

# Setting up a Free Zone Company (FZCO)

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

## FZCO REGISTRATION

A FZCO registration allows multiple Shareholders to form a company within the DWTC free zone. The Shareholders can be two to ten individuals (people), non-individuals (company or companies) or a combination of both.

- ◆ Certain required documents must be attested (see reverse for details)
- ◆ A non-individual Shareholder requires additional paperwork (see reverse for details)
- ◆ All types of businesses requiring only a commercial office for operation can be established as a FZCO

## 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.



## GET STARTED

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.

## Contact us to make your next big move

### OFFICE ADDRESS:

Dubai World Trade Centre  
Podium Building  
3rd Floor

T. +971 4 308 6775 / 6368  
info@dwtcauthority.com  
dwtc.com/freezone

### OFFICE HOURS:

Sun-Thu: 8 a.m. - 5 p.m.  
Fri-Sat: Closed

**TO GET STARTED, SUBMIT THE FOLLOWING:**

Document	Description	✓
DWTC Application Form	Available from the DWTC Authority	
FZCO Application Form	Available from the DWTC Authority	
Company profile	A brief summary of the FZCO that includes its industry sector and proposed business activities Detailed business plans are accepted but not mandatory	
Passport Copies of Shareholder(s), Director(s) and General Manager	Applicable for UAE Residents and Non-Residents	
For UAE Residents: Copy of Emirates ID and residency visa of Shareholder(s), 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	

**AFTER INITIAL APPROVAL, SUBMIT THE FOLLOWING:**

Document	Description	✓
Specimen Signature of General Manager (to be attested by the DWTC Authority)	To be witnessed and signed in person at the DWTC Authority offices	
Bank Certificate for Deposit of Share Capital in the Company's UAE bank account (if applicable)*	The DWTC Authority will issue an official letter that allows you to open a UAE corporate bank account, deposit the minimum capital required and obtain the Certificate from the bank	
Memorandum and Articles of Association of FZCO (to be attested by the DWTC Authority)	To be witnessed and signed in person at the DWTC Authority offices	

**DOCUMENTS REQUIRED FOR NON-INDIVIDUAL SHAREHOLDER(S):**

Board or Shareholder Resolution to establish the FZCO under the DWTC Authority; appointment of a General Manager specifying his/her level of authority; specify capital and distribution of shares amongst shareholders; specify activities of the company**	Only applicable if Shareholder is a non-individual (company or companies)	
Certified True Copy Certificate of Incorporation of Non-individual Shareholder OR Certificate of Registration**		
Memorandum and Articles of Association of Non-individual Shareholder**		

**We're here to help.**

Please contact us at +971 4 308 6775 / 6368 or [info@dwtcauthority.com](mailto:info@dwtcauthority.com) if you have any questions.

\*FZCO with a share capital of AED 300,000 or below; capital certificate from the bank will not be mandatory.

\*\* 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.