

BASIC LEGAL DOCUMENTATION for FREE ZONES
LIST OF DOCUMENTS FOR ESTABLISHING A BRANCH OF A COMPANY

LOCAL COMPANY

1. Municipality Licence or Certificate of Commercial Registration from the Economic Department. (Notarised copy)
2. Memorandum and Articles of Association of the company. (Notarised copy)
3. Board Resolution for opening a branch in _____Free Zone with a commitment to meet the financial liabilities of the branch. (Notarised copy)
4. Bank's reference letter regarding the good standing and creditworthiness of the company (Original)
5. Letter of Appointment for the Manager of the Free Zone branch and his specimen signature (Notarised copy) and a copy of his passport.
6. Letter of Appointment for the Negotiator and his specimen signature (Notarised copy) and a copy of his passport.

INTERNATIONAL COMPANY

1. Certificate of Good Standing / Certificate of Incorporation of the Company - (Notarised copy)
2. Memorandum and Articles of Association of the company (Notarised copy)
3. Board Resolution for opening a branch in Free Zone with a commitment to meet the financial liabilities of the branch (Notarised copy)
4. Latest Bank's reference letter regarding creditworthiness of the company (Original)
5. Letter of Appointment for the Manager of the Free Zone branch and his specimen signature (Notarised copy) and a copy of his passport.
6. Letter of Appointment for the Negotiator and his specimen signature (Notarised copy) and a copy of his passport.

LIST OF DOCUMENTS FOR INCORPORATING AN FZE/FZC *

FOR INDIVIDUAL (AS SHAREHOLDER/S)

1. Personal details of the Owner.
2. Latest Bank's reference (Original)
3. Letter of Appointment for the Manager and specimen of his signature (Notarised) and copy of his passport.
4. Letter of Appointment for the Negotiator/Attorney/Legal Representative and specimen of his signature (Notarised) and copy of his passport.

FOR COMPANY (AS SHAREHOLDER/S)

1. Certificate of Good Standing / Certificate of Incorporation of the Company. (Notarised)
2. Memorandum and Articles of Association of the company (Notarised copy)
3. Board Resolution for incorporating an FZE/FZC in _____ Free Zone. (Notarised copy)
4. Bank's reference letter regarding creditworthiness of the company. (Original)
5. Letter of Appointment for the Manager and specimen of his signature (Notarised) and copy of his passport.
6. Letter of Appointment for the Negotiator/Attorney/Legal Representative and specimen his signature (Notarised) and copy of his passport.

- * 1. FZE (Free Zone Establishment) is a Single Shareholder Limited Liability Company.
2. FZC (Free Zone Company) is a Multi (maximum of 5) Shareholders Limited Liability Company.