

مؤسسة مدينة دبي للطيران
DUBAI AVIATION CITY CORPORATION



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REGISTRATION & LICENSING
DEPARTMENT



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SERVICES CATALOG

New Company Registration - LLC

Individual Shareholder

Step 1: Complete Requirements

Application Form *(Click To Download)*

Attested Passport copy of individual shareholder

Attested Passport copy of Director/Company Secretary

Attested Passport copy and UAE Visa of General Manager

Sign MOA & AOA *(AOA Template)* *(MOA Template)*

Personal Information Form *(Click to Download)*

Note: All Passport Copies should be attested and must be valid for 6 months

Step 2: Submit Application

Step 3: Name Approval from Registration & Licensing Department

Step 4: Third Party Approval

Step 5: Company Registered

Step 6: Proceed for Payments *(View Tariff)*

Step 7: Collect License

New Company Registration - LLC

Corporate Shareholder

Step 1: Complete Requirements

Application Form *(Click To Download)*

Certificate of incorporation, MOA & AOA *(AOA Template)* *(MOA Template)*

Board Resolution

Certificate of Good Standing, Valid Trade License

Ultimate Beneficial Ownership Document(s) Notarized ,legalized & attested

Attested Passport copy of Director / Company Secretary

Attested Passport Copy and UAE Visa of General Manager

Attested Personal Information Form *(Click to Download)*

Note: All Passport Copies should be attested and must be valid for 6 months;

All document should be Notarized, legalized & attested

Step 2: Submit Application

Step 3: Name Approval from Registration & Licensing Department

Step 4: Third Party Approval

Step 5: Company Registered

Step 6: Proceed for Payments *(View Tariff)*

Step 7: Collect License

New Company Registration - Branch

Step 1: Complete Requirements

Application Form *(Click To Download)*

Certificate of incorporation

Ultimate Beneficial Ownership Document(s) Notarized ,legalized & attested

Memorandum & article of association *(AOA Template)* *(MOA Template)*

Board resolution to establish a branch

Certificate of good standing, valid trade license or equivalent

Board resolution giving signatory authorization or *power of attorney for 3rd party

Attested Passport copy and UAE visa of General Manager

Note: All documents should be Notarized, attested and legalized

Step 2: Submit Application *(Click to Download)*

Step 3: Name Approval from Registration & Licensing Department

Step 4: Third Party Approval

Step 5: Company Registered

Step 6: Proceed for Payments *(View Tariff)*

Step 7: Collect License

License Renewal

Step 1: Complete Requirements

Original Establishment Card

Contact Information update form

Tenancy Contract

Audit Report from UAE based auditors only (2nd Year onwards & applicable for branch & LLC)

True copy of Parent company License & Good Standing Certificate Notarized ,legalized & attested

Ultimate Beneficial Ownership Document(s) (Applicable for Corporate Shareholder & Branch)

NOC (If applicable)

Step 2: Approval from Registration & Licensing Department

Step 3: Proceed for Payments *(View Tariff)*

Step 4: Collect Renewed License

Note: -

A penalty of AED 100 per month will be charged, after 1st month of license expiry date

A penalty of AED 100 per month will be charged from the date of expiry of establishment card

Online License Renewal

Step 1: Login to online portal

Login to the online portal: <https://dwc.force.com/portal>

Provide username and password

Step 2: Select Service

Select license renewal option

Complete required steps

Review details

Make the payment online

Step 3: Collect Documents

Once process is completed, a digital copy of license will be send to your registered email address.

Change Legal status: (DWC-LLC to Branch)

Step 1: Complete Requirements

Application form *(Click to Download)*

Parent Company documents: Certificate of Good standing, Board Resolution, License, Articles & Memorandum of Association - Notarised, Attested and Legalised

Ultimate Beneficial Ownership Document(s) Notarized ,legalized & attested

Board resolution - Notarised, Attested and Legalised

Passport copy of GM - Attested

Contact Information update form

Authorization Card form

Specimen Signature Form *(Click to Download)*

Current License, Establishment card, Certificate of Incorporation, Shares Certificates, MOA & AOA

Step 2: Approval from Registration & Licensing Department

Step 3: Proceed for Payments *(View Tariff)*

Step 4: Collect Documents

Change Legal status: (Branch-DWC-LLC) / CORPORATE SHAREHOLDER:

Step 1: Complete Requirements

Application form *(Click to Download)*

Parent Company documents:

Certificate of Good standing, Board Resolution, License, Articles & Memorandum of Association - Notarised, Attested and Legalised

Board resolution – Notarised, Attested and Legalised

Passport copies of the Authourised Signatories - Attested

Contact Information update form

Authorization Card form

Specimen Signature Form

MOA & AOA (new) – 2 sets

Current Certificate of Incorporation, License & Establishment card

Step 2: Approval from Registration & Licensing Department

Step 3: Proceed for Payments

Step 4: Collect Documents

Change Legal status: (Branch-DWC-LLC) / INDIVIDUAL SHAREHOLDER:

Step 1: Complete Requirements

Application form

Board resolution – Notarised, Attested and Legalised

Passport copies of individual shareholders, GM, Directors, Secretary - Attested

Contact Information update form

Authorization Card form

Specimen Signature Form *(Click to Download)*

MOA & AOA (new) – 2 sets

Current Certificate of Incorporation, License & Establishment card

Step 2: Approval from Registration & Licensing Department

Step 3: Proceed for Payments *(View Tariff)*

Step 4: Collect Documents

De-registration

Step 1: Clearance from Finance

(a) Penalties calculations expired license (With visas only)

(b) Tenancy outstanding (if any)

Tenancy contract clearance

Step 2: Complete Requirements

Application form *(LLC Companies) (Branch Companies)*

Shareholder (s) resolution re-voluntary winding up

Resolution

(a) Shareholder(s) resolution for DWC-LLC Companies or

(b) Board Resolution from Parent company for Branch Company

Existing Visa Cancellation

Step 3: Approval from Registration & Licensing Department

Step 4: Proceed for Payments *(View Tariff)*

Step 5: Cancel Visa (If any)

Step 6: Provide Dubai Custom NOC (for Trading License only)

Step 7: Publication (2 weeks period)

Step 8: Collect Certificate of De-Registration

Change Share Capital

Step 1: Complete Requirements

Application form *(LLC Companies) (Branch Companies)*

Board resolution

Copy of Current 3 months bank statement - signed & stamped by the bank (the amount must be available in the bank account for a period of not less than three months)

Auditors certification of share capital increase for investment (UAE Based Auditors only)

Current share certificates

Written Resolution of Shareholders for change of Company Memorandum –

Authorized or Issued Capital (share capital & share table) -2 sets

Note: Board resolution from corporate shareholder should be legalized , notarized & attested *(View Tariff)*

Step 2: Approval from Registration & Licensing Department

Step 3: Proceed for Payments

Step 4: Collect Documents

Company Name change

Step 1: Complete Requirements

Application form *(LLC Companies) (Branch Companies)*

Board resolution

Written Resolution of Shareholders for change of Company Memorandum – Change of Name (2 sets)

Current License, Establishment card, Share Certificate(s)

Contact Information update form

Authorization Card form

Note: Board resolution from corporate shareholder & Branch should be legalized , notarized & attested

Step 2: Approval from Registration & Licensing Department

Step 3: Proceed for Payments *(View Tariff)*

Step 4: Collect Documents

Change Manager / Director / Secretary

Step 1: Complete Requirements

Application form *(LLC Companies) (Branch Companies)*

Board resolution (For Branch must be legalized , notarized & attested)

Attested Passport copy (for new individual)

Specimen Signature Form *(Click to Download)*

Contact Information update form

Authorization Card form

Current License (For Manager change only)

Step 2: Approval from Registration & Licensing Department

Step 3: Approved By 3rd Party

Step 4: Proceed for Payments *(View Tariff)*

Step 5: Collect Documents

Change of Financial Year

Step 1: Complete Requirements

Board resolution

Written Resolution of Shareholders for change of Company's Articles – Financial Year (2 sets)

Step 2: Approval from Registration & Licensing Department

Step 3: Collect Documents

Change Activity(s)

Step 1: Complete Requirements

Application form (*LLC Companies*) (*Branch Companies*)

Board resolution

Current License

NOC Letter External authorities (If applicable)

Step 2: Approval from Registration & Licensing Department

Step 3: Proceed for Payments (*View Tariff*)

Step 4: Collect Documents

Share Transfer

Step 1: Complete Requirements

Application form (*LLC Companies*) (*Branch Companies*)

Board resolution

Share Purchase agreement

Written Resolution Shareholders for change of Company Memorandum – Table of Company Shareholders (2 sets)

Passport copy

Legal documents (i.e. for Corporate Shareholder): Certificate of Incorporation/License/Certificate of Good Standing/Articles & Memorandum of Association/ Board Resolution - Notarised, Attested and Legalised

Ultimate Beneficial Ownership Document(s) Notarized ,legalized & attested

Specimen Signature Form (*Click to Download*)

Contact Information update form

Authorization Card form

Current share certificates (to be replaced)

Note: For 100% share transfer , NOC from Customs is required for commercial license only

Step 2: Approval from Registration & Licensing Department

Step 3: Approval from 3rd party

Step 4: Proceed for payments (*View Tariff*)

New Freelance Permit

Step 1: Complete Requirements

Application form (*Click to download*)

Visa Copy (If you are applying within the UAE)

Passport copy

Resume/CV

Credentials & Certificate (if requested)

Sponsor's NOC (If applying for a permit & you have a current residence visa)

Step 2: Submit Application (*Apply Online*)

Step 3: Approval from Registration & Licensing Department

Step 4: Third Party Approval

Step 5: Provide Activity NOC (If requested)

Step 6: Proceed For payment (*View Tarrif*)

Step 7: Collect document

Step 8: Additional documents

Freelance Activities

Terms & conditions

FAQ

Freelance Permit Renewal

Step 1: Complete the requirement

Provide activity NOC (If Requested)

Step 2: Proceed for the payment *(View Tarrif)*

Step 3: Collect the renewed Permit

Freelance Activity Amendment

Step 1: Complete the requirement

Official Request for Amendment

Provide activity NOC (If Requested)

Step 2: Registration & Licensing Approval

Step 3: Proceed for the Payment *(View Tarrif)*

Step 4: Collect document

Step 5: Additional documents

Freelance Activities

Freelance permit cancellation

Step 1: complete the requirement

Existing visa Cancellation

Clearance from finance of any outstanding payment

Step 2: Submit official request for cancellation

Step 3: Registration & Licensing approval

Step 4: Proceed for payment *(View Tarrif)*

Step 5: Collect document

Quick Link - Forms

1. Application Form - LLC *(Download Template)*
2. Application Form - Branch *(Download Template)*
3. Articles of Association *(Download Template)*
4. Memorandum of Association *(Download Template)*
5. Share Purchase Agreement *(Download Template)*
7. Shareholder Resolution RE Voluntary Winding Up *(Download Template)*
8. Written Resolution of Shareholders for Change Company Memorandum - Authorized or Issue Share Capital *(Download Template)*
7. Written Resolution of Shareholders for change of Company's Memorandum - Change of Name *(Download Template)*
8. Written Resolution of Shareholders for Change of Company's Articles - Financial Year *(Download Template)*
9. Written Resolution of Shareholders for Change of Company's Memorandum - Changed of Registered Office *(Download Template)*
10. Written Resolution of Shareholders for Change of Company's Memorandum - Table of Company Shareholders *(Download Template)*
11. Freelance Permit Application Form *(Download Template)*
12. Freelance Permit FAQ *(Download Template)*
13. Freelance Permit Terms and Conditions *(Download Template)*
14. Freelancer Activities *(Download Template)*
15. The requested document to apply a Freelance work permit *(Download Template)*