

# Transfer out from DWTC Authority to another Free Zone in Dubai

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## PLEASE SUBMIT

1. Online request through DWTC portal
2. A notarized attested board resolution, resolving to transfer the company out of DWTC

**Note:** In case of a Corporate Shareholder, the board resolution must be provided by the parent company and must be attested by the UAE Embassy and Ministry of Foreign Affairs

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## ONCE RECEIVED AND REVIEWED, A NO OBJECTION CERTIFICATE (NOC) TO TRANSFER OUT WILL BE GRANTED AND YOU WILL NEED TO SUBMIT:

1. An NOC Letter/Initial Approval Letter from the new Free Zone Authority (transferred to)
2. Proof that details regarding the transfer of the company have been published in both English (Gulf News or Khaleej Times) and Arabic (Al Bayan or Al Khaleej) for a minimum of 1 day
3. Proof from company's external auditor that creditors have been notified about the transfer and have no objection
4. Invoice for / transfer out will be shared with you – payment to be completed
5. Submit copy of license and establishment card issued by new Free Zone Authority
6. Submit lease surrender/NOC from leasing department/landlord. This can be obtained from leasing department/ landlord. In case of a third party business centre, please provide an NOC from the business centre
7. Please transfer all current visas under DWTC to new Free Zone
8. Submit clearance from Etisalat. If this is not applicable please submit declaration letter on company letterhead that no account has been registered
9. Submit clearance from DEWA. If this is not applicable please submit declaration letter on company letterhead that no account has been registered

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## "TRANSFER-OUT" LETTER WILL BE PROVIDED UPON COMPLETION OF ALL OF THE ABOVE REQUIREMENTS

1. Submit Certificate of Continuation issued by "Transferred to Free Zone Authority" (new Free Zone Authority)

### COST

The fee to transfer out – **AED 3,000**