما هي الشركة المندوبة تنفيذ المؤسسة الفردية؟
ما هي الشركة المندوبة تنفيذ المؤسسة الفردية؟
بشرط أن يكون شريك مع واحد أو أكثر من مواطني دول عربية أو غيرهم من غير مواطني دول عربية.

ما هي المستندات المطلوبة لتسجيل المؤسسة الفردية؟
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بشرط أن يكون شريك مع واحد أو أكثر من مواطني دول عربية أو غيرهم من غير مواطني دول عربية.

.inspected_by:DUBAI_ECONOMY
What is a Limited Liability Company?

A Limited Liability Company (LLC) shall have a minimum of two partners but not exceeding 50. Each partner shall be liable only to the extent of his/her share in the capital. Partners’ shares aren’t represented in negotiable instruments.

The LLC may conduct any legal business, except insurance or banking activities.

The company shall not resort to public subscription to form or increase its capital or to get loans, and it shall not issue any negotiable stocks or shares.

The company shall have a sufficient capital divided into equal shares, to be determined by its partners, in order to achieve the purpose for which the company is established. Such shares shall be equal and indivisible.

Losses and profits shall be equally distributed to shares, unless the contract states otherwise.

The share of each partner shall be transferred to his heirs and any party mentioned in the will shall be treated as an heir.

A Limited Liability Company can be managed by one or more managers to be selected from the partners or any other parties, provided that they do not exceed 11 of them.

Manager(s) shall be appointed by virtue of the memorandum of association or a separate contract for a definite/ indefinite term. In case the managers were not appointed as stated in the above paragraph, the General Assembly shall appoint them.
One-Person Limited Liability Company

What is a One-Person Limited Liability Company?

- A UAE or GCC national (whether natural or legal person) may establish and own a limited liability company.
- The name of the company shall be connected to the name of its owner and shall be followed by the expression ‘One-Person Limited Liability Company’.
- The citizens of any other country are not eligible to establish a One-Person limited liability company.
- All laws related to limited liability companies apply to the One-Person Limited Liability Company (Please see the requirements and laws related to limited liability companies).

Which businesses fall under the One-Person Limited Liability Company?

All commercial, industrial and tourist businesses as well as most professional businesses, except consulting businesses that may require the approval of the competent authority regulating such business.

What are the documents required for establishing a limited liability company?

Refer to the pages 4-5 to review the required documents each of which is marked as follows: Initial Approval: 1-2 License Issuance: 1-2-3-4-5

General Partnership

What is the general partnership?

General partnership includes two or more UAE nationals as partners who shall be jointly and separately liable for the Company’s obligations with all their personal funds.

- All partners shall be UAE nationals.
- The name of the Company may contain the name of one or more partners, with the addition of the word (& Co.) or a word of the same meaning, provided that the name ends with (General Partnership), which indicates the existence of the partnership. Moreover, the Company may have its own trade name, provided that such trade name shall be connected to the company name upon registration.
- If a non-partner is included in the Company’s name, with his or her knowledge, that person will be jointly responsible for the company’s liabilities.
- All partners shall be considered traders, and any bankruptcy of the partnership shall lead to the bankruptcy of all partners.
- The Company shares shall not be represented in negotiable instruments.
- Partners are severally liable with all their money for the company’s liabilities.
- The Company management is assumed by all partners, and each partner in the Company is considered a representative for the Company and the other partners in respect of the company’s business, unless the partnership contract or a separate contract assigns the management to one of the partners.
- The Company may conduct all industrial, commercial and professional businesses.

What are the documents required for establishing a general partnership?

Refer to the pages 4-5 to review the required documents each of which is marked as follows. Initial Approval: 1-2 License Issuance: 1-2-3-4-5

Company’s name, with his or her name ends with (General Partnership), which indicates the existence of the partnership. Moreover, the Company may have its own trade name, provided that such trade name shall be connected to the name of one or more partners, with the addition of the word (& Co.) or a word of the same meaning, provided that the name ends with (General Partnership), which indicates the existence of the partnership. Moreover, the Company may have its own trade name, provided that such trade name shall be connected to the company name upon registration.

If a non-partner is included in the Company’s name, with his or her knowledge, that person will be jointly responsible for the company’s liabilities.

All partners shall be considered traders, and any bankruptcy of the partnership shall lead to the bankruptcy of all partners.

The Company shares shall not be represented in negotiable instruments.

Partners are severally liable with all their money for the company’s liabilities.

The Company management is assumed by all partners, and each partner in the Company is considered a representative for the Company and the other partners in respect of the company’s business, unless the partnership contract or a separate contract assigns the management to one of the partners.

The Company may conduct all industrial, commercial and professional businesses.

What are the documents required for establishing a general partnership?

Refer to the pages 4-5 to review the required documents each of which is marked as follows. Initial Approval: 1-2 License Issuance: 1-2-3-4-5

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If a non-partner is included in the Company’s name, with his or her knowledge, that person will be jointly responsible for the company’s liabilities.

All partners shall be considered traders, and any bankruptcy of the partnership shall lead to the bankruptcy of all partners.

The Company shares shall not be represented in negotiable instruments.

Partners are severally liable with all their money for the company’s liabilities.

The Company management is assumed by all partners, and each partner in the Company is considered a representative for the Company and the other partners in respect of the company’s business, unless the partnership contract or a separate contract assigns the management to one of the partners.

The Company may conduct all industrial, commercial and professional businesses.
What is a public shareholding company?

A public shareholding company is a company with a capital divided into equal negotiable shares. The founders subscribe to a portion of such shares, while the rest of the shares are offered to the public through public offering. In such companies, a shareholder’s liability is limited to his/her share in the capital.

The name of the public shareholding company shall be derived from its purpose. It cannot be named with a natural person’s name, unless the Company’s purpose is intended for the investment of a patent registered in the name of the said person, or the Company has, upon incorporation or thereafter, acquired a shop and took name of that shop as its own name. In all cases, the term ‘Public Shareholding’ should be appended to the name of the company. It is not permissible, however, for a public shareholding company to take the name of another company or a name similar thereto. In such case, the latter company may ask the competent administrative or legal authorities to order the company who took over its name to change that name.

The Company’s capital shall be sufficient for the purpose of which it was incorporated. It shall not be less than thirty million dirhams in any case.

Founders shall choose a committee of not less than three members from the founders to proceed with the incorporation and registration procedure at the competent authorities. They shall be fully liable for the correctness, correctness and completion of all documents, studies and reports submitted to the competent agencies in relation to the process of incorporation, licensing and registration of the Company.

What are the approvals required for the registration of a public Shareholding company?

The approval of the Securities and Commodities Authority.

What are the documents required for the registration of a public Shareholding company?

Refer to the pages 4-5 to review the required documents each of which is marked as follows:

Initial Approval: 1-2-5-6
License Issuance: 1-2-3-4

What all businesses are listed under the Public Shareholding companies?

Commercial, shareholding and professional businesses.

What is the maximum number of shareholders in a public Shareholding company?

The number of shareholders is limited to five, provided that the total shareholdings do not exceed 51% of the company’s capital.

What is the minimum capital required for a public Shareholding company?

The minimum capital required for a public Shareholding company is thirty million dirhams.

What is the minimum number of board members in a public Shareholding company?

The minimum number of board members is three, provided that the majority of board members are not holders of shares.

Who can be a shareholder in a public Shareholding company?

A natural person or a legal entity can be a shareholder in a public Shareholding company, provided that the shares are held in the name of the shareholder or issued shares and no shares for the holder is limited to his/her share in the capital.

What are the immovable assets of a public Shareholding company?

The immovable assets of a public Shareholding company are limited to those that are necessary for the purpose of which it was incorporated.

What are the foreigners’ rights in a public Shareholding company?

Foreigners can hold shares in a public Shareholding company, provided that the shares are held in the name of the shareholder or issued shares and no shares for the holder.

What are the duties of the shareholders in a public Shareholding company?

The shareholders have the duty to attend the shareholders’ meetings, vote and approve the company’s annual accounts, and take any other action required by law or the company’s articles of association.

What are the rights of the shareholders in a public Shareholding company?

The shareholders have the right to receive dividends, attend and vote at shareholders’ meetings, inspect the company’s books and financial statements, and take any other action required by law or the company’s articles of association.

What is the procedure for incorporation of a public Shareholding company?

The procedure for incorporation of a public Shareholding company includes the following steps:

1. Establishing the company’s name and purpose
2. Determining the share capital
3. Determining the number of shareholders
4. Making the necessary documents
5. Submitting the application to the relevant authorities
6. Granting a license by the relevant authorities
7. Issuing the shares

What is the minimum capital required for a public Shareholding company?

The minimum capital required for a public Shareholding company is thirty million dirhams in any case.

What are the documents required for the incorporation of a public Shareholding company?

The documents required for the incorporation of a public Shareholding company include:

- Articles of association
- Certificate of incorporation
- Shareholders’ list
- Shareholders’ meeting minutes
- Auditors’ report
- Financial statements
- Legal opinions

What is the procedure for registration of a public Shareholding company?

The procedure for registration of a public Shareholding company includes the following steps:

1. Submitting the application to the relevant authorities
2. Reviewing the application
3. Granting a license by the relevant authorities
4. Issuing the license
5. Registering the company

What are the rights of the shareholders in a public Shareholding company?

The shareholders have the right to receive dividends, attend and vote at shareholders’ meetings, inspect the company’s books and financial statements, and take any other action required by law or the company’s articles of association.

What are the duties of the shareholders in a public Shareholding company?

The shareholders have the duty to attend the shareholders’ meetings, vote and approve the company’s annual accounts, and take any other action required by law or the company’s articles of association.
A private joint-stock company can be transformed into a public joint-stock company, if the following conditions are met:

- The value of the issued shares is fully paid or the value of the shares of partners is fully paid.
- At least two consecutive years of the term of the Company has passed.
- The Company has generated, during the two years preceding the application for transformation, a net profit not less than 10% of the capital, and such profit can be distributed to the shareholders.
- A special resolution is issued to transform the Company into a public joint-stock company.

Which businesses are listed under the public joint-stock companies?
Most commercial and industrial businesses and some professional businesses.

What are the approvals required for the registration of this legal form?
The approval of the Ministry of Economy.

What are the documents required for establishing a private joint stock company?
Refer to the pages 4-5 to review the required documents each of which is marked as follows:
Initial Approval: 1-2-5-6
License Issuance: 1-2-3-4

Private Joint-Stock Company
What is a private joint-stock company?
A private joint-stock company can be established provided that the number of shareholders shall not be less than two and not more than two hundred, and the capital shall be divided into equal shares of the nominal value that shall be paid in full.

- One legal person may establish and own a private joint-stock company, and the owner's liability for the company's obligations shall be limited to the capital mentioned in its MOA. The name of the Company shall be followed by the phrase (One-Person Private Joint-Stock) and shall be subject to the provisions of the private joint-stock company.

- The shares of these companies cannot be offered in a public offering.

- The capital of the company shall not be less than 5 million dirhams.

- Except for the public offering terms, all the provisions concerned with the public joint-stock company shall apply to the private joint-stock company.
What is a government liaison office?

It is an office established in the Emirate of Dubai by a competent entity or organisation of any foreign country government for the purpose of enhancing mutual business and promoting its own products or industrial and commercial enterprises in Dubai. A liaison office is not allowed to practice any business activity or make business deals by itself.

Who is eligible for setting up a government liaison office?

The official entities and organisations of any foreign country government.

What are the approvals required for the registration of this legal form?

The approval of Dubai Chamber.

What are the approvals required for the registration of a government liaison office?

Foreign Affairs in the UAE respective foreign country and the Ministry of Foreign Affairs in the UAE, all documents of foreign companies shall be attested by the embassy of the UAE in the respective foreign country and the Ministry of Foreign Affairs in the UAE.

Who is eligible for setting up a government liaison office?

Foreign Affairs in the UAE respective foreign country and the Ministry of Foreign Affairs in the UAE.

What is a government liaison office?

A company formed of one or more general partners who are separately and jointly liable for the company's liabilities and they have the status of "trader". Also, the Company can be formed of one or more limited partners who shall be only liable for the company's liabilities in the limit of their shares in the capital, and the limited partners do not have the status of "trader".

What is a Limited Partnership?

The Company may conduct most commercial, industrial and professional businesses.

What are the documents required for the registration of a Limited Partnership?

Refer to the pages 4-5 to review the required documents each of which is marked as follows:

License Issuance: 1-2-3-4
Initial Approval: 1-2-3-4

What are the approvals required for the registration of a Limited Partnership?

The management of the Company shall be limited to the general partners unless the memorandum of association provides that the management of the Company shall be under the majority.

The Company may conduct most commercial, industrial and professional businesses.

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Initial Approval: 1-2-3-4
License Issuance: 1-2-3-4
Branches of companies based in other Emirates

What are the branches of companies based in other emirates?
This legal form refers to branches of a company existing and licensed in any other emirate of the UAE except for the Free Zones. Such branches may conduct the business activities related to the parent company’s license in accordance with the applicable laws of the Department of Economic Development in Dubai.

What are the documents required for the registration of this legal form?
Refer to the pages 4-5 to review the required documents each of which is marked as follows:
Initial Approval: 1-2-3-4-7-8-9-10
License Issuance: 1-2-3-4-5

Representative Office

What is a representative office?
It is an office established by an international company or organisation in the Emirate of Dubai to represent it exclusively in the UAE, for the purpose of promoting its own products or services, activating its business or in order to facilitate the conclusion of business dealings between the company represented by the representative office and its clients. The representative office is not allowed to conduct any business or enter into any business deals by itself.

What are the approvals required for the registration of a representative office?
The approval of the Ministry of Economy (for foreign representative offices).

What are the documents required for the registration of the representative office?
Refer to the pages 4-5 to review the required documents each of which is marked as follows:
Initial Approval: 1-2-3-4-7-8-9-10
License Issuance: 1-2-3-4-5

Note: All documents of foreign companies shall be attested by the embassy of the UAE in the respective foreign country and the Ministry of Foreign Affairs in the UAE.

Branches of companies based in other Emirates

What are the branches of companies based in other emirates?
This legal form refers to branches of a company existing and licensed in any other emirate of the UAE except for the Free Zones. Such branches may conduct the business activities related to the parent company’s license in accordance with the applicable laws of the Department of Economic Development in Dubai.

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Maktab Tamthil

ما هو مكتب تمثيل?
هو الذي يُؤسس في إمارة دبي إحدى الشركات أو المؤسسات العالمية لتمثيلها بشكل خاص في داخل الدولة لترويج منتجاتها أو خدماتها أو تشغيل أعمالها أو تسهيل عمليات إبرام التعاقدات التجارية بين الشركة التي تمثلها المكتب وعملائها، ولا يسمح لهذا المكتب مزاولة أي عمل تجاري إنجاز صفقات تجارية بنفسه.

ومع ذلك، مكاتب تمثيل أخرى مثل مكتب التمثيل المقايري، مكتب التمثيل الأكاديمي، مكتب التمثيل الصناعي تحتاج إلى موافقة الجهات المعنية فيها.

ما هي الموافقات الخاصة بهذا الشأن؟
وزارة الاقتصاد (مكاتب التمثيل الأجنبية)

ما هي المستندات المطلوبة لتسجيل مكتب تمثيل?
أرجع للمвладجات 4 - 5 لمعرفة المستندات المطلوبة حسب رقم كل مستند مجموع أدناه للمواصفة الميدانية: 1 - 2 - 3 - 4 - 7 - 8 - 9 - 10 - 10 لتصدي للملاحظات جميع المستندات الشركات الأجنبية يجب أن تصدق من سفاردة الدولة في الخارج ووزارة الخارجية في الدولة.
Branches of Free Zone Companies

What are the branches of free zones?
This legal form refers to branches of the companies established in the free zones all over the UAE.

What are the regulations related to branches of free zones companies in Dubai?

1. A company which is 100% owned by GCC nationals may open branches without referring to the Ministry of Economy. Furthermore, it doesn’t need to appoint an agent.

2. A company in which UAE nationals hold less than 51% ownership and desire to open branches must refer to the Ministry of Economy. This decision applies to the representative offices in free zones that conduct only commercial and industrial business.

3. Companies that are 100% owned by foreigners and wish to open branches shall contact the Ministry of Economy and appoint an agent for the Company. This decision applies to the representative offices in free zones that conduct only commercial and industrial business.

4. Companies established in free zones may enter as a party to incorporate a company in Dubai as follows:

   • If the company is 100% owned by UAE nationals, it has the right to own 51%.
   
   • Companies with foreign partners have the right to 49% ownership only in the companies to be incorporated and shall issue a certificate confirming the partners' percentages.

Branches of Foreign Companies

What are the branches of foreign companies?
Branches of a foreign company can conduct the same business as the parent company, provided that the conduct of direct commercial and industrial business shall be subject to the approval of competent authorities.

What are the approvals required for the registration of this legal form?
The Ministry of Economy (for the companies which desire to practice commercial and industrial activities only). No such approval is required for professional activities.

What are the documents required for the registration of a foreign company’s branch?
Refer to the pages 4-5 to review the required documents each of which is marked as follows:

License Issuance: 1-2-3-4-5

Initial Approval: 1-2-3-4-5-9-10-11

Note: All documents of foreign companies shall be attested by the embassy of the UAE in the respective foreign country and the Ministry of Foreign Affairs in the UAE.
What are the documents required for the registration of a free zone branch in Dubai?

Reffer to the pages 4-5 to review the required documents each of which is marked as follows:
Initial Approval: 1-2-3-4-5-9-10-11
License Issuance: 1-2-4

- Branches of foreign companies working in free zones are allowed to open only branches of the parent company.

Instant License

Service Instant License

Service Description
Issuing the trade license in one-step without the need for either the MOA (Memorandum of Association) or an existing location for the first year only; the MOA and location to be submitted upon renewal.

Legal form
- Limited Liability Company
- One Person L.L.C.
- Sole Proprietorship
- Civil Company

Activities
- All activities that don't need external approvals.

Notice: General Trade activity can only be done through electronic services.

Service Channels
- E-services
- Service Centres
- Happiness Lounges
- Smart Lounge

Terms and Requirements
Apply through E-services:
- The online process does not require any additional documents.
- Personal attendance with original ID to create an account on Dubai ID SmartPass (for those who don't have an existing account).
- Visit the DED website www.ded.ae/instant

Apply through Service Centres:
- All business partners or one of them to be present at the service centre to apply for the service.
- Passport copy of all license partners (partner and manager)
- Copy of residency visa and NOC from sponsor for foreign partners.
- Copy of visit visa for foreign partners.

Fees
- One payment voucher that includes fees of all government entities.

Notice:
- Market fees AED 3,000, and if the instant license is being added to an existing license location, no additional charges will be assessed.
- Some activities require special fees such as General Trade (AED15,000) and Investments (AED15,000).

• Services of foreign companies that are working in the free zones are allowed to open new branches of the parent company.

• What are the documents required for the registration of a free zone branch in Dubai?

Reffer to the pages 4-5 to review the required documents each of which is marked as follows:
Initial Approval: 1-2-3-4-5-9-10-11
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- Passport copy of all license partners (partner and manager)
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- Some activities require special fees such as General Trade (AED15,000) and Investments (AED15,000).
DED Trader

Definition:
An initiative aimed to license independent
and home-based business activities.

Advantages
• Greater customer confidence
• Protects trade name
• Enables participation in exhibitions and conferences
• Bank facilities
• Membership in Dubai Chamber, which facilitates import and export
• Display in consumer points of sale
• Temporary employees services
• Participation in training and workshops
• Advertisements on social media channels

For Registration
• Electronic registration through the website dedtrader.ae
• Also through DED Café

Eligibility
• UAE nationals, GCC citizens and residence living in the Emirate of Dubai
• Aged 21 years and above

Fees
• AED 1,070 for license
• AED 300 for membership in Dubai Chamber

Notice:
• Request establishment card from the General Directorate of Residency and Foreign Affairs (Optional)
• Issue electronic memorandum of association for limited liability companies (optional)
• The name cannot include any restricted names such as global political organizations or religious sectarian organizations.
• DED has the right to cancel or change a trade name, if a similar name is found to be existing.

Trade Name Fees:
• Fee for Trade Name Reservation: AED 620 for 6 months.
• Fee for Trade Name Renewal: AED 620 for 6 months.

Cancellation of a License
Definition: It is a process intended for the cancellation of the license permanently, and the license cannot be re-activated.
Note: License cancellation for all legal forms requires submitting documents as per each legal form and obtaining approvals from the government and federal authorities, in accordance with the license type and business activity.

Documents required for cancellation of sole proprietorship:
• Completed registration and licensing form
• Copy of license
• Cancellation of labour cards by the Ministry of Human Resources & Emiratisation
• If the licensee is a non-GCC national, the residence visa shall be cancelled or a proof must be presented to confirm that the visa is not based on the cancelled license.

Trade Name
Definition: The trade name is connected to the establishment and distinguishes it from other establishments. Most dealings with the establishment are done under this trade name.

What are the conditions for reserving a trade name?
• It should be a proper name and should not contain obscene or indecent words and should not be offensive to the general public.
• The name should not include Allah’s name nor «God» or His divine attributes.
• Family names, tribes’ names and other persons’ names should not be used as a trade name unless the name belongs to the licensee concerned.
• The name should not be the same as used by any of the active brands in the Emirate of Dubai or government projects, or those names used by any of the international brands.
• Names should be written literally and should strictly reflect and indicate the business activity.
• The name should not include the name of a country or government unless an approval is obtained from the country’s respective embassy.
• The trade name must be logical and should not be translated, for example: If the Arabic name is "هـاي سـكاي" in Arabic "Hay Sky" it must be written as "Hay Sky".
• The name should not resemble or contain the names of any of the active brands in the Emirate of Dubai or government projects, or those names used by any of the international brands.
• Names cannot be re-activated.
• If the trade name is non-GCC national, the residence visa shall be cancelled or a proof must be presented to confirm that the visa is not based on the cancelled license.

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• The name should not resemble or contain the names of any of the active brands in the Emirate of Dubai or government projects, or those names used by any of the international brands.
Documents required for cancellation of branches of foreign companies:
- Completed registration and licensing form
- The decision to delete the Company from the Ministry of Economy's register
- An attested decision issued by the Board of Directors to cancel the company
- Cancellation of the labour cards by the Ministry of Human Resources & Emiratisation

Documents required for cancellation of branches of a local company:
- Completed registration and licensing form
- The decision issued by the Board of Directors to cancel the Company
- Cancellation of labour cards by the Ministry of Human Resources & Emiratisation

Documents required for cancellation of branches of free zone companies:
- Completed registration and licensing form
- The decision to delete the branches of the free zone companies registered at the Ministry of Economy.
- An attested decision issued by the parent company to cancel the free zone company branches (for companies not registered with the Ministry of Economy).
- Cancellation of labour cards by the Ministry of Human Resources & Emiratisation.

Documents required for the de-registration of a company (applicable to all legal forms of commercial companies):

Phase 1:
- Notarised minutes of the General Assembly meeting confirming the company liquidation, and the appointment of a liquidator (whose name shall be mentioned).
- A letter issued by the liquidator accepting to liquidate the Company along with the liquidator's documents (copy of the license, auditor registration certificate, a notarised signature specimen)
- Payment of AED 2,020 for obtaining the certificates of the Company's dissolution and liquidator appointment, subject to the legal advisor's approval.
- Announcement of liquidation in two Arabic local newspapers for one day only, provided that debtors shall be given 45 days as of the date thereof to submit their claims.

Documents required for cancellation of branches of free zone companies:
- Completed registration and licensing form
- The decision to delete the branches of the free zone companies registered at the Ministry of Economy.
- An attested decision issued by the parent company to cancel the free zone company branches (for companies not registered with the Ministry of Economy).
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- An attested decision issued by the Board of Directors to cancel the company
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- The decision to delete the branches of the free zone companies registered at the Ministry of Economy.
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- An attested decision issued by the Board of Directors to cancel the company
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Documents required for cancellation of branches of free zone companies:
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- The decision to delete the branches of the free zone companies registered at the Ministry of Economy.
- An attested decision issued by the parent company to cancel the free zone company branches (for companies not registered with the Ministry of Economy).
- Cancellation of labour cards by the Ministry of Human Resources & Emiratisation.
Suspension of Business Activity under an Expired License

Definition:
It is the suspension of the business activity for an expired license and stopping the accumulation of delay penalties during the suspension period, which shall not exceed three years. It is not possible to suspend the license if the visa of the foreigner partner is still valid and connected to the same license.

Procedures and Required Documents:
- Letter from the Company or the establishment to request the temporary suspension of license.
- Copy of license.
- Cancellation of labour cards by the Ministry of Human Resources & Emiratisation.
- Report from the Inspection Section in DED.

Fees:
AED 2,020 in addition to any fines outstanding on the license.

Is it possible to freeze the license for less than three years?
No. However, the license freeze can be cancelled anytime.

Is it possible to stop the license freeze before the expiry of freeze period?
Yes, it is possible. However, the fees collected cannot be refunded.

Is it possible to conduct the business during the freeze period?
None of the businesses of a frozen license can be conducted during the freeze period. Fines will be imposed as per the applicable regulations regarding the licenses in default.

Cancellation of Companies Inactive for more than two years:

Definition:
Cancellation of a company's license that has been expired for more than two years.

Required documents and procedures:
Phase 1:
- Submission of the business registration application form.
- The license must have been expired for more than two years.
- An undertaking by the local partner that he is liable for the Company liabilities.
- Submission of the documents supporting the reason for the cancellation of the license (such as: a proof stating that the partner stayed outside the country for more than six months or that the partner’s whereabouts are unknown).
- Payment of AED 2,020 to receive the Company’s certificate of dissolution.
- Announcement of liquidation in widely circulated Arabic newspapers for one day only, provided that such announcement should give the debtors a grace period of 15 days from the date thereof to submit their requests.
- A duly completed undertaking stating that the Company has no liabilities recorded and assuming full responsibility for the validity of such statement (the form is available at all DED offices).

Phase 2:
- Submit the original newspaper in which the announcement of the Company’s Cancellation was published.
- Cancellation of labour cards by the Ministry of Human Resources & Emiratisation.

Fees:
The Phase II fee is AED 3,020 in addition to any fines outstanding on the license.
Submit the original newspapers containing the announcement, in addition to the company’s final report.

Submit the liquidator declaration that there has been no objection filed by any party within 60 days from the date of the announcement.

How to apply for this service?
You can apply by visiting the DED head office.

Mortgage
What is mortgage?
It is the process of mortgaging the license and the “business office” related to it or the partners’ shares in order to apply for a loan from one of the banks operating in the UAE or for any other purpose that requires a mortgage certificate.

There are two types of mortgages:
• The mortgage of business office requires announcement, and a mortgage certificate shall be issued in respect thereof.
• The mortgage of shares doesn’t require announcement, and a mortgage certificate shall be issued in respect thereof.

What are the steps and documents required for mortgage?
Phase 1:
• A duly notarized mortgage contract between the mortgagor and mortgagee.
• A completed mortgage form.
• An acknowledgement that the license was not previously mortgaged.

The transaction shall thereafter be referred to the legal advisor at the Department of Economic Development (DED) in Dubai for advice and approval.

Phase 2:
• Publish a 30-day announcement of the business office mortgage.
• Print out the mortgage certificate.

Amalgamation
Definition:
It is when two or more companies are amalgamated requiring the liquidation of one company and the amendment of the details of the other company whether by increasing the capital, adding partners or changing the trade name or the manager. Both of the reconstructed and amalgamated companies must apply for the documents simultaneously.

Procedures and Required Documents:
• Registration and licensing application form.
• Duly notarised amalgamation agreement between the parties.
• Duly notarised minutes of the meeting of the amalgamated company’s General Assembly to confirm the liquidation and appointment of a liquidator mentioned by name.
• Liquidators’ documents (a copy of the liquidator license, a registered auditor certificate and a notarised signature specimen).
• Announcement in two Arabic newspapers for only one day, provided that it shall include the phrase (Liquidation for the Purpose of Amalgamation). A grace period of 60 days as of the announcement date shall be given to the debtors to submit their requests.
• Copy of the minutes of the General Assembly.
• Transaction will be forwarded to DED’s Legal Affairs for approval.

Upon payment of fees and obtaining the amalgamation certificate, you must:
• Submit a duly notarized Addendum to Memorandum of Association to confirm the increase in the capital and addition of partners or other amendments.

What are the steps and documents required to confirm the amalgamation?

• Application for amendment of the license; a copy of the license, a registered auditor certificate and a notarised signature specimen.
• Announce the amalgamation in two Arabic newspapers for only one day.
• A duly notarized Addendum to the amalgamation certificate; a copy of the license, a registered auditor certificate and a notarised signature specimen.

The following procedures and documents are required for amendment of the license:

• A duly notarized Addendum to Memorandum of Association to confirm the increase in the capital and addition of partners or other amendments.
• A duly notarized Addendum to the amalgamation certificate; a copy of the license, a registered auditor certificate and a notarised signature specimen.

Amalgamation is the process of merging two or more companies into one company through the liquidation of one of them and the amendment of the details of the other company. It is the process of mortgaging the license and the “business office” related to it or the partners’ shares in order to apply for a loan from one of the banks operating in the UAE or for any other purpose that requires a mortgage certificate.

There are two types of mortgages:
• The mortgage of business office requires announcement, and a mortgage certificate shall be issued in respect thereof.
• The mortgage of shares doesn’t require announcement, and a mortgage certificate shall be issued in respect thereof.

What are the steps and documents required for mortgage?
Phase 1:
• A duly notarized mortgage contract between the mortgagor and mortgagee.
• A completed mortgage form.
• An acknowledgement that the license was not previously mortgaged.

The transaction shall thereafter be referred to the legal advisor at the Department of Economic Development (DED) in Dubai for advice and approval.

Phase 2:
• Publish a 30-day announcement of the business office mortgage.
• Print out the mortgage certificate.

Amalgamation
Definition:
It is when two or more companies are amalgamated requiring the liquidation of one company and the amendment of the details of the other company whether by increasing the capital, adding partners or changing the trade name or the manager. Both of the reconstructed and amalgamated companies must apply for the documents simultaneously.

Procedures and Required Documents:
• Registration and licensing application form.
• Duly notarised amalgamation agreement between the parties.
• Duly notarised minutes of the meeting of the amalgamated company’s General Assembly to confirm the liquidation and appointment of a liquidator mentioned by name.
• Liquidators’ documents (a copy of the liquidator license, a registered auditor certificate and a notarised signature specimen).
• Announcement in two Arabic newspapers for only one day, provided that it shall include the phrase (Liquidation for the Purpose of Amalgamation). A grace period of 60 days as of the announcement date shall be given to the debtors to submit their requests.
• Copy of the minutes of the General Assembly.
• Transaction will be forwarded to DED’s Legal Affairs for approval.

Upon payment of fees and obtaining the amalgamation certificate, you must:
• Submit a duly notarized Addendum to Memorandum of Association to confirm the increase in the capital and addition of partners or other amendments.
3) **List of the Fees for Business Registration & Licensing Procedures:**

*Note:* The following fees shall, in no way, constitute the total costs for licensing procedures; each procedure or service is subject to a fixed fee. Moreover, such fees don’t include the fees of other government authorities.

<table>
<thead>
<tr>
<th>Description of Procedure</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional License Registration Fees</td>
<td>600</td>
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<tr>
<td>Commercial License Registration Fees</td>
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<tr>
<td>Industrial License Registration Fees</td>
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<td>Fees of an Extract from the File</td>
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<tr>
<td>Partner Addition Fees</td>
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<tr>
<td>Activity Addition Fees</td>
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</tr>
<tr>
<td>Fees of Changing/ Adding a Manager</td>
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<tr>
<td>Business Office Relocation Fees</td>
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<tr>
<td>License Amendment/ Renewal</td>
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<tr>
<td>Activity Changing Fees</td>
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<td>Late License Renewal Penalty per Month</td>
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<tr>
<td>Announcement of Partner's Withdrawal</td>
<td>500</td>
</tr>
<tr>
<td>Announcement of Withdrawal and Insertion of a Partner</td>
<td>500</td>
</tr>
<tr>
<td>Announcement of Death and Heirs' Succession</td>
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<tr>
<td>Announcement of License Assignment</td>
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</tr>
<tr>
<td>Announcement of Waiver of License</td>
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</tr>
<tr>
<td>Announcement of Foreign Company's Nationality Change</td>
<td>500</td>
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<td>Announcement of Other Amendments</td>
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<tr>
<td>500</td>
<td>رسوم إضافة نشاط</td>
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<tr>
<td>500</td>
<td>رسوم تغيير / ادخال مدير</td>
</tr>
<tr>
<td>500</td>
<td>تعديل/جدد رخصة</td>
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<td>500</td>
<td>إعلان إسحاب شريك</td>
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<td>500</td>
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<td>إعلان تغيير اسم مالك/شريك</td>
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<td>إعلان إلغاء ترخيص</td>
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<tr>
<td>500</td>
<td>رسوم إعلان عن تعديلات أخرى</td>
</tr>
</tbody>
</table>

(3) **قائمة رسوم إجراءات التسجيل والترخيص التجاري:**

ملحوظة: هذه الرسوم لا تعني رسوم إجمالية تكلفة الترخيص، حيث أن لكل إجراء وخدمة رسم معين، كما أن هذه الرسوم لا تشمل رسوم الجهات الحكومية الأخرى.
<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Announcement of Owner/ Partner's Nationality Change</td>
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<tr>
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<tr>
<td>Announcement of Appointment of Heirs' Representative</td>
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</tr>
<tr>
<td>Announcement of Business Office Mortgage</td>
<td>500</td>
</tr>
<tr>
<td>Announcement of Company's Dissolution</td>
<td>500</td>
</tr>
<tr>
<td>Announcement of Changing the Legal Form</td>
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</tr>
<tr>
<td>Addition/ Change in the Register</td>
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</tr>
<tr>
<td>Addition/ Change of an Agent</td>
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<tr>
<td>Commercial Services Fees</td>
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<td>Local Services Agent's Fees</td>
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<tr>
<td>Initial Approvals Fees</td>
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<td>Director Removal Fees</td>
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<tr>
<td>Partner Removal Fees</td>
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<td>Agent Removal Fees</td>
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<tr>
<td>Fees of a Trade Name Indicating the Business Territory</td>
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<tr>
<td>Foreign Trade Name Fees</td>
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<tr>
<td>Registration Certificate of Business Office Mortgage</td>
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<tr>
<td>Business Discontinuance Fees</td>
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<tr>
<td>Company Dissolution Fees</td>
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<tr>
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<tr>
<td>Technician/Officer Addition Fees</td>
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<td>License Cancellation Fees</td>
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<td>Registration Certificate of Business Office Mortgage</td>
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<td>Technician/Officer Addition Fees</td>
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<tr>
<td>License Cancellation Fees</td>
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- **Commercial Services Fees**: 2,000
- **Local Services Agent's Fees**: 700
- **Initial Approvals Fees**: 100
- **Director Removal Fees**: 500
- **Partner Removal Fees**: 500
- **Agent Removal Fees**: 500
- **Trade Name Reservation Fees**: 200
- **Fees of a Trade Name Indicating the Business Territory**: 1,000
- **Fees of a Trademark- Franchise Name**: 1,000
- **Foreign Trade Name Fees**: 2,000
- **Registration Certificate of Business Office Mortgage**: 3,000
- **Business Discontinuance Fees**: 2,000
- **Company Dissolution Fees**: 2,000
- **Company's Name Change**: 500
- ** Technician/Officer Addition Fees**: 500
- **License Cancellation Fees**: 500
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<td>Partner’s Withdrawal Fees</td>
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<td>Business Office Sale Fees</td>
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<td>Heirs’ Succession and Appointment Fees</td>
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<td>License Devolution Fees</td>
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<td>Owner/Partner/Company’s Nationality Changing Fees</td>
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<td>Legal Form Changing Fees</td>
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<td>Owner/Partner’s Name Changing Fees</td>
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<th>Service Description</th>
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<tbody>
<tr>
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<tr>
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<tr>
<td>اسم تجاري معربي</td>
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<tr>
<td>رسوم تغيير اسم تجاري</td>
<td>500</td>
</tr>
<tr>
<td>رسوم إلغاء شريك</td>
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<tr>
<td>مصو فيد شركة تجارية من السجل</td>
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</tbody>
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### Building Contractor License Issuance
- **Issuance:** 10,000
- **Renewal:** 3,000

### General Trading License Issuance
- **Issuance:** 15,000
- **Renewal:** 3,000

### Knowledge Dirham Fees
- **Fees:** 10

### Innovation Dirham Fees
- **Fees:** 10

### Investment License Issuance fees
- **Fees:** 15,000

### Fees of Addition/Change in the Register
- **Fees:** 500

### Fees of License Combining
- **Fees:** 500

### Fees of Liquidation for the Purpose of Merger
- **Fees:** 2,000

### Fees of Deregistration for the Purpose of Liquidation
- **Fees:** 2,000

### Certificates Fees
- **Fees:** 100

### License/Register Replacement Fees
- **Fees:** 500

### Agent Card Fees
- **Fees:** 1,000

---

### Fourth: Contact us, Service and Fee payment outlets:

- **DED website:** ded.ae
- **Smart application:** DED Business
- **Tel:** +971 600 545555

---

### رابعًا: وسائل التواصل معنا ومنافذ تقديم الخدمة ودفع الرسوم:

الموقع الإلكتروني لاقتصادية دبي: ded.ae

التطبيق الذكي: DED Business

هاتف: +971 600 545555

---

**BRL's Social Networks:**
- DUBAI_BRL
- DED_BRL
- DUBAI_BUSINESS_REGISTRATION

---

**DUBAI ECONOMY**
Contact Details

Happiness Lounge – Business Village
Location: Deira – Port Saeed, next to Clock Tower
Tel: +971 4 555544
Email: info@dubaided.gov.ae
Business Hours: 07:30 a.m. to 2:30 p.m.

Dubai Business Club
Location: Business Village – Block B – 3rd Floor
Tel: +971 4 2020556 / +971 4 4455554
Business Hours: 07:30 a.m. to 2:30 p.m.

Grievance Committee of the decisions of DED related to practicing of economic activities
Location: Deira – Port Saeed, next to Clock Tower
Tel: +971 4 4455555 / +971 4 4455554
Email: cgc@dubaided.gov.ae
Business Hours: 07:30 a.m. – 02:30 p.m.

Electronic Payment
1. ePay
2. Business in Dubai
3. eDirham – 2nd Generation

Approved Banks and Service Centers
1. Aafaq Islamic Finance
2. Noor Islamic Bank
3. Commercial Bank of Dubai
4. Emirates Islamic Bank
5. Mashreq Bank
6. Dubai Islamic Bank
7. Commercial Bank of Dubai - Direct Debit

اليات الدفع الإلكتروني
1. ePay
2. تطبيق الأعمال في دبي
3. eDirham – 2nd Generation

البنوك ومراكز
الخدمة المعتمدة:
1. أفاق لتمويل الإسلامي
2. بنك نور الإسلامي
3. بنك دبي التجاري
4. مصرف الإمارات الإسلامي
5. بنك المشرق
6. بنك دبي الإسلامي
7. بنك دبي التجاري – الخصم المباشر

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