



The checklist below sets out the main information and documents authorities in the UAE will request from you when establishing a new company.

*NOTE: Foreign documents usually need to be notarized, attested, and legalized in the home country up to the level of the UAE embassy (see documents below marked with a *).*

NOTE: Legal documents must be in English and/or Arabic. Depending on the relevant authority these documents must be accompanied by a translation of an official translator.

No.	Information/document	Comments	Checkbox
Information about the company			
1	Trade name	[•]	<input type="checkbox"/>
2	Business activity	[•]	<input type="checkbox"/>
3	Type of company	[•]	<input type="checkbox"/>
4	Number of shareholders	[•]	<input type="checkbox"/>
5	Shareholder structure	[•]	<input type="checkbox"/>
6	Share capital	[•]	<input type="checkbox"/>
7	Number of shares	[•]	<input type="checkbox"/>
8	Value of shares	[•]	<input type="checkbox"/>
<i>Authorities might request additional information.</i>			
Information about the shareholders/UBOs (Individual)			
9	Shareholding in the company	[•]	<input type="checkbox"/>
10	Full name	[•]	<input type="checkbox"/>
11	Full address	[•]	<input type="checkbox"/>
12	Phone number	[•]	<input type="checkbox"/>
13	Email address	[•]	<input type="checkbox"/>
14	Passport copy	[•]	<input type="checkbox"/>
15	Proof of residence	[•]	<input type="checkbox"/>
16	UBO declaration	[•]	<input type="checkbox"/>
<i>Authorities might request additional information.</i>			
Information about the shareholders/UBOs (Corporate)			
17	Shareholding in the company	[•]	<input type="checkbox"/>
18	Trade name	[•]	<input type="checkbox"/>
19	Trade license*	[•]	<input type="checkbox"/>
20	Register excerpt or certificate of incorporation*	[•]	<input type="checkbox"/>
21	MoA / AoA*	[•]	<input type="checkbox"/>
22	Certificate of good standing	[•]	<input type="checkbox"/>
23	Certificate of incumbency (if available)*	[•]	<input type="checkbox"/>
24	UBO declaration	[•]	<input type="checkbox"/>
<i>Authorities might request additional information.</i>			
Information about the director, manager, authorized signatory or HR signatory			
25	Full name	[•]	<input type="checkbox"/>
26	Full address	[•]	<input type="checkbox"/>
27	Phone number	[•]	<input type="checkbox"/>

28	Email address	[●]	<input type="checkbox"/>
29	Passport copy	[●]	<input type="checkbox"/>
30	Visa copy	[●]	<input type="checkbox"/>
31	Emirates ID copy	[●]	<input type="checkbox"/>
32	Proof of residence	[●]	<input type="checkbox"/>
33	Education certificate*	[●]	<input type="checkbox"/>
34	NOC letter of old employer	[●]	<input type="checkbox"/>
<i>Authorities might request additional information.</i>			
Foundation documents			
35	MoA / AoA	[●]	<input type="checkbox"/>
36	Shareholders or board resolution of the shareholder/parent company to establish a new entity*	[●]	<input type="checkbox"/>
37	Shareholders or board resolution of the shareholder/parent company to appoint new managers*	[●]	<input type="checkbox"/>
38	PoA to entitle us to submit all documents to the authority*	[●]	<input type="checkbox"/>
39	Lease agreement	[●]	<input type="checkbox"/>
40	Undertaking letter	[●]	<input type="checkbox"/>
<i>Authorities might request additional information.</i>			