

LD 01.07

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 Natural 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.	Details of the Shareholder(s): (a) A document setting out the personal details (CV) of the individual shareholder(s). (b) Valid passport copy of the individual shareholder(s). (c) Original Reference letter provided by the Bank for individual shareholder(s). (d) Specimen signature of the individual shareholder(s) [<i>Template provided</i>].
3.	Resolution 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>]: (a) Appointment of the Negotiator / Legal Representative (optional). (b) Power of Attorney for the Manager (if not part of the Resolution) – Notarized and Legalized.
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.	(a) Valid Passport copy of the Director(s). (b) Specimen signature of the Director(s).
6.	(a) Copy of the Land Deed issued by the Dubai Land Department. (b) A current dated certificate issued by the Dubai Land Department confirming the ownership of the land.
7.	Copy of the Land Lease agreement issued by TECOM or the Landlord (if the land is leased).

A Bank Introduction letter to assist the proposed 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.

8.	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).
9.	Memorandum of Association of the proposed FZ-LLC. Articles of Association of the proposed FZ-LLC.

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10.	Initial Registration and License fee (for an Administration Office). [Payments are to be made in favor of TECOM through a demand draft / cheque / cash].
11.	Signed copy of the Personnel Secondment Agreement (PSA).
12.	Signed Certificate of an Authorization for Government Services Operations (GSO).

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

13.	Copy of the Building Completion Certificate.
14.	Clearance Certificate from the Dubai Civil Defence.
15.	Valid Insurance Certificates from a reputed vendor covering Fire and Peril, Workman's Compensation and Third Party Liability.
16.	Valid contract signed between the Building Developer, Property Management and Leasing Company (if applicable).
17.	Valid contract signed between the Building Developer and Facilities Management Vendor.
18.	Hard copies of the As Built Floor plans and soft copy of the area measurement details (of each office / floor) in an excel sheet.
19.	Signed copy of the Property Management Services Guidelines.
20.	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.
- 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.