

دبي الجنوب  
**DUBAI  
SOUTH**

DUBAI SOUTH  
REGISTRATION & LICENSING  
DEPARTMENT



## CONTACT

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# SERVICES CATALOG

## New Company Registration - LLC Individual Shareholder

### Step 1: Complete Requirements

Application Form *(Click To Download)*

Passport copy of individual shareholder

Passport copy of Director/Company Secretary

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 *(View Tariff)*

### Step 6: Proceed for Payments

### 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

Passport copy of Director / Company Secretary

Passport Copy and UAE Visa of General Manager

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 *(View Tariff)*

### Step 6: Proceed for Payments

### Step 7: Collect License

## New Company Registration - Branch

### Step 1: Complete Requirements

Application Form *(Click To Download)*

Certificate of incorporation

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

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 & not applicable for branch )

True copy of Parent company License & Good Standing

Certificate Notarized ,legalized & attested

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 1000 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*

## 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  
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*)

## 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  
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 (*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

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

### Step 1: Complete Requirements

Application form (*Click to Download*)  
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)

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

## 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 - Table of Company Shareholders (*Download Template*)

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