

دبي الجنوب
**DUBAI
SOUTH**

DUBAI SOUTH
REGISTRATION & LICENSING
DEPARTMENT



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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 (*Apply Online*)

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 Tarrif*)

Step 7: Collect document

Step 8: Additional documents

Freelance Activities

Terms & conditions

FAQ

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

Step 5: Additional documents

Freelance Activities

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)*