

LD 01.08

Checklist of legal documents required for a FZ-LLC (For PMS License)

Version: 1.2

Last Update: 15.04.2008

If the Applicant is a Corporate Person as Shareholder(s):

The following documents (notarized and/or legalized as indicated) are required from the applicant before a Certificate of Incorporation and License can be issued:

1.	Application form for Registration.
2.	<p>Details of the Shareholder(s):</p> <p>For Foreign Companies</p> <p>(a) Original Certificate of Registration of the Corporate Person (copy will be accepted if notarized).</p> <p>(b) Original Certificate of Good Standing (issued by the Registrar of Companies in which jurisdiction the Corporate Person is incorporated to ensure existence and continuity of the Corporate Person) if the Corporate Person is more than two years old [copy will be accepted if notarized].</p> <p>For U.A.E. Companies</p> <p>(a) Copy of a valid Trade License issued by the Department of Economic Development for the Corporate Person.</p> <p>(b) Copy of the Commercial Registration issued by the Department of Economic Development for the Corporate Person.</p>
3.	Original Memorandum and Articles of Association of the Corporate Person along with a list of the current Directors (copy will be accepted if notarized).
4.	<p>Board Resolution of the Corporate Person calling for an Establishment of a FZ-LLC in the Dubai Technology and Media Free Zone and guaranteeing full financial commitment - Notarized and legalized [<i>Specimen document can be provided</i>].</p> <p>(a) Appointment of the Negotiator / Legal Representative (optional).</p> <p>(b) Power of Attorney for the Manager (if not part of the Resolution) – Notarized and legalized.</p>
5.	<p>(a) Valid Passport copy of the Manager.</p> <p>(b) NOC from the current Residency visa Sponsor of the Manager in the U.A.E. (if applicable).</p> <p>(c) Specimen signature of the Manager.</p>
6.	<p>(a) Valid Passport copy of the Director(s).</p> <p>(b) Specimen signature of the Director(s).</p>
7.	<p>(a) Copy of the Land Deed issued by the Dubai Land Department.</p> <p>(b) A current dated certificate issued by the Dubai Land Department confirming the ownership of the land.</p>

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8.	Copy of the Land Lease agreement issued by TECOM or the Landlord (if the land is leased).
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A Bank Introduction Letter to assist the FZ-LLC to open a Bank Account in the U.A.E. can be obtained from the Authority upon submission of the above legal documents.

9.	Proof of Share Capital from any bank operating in the U.A.E. (The Share Capital requirements are subject to the activity selected by the client. Minimum Share value is AED 1,000.00).
10.	Memorandum of Association of the proposed FZ-LLC. Articles of Association of the proposed FZ-LLC.
11.	Initial Registration & License fee (for an Administration Office). [Payments are to be made in favor of TECOM through a demand draft / cheque / cash].
12.	Signed copy of the Personnel Secondment Agreement (PSA).
13.	Signed Certificate of an Authorization for Government Services Operations (GSO).

To convert the Administration Office license to a full-fledged Property Management Services License the following documents are required:

14.	Copy of the Building Completion Certificate.
15.	Clearance Certificate from the Dubai Civil Defence.
16.	Valid Insurance Certificates from a reputed vendor covering Fire and Peril, Workman's Compensation and Third Party Liability.
17.	Valid contract signed between the Building Developer, Property Management and Leasing Company (if applicable).
18.	Valid contract signed between the Building Developer and Facilities Management Vendor.
19.	Hard copies of the As Built Floor plans and soft copy of the area measurement details (of each office / floor) in an excel sheet.
20.	Signed copy of the Property Management Services Guidelines.
21.	The Property Management Services License fee (depending on the area). [Payments are to be made in favor of TECOM through a demand draft / cheque / cash].

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.

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- 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.