

# Formation - New

## Description

This service is the process of incorporating a business as a distinct legal entity. By the end of this process, the customer will receive the Certificate of Formation, Share Register and Memorandum of Association (if applicable).

## Process



## Timeline

2 Working Hours

## Fees

As Per Package

## Documents Required

### FZE/FZC (Individual)

- Application form
- Passport copy of Shareholders, Directors and Managers
- Visa and Emirates ID copy of Shareholders, Directors and Managers (if applicable)
- Proof of address of Manager (if applicable)
- KYC (Know Your Customer) video
- 3 months bank statement/reference letter (if applicable)
- Business Plan/Project Summary (if applicable)
- Ultimate Beneficiary Owner Declaration
- Passport sized photograph of the Shareholders/Directors/Managers

### FZE/FZC (Non-Individual)

- Application form
- Passport copy of Shareholders, Directors and Managers
- Visa and Emirates ID copy of Shareholders, Directors and Managers (if applicable)
- Attested Certificate of Incorporation
- Attested Board/Shareholder's Resolution
- Power of Attorney
- Attested license (if applicable)
- Attested Memorandum and Articles of Association
- Ultimate Beneficial Owner Declaration
- KYC (Know Your Customer) video
- 3 months bank statement/reference letter (if applicable)
- Business plan/project summary (if applicable)

### Branch of Foreign/Local Company, FZE/FZC

- Application form
- Passport copy of Shareholders, Directors and Managers
- Visa and Emirates ID copy of Shareholders, Directors and Managers (if applicable)
- Attested Certificate of Incorporation
- Attested Board/Shareholder's Resolution
- Power of Attorney
- Attested license (if applicable)
- Attested Memorandum and Articles of Association
- Ultimate Beneficial Owner Declaration
- KYC (Know Your Customer) video
- Proof of address of Manager (if applicable)
- Original business plan/project summary (if applicable)

## Documents Specifications

### Passport

- Coloured and clear full page Passport copy
- Passport should be valid for a minimum of 2 months
- Additional remarks for below nationalities:
- India – First and last page copy
- Pakistan – First and second page copy
- Sri Lanka – First and fourth page copy
- US – Special comment page copy
- Nepal – First and last page copy

### Passport Photo

- White background
- Teeth should not be visible
- Light coloured shirts not allowed
- Jewellery and eyeglasses not allowed
- No handwritten marks allowed on the photos

