FREE ZONE
DUBAI WORLD TRADE CENTRE

Transferring to DWTC Authority from Another Existing Free Zone in Dubai

If your company is registered in another free zone in Dubai, and the respective free zone laws allow transfers, you may apply to DWTC Authority to transfer your company's incorporation.

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

PRE-REQUISITES OF TRANSFER:

1. Must be an existing, registered and active free zone entity in Dubai
2. Must be authorised by the laws of that free zone
3. Must be an approved, compliant activity of the DWTC Authority

Required Documents for Initial Approval:

1. Online "Transfer-in" DWTC Authority application: Accessible through the eServices Portal.
2. Passport copy, UAE Emirates ID of the appointed manager (if applicable), residence visa copy of appointed manager (if applicable) and no objection certificate (NOC) for the appointed manager (if applicable).
3. An official request on company letter head and stamped/signed by authorised signatory of the company to transfer the existing free zone entity to DWTC Authority.
4. A special resolution of the company resolving to transfer the existing free zone entity to DWTC Authority. A template of the resolution is available here to assist you.
5. No objection letter/certificate issued by an existing free zone.
6. Copy of certificate of incorporation, memorandum of association (including any amendments - if applicable), Certificate of Incumbency, Certificate of Good Standing or equivalent document (if applicable) share certificate and license issued by current free zone.

Requirements After Initial Approval

1. Payment of the DWTC Authority fees

Final Documents Required for License and Establishment Card Issuance

1. True copies of Certificate of Incorporation, Memorandum of Association, Share Certificate and Board Resolution issued by the current free zone.
2. Amended Memorandum of Association in line with DWTC Authority Rules and Regulations (if applicable).
3. Proof of public notice (published in English and Arabic) of the company's transfer for at least one day.
4. Confirmation from the company's external auditor that creditors have been notified and raised no objections.
5. Final signed lease agreement with DWTC.
6. Transfer-Out Certificate issued by the previous free zone.
7. Any additional documents as may be requested by DWTC Authority.

Final Step: Issuance of the Certificate of Continuation by DWTC Authority

Notes:

- DWTC Authority has the right to request additional documents (if required).
- 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.
- Documents must be in Arabic or English. Documents in other languages must be accompanied by legal translation.