

Setting up a UAE Branch

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

HOW TO SET UP A UAE BRANCH

UAE BRANCH REGISTRATION

A UAE Branch registration allows companies holding a valid registration from a UAE license authority to open a branch within the DWTC free zone. A UAE Branch forms a legally dependent part of the Parent and conducts all or some of the operations of the Parent.

- A valid registration from a UAE license authority is required to open a branch
- Certain required documents must be attested (see reverse for details)
- All types of businesses requiring only a commercial office for operation can be established as a UAE Branch

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.



QUESTIONS

Want to talk through the application process?

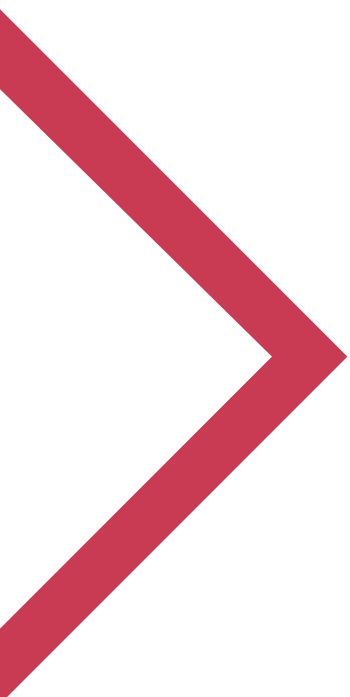
Stop by our offices or schedule a meeting with us. Preparing the documents outlined in the Get Started section on the reverse of this guide for an initial consultation can help to speed up the process and is recommended.

TO GET STARTED, SUBMIT THE FOLLOWING:

Document	Description
Online Application	https://eservices.dwtcauthority.com/
Company profile	A brief summary of the UAE Branch that includes its industry sector and proposed business activities. Detailed business plans are accepted but not mandatory
Passport Copies of Director(s) and General Manager	Applicable for UAE Residents and Non-Residents
For UAE Residents: Copy of Emirates ID and residency visa of 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	CV of Manager, Director of the Branch
UBO Form	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
Copy of UAE valid registration	Attestation is not required
Memorandum and Articles of Association of Parent company	Document must be attested by the Parent company's existing Authority in the UAE
Board Resolution establishing a branch under the DWTC Authority, authorizing a Power of Attorney holder and specifying his/her level of authority	Document must be attested by the Parent company's existing Authority in the UAE



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