

## FZ-LLC - NATURAL & CORPORATE PERSON AS MEMBER(S) CHECKLIST

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

S.NO	DOCUMENTS	TYPE
1	<a href="#">Application for Registration</a>	Copy
2	Company Incorporation Certificate	Original or Notarized
3	Certificate of Continuity or Existence or Good Standing	Original or Notarized
4	MoA and AoA of Parent Company	Original or Notarized
5	CV of Member(s)	Copy
6	Bank Reference Letter for Member(s)	Copy
7	<a href="#">Resolution for the Incorporation of an FZ-LLC</a>	Notarized & Attested
8	NOC for General Manager from the Current UAE Sponsor (if applicable)	Original
9	<a href="#">Registry Identification Code (RIC) form for Member(s), Director(s) &amp; Manager</a>	Original & Notarized
10	<a href="#">RIC form For Corporate</a>	Original & Notarized
11	Proof of Share capital from a Bank within UAE or Deposit Receipt in Dubai Development Authority Trust Account	Original

### **Important Notes:**

- All required documents more than one page have to be sealed.
- Powers of Attorney need to be accompanied with a valid passport copy of the Attorney.
- The Authority reserves the right to ask for any extra documents, it may deem require.
- 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 General Manager must state the General 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.