



Client Handbook

Registration and Licensing Services

A health and wellness destination!

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About DHCR

Dubai Healthcare City Authority – Regulatory (DHCR) operates independently to ensure compliance and enforcement of clinical and non-clinical governance within Dubai Healthcare City (DHCC), the world’s largest healthcare free zone.

Overseen by legislative and governing body Dubai Healthcare City Authority (DHCR), DHCC brings together a wealth of services in healthcare, medical education and research, pharmaceuticals, medical equipment, wellness and allied support.

The Registry of Companies (ROC) is responsible for the registration and licensing of all entities within DHCC. In approving registration and licensing of entities, the ROC observes the rules and regulations of the Free zone, state and federal legislations (as applicable to the free zone).

Purpose and Scope

The DHCR Client Guide is a detailed guide covering all aspects of Commercial License and related applications. The menu provides a comprehensive list of e-services offered by DHCR.

DHCR e-services related emails and SMS notifications will be sent to all portal users who are authorized. All information provided on the applications submitted will be treated with confidentiality. Clients are requested to ensure that they provide accurate information on all applications to avoid any delays or errors.

DHCC Community

The DHCC community offers a range of leasing and freehold solutions which include desk space, prebuild units and plots of land.

DHCC Owned Buildings : Dubai Healthcare City’s Phase 1 is dedicated to healthcare and medical education which occupies 4.1 million square feet in Oud Metha, and Phase 2 is dedicated to wellness, it occupies 22 million square feet in Al Jaddaf, overlooking the historic Dubai Creek.

All buildings owned by DHCC have 24-hour security and dedicated building service providers, offering clients leasing solutions for clinics, retail and commercial activities. Buildings owned by DHCC include Ibn Sina and Al Razi Medical Complex. Al Razi, in Phase 1 is one of the largest medical complexes which is home to more than 90 specialized clinics, and is the only building in the free zone with dedicated surgical units.

DHCC Plots of Land: Dubai Healthcare City’s investment portfolio has freehold land with infrastructural provisions to build hospitals, clinics, wellness centers and mixed use developments. DHCC’s Phase 2 expansion in particular is of greater interest to investors.

It overlooks the widest stretch of the Dubai Water Canal project, an extension of Deira Creek, linking Business Bay to the Arabian Gulf. Overlooking the Ras Al Khor Wildlife Sanctuary.

To check availability of your required space and learn more about leasing and freehold land, you may contact the DHCC sales team on our toll-free number 800-HEALTH (432584) or via email info@dhcc.ae.

Private Buildings: Several buildings are owned and developed by investors in Dubai Healthcare City, offering clients leasing solutions for clinics, retail and commercial activities.

You may contact the representatives directly. Alternatively, to help facilitate your inquiry, you can contact the DHCC leasing team on our toll-free number 800-HEALTH (432584) or via email info@dhcc.ae.

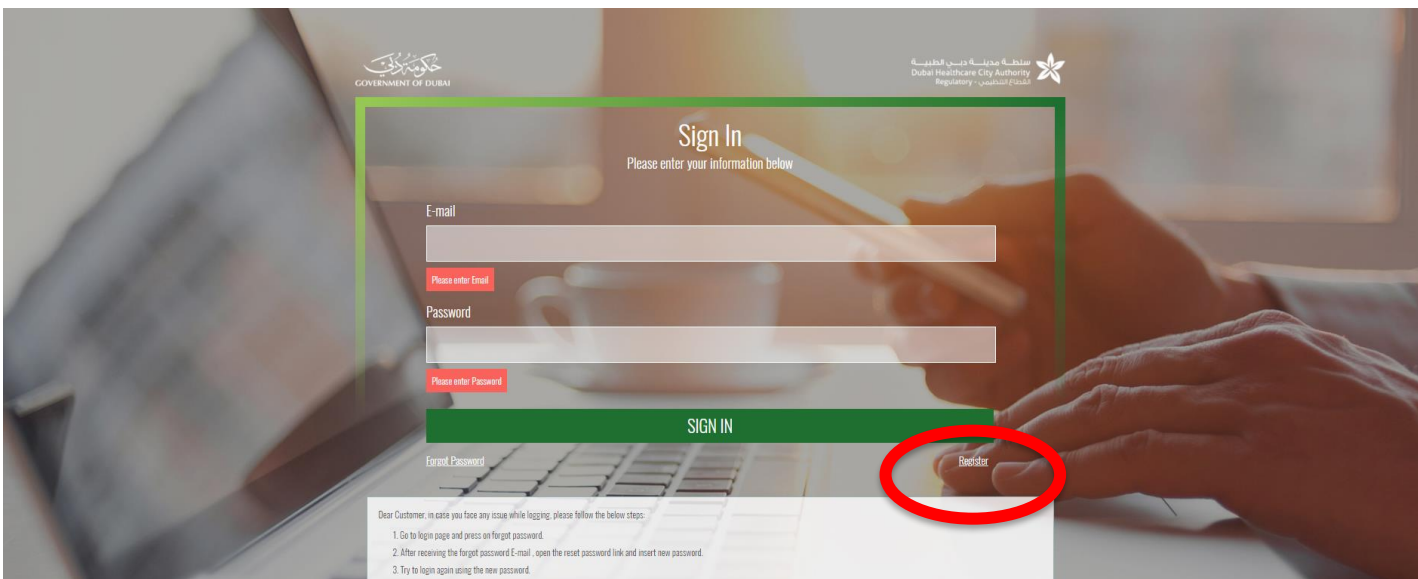
Definition of Terms

| | |
|--|--|
| Shareholder | <p>Individual or corporate person who owns shares in a Company is called a Shareholder.</p> <p>A Shareholder is authorised to sign the Lease and other documents only if he is authorised by other Shareholder (s).</p> |
| Director | <p>An individual appointed by the Shareholder(s) through a Shareholders' Resolution. The Director(s) run the business of the Company. They report to the Shareholders.</p> <p>A Director may be a shareholder but is not required to be a Shareholder. A Director may sign the Lease and other documents if he is authorised by the other Directors. All the Directors signing collectively may sign the Lease without further authorisation.</p> |
| Legal Representative | <p>The Legal Representative may be an individual or a law firm representing a Shareholder through a Power of Attorney. The Power of Attorney shall terminate once the Company is incorporated unless otherwise indicated in that Power of Attorney.</p> |
| Manager | <p>The Manager represents the Company and the Director(s) in the day to day operations on behalf of the Company and to the DHCA. He is appointed through the Resolution signed by the Director(s) (for a Branch) or by the initial Shareholders (on the incorporation of a FZ-LLC). The manager is an employee of the Company; he may also hold one or more of the following positions:</p> <p>Shareholder / Director / Company Secretary</p> <p>The Manager is the authorised signatory for all Company documentation including signing of the Lease. His responsibilities <u>exclude</u> the signing of the Memorandum of Association, Articles of Association and any share affairs unless otherwise specifically authorised by the Shareholders. His name appears on the Commercial Licence.</p> |
| Authorised Signatory for Government Affairs | <p>The Manager may nominate up to two individuals (not including himself) to sign any document pertaining to Government Affairs, particularly visas. The nominated individuals have no authority to conduct any other transactions than the Government related administrative affairs.</p> |

Obtain User Name and Password

The DHCR Client Portal is a system developed by DHCR to extend and facilitate the services of the DHCR. It is dedicated to provide DHCR registered entities with various online services. These services include Registration and Licensing, Corporate Actions, Professional Licensing, Facility Permits and Employee services that includes Employment visas.

Masaar Client Portal : log in to www.dhcc.ae , To create a new user :



Provide Registration Information

Registration Form

i All fields with (*) are mandatory

BASIC INFORMATION

| | | | |
|--|--|--|---|
| Email * | <input type="text" value="ahmed.ali@gamil.com"/> | Confirm Email * | <input type="text" value="ahmed.ali@gamil.com"/> |
| Username | Ahmed.Ali@Gamil.Com | | |
| Password * | <input type="password" value="....."/> | Confirm Password * | <input type="password" value="....."/> |
| Permanent Email To Receive Notification On * | <input type="text" value="ahmed.ali@gamil.com"/> <small>All notifications will be sent on this email.</small> | Permanent Mobile Number To Receive Notification On * | <input type="text" value="0097145365789"/> <small>All notifications will be sent on this number.</small> |
| Registration Type * | <input type="text" value="Facility"/> | | |


MAIN CONTACT PERSON

i Insert the name exactly in your passport

First Name * Last Name *

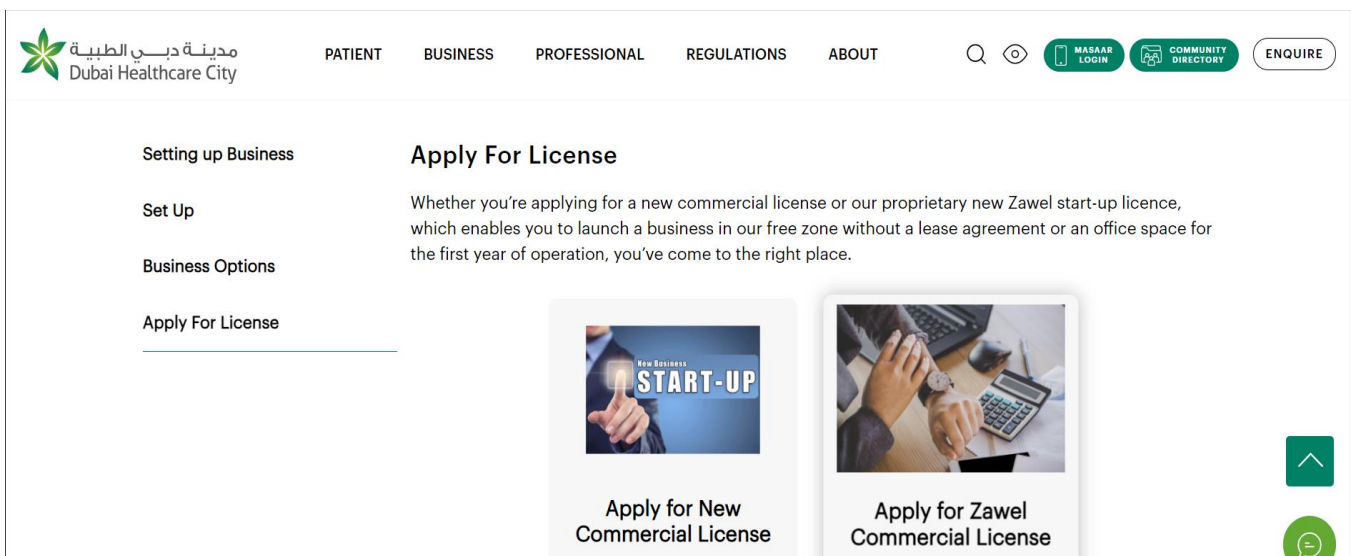
Email * Mobile *

Nationality * Country Of Residence *

I'm not a robot  reCAPTCHA
Privacy - Terms

Access Commercial License online application

- Through this chapter, DHCR users shall be guided to the required steps to submit ROC initial application.
- Go to <https://www.dhcc.ae/business/apply-for-license>



The screenshot shows the Dhcc website interface. The top navigation bar includes 'PATIENT', 'BUSINESS', 'PROFESSIONAL', 'REGULATIONS', and 'ABOUT'. There are also buttons for 'MASAR LOGIN', 'COMMUNITY DIRECTORY', and 'ENQUIRE'. The main content area is titled 'Apply For License' and includes a sub-section 'Setting up Business' with links for 'Set Up', 'Business Options', and 'Apply For License'. Below this, there are two prominent cards: 'Apply for New Commercial License' and 'Apply for Zawel Commercial License'. The Zawel card includes an image of hands holding a calculator and a watch.

User Access:

To create a new user :

Visit the DHCR Client Portal on www.dhcr.gov.ae/signin

- Select 'Request to access portal' on the left panel of the page
- Fill the necessary details for the account
- Click 'Submit' and the system will generate an automated email notification for completion of online account process.

For further information, please contact info@masaar.ae

Video tutorials are available. This will guide you on how to access “Masaaar” (DHCR’s e-service portal) by visiting www.dhcc.ae

Lease Reservation

To proceed with the application, a Lease Reservation Letter is required.

For any questions or clarifications, you may contact any member of leasing team on our toll-free number 800-HEALTH (432584) or via email info@dhcc.ae at any time to take you through the process.

For Private Building, you may contact the representatives directly.

Select a Legal Framework

In accordance with the DHCR Licensing Regulations, Business Partner (BP) are required to have a valid commercial license for their operation in DHCC.

The BP has several options to obtain Commercial License with different Legal structure.

1. Free Zone Limited Liability Company (FZ LLC)

A free zone limited liability company (FZ-LLC) is a company formed as an independent legal entity with its own shareholders. Minimum capital requirement for incorporation depending on business activity.

The share of the FZ-LLC can be subscribed by the following:

- Natural person
- Corporate entity
- Natural and Corporate

To setup an entity as FZ-LLC required the following:

- A minimum of one shareholder
- A minimum of one director

2. Branch of UAE Company/Branch of UAE Establishment

A branch of UAE Company is considered a legal depended company that’s is part of its UAE registered parent company outside the DHCC jurisdiction. Any company established outside the DHCC, either licensed as company or establishment can obtain a branch license within DHCC. The Branch Company should be fully owned by the parent company. No minimum capital is required.

3. Branch of Foreign Company

A branch of foreign Company is a legal depended company of its parent company outside the UAE, even if its place of business is not in the parent company’s headquarters. No minimum capital required

The BP can select one of the above Legal Framework from the system. The required templates and document checklist for each Legal Framework can be downloaded from www.dhcc.ae

Select Segment and Activity







BP can select the desired clusters, segments and activities permitted in Dubai Healthcare City.

The list of activities of available on our portal <https://www.dhcc.ae/regulations/rules>

Submit an Online Application

Initial Application

- Once you log in, system will direct to **Initial Application** page, you are requested to specify your company legal structure/ Framework.
- After specifying the legal structure of the entity, please complete the requested submission information through the following tabs:

| Tab Icon | Overview |
|---|--|
|  Reserved Location | BP is assigned to provide detailed information on the entity location such as Phase, Leasing Type, and Building Type. (See Provide Reserved Location Details). |
|  Licensing Category | BP has to define the licensing category of the entity specified location. (See Define Licensing Category). |
|  External Approvals | BP is assigned to submit all required documents related to the selected activity. This stage is not mandatory in Initial Application phase. |
|  Company Management | BP shall specify company members such as (Manager, shareholders, Directors and Legal Representatives) |
|  Proposed Operational Names | BP is permitted to provide number of suggestions to company name. |
|  Attachments | BP is requested to upload the required documents to submit the initial application |

Complete the online application form including the following sections:

- Legal Framework
- Lease Reservation
- Segment and Activities
- Company Management Members
- Proposed Company Names
- Required Documents

As part of the process, BP is required to upload the following documents:

| |
|--|
| For FZ-LLC |
| Business Plan |
| Shareholder details – Natural Person : |

- A copy of valid Passport (please include the pages of the valid Residence Permit or Visitor's Visa page if residing in or visiting UAE)
- A copy of the Emirates Identity Card (if residing in UAE)

Shareholder Details – Corporate Person (Foreign company):

- Copy of Company Incorporation Certificate
- Copy of MOA (Memorandum of Association) and AOA (Articles of Association) of corporate shareholder
- Ultimate Beneficiary Ownership Details

Shareholder Details – Corporate Person (UAE Company):

- Copy of a valid Trade License issued by Department of Economic Development.
- Copy of MOA (Memorandum of Association) and AOA (Articles of Association) of corporate shareholder
- Copy of the Commercial Registration issued by Department of Economic Development
- Ultimate Beneficiary Ownership Details

Proposed Director :

- A copy of valid Passport (please include the pages of the valid Residence Permit or Visitor's Visa page if residing in or visiting UAE)
- A copy of the Emirates Identity Card (if residing in UAE)

Manager :

- A copy of valid Passport (please include the pages of the valid Residence Permit or Visitor's Visa page if residing in or visiting UAE)
- A copy of the Emirates Identity Card (if residing in UAE)

Legal Representative :

- A copy of valid Passport (please include the pages of the valid Residence Permit or Visitor's Visa page if residing in or visiting UAE)
- A copy of the Emirates Identity Card (if residing in UAE)

For Branch

Business Plan (download template from www.dhcr.gov.ae)

Parent company Details (Foreign company):

- Copy of Company Incorporation Certificate
- Copy of MOA (Memorandum of Association) and AOA (Articles of Association)
- Ultimate Beneficiary Ownership Details

Parent Company Details (UAE Company):

- Copy of a valid Trade License issued by Department of Economic Development.
- Copy of MOA (Memorandum of Association) and AOA (Articles of Association)
- Copy of the Commercial Registration issued by Department of Economic Development
- Ultimate Beneficiary Ownership Details

Manager :

- A copy of valid Passport (please include the pages of the valid Residence Permit or Visitor's Visa page if residing in or visiting UAE)
- A copy of the Emirates Identity Card (if residing in UAE)

Legal Representative : (optional)

- A copy of valid Passport (please include the pages of the valid Residence Permit or Visitor's Visa page if residing in or visiting UAE)
- A copy of the Emirates Identity Card (if residing in UAE)

Name Reservation

Name Reservation is an independent process which can be done by the BP at any time. However, BP can opt to process the name reservation together with the application.

As part of the process, the BP is required to choose a name for the proposed entity. The name of the business should reflect the activity and aligned with the legal framework. BP is required to provide one preferred name and two alternatives aim to reserve the first choice, ensuring the provided name is unique.

Select Name Reservation tab and complete the relevant fields. System prompts an alert to the applicant if any undesirable or existing name is provided. Upon approval by DHCR, a system generated Name Reservation Certificate will be sent to the applicant with validity of one hundred and twenty days (120) days from the date of issue.

Obtain Provisional Approval

Upon successful review of the application and supporting documents, DHCR will issue a system generated Provisional Approval Letter (PAL) to the applicant through the Masaar portal. The validity of the provisional approval are as follows:

Clinical – 1 years from the date of issuance

Non Clinical – 1 year from the date of issuance

DHCR allows the extension of validity up to a maximum of one year with corresponding fees.

Certain conditions are stipulated in the PAL which BP need to comply prior to the expiry of provisional approval.

Finalize Lease Agreement

The BP is required to update the Lease details in the portal and upload a copy of the Lease Agreement to complete the Commercial License issuance process.

For BPs having the Lease Agreement from the private developer buildings, they may obtain the endorsement from DHCC Sales Department prior to uploading the Lease Agreement.

For those operating from purchased premises, the unit must be owned by the entity itself or by the sole shareholder. Otherwise, a lease agreement shall be required.

For any questions/clarifications you may contact a member of our account management team at any time to take you through the process.

Pay Commercial License Application Fees

The screenshot displays the 'WORKSPACE' interface of the Masaar portal. On the left is a navigation menu with options: Profile, Pending tasks, My Requests Status, My Draft Requests, and My Documents Wallet. The main content area features three summary cards: '1 Pending Tasks', '5 My Requests ...', and '1 My Draft Requ...'. Below these is a legend for request statuses: Pending on Applicant (yellow), Closed (green), Rejected (orange), Draft (grey), and Pending on DHCA team (blue). Two tables are shown: 'PENDING TASKS' and 'MY REQUESTS STATUS'. The 'PENDING TASKS' table has one entry with ID 'RL-NwLcns-1612-00632' and status 'Pending On Payment'. The 'MY REQUESTS STATUS' table lists three entries with IDs 'RL-NwLcns-1612-00632', 'RL-NwLcns-1612-03012', and 'RL-NwLcns-1612-02999', with statuses 'Pending On Payment', 'Application Closed', and 'Application Closed' respectively.

| Name | eService Status | Creation Date |
|----------------------|--------------------|---------------|
| RL-NwLcns-1612-00632 | Pending On Payment | 25-Dec-2016 |

| Name | eService Status | Creation Date |
|----------------------|--------------------|---------------|
| RL-NwLcns-1612-00632 | Pending On Payment | 25-Dec-2016 |
| RL-NwLcns-1612-03012 | Application Closed | 24-Dec-2016 |
| RL-NwLcns-1612-02999 | Application Closed | 19-Dec-2016 |

Share Capital Payment

In case you applied to issue ROC license and you selected the following options:
 Legal structure “FZLLC”

Share Capital Deposit Method “Trust Account” You will need to provide share capital payment by any of the following payment methods:

Payment

Application Number: RL-NwLcns-1612-00640 Service: Commercial License Approval
 Application Status: Pending On Payment

All fields with (*) are mandatory

PAYMENT DETAILS

No Refund policies will be applied

| Fee Code | Description | Unit Amount (AED) | Count | Total Fees (AED) |
|----------------------------------|-----------------------------|-------------------|-------|------------------|
| FeeCode-00097 | ROC-Trusted Account payment | 5000000 | 1 | 5000000 |
| Total Fees (AED): 5000000 | | | | |

PAYMENT TYPE

Payment Type* Cash Cheque

Free Zone Limited Liability Companies issue “Shares” to its Shareholders on Incorporation. Those Shares are then known as "issued" Shares. It is not mandatory to be a resident of the UAE to be a Shareholder. The shareholders of FZ-LLC can choose the capital level subject to the Authority’s policy on Activity. The minimum value per Share is currently AED 1,000. As part of the formation of FZ-LLC, BP is required to deposit share capital.

BP can opt one of the following options:

DHCA FZ-LLC’s Trust account

To expedite the formation of FZ-LLC, BP can deposit the share capital in a specific account maintained by Dubai Healthcare City Authority. Upon doing so, the account will be deemed as ‘under formation’ and the funds will not be accessible until the company registration is completed. Once registration is completed, BP can request for a full refund through DHCC Masaar portal.

Bank account

If BP chooses to open a bank account, Dubai Healthcare City Authority will provide with a bank introduction letter. The validity of the said letter is 30 days from the date of issue. Within this period, BP can open a bank account in any UAE-registered bank and deposit the share capital. The bank will provide the BP with a ‘Proof of Capital’ letter. Please note,

during the registration process, the new bank account will be deemed 'under formation' and the deposited funds will not be accessible.

Upon issuance of the Commercial License, BP may contact the relevant bank for refund.

Submit Legal Documents

Based on the Legal Frame chosen by the BP, certain Legal documents need to be uploaded to the system. The legal documents required may vary depending on the Legal Frame. Certain documents need to be submitted in Original format.

In this case, system will indicate such document and shall be collected by the DHCR designated courier.

All required legal documents must be typed in English and/or Arabic, as well as notarized and/or attested as stipulated.

Required documents for FZ-LLC (Natural person Shareholder)

The system shall automatically generate the finalized documents listed below which the BP can download, execute and attest as indicated. Thereafter, the attested documents can be scanned and uploaded to the system. Dispatch the Original documents to DHCR through the designated courier.

| | |
|--|---|
| Resolution of Incorporation for FZ-LLC | Notarized & attested |
| Registry Identification Code (RIC) form for shareholder, director, manager and legal representative (if not submitted earlier) | Notarized |
| Memorandum of Association (MOA) | Duly signed by the Legal Representative |
| Article of Association (AOA) | |
| Personal Secondment Agreement (PSA) | |

Alternatively, you may download the above system generated finalized documents and obtain notarization from the DHCR Office located at Bldg. # 27, Ibn Sina Bldg. Block C.

Additionally, the BP shall upload a copy of the following documents listed below and send the Original together with above documents to DHCR through the designated courier.

| | |
|--|----------|
| NOC (No Objection Certificate) of manager from current residency visa sponsor in the UAE (if applicable) | Original |
| Proof of capital from any bank operating in the UAE or deposit receipt in DHCA trust account | Original |

For any questions/clarifications you may contact a member of our account management team at any time to take you through the process.

Required documents for FZ-LLC (Corporate Entity Shareholder)

The system shall automatically generate the finalized documents listed below which the BP can download, execute and attest as indicated. Thereafter, the attested documents can be scanned and uploaded to the system. Dispatch the Original documents to DHCR through the designated courier.

| | |
|---|---|
| Resolution for Incorporation of FZ-LLC (printed in the Letterhead of Corporate Entity Shareholder) | Notarized & attested |
| Registry Identification Code (RIC) for corporate shareholder, director, manager and legal representative (if not submitted earlier) | Notarized |
| Memorandum of Association (MOA) | Duly signed by the Legal Representative |
| Article of Association (AOA) | |
| Personal Secondment Agreement (PSA) | |

Alternatively, you may download the above system generated finalized documents and obtain notarization from the DHCR Office located at Bldg. # 27, Ibn Sina Bldg. Block C.

Additionally, the BP shall upload a copy of the following documents listed below and send the Original together with above documents to DHCR through the designated courier.

| | |
|--|----------------------------|
| Good Standing Certificate from the Parent Company Registry | Original or Notarized Copy |
| NOC (No Objection Certificate) of manager from current residency visa sponsor in the UAE (if applicable) | Original |
| Proof of capital from any bank operating in the UAE or deposit receipt in trust account | Original |

For any questions/clarifications you may contact a member of our account management team at any time to take you through the process.

FZ LLC – Corporate Entity and Natural Personal shareholders

The system shall automatically generate the finalized documents listed below which the BP can download, execute and attest as indicated. Thereafter, the attested documents can be scanned and uploaded to the system. Dispatch the Original documents to DHCR through the designated courier.

| | |
|---|---|
| Resolution for Incorporation of FZ-LLC from corporate entity shareholder | Notarized & attested |
| Resolution of Incorporation for FZ-LLC from Natural Personal shareholder | Notarized & attested |
| Registry Identification Code (RIC) form for shareholder(s), director, manager and legal representative (if not submitted earlier) | Notarized |
| Memorandum of Association (MOA) | Duly signed by the Legal Representative |
| Article of Association (AOA) | |
| Personal Secondment Agreement (PSA) | |

Alternatively, you may download the above system generated finalized documents and obtain notarization from the DHCR Office located at Bldg. # 27, Ibn Sina Bldg. Block C.

Additionally, the BP shall upload a copy of the following documents listed below and send the Original together with above documents to DHCR through the designated courier.

| | |
|--|----------------------------|
| Good Standing Certificate from the Parent Company Registry | Original or Notarized Copy |
| No Objection Certificate (NOC) of manager from current residency visa sponsor in the UAE (if applicable) | Original |
| Proof of capital from any bank operating in the UAE or deposit receipt in trust account | Original |

For any questions/clarifications you may contact a member of our account management team at any time to take you through the process.

Branch of Foreign Company

The system shall automatically generate the finalized documents listed below which the BP can download, execute and attest as indicated. Thereafter, the attested documents can be scanned and uploaded to the system. Dispatch the Original documents together with above documents to DHCR through the designated courier.

| | |
|---|---|
| Resolution for Establishing a Branch (printed in the Letterhead of Parent Entity) | Notarized & attested |
| Registry Identification Code (RIC) for Parent Entity, manager and legal representative (if not submitted earlier) | Notarized |
| Personal Secondment Agreement (PSA) | Duly signed by the Legal Representative |

Alternatively, you may download the above system generated finalized documents and obtain notarization from the DHCR Office located at Bldg. # 27, Ibn Sina Bldg. Block C.

Additionally, the BP shall upload a copy of the following documents listed below and send the Original together with above documents to DHCR through the designated courier.

| | |
|--|----------------------------|
| Good Standing Certificate from the Parent Company Registry | Original or Notarized Copy |
| NOC (No Objection Certificate) of manager from current residency visa sponsor in the UAE (if applicable) | Original |

For any questions/clarifications you may contact a member of our account management team at any time to take you through the process.

Branch of UAE Company

The system shall automatically generate the finalized documents listed below which the BP can download, execute and attest as indicated. Thereafter, the attested documents can be scanned and uploaded to the system. Dispatch the Original documents to DHCR through the designated courier.

| | |
|--|---|
| Resolution for establishment of branch | Notarized |
| Registry Identification Code (RIC) form for parent company | Copy |
| Registry Identification Code (RIC) form for manager | Notarized |
| Personal Secondment Agreement (PSA) | Duly signed by the Legal Representative |

Alternatively, you may download the above system generated finalized documents and obtain notarization from the DHCR Office located at Bldg. # 27, Ibn Sina Bldg. Block C.

Additionally, the BP shall upload a copy of the following documents listed below and send the Original together with above documents to DHCR through the designated courier.

| | |
|--|----------|
| NOC (No Objection Certificate) of manager from current residency visa sponsor in the UAE (if applicable) | Original |
|--|----------|

For any questions/clarifications you may contact a member of our account management team at any time to take you through the process.

Branch of UAE Establishment

The system shall automatically generate the finalized documents listed below which the BP can download, execute and attest as indicated. Thereafter, the attested documents can be scanned and uploaded to the system. Dispatch the Original documents to DHCR through the designated courier.

| | |
|--|---|
| Resolution for establishment of branch | Notarized |
| Registry Identification Code (RIC) form for parent company | Copy |
| Registry Identification Code (RIC) form for manager | Notarized |
| Personal Secondment Agreement (PSA) | Duly signed by the Legal Representative |

Alternatively, you may download the above system generated finalized documents and obtain notarization from the DHCR Office located at Bldg. # 27, Ibn Sina Bldg. Block C.

Additionally, the BP shall upload a copy of the following documents listed below and send the Original together with above documents to DHCR through the designated courier.

| | |
|--|----------|
| NOC (No Objection Certificate) of manager from current residency visa sponsor in the UAE (if applicable) | Original |
|--|----------|

For any questions/clarifications you may contact a member of our account management team at any time to take you through the process.

Upload Required Documents

License Application

Application Number: RL-NwLcns-1612-00632 Contact Name: Amal Abdelmonsef Created On: 25-Dec-2016
 Application Status: Pending On Submission
 Legal Structure: FZ-LLC Shareholder Type: Natural

←
Proposed Operational Names
Bank
Attachments
Courier
Comments
→

LICENSE APPLICATION REQUIRED DOCUMENTS

ⓘ Please provide required documents

Proof Of Capital *

Remarks
Please upload a Proof of capital from any bank operating in the UAE or deposit receipt in trust account

+ UPLOAD FILE Allowed extension(s) .pdf, .gif, .jpg, .jpeg, .png, .bmp
Min. number of files is 1 and Max. number of files is 5 with Max. file size 5.00 MB

linkdev-logo.png

File size 6.58 KB

DELETE

Collect Commercial License

Once share capital deposited, DHCR e-services will issue electronic commercial license and certificate of incorporation automatically

For **FZ – LLC**, DHCR shall issue system generated Commercial License, MOA, AOA and Incorporation Certificate.

For **Branch**, DHCR shall issue system generated Commercial License.



Design Review and Issuance of Fit Out Permit

BP is required to submit “Design Submission Package” for the proposed facility. (For a Clinical facility, BP shall be notified to initiate Professional Licensing process).

Required documents for design submission:

| |
|--|
| Contractor appointment letter by owner/tenant |
| Contractor acceptance letter |
| Copy of contractor’s valid commercial license |
| NOC from building landlord (for private owned buildings only) |
| Summary of the proposed scope/design brief |
| NOC from Authorities have jurisdiction (as applicable) |
| Set of required drawings |

DHCR Engineering team shall review the submitted documents and a system generated “e-Fit-out Permit” shall be issued to the BP through the portal.

“e-Fit-out Permit” shall be extended as per BP’s request through the portal to complete the formalities.

Upon completion of the Fit out works, BP shall notify the DHCR Engineering through the portal and schedule the inspection accordingly. After a satisfactory inspection, a system generated “Fit out Completion Certificate” will be issued to the BP through the portal.

Required documents for final inspection request:

| |
|--|
| Completion certificate from Authorities have jurisdiction (as applicable) |
| Tenant’s acceptance letter for completed fit-out works |
| Testing and commissioning reports of engineering’s systems |
| Set of as built drawings |

Collect Operating Permit (only for clinical)

Clinical Operating Permit:

After obtaining the Fit out Completion Certificate, the system shall notify the BP for the Pre Operation Assessment. BP shall schedule the Pre operation Education session through the system.

Pre Operation Education Session shall cover the following areas:

Healthcare quality standards

Facility and medical equipment

Healthcare informatics

HSE (Health Safety and Environment)

Available licensed healthcare professionals (refer to professional licensing section)

A Pre Operation Assessment shall be scheduled by the BP through the portal as soon as readiness has been established. Following a satisfactory assessment to practice in Dubai Healthcare City, system shall generate a Clinical Operating Permit.

BP may now commence the operation.

Commercial License Renewal

(Service Fee: As per DHCR Price List)

(Service time: 1 working day)

The system generates an automatic License Renewal Notification to the BP sixty (60) days prior to the expiry.

Required Documents may vary depending on the type of Legal Framework, the required documents can be scanned and uploaded to the system. Dispatch the Original/notarized documents to DHCR through the designated courier.

FZ LLC NATURAL PERSON

| | |
|--|------|
| Valid Lease Agreement | Copy |
| NOC from the relevant external authority (if applicable) | Copy |
| Ejari | Copy |
| Audited Financial Statements | Copy |

FZ LLC CORPORATE ENTITY

| | |
|--|------|
| Valid Lease Agreement | Copy |
| NOC from the relevant external authority (if applicable) | Copy |
| Ultimate Beneficiary Details | Copy |
| Ejari | Copy |
| Audited Financial Statements | Copy |

BRANCH

| | |
|--|------|
| Valid Lease Agreement | Copy |
| Ejari | Copy |
| NOC from the relevant external authority (if applicable) | Copy |
| Good Standing Certificate of Parent Company (for Foreign Entity) | Copy |
| Valid Trade License (for UAE Entity) | Copy |
| Audited Financial Statements | Copy |
| Ultimate Beneficiary Details | Copy |

PROPERTY MANAGEMENT SERVICES

| | |
|---|------|
| Title Deed | Copy |
| Valid NOC from the Real Estate Regulatory Agency (RERA) | Copy |
| Annual Renewal Certificate for 24/7 Security Endorsed by Dubai Civil Defence Authority | Copy |
| Valid Contract signed between building developer and facility management vendor | Copy |
| Valid Real Estate Contract between building developer and Real Estate Agent (if applicable) | Copy |
| Valid Insurance Certificate for Fire and Peril | Copy |

HOTEL (CLASSIFIED)

| | |
|--|------|
| Valid Certificate of Classification from DTCM | Copy |
| Valid Tourism License from DTCM | Copy |
| Title Deed/Lease Agreement | Copy |
| Annual Renewal Certificate for 24/7 Security Endorsed by Dubai Civil Defence Authority | Copy |

| | |
|--|------|
| Valid Insurance Certificate for Fire and Peril | Copy |
|--|------|

DHCR shall review the submitted documents, thereafter system shall generate a renewed e-Commercial License to the BP through the portal.

Increase of Share Capital to Existing Shareholder(s)

(Service Fee : AED 3500 per instrument)
 (Service time: 2-5 working days)

This service request allows the company to increase its issued share capital by allotting additional shares. The new shares can be allotted to an existing shareholder or a new shareholder.

Business partner is required to complete the eService application from the portal. The system shall automatically generate the finalized documents listed below which the BP can download, execute and attest as indicated. Thereafter, the attested documents can be scanned and uploaded to the system. Dispatch the notarized documents to DHCR through the designated courier.

| | |
|---|----------------------|
| Special Resolution signed by the shareholder's confirming the allotment and re-distribution of Shares | Notarized & attested |
| Executed copy of the amended MOA | Notarized |

Alternatively, you may download the above documents after completing the eService form and obtain notarization from DHCR Office located at Bldg. # 27, Ibn Sina Bldg. Block C.

Upload a copy of the following documents and send the Original Copy together with above documents to DHCR through the designated courier.

| | |
|--|----------|
| A letter from any bank in UAE confirming the deposit of the amount of the additional shares issued | Original |
|--|----------|

On completion of the transaction, the following documents shall be dispatched to the Business partner through the designated courier:

- The Company's own set of Resolution(s) endorsed by ROC.
- Extract of the Company Register, listing the change that has happened in the Shareholding of the Company.
- An amended Memorandum of Association

Increase of Share Capital to New Shareholder(s)

(Service Fee : AED 3500 per instrument)
 (Service time: 2-5 working days)

This service request allows the company to increase its issued share capital by allotting additional shares. The new shares can be allotted to a new shareholder.

An initial approval is required for the subscription of the new Shares by a new Shareholder, for which the following documents need to be submitted as applicable through the e-service portal. After completing the eservice request.

| New Shareholders – Natural Person | |
|--|------|
| Valid Passport of the New Shareholder (include the pages of the valid Residence Permit or Visitor's Visa page if applicable) | Copy |
| Emirates Identity Card (if shareholder(s) is residing in UAE) | Copy |

| | |
|---|------|
| New Shareholders – Corporate Person (Foreign Company) | |
| Shareholder incorporation certificate attested by the issuing authority | Copy |
| MOA (Memorandum of Association) and AOA (Articles of Association) | Copy |

| | |
|---|------|
| New Shareholders – Corporate Person (UAE company) | |
| Valid Trade License issued by Department of Economic Development. | Copy |
| Commercial Registry issued by Department of Economic Development. | Copy |
| MOA (Memorandum of Association) and AOA (Articles of Association) | Copy |

Once the initial approval is granted by DHCR, the system shall automatically generate the finalized documents listed below which the BP can download, execute and attest as indicated. Thereafter, the attested documents can be scanned and uploaded to the system. Dispatch the notarized documents to DHCR through the designated courier.

| | |
|---|-----------------------------------|
| A Shareholder's Resolution from the existing FZ-LLC shareholders confirming the increase of Share Capital by issuing New Shares to new Shareholders | Original and Notarized & Attested |
| A Resolution from the new shareholder (Natural person) confirming the acquisition of the new shares OR Board resolution confirming the acquisition of the new shares and nominating a person to acquire the Shares on behalf of the Corporate shareholder | Original and Notarized & attested |
| RIC (Registry Identification Code) form for new shareholder | Notarized Copy |
| Executed copy of the amended Articles of Association (AOA) and Memorandum of association (MOA) | Original |

Alternatively, you may download the above documents after completing the eService form and obtain notarization by visiting the DHCR Office located at Bldg. # 27, Ibn Sina Bldg. Block C.

Upload a copy of the following document and send the Original Copy together with above documents to DHCR through the designated courier.

| | |
|---|----------|
| A copy of the bank statement confirming the deposit of the amount of the additional issued shares | Original |
|---|----------|

On completion of the transaction, the following documents shall be dispatched to the Business partner through the designated courier:

- The Company's own set of Resolution(s) endorsed by ROC.
- Extract of the Company Register, listing the change that has happened in the Shareholding of the Company.
- An amended Memorandum of Association

Transfer of Shares to Existing Shareholder

(Service Fee: AED 3500 per instrument)
(Service time: 2-5 working days)

This service request allows the company to transfer its issued share to existing shareholders.

Business partner is required to complete the eService application from the portal. The system shall automatically generate the finalized documents listed below which the BP can download, execute and attest as indicated. Thereafter, the attested documents can be scanned and uploaded to the system. Dispatch the notarized documents to DHCR through the designated courier.

| | |
|---|----------------------|
| Special Resolution signed by the shareholder’s confirming the transfer of existing shares | Notarized & attested |
| Duly signed Share Transfer Form | Original |
| Executed copy of the amended MOA | Notarized |
| Ultimate beneficiary Ownership details | Copy |

Alternatively, you may download the above documents after completing the eService form and obtain notarization by visiting the DHCR Office located at Bldg. # 27, Ibn Sina Bldg. Block C.

On completion of the transaction, the following documents shall be dispatched to the Business partner through the designated courier:

- The Company's own set of Resolution(s) endorsed by ROC.
- Extract of the Company Register, listing the change that has happened in the Shareholding of the Company.
- An amended Memorandum of Association
- Please note A power of attorney from the relevant corporate shareholder to an individual to sign the share transfer form (if applicable) or acquire (if applicable) is required to complete the notarization procedure at DHCC

Transfer of Shares to New Shareholder

(Service Fee: AED 3500 per instrument)

(Service time: 2-5 working days)

This service request allows the company to transfer its existing share, whether full or partial, to a new shareholder.

An initial approval is required for the transfer of the existing shares to new Shareholder, for which the following documents need to be submitted as applicable through the eservice portal after completing the eservice request.

| | |
|--|------|
| New Shareholders – Natural Person | |
| valid Passport of the New Shareholder (include the pages of the valid Residence Permit or Visitor’s Visa page if applicable) | Copy |
| Emirates Identity Card (if shareholder(s) is residing in UAE) | Copy |

| | |
|---|----------------------|
| New Shareholders – Corporate Person (Foreign Company) | |
| Shareholder incorporation certificate attested by the issuing authority | Notarized & Attested |
| MOA (Memorandum of Association) and AOA (Articles of Association) | Copy |
| Ultimate beneficiary Ownership details | Copy |

| | |
|---|--|
| New Shareholders – Corporate Person (UAE company) | |
|---|--|

| | |
|---|------|
| Valid Trade License issued by Department of Economic Development. | Copy |
| Commercial Registration issued by Department of Economic Development. | Copy |
| MOA (Memorandum of Association) and AOA (Articles of Association) | Copy |
| Ultimate beneficiary ownership details | Copy |

Once the initial approval is granted by DHCR, the system shall automatically generate the finalized documents listed below which the BP can download, execute and attest as indicated. Thereafter, the attested documents can be scanned and uploaded to the system. Dispatch the notarized documents to DHCR through the designated courier.

| | |
|---|----------------------|
| A Shareholder's Resolution from the existing FZ-LLC shareholders confirming the transfer of existing share to the new Shareholders | Notarized & Attested |
| A Resolution from the new shareholder (Natural person) confirming the acquisition of the new shares OR Board resolution confirming the acquisition of the existing shares and nominating a person to acquire the Shares on behalf of the Corporate shareholder. | Notarized & Attested |
| Duly signed Share Transfer Form | Original |
| RIC (Registry Identification Code) form for new shareholder | Notarized |
| Executed copy of the amended Memorandum of association (MOA) | Original |

Alternatively, you may download the above documents after completing the eService form and obtain notarization by visiting the DHCR Office located at Bldg. # 27, Ibn Sina Bldg. Block C.

On completion of the transaction, the following documents shall be dispatched to the Business partner through the designated courier:

- The Company's own set of Resolution(s) endorsed by ROC.
- Extract of the Company Register, listing the change that has happened in the Shareholding of the Company.
- An amended Memorandum of Association
- Please note that a power of attorney from the relevant corporate shareholder to an individual to sign the share transfer form (if applicable) or acquire (if applicable) is required to complete the notarization procedure at DHCC.

Buy Back /Company to Purchase Own share (Reduction share Capital)

(Service Fee: AED 3500 per instrument)
(Service time: 2-5 working days)

This request allows the company to purchase its own shares.

An initial approval is required for the buyback / company to purchase own share, for which the following documents need to be submitted as applicable through the eservice portal after completing the eservice request.

| | |
|---|----------------------|
| A Letter signed by all the Directors of the FZ-LLC addressed to the Authority explaining the proposed scheme, confirming that the directors have resolved unanimously to approve the scheme, and further confirming that the scheme will not affect in any way the company's solvency or its capacity to deal with the creditors of the FZ-LLC. | Notarized & Attested |
|---|----------------------|

Once the initial approval is granted by DHCR, the system shall automatically generate the finalized documents listed below which the BP can download, execute and attest as indicated. Thereafter, the attested documents can be scanned and uploaded to the system. Dispatch the notarized documents to DHCR through the designated courier.

| | |
|---|----------------------|
| Special Resolution of the Shareholders of the FZ-LLC a. approves and resolves to implement a share buyback and capital reduction scheme. b. clearly explaining detail how the scheme is to operate, the relevant price to be paid for the company buying back the shares and the specific amounts by which the FZ-LLC's capital will be reduced | Notarized & Attested |
| Statement from the Auditor confirming the below: Confirmation on the reduction of Share Capital. Confirming the reduction of Share Capital will not affect the solvency of the FZ-LLC in the future. | Original |
| Copy of the Advertisement (2 local daily) (English/ Arabic) Company should give 15days notice to public prior to the effective date | Original |
| Memorandum of Association signed by all the shareholder(s) | Original |

Alternatively, you may download the above documents after completing the eService form and obtain notarization by visiting the DHCR Office located at Bldg. # 27, Ibn Sina Bldg. Block C.

On completion of the transaction, the following documents shall be dispatched to the Business partner through the designated courier:

- The Company's own set of Resolution(s) endorsed by ROC.
- An amended Memorandum of Association

Amendment of Memorandum Association & Article of Association

(Service Fee : AED 500)

(Service time: 2 working days)

This request allows the company to amend the Memorandum of Association & Article of Association with the DHCR Registrar of Companies (ROC) when the Memorandum of Association & Article of Association contents are amended, like increasing or decreasing the share capital, changing shareholders, changing the directors, name of the company, or any form of amendment.

DHCR, the system shall automatically generate the finalized documents listed below which the BP can download, execute and attest as indicated. Thereafter, the attested documents can be scanned and uploaded to the system. Dispatch the notarized documents to DHCR through the designated courier.

| | |
|---|----------------------|
| Shareholder(s) resolution | Notarized & Attested |
| Executed copy of the amended Memorandum of association & Article of Association (MOA & AOA) | Original |

Alternatively, you may download the above documents after completing the eService form and obtain notarization by visiting the DHCR Office located at Bldg. # 27, Ibn Sina Bldg. Block C.

On completion of the transaction, the following documents shall be dispatched to the Business partner through the designated courier:

- The Company's own set of Resolution(s) endorsed by ROC.
- An amended Memorandum of Association & Article of Association

Change of Director

(Service Fee : AED 500)

(Service time: 1-3 working days)

This service request allows the entity to notify the DHCR Registrar of Companies (ROC) when it appoints or removes a Director.

An initial approval is required for the appointment of the new director for which the following documents need to be submitted as applicable through the eService portal after completing the eservice request.

| | |
|---|------|
| New Director – Natural Person | |
| valid Passport of the New Director (include the pages of the valid Residence Permit or Visitor’s Visa page if applicable) | Copy |
| Emirates Identity Card (if Director(s) is residing in UAE) | Copy |

Once the initial approval is granted by DHCR, the system shall automatically generate the finalized documents listed below which the BP can download, execute and attest as indicated. Thereafter, the attested documents can be scanned and uploaded to the system. Dispatch the notarized documents to DHCR through the designated courier.

| | |
|---|----------------------|
| Shareholder Resolution confirming the appointment of the Director | Notarized & Attested |
| RIC (Registry Identification Code) form for new Director | Notarized |
| In case of removing a Director, Shareholders Resolution confirming removal of the Director. | Original |
| Article of Association (AOA) | Original |

Alternatively, you may download the above documents after completing the eService form and obtain notarization by visiting the DHCR Office located at Bldg. # 27, Ibn Sina Bldg. Block C.

Upon completion of the process, DHCR will dispatch a copy of the following:

- A copy of the amended Article of Association
- A copy the Shareholders Resolution endorsed by the ROC.

Change of Financial Year

(Service Fee : AED 500)

(Service time: 2 working days)

This service request allows the entity to notify the DHCR Registrar of Companies (ROC) when the Board of Directors decide to change the Financial Year. It shall not be less than six months from the previous financial year of exceeding 18 months. The company should submit a notice of change for Financial Year through the portal immediately upon the Board’s decision.

Required Document

| | |
|--|----------------------|
| Board resolution confirming the Change of Financial Year | Notarized & Attested |
| Return of Article of Association | Original |

ROC amends the records and system will issue amended AOA and notify the BP through the eService Portal.

Change of Manager

(Service Fee : AED 1000)
 (Service time: 1-3 working days)

The Registrar of Companies (ROC) shall be informed when amendments are made to the Manager such as appointing a new Manager, removing a Manager or updating the details of an existing Manager.

To amend the name of the Manager in the commercial license, initial approval from the Authority is required for which the following documents need to be submitted:

| | |
|---|------|
| A copy of valid Passport (please include the pages of the valid Residence Permit or Visitor’s Visa page if residing in or visiting UAE) | Copy |
| A copy of the Emirates Identity Card residing in UAE) | Copy |

The below documents shall be submitted to the Registration & Licensing Portal where the Authority’s initial approval is received

| | |
|---|--------------------------------|
| Director’s resolution approving the appointment of the new Manager (System Generated) | Original, Notarized & Attested |
| Provide a NOC from the current residence Visa sponsor of the Manager -if applicable | Copy |
| Registry Identification Code (RIC) form for the manager (System generated) | Copy |
| Resignation/termination letter of the existing Manger | Copy |

ROC amends the records and system will notify the BP amended License shall be issued through the eService Portal.

Change in Company Name - FZ LLC

(Service Fee : AED 2400)
 (Service time: 2-3 working days excluding advertisement notice period)

In this service request, you can apply for a change of entity name though the eServices portal. An entity can change its name, provided that the new name is acceptable to the Registrar and is in compliance with DHCR Laws and Regulations. The change of name will take effect from the date on which the Registrar issues the certificate of name change.

When changing the entity name, please note the conditions below.

1. The new proposed name should be available.
2. The name must not resemble the name of an existing company (except for related entities where authorisation to use the name is granted).

- Certain names and words are restricted such as 'bank', 'insurance' or 'trust', etc. unless DHCR consent in writing to the use of such words is granted. For further details, please refer to DHCR laws and Regulations.

Online Initial approval is required from DHCR before submitting the relevant documents. In case of availability of the new Company Name, the new name will be reserved for a maximum period of 120 days.

Required Documents

| | |
|--|--------------------------------|
| Shareholder's resolution | Original, Notarized & Attested |
| Undertaking - to honour any liability on the existing name from the Director/s | Copy |
| Copy of the Advertisement (2 local daily) (English/ Arabic) Company should give 15days notice to public prior to the effective date | Copy |
| MOA & AOA | Original |
| Certificate of Incorporation (COI) | Original |

The Registrar of Companies shall process the request to have the new name effective after 15 days from the date of the advertisement in the newspapers and provide the documents.

- An amended Commercial License and a Certificate of Change of Name will be provided.

Change in Company Name – Branch of a Foreign Company

(Service Fee : AED 2400)

(Service time: 2-3 working days excluding advertisement notice period)

In this service request, you can apply for a change of entity name through the eServices portal, operating name or the Parent Company Name in the License. An entity can change its name, provided that the new name is acceptable to the Registrar and is in compliance with DHCR Laws and Regulations. The change of name will take effect from the date on which the Registrar approves.

When changing the entity name, please note the conditions below.

- The new proposed name should be available.
- The name must not resemble the name of an existing company (except for related entities where authorisation to use the name is granted).
- Certain names and words are restricted such as 'bank', 'insurance' or 'trust', etc. unless DHCR consent in writing to the use of such words is granted. For further details, please refer to DHCR laws and Regulations.

Online Initial approval is required from DHCR before submitting the relevant documents. In case of availability of the new Company Name, the new name will be reserved for a maximum period of 15 days.

Required Documents for the **Change of Parent Company Name**

| | |
|--|------|
| Amended Certificate of Incorporation of the Parent Company | Copy |
|--|------|

An amended License shall be provided online.

Change/Add of Business Segment

(Service Fee : AED 500 for change of Business Segment)

(Service time: Adding Segment AED 15,000 or as per DHCR Price List)

(Service time: 2 working days)

This service request allows an entity to add/remove business Segment and activities through the eServices portal.

Non Clinical Activities

Required documents

| | |
|---|------|
| New Business Plan | Copy |
| Board Resolution calling for changing/adding new segment (System Generated) | Copy |

Upon successful review of the application and supporting documents, DHCR will issue a system generated Provisional Approval Letter (PAL) to the applicant through the portal. The validity of the provisional approval shall remain for one (1) year.

ROC amends the records and system will notify the BP amended License shall be issued through the eService Portal.

Clinical Activities

Required documents

| | |
|---|------|
| New Business Plan | Copy |
| Resolution calling for changing/adding new segment (System Generated) | Copy |
| Appointment of Clinical Director (if applicable) | Copy |

Upon successful review of the application and supporting documents, DHCR will issue a system generated Provisional Approval Letter (PAL) to the applicant through the portal. The validity of the provisional approval shall remain for two (1) year.

DHCR allows the extension of validity up to a maximum of one year with corresponding fees.

ROC amends the records and system will notify the BP amended License shall be issued through the eService Portal.

Change /Add Activity within the Segment

(Service Fee : AED 500 for change of Business Activity)
(Service time: Adding Activity AED 1000 per activity)
(Service time: 2 working days)

This service request allows an entity to add/remove business activities within the segment through the eServices portal.

Upon successful review of the application, DHCR will issue a system generated Approval Notification to the applicant through the portal.

ROC amends the records and system will notify the BP amended License shall be issued through the eService Portal.

Change of Address

(Service Fee : AED 500 for relocation)

(Service Fee : AED 500 for adding new location within same building)
 (Service time: AED 5000 for adding new location in different building)
 (Service time: 2 working days)

This service request allows an entity to change the business address through the eServices portal.

You can use this service request to update any of the details below:

1. Update or add a new location

Required Documents

| | |
|--|------|
| Valid Ejari | Copy |
| Valid Lease Agreement (if Location is changed) | Copy |

Upon successful review of the application, ROC amends the records and system will notify the BP amended License shall be issued through the eService Portal.

Conversion of License Status (from Branch to FZ-LLC)

(Service Fee: AED 3500)
 (Service time: 2-5 working days)

This service request allows an entity to reform the License Status from Branch to FZ LLC through the eServices portal.

While operating as a Branch of a Company, any Business Partner is allowed to rearrange their operation status from a Branch to an FZ-LLC. This process is equivalent to forming a new company. The Licensee need to maintain the parent company as the initial share holder of the proposed FZ-LLC.

Note: The License Number of the Branch Company will remain for the proposed FZ LLC.

Required Documents

| | |
|--|------|
| Valid Passport of the Directors and Manager of the New FZ-LLC | Copy |
| Valid Residence Permit or Visitor's Visa page (if residing in or visiting UAE) | Copy |

Documents required according to the nature of the Shareholder

| | |
|--|------------------------------------|
| Certificate of Good Standing for the Parent Company | Original |
| Board Resolution converting the Branch to FZ-LLC | Original (Notarized and legalized) |
| Power of Attorney to individual to subscribe the shares on behalf of the Company | Original (Notarized and Attested) |
| Registry Identification Code (RIC) form for the manager, director(s) shareholder(s) (System generated) | Original |

R&L shall provide the client with a Bank Letter to open an account in a Bank of client's choice within U.A.E. and deposit the Share Capital. System generated MOA & AOA shall be available to the client from the portal.

| | |
|---|----------|
| Proof of capital from any bank operating in the UAE or deposit receipt in trust account | Original |
|---|----------|

ROC amends the records and system will notify the BP amended License, COI, MOA & AOA shall be issued through the eService Portal.

Amalgamation of Company

(Service Fee: AED 3000)

(Service time: 3 working days)

This service allows an entity to request amalgamation of an FZ-LLC and Foreign Company and continue as an FZ-LLC through the eServices portal.

Two or more companies which are incorporated in the zone, may, subject to the consent of the Authority given in its absolute discretion and pursuant to the provisions of these Regulations amalgamate and continue as one company and, if a license to carry on business activity in the zone has been granted to one or more of these companies, the Regulations governing such license shall continue in effect for the surviving company, subject to the Authority's consent.

Required documents for amalgamation of an FZ-LLC and Foreign Company and continue as an FZ-LLC

| | |
|---|---|
| Letter to DHCR identifying the two companies and setting out the commercial rationale for the merger from existing FZ-LLC or the authorized Legal Representative | |
| Shareholders' Resolution from each Company agreeing to merge. Which includes list of director(s) after amalgamation | Foreign Company's - notarized and legalized |
| Letter from the Foreign Company Registrar (or equivalent), confirming no objection to merger and specifically referring to the two companies by name issued to DHCR | |
| Published advertisement of the proposed merger in newspapers (one Arabic and one English) naming the two companies involved | Copy |
| Memorandum of Association and Articles of Association (if the merger results in the formation of a new FZ-LLC). | System generated |

ROC amends the records and system will notify the BP amended License shall be issued through the eService Portal.

Administrative Services

(Service time: 1 working day)

While operating in DHCC, the BP shall be able to avail several administrative services. All these services shall be requested through the eServices portal. The services include:

1. Certificate of Incumbency
2. Re-issuance of Documents (Commercial License, COI, MOA and AOA for FZ LLC)
3. Amendment of MOA and AOA
4. No Objection Certificate (NOC)
5. Company Information Search
6. Verification of Specimen Signature (for DHCC transactions only)
7. Attestation - True Copies
8. Reinstatement of commercial License

Certificate of Incumbency : Service Fee : AED 1000

This Certificate will indicate the current status of the Shareholder,

Director, Manager in charge, Activity of the Company, etc. Issuance of the Certificate of Incumbency is subject to the validity of travel documents and settlement of all outstanding dues.

Re-issuance of Documents : Service Fee : AED 1000 per document

Re-issuance of Documents (Commercial License, COI, MOA and AOA for FZ LLC) is subject to the Certificate of Lost Document from the Police.

Amendment MOA & AOA: Service Fee : AED 500

In the event of changes in the Constitutional document, the Shareholder(s) or authorized Representative with specific Original Power of Attorney shall request amendment of the MOA and AOA.

No Objection Letter : Service Fee : AED 250

The Authority shall issue a No Objection Letter upon request from the Business Partner. However, this is done on a case to case basis and is at the sole discretion of the Authority.

Company Information Search : Service Fee : AED 500

Any third party can (e.g. Bank, Lawyers, Consultants, etc.) shall be able to request for information on the company status.

Verification of Specimen Signature (for DHCC transactions only) : Service Fee : AED 250

The authority shall witness/verify the authenticity of specimen signature provided the transaction is related to DHCC services.

Attestation - True Copies : Service Fee : AED 250

The authority shall be able to issue an attested true copy of a Document issued by DHCC.

Reinstatement of Commercial License : Service Fee : AED 2000

The authority shall be able to reinstate the commercial License status from Under-cancellation to active status upon request to the company subject to fulfil the requirement such as clear of all outstanding, valid lease agreement etc.,

Request for License Cancellation

(Service Fee: AED 1500)

(Service time: 3-5 working days)

When a business partner ceases the operation in Dubai Health Care City, the Licensee is required to cancel the Commercial License. For FZ-LLC, a Deregistration process is required in addition to the cancellation of Commercial License.

In the event of non-renewal of the Commercial License or non-operational, the authority will initiate the License cancellation and deregistration as per DHCR Regulations.

This service allows an entity to request deregistration of an FZ-LLC and the cancellation of Commercial License through the eServices portal.

Free Zone Limited Liability Company

Required documents

| | |
|--|-----------------------------------|
| Shareholders' Resolution resolving to dissolve the Company | Original & Notarized and attested |
| Manager's written undertaking for any Non-liability | Original |

| | |
|--|----------|
| Confirmation from the Company's auditors or appointed liquidator confirming no objections or debt claims against the Company deregistering have been received or are unresolved. | Original |
| NOC from Landlord specifying date of vacating the premises | Copy |
| Advertisement in the Local News Paper confirming the Commercial License cancellation | Copy |
| Clearance from Dubai customs | Copy |

Documents to be returned to DHCR

| | |
|--|----------|
| Memorandum and Articles of Association (MOA & AOA) | Original |
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License Termination - Branch Operation

Required documents

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|--|-----------------------------------|
| Director/s' Resolution resolving to dissolve the Branch | Original & Notarized and attested |
| Manager's written undertaking for any Non-liability | Original |
| NOC from Landlord specifying date of vacating the premises | Copy |
| Clearance from Dubai customs | Copy |
| Advertisement in the Local News Paper confirming the Commercial License cancellation | Copy |

Access to the portal will be ceased after 60 days from the date of Commercial License cancellation.