

## **Branch of UAE Company**

### **List of Legal Documents Required**

The following Legal documents are required (duly Attested by UAE Court /Concerned Authority) for Registration of Company.

1- Copy of Valid License/Certificate of Formation	Attested
2- *Copy of Memorandum and Articles of Association	Attested
3- **Company's Board Resolution calling for Establishment of branch in Jafza & Guaranteeing full financial commitment and Power of Attorney (POA)	Attested
4-***Specimen Signatures of Appointed Manager & POA Holder	Attested
5- Valid Passport copies of Appointed Manager & POA Holder	Copy

❖ Jafza reserves the right to call for any extra documents if required.

❖ Each Legal Document set has to be sealed, if more than one page.

\*Client to Bring Original Memorandum and Articles of Association.

Original Memorandum and Articles of Association will be returned after verification.

\*\*Specimen of Board Resolution & Power of Attorney available in case required.

\*\*\*Can be Attested in Jafza.(Presence of Concerned Persons is required in Jafza)

## **Branch of Overseas Company**

### **List of Legal Documents Required from Parent Company**

The following Legal documents are required (duly Notarized and Attested by UAE Embassy/Consulate) for Registration of Company.

1- Original Certificate of Incorporation or Original Certificate of Good Standing	Notarized & Attested
2- Memorandum and Articles of Association	Notarized & Attested
3- *Company's Board Resolution calling for Establishment of branch in Jafza & Guaranteeing full financial commitment and Power of Attorney (POA)	Notarized & Attested
4- **Specimen Signatures of Appointed Manager & POA Holder	Notarized & Attested
5- Valid Passport copies of Appointed Manager & POA Holder	Copy

❖ Jafza reserves the right to call for any extra documents if required.

❖ Each Legal Document set has to be sealed, if more than one page.

\*Specimen of Board Resolution and Power of Attorney available in case required.

\*\* Can be Attested in Jafza. (Presence of Concerned Persons is required in Jafza)

Note- In case of absence of UAE Embassy in the Country of Origin of the Parent Company, the documents will be accepted if it is Notarized & Attested by any GCC/Arabic Embassy/Consulate in the Country of origin of the Parent Company and the documents have to be further attested by UAE Ministry of Foreign Affairs.

## **Free Zone Establishment (FZCO)- Non Individual**

### **List of Legal Documents Required from Shareholders**

The following Legal documents are required (duly Notarized and Attested by UAE Embassy/Consulate) for Registration of Company.

1- Original Certificate of Incorporation or Original Certificate of Good Standing	Notarized & Attested
2- Memorandum and Articles of Association	Notarized & Attested
3- *Shareholder/Directors Resolution calling for a-Establishment of FZCO in Jafza b-Details of Share and Share Capital c-Appointment of Director/s, Secretary, Manager d-Appointment of Legal Representative (if any) e-Power of Attorney (POA)	Notarized & Attested
4- *Memorandum & Articles of Association of the FZCO	Attested by Jafza
4-**Specimen Signatures of Appointed Director/s, Manager, Secretary, Legal Representative & POA Holder	Notarized & Attested
5- Valid Passport Copy of Appointed Director, Manager, Secretary, Legal Representative & POA Holder	Copy

❖ Jafza reserves the right to call for any extra documents if required.

❖ Each Legal Document set has to be sealed, if more than one page.

\* As per Jafza Format. Specimen available with Jafza

\*\* Can be Attested in Jafza. (Presence of Concerned Persons is required in Jafza)

Note- In case of absence of UAE Embassy in the Country of Origin of the Parent Company, the documents will be accepted if it is Notarized & Attested by any GCC/Arabic Embassy/Consulate in the Country of origin of the Parent Company and the documents have to be further attested by UAE Ministry of Foreign Affair.

**Free Zone Establishment (FZE)- Non Individual**  
**List of Legal Documents Required from Shareholder**

The following Legal documents are required (duly Notarized and Attested by UAE Embassy/Consulate) for Registration of Company.

1- Original Certificate of Incorporation or Original Certificate of Good Standing	Notarized & Attested
2- Memorandum and Articles of Association	Notarized & Attested
3- *Shareholder/Directors Resolution calling for a-Establishment of FZE in Jafza b-Details of Share and Share Capital c-Appointment of Director/s, Secretary, Manager d-Appointment of Legal Representative (if any) e-Power of Attorney (POA)	Notarized & Attested
4- *Memorandum & Articles of Association of the FZE	Attested by Jafza
4-**Specimen Signatures of Appointed Director/s, Manager, Secretary, Legal Representative & POA Holder	Notarized & Attested
5- Valid Passport Copy of Appointed Director, Manager, Secretary, Legal Representative & POA Holder	Copy

❖ Jafza reserves the right to call for any extra documents if required.

❖ Each Legal Document set has to be sealed, if more than one page.

\*As per Jafza Format. Specimen available with Jafza

\*\* Can be Attested in Jafza. (Presence of Concerned Persons is required in Jafza)

Note- In case of absence of UAE Embassy in the Country of Origin of the Parent Company, the documents will be accepted if it is Notarized & Attested by any GCC/Arabic Embassy/Consulate in the Country of origin of the Parent Company and the documents have to be further attested by UAE Ministry of Foreign Affair.

## **Free Zone Establishment (FZE)- Individual**

### **List of Legal Documents Required from Shareholder**

The following Legal documents are required for Registration of Company.

1- *Shareholder Resolution calling for a-Establishment of FZE in Jafza b-Details of Share and Share Capital c-Appointment of Director/s, Secretary, Manager d-Power of Attorney (POA)	Attested by Jafza
2-Founders Details / CV	
3- *Memorandum & Articles of Association of the FZE	Attested by Jafza
4-**Specimen Signatures of Appointed Director/s, Manager, Secretary, & POA Holder	Attested by Jafza
5- Valid Passport Copy of Appointed Director, Manager, Secretary, & POA Holder	Copy

❖ Jafza reserves the right to call for any extra documents if required.

❖ Each Legal Document set has to be sealed, if more than one page.

\*As per Jafza Format. Specimen available with Jafza

\*\* Attestation in Jafza will be done ONLY in presence of the Shareholder /  
Authorized signatory

Note- In case of absence of UAE Embassy in the Country of Origin of the Parent Company, the documents will be accepted if it is Notarized & Attested by any GCC/Arabic Embassy/Consulate in the Country of origin of the Parent Company and the documents have to be further attested by UAE Ministry of Foreign Affair.

## **Free Zone Establishment (FZCO)- Individual**

### **List of Legal Documents Required from Shareholders**

The following Legal documents are required for Registration of Company.

- |  |                   |
|--|-------------------|
| 1- *Shareholder Resolution calling for<br>a-Establishment of FZCO in Jafza<br>b-Details of Share and Share Capital<br>c-Appointment of Director/s, Secretary, Manager<br>d-Power of Attorney (POA) | Attested by Jafza |
| 2-Founders Details   |                   |
| 3- *Memorandum & Articles of Association of the FZCO   | Attested by Jafza |
| 4-**Specimen Signatures of Appointed Director/s,<br>Manager, Secretary, & POA Holder   | Attested by Jafza |
| 5- Valid Passport Copy of Appointed Director, Manager,<br>Secretary, & POA Holder  | Copy              |

- ❖ Jafza reserves the right to call for any extra documents if required.
- ❖ Each Legal Document set has to be sealed, if more than one page.
- \*As per Jafza Format. Specimen available with Jafza
- \*\* Attestation in Jafza will be done ONLY in presence of the Shareholder /  
Authorized signatory

Note- In case of absence of UAE Embassy in the Country of Origin of the Parent Company, the documents will be accepted if it is Notarized & Attested by any GCC/Arabic Embassy/Consulate in the Country of origin of the Parent Company and the documents have to be further attested by UAE Ministry of Foreign Affair.