

Investor Guide



Inside UAE: 800 Jafza (52392)
Outside UAE: +971 4 445 3270

www.Jafza.ae
PO Box 16888, Dubai, UAE

Definitions

- 1.1 Formation
- 1.2 Licences
- 1.3 Activities
- 1.4 Products

1.1 Formation

Jafza offers several formation types that enable customers to establish their company to suit individual requirements.

In order to form a company within the Jebel Ali Free Zone the investor(s) must choose one of the following formation types:

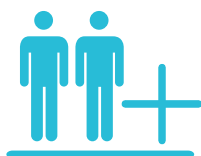
- Free Zone Establishment (FZE)
- Free Zone Company (FZCo)
- Public Listed Company (PLC)
- Branch of a Company

- **Free Zone Establishment (FZE)**



FZE registration allows for a single shareholder, shareholders can be an individual/person or a non-individual/company. An FZE is essentially a Limited Liability company within the Free Zone, meaning that the liabilities of the company are limited to its capital paid. An FZE has a legal personality distinct from that of its shareholder and has the capacity, rights and privileges of a person.

- **Free Zone Company (FZCo)**



FZCo registration allows for multiple shareholders (up to 50). Shareholders can be an individual person or a non-individual/company. An FZCo is essentially a Limited Liability company within the Free Zone, meaning that the liabilities of the company are limited to its capital paid. An FZCo has a legal personality distinct from that of its shareholder and has the capacity, rights and privileges of a person.

- **Public Listed Company (PLC)**



A PLC is a company with limited liability and two or more shareholders. It is essentially a Limited Liability company within the Free Zone, meaning that the liabilities of the company are limited to its capital paid. A PLC has a legal personality distinct from that of its shareholders and has the capacity, rights and privileges of a person. A PLC may invite the public to subscribe to its shares and must list its shares on a stock exchange in accordance with the Markets Laws.

- **Branch of a Company**



A branch is considered a legal entity of its parent company; it is 100% owned by the parent company, operates under the same name and conducts the same business. A company established outside of the Jebel Ali Free Zone may establish a branch within Jafza.

1.2 Licence

The type of licence you require to operate in Jafza will depend upon the activity your business intends to engage in. There are three main categories of activity and licence; Trading, Service and Industrial.

1. Trading Licence

Allows the holder to import, export and distribute items specified on the licence.

2. General Trading Licence

Allows the holder access to a wider range of activities and a broader range of items on the licence.

3. Service Licence

Allows the holder to carry out the services specified on the licence.

4. Industrial Licence

Allows the holder to import raw materials, carry out the manufacture of specified products and export the finished product to other countries.

5. National Industrial Licence

Issued for manufacturing companies with at least 51% GCC (Gulf Co-operation Council) ownership.

6. Logistics Licence

Allows specified logistics services (e.g. storage, transportation, distribution, sorting, forwarding and clearing activities, order management, inventory management etc.)

7. E-Commerce Licence

To carry out buying and selling of goods and services over electronic networks via any electronic means.

1.3 Activity

The type of activity your business participates in will dictate the types of licences along with the most appropriate facility you will require in Jafza. There are three main categories of activity; Trading, Service and Industrial.

- **Trading activity**



Trading companies will require either a Trading or General Trading licence.

- **Service activity**



Service companies will require a Service licence.

- **Industrial activity**



Industrial companies will require an Industrial or

For further information please find a detailed list on our website www.jafza.ae

1.4 Products

Jafza offers a range of products specifically designed to meet a variety of business needs. Simply select the type that suits your business best.

- Plots of land
- Warehouses
- Showrooms
- Customised development solutions
- Offices
- Business Park
- Retail outlets
- On-site residence

• Plots Of Land



The plot of land is infrastructure ready to use for purpose built facilities. Choose the perfect size plot for your business, available in short and long-term lease, ideal for companies wishing to construct their own facility. Each land site varies from 5,000sqm to larger sizes according to the specific requirements of individual customers.

• Warehouses



Jafza offers pre-built warehouses to meet customer's need for high quality storage and light manufacturing. The pre-built warehouses are high quality, thermally insulated, purpose-built-units available on a rental basis. Units fitted with office space vary in size from 313sqm to 670sqm. Warehouses eaves height varies from 6m to 12m.

• Showrooms



Choose from showrooms with a dedicated warehouse, office space over two floors and prime showroom frontage. Each unit contains warehouse space at the rear with a glass facade showroom frontage and mezzanine floors which act as office space.

All offices having provisions for air conditioning and are equipped with light fixtures, power points and telephone access. Various size options such as showrooms of 264sqm, office space from 158sqm to 277sqm, and warehouses of 348sqm are available. Showrooms eaves height varies from 6m to 9m.

• Customised Development Solutions



Innovative solutions that address industry specific requirements. These developments include extensive services from network planning, site selection and project design to development, collaborating with your business for infrastructure/superstructure specifics.

- **Offices**



Quality high and low-rise unfurnished offices. Office space in Jafza has been designed to be as forward thinking as the companies it houses. Choose from state-of-the-art spaces that can be tailored to suit your needs, with each office available unfurnished, ensuring your style and taste are easy to implement. Leasing space is also flexible; rent a floor or an entire building and benefit from a number of value-added features. Size of offices vary from 25sqm to 5000sqm.

- **Business Park**



The Jafza Business Park provides ready-to-use, fully furnished offices with no setup cost making it perfect for short term or long term use. Business Park facilities can be upgraded to a fully-fledged office when needed and are counted as part of the Jafza community.

- **Retail Outlets**



Jafza offers a choice of retail outlets spread throughout the Free Zone, enabling you to sell your products in Jafza with ease and convenience. There are also many food outlets available for rent offering areas ranging between 20sqm to 120sqm in a variety of locations, including an impressive food court in Jafza South.

- **On-site Residence**



Accommodate your employees on-site. Jafza has the option of company employee accommodation within the Free Zone, with around 10,000 rooms; we ensure your employees are provided with an ideal environment to call home, which includes several amenities such as basketball courts and food courts.

2. Steps for Registration

There are three simple steps to register your company in Jafza:

1. Application submission
2. Selection of Product(s), Registration of Company and Payment
3. Receive Licence and Product



1 Application Submission



 Submission of Application Form and all supporting documents

What you will do



What Jafza will do

 Document verification and activity approval

 Obtain necessary approvals from various bodies on behalf of applicant*

 Trade Name Registration


*Additional approvals may be necessary for certain activities.




2 Selection of Registration and Payment



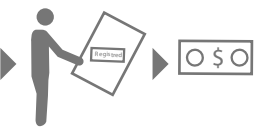
 Select product

 Pay lease, register and license fees

What you will do

 Sign all documents

What you will collect



Product(s), of Company nt

Sign & attest Memorandum & Article of Association

Pay processing fee

s

Share Register



AoA and MoA



Certificate of Formation



License copy



A letter for the Bank
(account opening)



3 Receive Product



What you will do



Product Key



Register on Dubai Trade Online Portal and activate your account



What Jafza will do



Handover product key

3. Documents Required

- Documents required for all applicants
- Documents required for FZCo/FZE
- Documents required for Branch of a Company

• Documents Required for all Applicants



- Jafza application form
- Environment Health and Safety (EHS) application form
- Passport/Emirates ID copy of manager, directors and secretary (FZE/ FZCo – manager plus shareholder(s) included)
- Project summary (a sample is available on page 22)
- No Objection Certificate from local sponsor, applicable to UAE resident only (a sample is available on page 23)

• Individual(s)



Free Zone Company (FZCo)



Free Zone Establishment (FZE)

- Business profile of shareholder(s) (a sample is available on page 25)
- Board resolution and Power of Attorney (for FZCo only), attested by Jafza (a sample is available on page 26)
- Specimen signature of manager, shareholders, director and secretary, attested by Jafza (a sample is available on page 27)

• Company(s)



Free Zone Company (FZCo)



Free Zone Establishment (FZE)

- Certificate of Registration
- Duly notarized and attested by UAE embassy (please check rules with the UAE embassy in country of origin)
- Memorandum & Articles of Association
- Duly notarized and attested by UAE embassy (please check rules with the UAE embassy in country of origin)
- Specimen signature of manager, attested by Jafza or UAE Embassy
- Board Resolution & Power of Attorney, attested by UAE Embassy

• Branch of a Company (Abroad)



- Certificate of Registration
Duly notarized and attested by UAE embassy (please check rules with the UAE embassy in country of origin)
- Memorandum & Articles of Association
Duly notarized and attested by UAE embassy (please check rules with the UAE embassy in country of origin)
- Board Resolution or & Power of Attorney
Duly notarized and attested by UAE embassy (please check rules with the UAE embassy in country of origin)
- Specimen signature of manager, duly attested

• Branch of a Company (UAE)



- Licence Copy
- Memorandum of Association, photocopy
- Article of Association, photocopy
- Share Certificate, photocopy
- Chamber of Commerce certificate, photocopy
- Letter from company to open branch in Jafza
- Board Resolution, original
- Specimen signature of manager, duly attested

4. Fees

This section provides a comprehensive break down of the fees involved when setting up your company in Jafza.

- Registration Fees
- Licence Fees

Registration & Licence Fees

Registration Fees

Type	One-time Fee (AED)
Free Zone Company (FZCo)	5,000
Free Zone Establishment (FZE)	5,000
Branch of a Company	5,000

• Memorandum And Article of Association (MOA): 0 AED

• Specimen Signature: 0 AED

• Board Resolution: 0 AED

* Per Individual / Non Individual

• Application Fees: 0 AED

Licence Fees

Licence Type	Annual Fee (AED)
Trading Licence - Type 1 (7 products max from one group)	5,000
Trading Licence - Type 2 (12 products max from two group)	8,500
General Trading	15,000
Service Licence	5,000
Logistics Licence	15,000
Industrial Licence - Type 1 (7 products max from one group)	5,000
Industrial Licence - Type 2 (12 products max from two group)	8,500

5. Appendix

Project Summary

About the Founder(s):

Description of the Project:

Project Financials:

Future Plans:

Signature:

Date:

Please use extra sheets if required

No Objection Certificate

[On Company Letter Head]

Date: _____

For the Attention of: Jebel Ali Free Zone Authority
Subject: No Objection for Registration of a New Company in Jebel Ali Free Zone

To whom it may concern,

I, [Name of person/ company], holder of passport no [Number] issued by [Name of Country], have no objection to [Name of person/company] opening a new company in Jebel Ali Free Zone.

[Name of person/ company] will take full responsibility for the new company.

Best regards,

[Signature]

[Name]

[Date]

SAMPLE

Business Profile of Shareholder(s)

Personal Information:

Full Name: _____

Gender: _____

Age: _____

Date of Birth: _____

Place of Birth: _____

Nationality: _____

Address: _____

Objective: _____

Work Experience: _____

Entrepreneurship Experience: _____

References:

S. No.

* Proposed Name of the Free Zone Establishment:

* Designation in the proposed Establishment:

Signature:

Date:

	Name	Address	Contact No.	Email
1.				
2.				

Power of Attorney

Power of Attorney _____

We hereby agree to grant power of attorney to [Name] of [Nationality], holding passport number [Number].

As our attorney, [Name], shall have full powers of authority to do and undertake all acts on the company's behalf, including, but not limited to, the right to sell, buy, lease, mortgage, assign, rent, dispose of any property; the right to execute, accept, undertake, and perform all contracts in the company's name; the right to open, close, deposit, endorse, or withdraw funds to or from any of the company's bank accounts or safe deposit box; the right to initiate, defend, commence or settle legal actions on the company's behalf; the right to retain any accountant, attorney, or other advisor deemed necessary to protect the company's interests relative to any foregoing unlimited power.

Signed by founders on [Date]:

Name and Signature of Founder/Shareholder

SAMPLE

Specimen Signature

Date: _____

In my presence.

Name:

Nationality:

Passport No.:

Date of Issue:

Designation:

Name of Company:

Specimen Signature

SAMPLE