

Setting up a Foreign Branch

We're here to help at every step, to
make your experience easy
and straightforward.

HOW TO SET UP A FOREIGN BRANCH

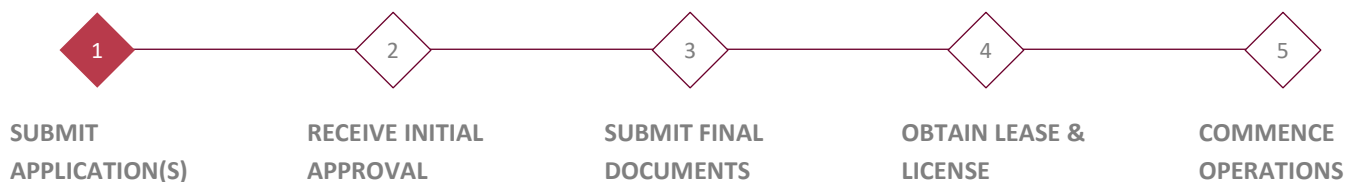
FOREIGN BRANCH REGISTRATION

A Foreign Branch registration allows companies established outside of the UAE to open a branch within the DWTC free zone. A Foreign Branch forms a legally dependent part of the Parent company and conducts all or some of the operations of the Parent.

- A valid registration from a UAE licence authority is required to open a branch
- Certain required documents must be attested (see reverse for details)
- All types of businesses requiring only a commercial office for operation can be established as a Foreign Branch

HOW IT WORKS

Establishing a business with the DWTC Authority is simple. The streamlined five-step process begins with the submission of an application along with an initial set of documents. See the reverse of this guide for a detailed checklist of the requirements..



QUESTIONS

Want to talk through the application process?

Stop by our offices or schedule a meeting with us. Preparing the documents outlined in the Get Started section on the reverse of this guide for initial consultation can help to speed up the process and is recommended.

TO GET STARTED, SUBMIT THE FOLLOWING:

Document	Description
Online Application	https://eservices.dwtcauthority.com/
Company profile	A brief summary of the UAE Branch that includes its industry sector and proposed business activities Detailed business plans are accepted but not mandatory
Passport Copies of Director(s) and General Manager	Applicable for UAE Residents and Non-Residents
For UAE Residents: Copy of Emirates ID and residency visa of Director(s) and General Manager	Applicable for UAE Residents only
No Objection Letter from local sponsor for General Manager (if applicable)	Required only if General Manager is currently a UAE Resident with a work visa
CV	CV of Manager, Director of the Branch
UBO Form	Ultimate Beneficial Owner Declaration Form (available with Online application)

AFTER INITIAL APPROVAL, SUBMIT THE FOLLOWING:

Document	Description
Memorandum and Articles of Association of Parent company*	Document must be certified by the relevant authority in the jurisdiction where it is incorporated
True copy Certificate of Incorporation or Association of the Parent company*	Document must be certified by the relevant authority in the jurisdiction where it is incorporated
Board Resolution establishing a branch under the DWTC Authority, authorising a Power of Attorney holder and specifying his/her level of authority*	Document must be certified by the relevant authority in the jurisdiction where it is incorporated
Specimen Signature of General Manager (to be attested by the DWTC Authority)	To be witnessed and signed
Copy of Audited Account(s) of Parent for preceding two (2) years, Certificate of Good Standing OR copy of valid Trade License of the Parent company, if applicable	Attestation is not required

* Document(s) must be notarised by a notary public and attested by the UAE Embassy in the country of origin OR the Ministry of Foreign Affairs in the UAE. All documents must have a valid signature and stamp of the concerned body and be submitted with the original notarisation and attestation. Document(s) must be submitted in either Arabic or English.

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OFFICE HOURS:

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For more information, visit:

<https://eservices.dwtcauthority.com>

