

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 if Client is submitting Physical Form.
3	Brief Company Profile & Business Plan (Project Summary) – One Page
4	UAE Company License Copy and List of Shareholders
5	Clear Valid Passport Copies (Min. 6 Months Validity) of the Shareholders of Parent Company with UAE Residence Visas (if any)
6	Clear Valid Passport Copies (Min. 6 Months Validity) & UAE 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. Manager should be 21 Years and above.
7	Know Your Customer (KYC) & Ultimate Beneficiary Owner (UBO) Form
	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 if Client is submitting Physical Form.
3	Brief Company Profile & Business Plan (Project Summary) – One Page
4	Copy of Certificate of Incorporation or Certificate of Incumbency and List of Partners or Directors of the Parent Company
5	Clear Valid Passport Copies (Min. 6 Months Validity) of the Owners/ Directors of Parent Company with UAE 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. Manager should be 21 Years and above.
7	Know Your Customer (KYC) & Ultimate Beneficiary Owner (UBO) Form
8	If Manager of proposed Branch Company has Residence Visa in UAE, then submit No Objection Letter on Company letterhead duly signed by Local Sponsor along with all pages of UAE Mainland Company License.
	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 if Client is submitting Physical Form.
3	Brief Company Profile & Business Plan (Project Summary) – One Page
4	Copy of Certificate of Incorporation or Certificate of Incumbency 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 Director(s), Secretary & Proposed Manager 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. Shareholder(s) to confirm in writing, in case Director, Secretary and Proposed manager does not have Residence Visa in UAE. Director/Manager/Secretary should be 21 Years and above.
7	Know Your Customer (KYC) & Ultimate Beneficiary Owner (UBO) Form
8	If Director, Secretary and Proposed Manager has Residence Visa in UAE, then submit No Objection Letter on Company letterhead duly signed by Local Sponsor along with all pages of UAE Mainland Company License.
	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 if Client is submitting Physical Form.
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. Shareholder(s) to confirm in writing, in case Shareholder(s), Director(s), Secretary & Proposed Manager does not have Residence Visa in UAE. Director/Manager/Secretary should be 21 Years and above.
5	Know Your Customer (KYC) & Ultimate Beneficiary Owner (UBO) Form
6	If Shareholder(s), Director(s), Secretary and Manager has Residence Visa in UAE, then submit No Objection Letter on Company letterhead duly signed by Local Sponsor along with all pages of UAE Mainland Company License.

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>