

LD 01.13

Checklist of legal documents required for a Branch of a UAE Company - (For Hotel License)

Version: 1.0

Last Update: 15.04.2008

**If the Applicant is a U.A.E. registered Corporate Person:**

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

1.	(a) Copy of a valid Trade License issued by the Department of Economic Development for the parent company. (b) Copy of the Commercial Registration issued by the Department of Economic Development for the parent company.
2.	Original Memorandum and Articles of Association of the parent company along with a list of the current Directors (copy will be accepted if notarized).
3.	Board Resolution of the parent company calling for an establishment of a Branch 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) 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.
6.	(a) Copy of the Land Lease agreement issued by TECOM or the Landlord (if the land is leased). (b) Copy of the Land Lease agreement between Landlord and the Building Owner (if applicable). (c) Copy of the Building Lease agreement between the Landlord and the Hotel Operator (if applicable).
7.	Copy of the Franchise Agreement (if applicable)
8.	Initial Registration and License Fee (for an Administration Office). [Payments are to be made in favor of TECOM through a demand draft / cheque / cash].
9.	Signed copy of the Personnel Secondment Agreement (PSA).
10.	Signed Certificate of an Authorization for Government Services Operations (GSO).

To convert an Administration Office license to a full-fledged Hotel License the following documents have to be submitted:

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11.	Copy of the Building Completion Certificate.
12.	Copy of the DTCM Classification Certificate.
13.	Signed copy of the Hotel License Guidelines (if applicable).
14.	No Objection Certificate from the Dubai Municipality Food Control Department (if applicable).
15.	Clearance Certificate from the Dubai Civil Defence.
16.	Copy of the Waste Disposal agreement if made with a Third Party. Or Copy of the payment receipt made to the Dubai Municipality towards Waste Disposal.
17.	Copy of a valid Alcoholic drinks permit issued by the Dubai Police (if applicable).
18.	Valid Insurance Certificates from a reputed vendor covering Fire and Peril, Workman's Compensation and Third Party Liability.
19.	The Hotel License fee (as per the DTCM Classification awarded and the number of rooms / apartments in the Hotel). [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.