

Setting up a Free Zone Establishment (FZE)

We're here to help at every step — and make your experience easy and straightforward.

FZE REGISTRATION

A FZE registration allows a single Shareholder to form a company within the DWTC free zone. The Shareholder can either be one individual (person) or one non-individual (company).

- ◆ Certain required documents must be attested (see reverse for details)
- ◆ A non-individual Shareholder requires additional paperwork (see reverse for details)
- ◆ All types of businesses requiring only a commercial office for operation can be established as a FZE

HOW IT WORKS

Establishing a business with the DWTC Authority is simple. The streamlined five-step process begins with the submission of an application along with an initial set of documents. See the reverse of this guide for a detailed checklist of the requirements.



GET STARTED

Questions? Want to talk through the application process? Stop by our offices or schedule a meeting with us. Preparing the documents outlined in the **Get Started** section on the reverse of this guide for initial consultation can help to speed up the process and is recommended.

Contact us to make your next big move

OFFICE ADDRESS:

Dubai World Trade Centre
Podium Building
3rd Floor

T. +971 4 308 6775 / 6368
info@dwtcauthority.com
dwtc.com/freezone

OFFICE HOURS:

Sun-Thu: 8 a.m. - 5 p.m.
Fri-Sat: Closed

TO GET STARTED, SUBMIT THE FOLLOWING:

Document	Description	✓
DWTC Application Form	Available from the DWTC Authority	
FZE Application Form	Available from the DWTC Authority	
Company profile	A brief summary of the proposed FZE that includes its industry sector and proposed business activities Detailed business plans are accepted but not mandatory	
Passport Copies of Shareholder, Director(s) and General Manager	Applicable for UAE Residents and Non-Residents	
For UAE Residents: Copy of Emirates ID and residency visa of Shareholder, Director(s) and General Manager	Applicable for UAE Residents only	
No Objection Letter from local sponsor for General Manager (if applicable)	Required only if General Manager is currently a UAE Resident with a work visa	

AFTER INITIAL APPROVAL, SUBMIT THE FOLLOWING:

Document	Description	✓
Specimen Signature of General Manager (to be attested by the DWTC Authority)	To be witnessed and signed in person at the DWTC Authority offices	
Bank Certificate for Deposit of Share Capital in the Company's UAE bank account (if applicable)*	The DWTC Authority will issue an official letter that allows you to open a UAE corporate bank account, deposit the minimum capital required and obtain the Certificate from the bank	
Memorandum and Articles of Association of FZE (to be attested by the DWTC Authority)	To be witnessed and signed in person at the DWTC Authority offices	

DOCUMENTS REQUIRED FOR A NON-INDIVIDUAL SHAREHOLDER:

Board or Shareholder Resolution to establish the FZE under the DWTC Authority; appointment of a General Manager specifying his/her level of authority; specify activities of the company and capital**	Only applicable if Shareholder is a non-individual (company)	
Certified True Copy Certificate of Incorporation of Non-individual Shareholder OR Certificate of Registration**		
Memorandum and Articles of Association of Non-individual Shareholder**		

We're here to help.

Please contact us at +971 4 308 6775 / 6368 or info@dwtauthority.com if you have any questions.

* FZE with a share capital of AED 300,000 or below; capital certificate from the bank will not be mandatory.

** Document(s) must be notarised by a notary public and attested by the UAE Embassy in the country of origin OR the Ministry of Foreign Affairs in the UAE. All documents must have a valid signature and stamp of the concerned body and be submitted with the original notarisation and attestation. Document(s) must be submitted in either Arabic or English.