

Branch of UAE Based Company

Sr. No	Required Documents
1	Application Form (Typed & Signed by the Authorized Signatory)- If Client is submitting Physical Form.
2	Environment, Health & Safety (EHS) Form (Typed & Signed by the Authorized Signatory)
3	Brief Company Profile & Business Plan (Project Summary) – One Page
4	UAE Company License Copy and List of Partners
5	Clear Valid Passport Copies (Min. 6 Months Validity) of the Partners with Residence Visas (if any)
6	Clear Valid Passport Copies (Min. 6 Months Validity) & Residence Visa Page (if any) of the proposed Manager of the Branch. Company to confirm in writing, in case the proposed manager does not have Residence Visa in UAE.
	Note - Client to select Proposed Activities from Jafza Activity List (with permitted number of activities & groups) – Website Link- http://jafza.ae/downloads/Activity-List.pdf

Branch of Overseas Company

Sr. No	Required Documents
1	Application Form (Typed & Signed by the Authorized Signatory) - If Client is submitting Physical Form.
2	Environment, Health & Safety (EHS) Form (Typed & Signed by the Authorized Signatory)
3	Brief Company Profile & Business Plan (Project Summary) – One Page
4	Copy of Certificate of Incorporation and List of Partners or Directors of the Parent Company
5	Clear Valid Passport Copies (Min. 6 Months Validity) of the Partners or Directors with Residence Visas (if any)
6	Clear Valid Passport Copies (Min. 6 Months Validity) & Residence Visa Page (if any) of the proposed Manager of the Branch. Company to confirm in writing, in case the proposed manager does not have Residence Visa in UAE.
	Note - Client to select Proposed Activities from Jafza Activity List (with permitted number of activities & groups) – Website Link- http://jafza.ae/downloads/Activity-List.pdf

Free Zone Establishment (FZE) / Free Zone Company (FZCO)
(Non-Individual Shareholders)

Sr. No	Required Documents
1	Application Form (Typed & Signed by the Authorized Signatory) - If Client is submitting Physical Form.
2	Environment, Health & Safety (EHS) Form (Typed & Signed by the Authorized Signatory)
3	Brief Company Profile & Business Plan (Project Summary) – One Page
4	Copy of Certificate of Incorporation and List of Partners or Directors of the Parent Company. If Applicant is UAE Company then, UAE Company License Copy and List of Partners
5	Clear Valid Passport Copies (Min. 6 Months Validity) of the Partners or Directors with Residence Visas (if any).
6	Clear Valid Passport Copies (Min. 6 Months Validity) & Residence Visa Page (if any) of the Director(s), Secretary & Proposed Manager. Shareholders to confirm in writing, in case Director, Secretary and Proposed manager does not have Residence Visa in UAE.
	Note - Client to select Proposed Activities from Jafza Activity List (with permitted number of activities & groups)- Website Link- http://jafza.ae/downloads/Activity-List.pdf

Free Zone Establishment (FZE) /Free Zone Company (FZCO)
(Individual Shareholders)

Sr. No	Required Documents
1	Application Form (Typed & Signed by the Authorized Signatory)- If Client is submitting Physical Form.
2	Environment, Health & Safety (EHS) Form (Typed & Signed by the Authorized Signatory)
3	Business Plan (Project Summary) - One Page
4	Clear Valid Passport Copies (Min. 6 Months Validity) & Residence Visa Page (if any) of the Shareholder(s), Director(s), Secretary & Proposed Manager. Shareholders to confirm in writing, in case the proposed manager does not have Residence Visa in UAE.
	Note - Client to select Proposed Activities from Jafza Activity List (with permitted number of activities & groups) – Website Link- http://jafza.ae/downloads/Activity-List.pdf