

LD 01.10

Checklist of legal documents required for a Branch of a U.A.E. Company

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If the Applicant is a U.A.E. registered Corporate Person:

The following documents (notarized as indicated) are required from the applicant before a License can be issued:

1.	(a) Copy of a valid Trade License issued by the Department of Economic Development for the parent company. (b) Copy of the Commercial Registration issued by the Department of Economic Development for the parent company.
2.	Original Memorandum and Articles of Association of the parent company along with a list of the current Directors (copy will be accepted if notarized).
3.	Board Resolution of the parent company calling for the establishment of a Branch in the Dubai Technology and Media Free Zone and guaranteeing full financial commitment – Notarized and Legalized [<i>Specimen document can be provided</i>]: (a) Appointment of the Negotiator / Legal Representative (Optional). (b) Original Power of Attorney for Manager – Notarized (if not part of the Resolution).
4.	(a) Valid Passport copy of the Manager. (b) NOC from the current Residency visa Sponsor of the Manager in the U.A.E. (if applicable). (c) Specimen signature of the Manager.
5.	Registration and License fees. [Payments are to be made in favor of TECOM through a demand draft / cheque / cash].
6.	Signed copy of the Personnel Secondment Agreement (PSA).
7.	Signed Certificate of an Authorization for Government Services Operations (GSO).
8.	No Objection Certificate or Preliminary approval issued by: a. Dubai Municipality's Public Health Department for Restaurant, Coffee Shop, Cafeteria, Ice Cream Shop, Beauty Salon, Laundry, Kiosk and Convenient Store. b. DOHMS for Health Club, Fitness Centre, Spa Club, Hospital, Medical Clinic, Dental Clinic, Medical Laboratory, Pharmacy, Physical Medicine and Rehabilitation Centre.

Important Notes:

- All legal documents more than one page has to be sealed.
- Powers of Attorney need to be accompanied with a valid passport copy of the Attorney.
- The Authority reserves the right to call for any extra documents it may deem require, as and when necessary.
- The Authority reserves the right to ask for extra attestation by the UAE Embassy or other Embassies, as may be necessary.
- Board Resolution and/or Power of Attorney for the Manager must state the Manager's full name as per passport including nationality and valid passport number.
- The legal documents must be in English and / or Arabic. Documents in any other language must be accompanied by a certified English or Arabic translation.