

Setting up a Foreign Branch

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

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.

- ◆ The branch must be 100% owned by the Parent company
- ◆ 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.



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

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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	
Company profile	A brief summary of the Foreign 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	

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 in person at the DWTC Authority offices	
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	

We're here to help.

Please contact us at +971 4 308 6775 / 6368 or info@dwtcauthority.com if you have any questions.

* 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.