

دبي الجنوب  
**DUBAI  
SOUTH**

DUBAI SOUTH  
REGISTRATION & LICENSING  
DEPARTMENT



## CONTACT

P.O. Box 282228, Dubai,  
United Arab Emirates

Tel: +9714 8141 111

Fax: +9714 8141 366

Email: [license@dubaisouth.ae](mailto:license@dubaisouth.ae)

# SERVICES CATALOG

## New Company Registration - LLC

### Individual Shareholder

#### Step 1: Complete Requirements

Application Form *(Click To Download)*

Attested Passport copy of individual shareholder

Attested Passport copy of Director/Company Secretary

Attested Passport copy and UAE Visa of General Manager

Sign MOA & AOA *(AOA Template)* *(MOA Template)*

Personal Information Form *(Click to Download)*

Note: All Passport Copies should be attested and must be valid for 6 months

#### Step 2: Submit Application

#### Step 3: Name Approval from Registration & Licensing Department

#### Step 4: Third Party Approval

#### Step 5: Company Registered

#### Step 6: Proceed for Payments *(View Tariff)*

#### Step 7: Collect License

## New Company Registration - LLC

### Corporate Shareholder

#### Step 1: Complete Requirements

Application Form *(Click To Download)*

Certificate of incorporation, MOA & AOA *(AOA Template)* *(MOA Template)*

Board Resolution

Certificate of Good Standing, Valid Trade License

Ultimate Beneficial Ownership Document(s) Notarized ,legalized & attested

Attested Passport copy of Director / Company Secretary

Attested Passport Copy and UAE Visa of General Manager

Attested Personal Information Form *(Click to Download)*

Note: All Passport Copies should be attested and must be valid for 6 months;

All document should be Notarized, legalized & attested

#### Step 2: Submit Application

#### Step 3: Name Approval from Registration & Licensing Department

#### Step 4: Third Party Approval

#### Step 5: Company Registered

#### Step 6: Proceed for Payments *(View Tariff)*

#### Step 7: Collect License

## New Company Registration - Branch

#### Step 1: Complete Requirements

Application Form *(Click To Download)*

Certificate of incorporation

Ultimate Beneficial Ownership Document(s) Notarized ,legalized & attested

Memorandum & article of association(AOA Template) *(MOA Template)*

Board resolution to establish a branch

Certificate of good standing, valid trade license or equivalent

Board resolution giving signatory authorization or \*power of attorney for 3rd party

Attested Passport copy and UAE visa of General Manager

Note: All documents should be Notarized, attested and legalized

#### Step 2: Submit Application *(Click to Download)*

#### Step 3: Name Approval from Registration & Licensing Department

#### Step 4: Third Party Approval

#### Step 5: Company Registered

#### Step 6: Proceed for Payments *(View Tariff)*

#### Step 7: Collect License

## License Renewal

#### Step 1: Complete Requirements

Original Establishment Card

Contact Information update form

Tenancy Contract

Audit Report from UAE based auditors only (2nd Year onwards & applicable for branch & LLC)

True copy of Parent company License & Good Standing Certificate Notarized ,legalized & attested

Ultimate Beneficial Ownership Document(s) (Applicable for Corporate Shareholder & Branch)

NOC ( If applicable)

#### Step 2: Approval from Registration & Licensing Department

#### Step 3: Proceed for Payments *(View Tariff)*

#### Step 4: Collect Renewed License

**Note: -**

*A penalty of AED 100 per month will be charged, after 1st month of license expiry date*

*A penalty of AED 100 per month will be charged from the date of expiry of establishment card*

## Online License Renewal

### Step 1: Login to online portal

Login to the online portal: <https://dwc.force.com/portal>

Provide username and password

### Step 2: Select Service

Select license renewal option

Complete required steps

Review details

Make the payment online

### Step 3: Collect Documents

Once process is completed, a digital copy of license will be send to your registered email address.

## Change Legal status: (DWC-LLC to Branch)

### Step 1: Complete Requirements

Application form ([Click to Download](#))

Parent Company documents: Certificate of Good standing, Board Resolution, License, Articles & Memorandum of Association - Notarised, Attested and Legalised

Ultimate Beneficial Ownership Document(s) Notarized ,legalized & attested

Board resolution - Notarised, Attested and Legalised

Passport copy of GM - Attested

Contact Information update form

Authorization Card form

Specimen Signature Form ([Click to Download](#))

Current License, Establishment card, Certificate of Incorporation, Shares Certificates, MOA & AOA

### Step 2: Approval from Registration & Licensing Department

**Step 3: Proceed for Payments** ([View Tariff](#))

### Step 4: Collect Documents

## Change Legal status: (Branch–DWC-LLC) / CORPORATE SHAREHOLDER:

### Step 1: Complete Requirements

Application form ([Click to Download](#))

Parent Company documents:

Certificate of Good standing, Board Resolution, License, Articles & Memorandum of Association - Notarised, Attested and Legalised

Board resolution – Notarised, Attested and Legalised

Passport copies of the Authourised Signatories - Attested

Contact Information update form

Authorization Card form

Specimen Signature Form

MOA & AOA (new) – 2 sets

Current Certificate of Incorporation, License & Establishment card

### Step 2: Approval from Registration & Licensing Department

### Step 3: Proceed for Payments

### Step 4: Collect Documents

## Change Legal status: (Branch–DWC-LLC) / INDIVIDUAL SHAREHOLDER:

### Step 1: Complete Requirements

Application form

Board resolution – Notarised, Attested and Legalised

Passport copies of individual shareholders, GM, Directors, Secretary - Attested

Contact Information update form

Authorization Card form

Specimen Signature Form ([Click to Download](#))

MOA & AOA (new) – 2 sets

Current Certificate of Incorporation, License & Establishment card

### Step 2: Approval from Registration & Licensing Department

**Step 3: Proceed for Payments** ([View Tariff](#))

### Step 4: Collect Documents

## De-registration

### Step 1: Clearance from Finance

(a) Penalties calculations expired license (With visas only)

(b) Tenancy outstanding (if any)

Tenancy contract clearance

### Step 2: Complete Requirements

Application form *(LLC Companies) (Branch Companies)*

Shareholder (s) resolution re-voluntary winding up

Resolution

(a) Shareholder(s) resolution for DWC-LLC Companies or

(b) Board Resolution from Parent company for Branch Company

Existing Visa Cancellation

### Step 3: Approval from Registration & Licensing Department

### Step 4: Proceed for Payments *(View Tariff)*

### Step 5: Cancel Visa (If any)

### Step 6: Provide Dubai Custom NOC (for Trading License only)

### Step 7: Publication (2 weeks period)

### Step 8: Collect Certificate of De-Registration

## Change Share Capital

### Step 1: Complete Requirements

Application form *(LLC Companies) (Branch Companies)*

Board resolution

Copy of Current 3 months bank statement

Auditors certification of share capital increase for investment

(UAE Based Auditors only)

Current share certificates

Written Resolution of Shareholders for change of Company Memorandum –

Authorized or Issued Capital (share capital & share table ) -2 sets

Note: Board resolution from corporate shareholder should be legalized , notarized & attested

### Step 2: Approval from Registration & Licensing Department

### Step 3: Proceed for Payments *(View Tariff)*

### Step 4: Collect Documents

## Company Name change

### Step 1: Complete Requirements

Application form *(LLC Companies) (Branch Companies)*

Board resolution

Written Resolution of Shareholders for change of Company Memorandum –

Change of Name

(2 sets)

Current License, Establishment card, Share Certificate(s)

Contact Information update form

Authorization Card form

Note: Board resolution from corporate shareholder & Branch should be legalized , notarized & attested

### Step 2: Approval from Registration & Licensing Department

### Step 3: Proceed for Payments *(View Tariff)*

### Step 4: Collect Documents

## Change Manager / Director / Secretary

### Step 1: Complete Requirements

Application form *(LLC Companies) (Branch Companies)*

Board resolution (For Branch must be legalized , notarized & attested)

Attested Passport copy (for new individual)

Specimen Signature Form *(Click to Download)*

Contact Information update form

Authorization Card form

Current License (For Manager change only)

### Step 2: Approval from Registration & Licensing Department

### Step 3: Approved By 3rd Party

### Step 4: Proceed for Payments *(View Tariff)*

### Step 5: Collect Documents

## Change of Financial Year

### Step 1: Complete Requirements

Board resolution

Written Resolution of Shareholders for change of Company's Articles – Financial Year (2 sets)

### Step 2: Approval from Registration & Licensing Department

### Step 3: Collect Documents

## Change Activity(s)

### Step 1: Complete Requirements

Application form (*LLC Companies*) (*Branch Companies*)

Board resolution

Current License

NOC Letter External authorities ( If applicable)

### Step 2: Approval from Registration & Licensing Department

**Step 3: Proceed for Payments** (*View Tariff*)

### Step 4: Collect Documents

## Share Transfer

### Step 1: Complete Requirements

Application form (*LLC Companies*) (*Branch Companies*)

Board resolution

Share Purchase agreement

Written Resolution Shareholders for change of Company Memorandum – Table of Company Shareholders (2 sets)

Passport copy

Legal documents (i.e. for Corporate Shareholder): Certificate of Incorporation/License/Certificate of Good Standing/Articles & Memorandum of Association/ Board Resolution - Notarised, Attested and Legalised

Ultimate Beneficial Ownership Document(s) Notarized ,legalized & attested

Specimen Signature Form (*Click to Download*)

Contact Information update form

Authorization Card form

Current share certificates (to be replaced)

Note: For 100% share transfer , NOC from Customs is required for commercial license only

### Step 2: Approval from Registration & Licensing Department

### Step 3: Approval from 3rd party

**Step 4: Proceed for payments** (*View Tariff*)

## New Freelance Permit

### Step 1: Complete Requirements

Application form (*Click to download*)

Visa Copy (If you are applying within the UAE)

Passport copy

Resume/CV

Credentials & Certificate (if requested)

Sponsor's NOC (If applying for a permit & you have a current residence visa)

### Step 2: Submit Application

### Step 3: Approval from Registration & Licensing Department

### Step 4: Third Party Approval

### Step 5: Provide Activity NOC (If requested)

**Step 6: Proceed For payment** (*View Tariff*)

### Step 7: Collect document

## Freelance Permit Renewal

### Step 1: Complete the requirement

Provide activity NOC (If Requested)

### Step 2: Proceed for the payment *(View Tarrif)*

### Step 3: Collect the renewed Permit

## Freelance Activity Amendment

### Step 1: Complete the requirement

Official Request for Amendment

Provide activity NOC (If Requested)

### Step 2: Registration & Licensing Approval

### Step 3: Proceed for the Payment *(View Tarrif)*

### Step 4: Collect document

## Freelance permit cancellation

### Step 1: complete the requirement

Existing visa Cancellation

Clearance from finance of any outstanding payment

### Step 2: Submit official request for cancellation

### Step 3: Registration & Licensing approval

### Step 4: Proceed for payment *(View Tarrif)*

### Step 5: Collect document

## Quick Link - Forms

1. Application Form - LLC *(Download Template)*
2. Application Form - Branch *(Download Template)*
3. Articles of Association *(Download Template)*
4. Memorandum of Association *(Download Template)*
5. Share Purchase Agreement *(Download Template)*
7. Shareholder Resolution RE Voluntary Winding Up *(Download Template)*
8. Written Resolution of Shareholders for Change Company Memorandum - Authorized or Issue Share Capital *(Download Template)*
7. Written Resolution of Shareholders for change of Company's Memorandum - Change of Name *(Download Template)*
8. Written Resolution of Shareholders for Change of Company's Articles - Financial Year *(Download Template)*
9. Written Resolution of Shareholders for Change of Company's Memorandum - Changed of Registered Office *(Download Template)*
10. Written Resolution of Shareholders for Change of Company's Memorandum - Table of Company Shareholders *(Download Template)*
11. Freelance Permit Application Form *(Download Template)*
12. Freelance Permit FAQ *(Download Template)*
13. Freelance Permit Terms and Conditions *(Download Template)*
14. Freelancer Activities *(Download Template)*
15. The requested document to apply a Freelance work permit *(Download Template)*