

Setting up a UAE Branch

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

UAE BRANCH REGISTRATION

A UAE Branch registration allows companies holding a valid registration from a UAE licence authority to open a branch within the DWTC free zone. A UAE Branch forms a legally dependent part of the Parent 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 UAE 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.

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
<https://eservices.dwtcauthority.com>

OFFICE HOURS:

Sun-Thu: 8 am - 5 pm
Fri-Sat: Closed

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 permit	
CV and Duly filled UBO Form	- CV of Manager, Director of the Branch - Ultimate Beneficial Owner Declaration Form (available with Online application)	

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	
Copy of UAE valid registration	Attestation is not required	
Memorandum and Articles of Association of Parent company	Document must be attested by the Parent company's existing Authority in the UAE	
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 attested by the Parent company's existing Authority in the UAE	
Certificate of incorporation, if applicable	Document must be attested by the Parent company's existing Authority in the UAE	

We're here to help.

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