How to Set Up a Free Zone Establishment (FZE)

An FZE registration allows a single shareholder, either an individual or a corporate entity, to establish a company within the DWTC free zone. The company must appoint at least one manager and may have up to five directors.

1. DETERMINE THE COMPANY TYPE
2. SELECT THE BUSINESS ACTIVITY AND LICENSE TYPE
3. CONSIDER YOUR OFFICE SOLUTIONS
4. SUBMIT YOUR APPLICATION

Required Documents for Application Submission:

1. **Online Application:** Accessible through the eServices Portal. This includes completing the Ultimate Beneficiary Owner (UBO) details section.
2. **Passport Copies:** Required for all shareholders, directors, and managers.
3. **For UAE Residents:** Copy of Emirates ID and residency visa for all shareholders, directors, and managers.
4. **No Objection Letter** (if applicable): If the Manager has an existing UAE residence visa, a No Objection Letter is required from the local sponsor. This is not applicable for Golden Visa holders.

Additional Documents for Corporate Shareholders:

1. **Board or Shareholder Resolution:** To establish an FZE under the DWTC free zone, company representatives need to be appointed with their level of authority clearly specified. Additionally, capital distribution and company activities must be defined. A template of the Board Resolution is available here to assist you.
2. **Certificate of Incorporation/Registration** (or equivalent)
3. **Organisation Chart:** Must specify shareholding at all levels to identify the UBO.
4. **Memorandum and Articles of Association:** Required to outline the company's shareholding structure.
5. **Valid License Copy** (If applicable)

Additional Documents, if Paid up Share Capital option is selected:

1. **Bank Certificate for Deposit of Share Capital:** DWTC Authority will issue an official letter allowing you to open a UAE corporate bank account after initial approval. Once the required minimum capital is deposited, the certificate from the bank can be obtained.

Notes:

- DWTC Authority has the right to request additional documents (if required).
- If the corporate shareholder is registered outside the UAE, all additional documents must be attested by the UAE Embassy in the parent company jurisdiction.
- If the corporate shareholder is registered within the UAE, all additional documents must be attested by the parent company's existing authority in the UAE.
- Documents must be in Arabic or English. Documents in other languages must be accompanied by legal translations.