

BRANCH OF FOREIGN/UAE COMPANY CHECKLIST

The following documents (notarised and/or attested as indicated) are required from the applicant company before a Certificate of Branch Registration and Commercial Licence can be issued:

S.NO	DOCUMENTS	TYPE
1	Company Incorporation Certificate Or Commercial Register Extract in case of Branch of Onshore UAE Company (excluding other UAE Free Zones)	Original or Notarised Copy
2	Certificate of Continuity of Existence or Good Standing or Current Trade Licence in case of Branch of Onshore UAE Company (excluding other UAE Free Zones)	Original or Notarised Copy
3	Memorandum of Association, Articles of Association or other principal constitutional document of Parent Company	Original or Notarised Copy
4	Board Resolution of Parent Company for the establishment of the Branch	Notarised and Attested
5	Passport copy with visa page & Emirates ID for General Manager (<u>if applicable</u>)	Copy
6	NOC for General Manager from the Current UAE Sponsor (<u>if applicable</u>)	Original
7	Registry Identification Code (RIC) form for General Manager	Notarised or Certified (Please see explanation in the Notes below)
8	Registry Identification Code (RIC) form for Parent Company	Original
9	Power of Attorney for Legal representative and Negotiator (accompanied by passport copy of legal representative) (<u>if applicable</u>)	Notarised and Attested

Important Notes:

- Where original documents of the Parent Company are provided, these will be returned, once certified copies are made.
- All required documents more than one page have to be sealed.
- Powers of Attorney need to be accompanied with a current passport copy of the Attorney.
- The Authority reserves the right to ask for any extra documents it may deem required.
- The Authority reserves the right to ask for extra attestation by the UAE Embassy or other Embassies.
- 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 required documents must be in English and / or Arabic. Documents in any other language must be accompanied by a certified English or Arabic translation.
- Where the RIC form is completed and signed by the applicant in person at the Dubai Development Authority, the applicant's signature will be certified by Dubai Development Authority personnel.
- Where the RIC form is completed and signed by the applicant outside the Dubai Development Authority, the applicant will need to have his/her specimen signature notarized.