

Setting up a Free Zone Establishment (FZE)

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

HOW TO SET UP A FREE ZONE ESTABLISHMENT (FZE)

FZE REGISTRATION

An 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).

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.

COMPANY TYPE

- 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 an FZE



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.

TO GET STARTED, SUBMIT THE FOLLOWING:

Document	Description
Online Application	https://eservices.dwtcauthority.com/
Company profile	A brief summary of the FZCO that includes its industry sector and proposed business activities Detailed business plans are accepted but not mandatory
Passport Copies of Shareholder(s), Director(s) and General Manager	Applicable for UAE Residents and Non-Residents
For UAE Residents: Copy of Emirates ID and residency visa of Shareholder(s), 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
CV of all Stakeholders and Duly filled UBO Form	<ul style="list-style-type: none"> • CV of Shareholders, Manager, Director • Ultimate Beneficial Owner Declaration Form (available with Online application)

AFTER INITIAL APPROVAL, SUBMIT THE FOLLOWING:

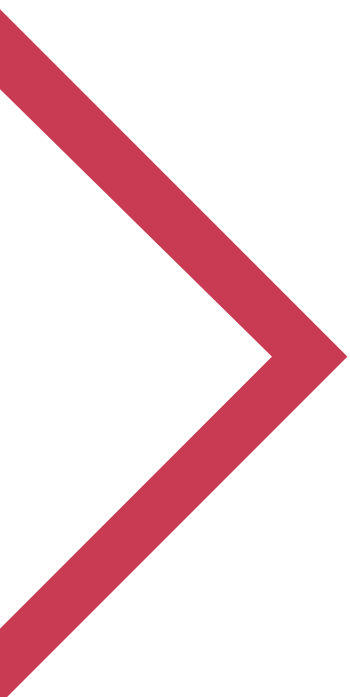
Document	Description
Specimen Signature of General Manager (to be attested by the DWTC Authority)	To be witnessed and signed
Bank Certificate for Deposit of Share Capital in the Company's UAE bank account*	The DWTC Authority will issue an official letter that allows you to open a UAE corporate bank account, 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

DOCUMENTS REQUIRED FOR NON-INDIVIDUAL SHAREHOLDER(S):

Document	Description
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 or companies)
Certified True Copy Certificate of Incorporation of Non-individual Shareholder OR Certificate of Registration**	
Memorandum and Articles of Association of Non-individual Shareholder**	
License copy – if applicable	

* The bank letter will only be issued for "paid up capital" applications.

** Document(s) must be notarised by 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 original notarisation and attestation. Document(s) must be submitted in either Arabic or English.



OFFICE ADDRESS:

Dubai World Trade Centre
Podium Building, 3rd Floor
+971 4 389 3999 / 800DWTC (3982)
commercial@dwtcauthority.com

OFFICE HOURS:

Monday - Friday: 8am - 5pm
Saturday - Sunday: Closed
For more information, visit:
<https://eservices.dwtcauthority.com>

