



# Transfer out from DWTC Authority to another Free Zone in Dubai

## PLEASE SUBMIT:

1. Your request online through the portal
2. A notarised attested special resolution, resolving to transfer the company
3. A NOC Letter/Initial Approval Letter from the new Free Zone Authority (transferred to)

Note: In case of a Corporate Shareholder, the board resolution must be provided by the parent company and must be attested by the UAE Embassy and Ministry of Foreign Affairs

1

## ONCE RECEIVED, REVIEWED AND APPROVED YOU WILL NEED TO SUBMIT:



- A Bank Confirmation that the transfer is being processed under the new Free Zone company name
- Proof that details regarding the transfer of the company have been published in both English (Gulf News or Khaleej Times) and Arabic (Al Bayan or Al Khaleej) for a minimum of 3 days

2

## 3 WEEK WAITING PERIOD. IF 'NO OBJECTION' IS RECEIVED AFTER 3 WEEKS:



- Invoice for de-registration/transfer out will be shared with you
- Please submit cleared Statement of Accounts. Statement of account can be obtained from Ar.Billing@dwtc.com and AR.Collections@dwtc.com
- Please submit Lease Surrender/NOC from Leasing Department/Landlord. This can be obtained from Leasing Department/ Landlord. In case of a third party business centre, please provide a NOC from the business centre
- Please submit NOC from visas section that all visas have been cancelled/transferred to other Free Zone.
  1. Visa cancellation charge AED 390 (Immigration - Sponsor And Sponsored Report)
  2. Immigration report / list AED 155.65 (Visa clearance report from DNRD)
- Submit clearance from Etisalat. If this is not applicable please submit declaration letter on company letterhead that no Account has been registered
- Submit clearance from DEWA. If this is not applicable please submit declaration letter on company letterhead that no Account has been registered
- Upon completing the visa cancellation, the establishment card of the company needs to be cancelled from the Immigration system. If the de-registration is completed on time then there will be no charge. In case there is delay charges may apply, this will be reviewed and advised at the end of the process. These charges are not included in the de-registration fee and the client will need to pay these additional charges which are approximately AED 100 per month
- Submit Certificate of Continuation and License copy from the new Free Zone

## COST

**The fee to transfer out is AED 3,000**

Certificate of de-registration will be provided based on completion of all of the above requirements

## CONTACT US TO MAKE YOUR NEXT BIG MOVE

### OFFICE ADDRESS:

Dubai World Trade Centre  
Podium Building, 3<sup>rd</sup> Floor  
T: +971 4 308 6775 / 6368

info@dwtauthority.com  
dwtc.com  
https://eservices.dwtcauthority.com

### OFFICE HOURS:

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