

Transferring to the DWTC Authority from another existing Free Zone in Dubai

A company registered in any Free Zone (existing Free Zone) in Dubai may, if authorized by the laws of that Free Zone, apply to the DWTC Authority registrar for transfer of incorporation of that company to the DWTC Authority.

PRE REQUISITES OF TRANSFER:

1. Must be an existing, registered and active Free Zone Entity in Dubai
2. Must be authorized by the laws of that Free Zone
3. Must be an approved, compliant activity of the DWTC Authority

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DOCUMENTS REQUIRED FOR INITIAL APPROVAL

1. Submit an online "Transfer-In" DWTC Authority application at <https://eservices.dwtcauthority.com/>
2. Submit 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. Submit an official request on company letter head and stamped/signed by authorized signatory of the company to transfer the existing Free Zone entity to DWTC Authority
4. Submit a special resolution of the company resolving to transfer the existing Free Zone entity to DWTC Authority
5. Submitting a No objection letter/certificate issued by existing Free Zone
6. Submit copy of certificate of incorporation, memorandum of association, share certificate and license issued by current Free Zone
7. License copy – if applicable

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REQUIREMENTS AFTER INITIAL APPROVAL FOR CONTINUATION IN DWTC

1. Payment of DWTC fees

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LICENSE AND ESTABLISHMENT CARD ISSUANCE BY DWTC

1. True copy of certificate of incorporation, memorandum of association, share certificate and board resolution issued by current Free Zone
2. Amendments to the original Memorandum of Association to be in line with DWTC Authority Free Zone Rules and Regulations (if applicable)
3. Proof that details regarding the transfer of the company have been published in both English and Arabic for a minimum of 1 day
4. Proof from company's external auditor that creditors have been notified about the transfer and have no objection regarding the same
5. Finalized signed lease agreement
6. Any other document required by DWTC Authority registrar
7. Transfer-Out Certificate from the existing Free Zone

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FINAL CERTIFICATE OF CONTINAUTION ISSUANCE BY DWTC

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. All documents must have a valid signature and stamp of the concerned body and be submitted with the original notarisation and attestation. Document(s) must be submitted in either Arabic or English.