

Client Procedure (CP) for Issue New Federal Law Licenses

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1. Purpose

The purpose of this procedure is to facilitate information to clients regarding the procedural requirements for issuing a federal law license by Trakhees.

2. Scope

This procedure will apply to all Clients of federal law licenses within Trakhees' jurisdiction, and will also involve any external parties concerned with the Clients requirements.

3. Definitions

- 3.1. Sole Establishment - Is an establishment owned by one person only for the exercise of economic activity, and the financial liability of the company is related to the owner as he bears all the financial obligations of the company
- 3.2. Civil Company - A company with two or more partners exercise in professional activities only
- 3.3. Limited Liability Company - Is a company in which partners may not exceed fifty partners and not less than two whose liability is limited to their shares in the businesses capital
- 3.4. One Person Limited Liability Company - Is a limited liability company owned by one person who is local or **Gulf Cooperation Council**.
- 3.5. Partnership Company - A company which consists of two or more partners who are natural persons, to be jointly responsible in all their monies for the obligations of the company.
- 3.6. Public Share holding Company - A company whose capital is divided into equal and negotiable shares. The founders shall subscribe to part of such shares while the other shares are to be offered to the public under a public subscription. A shareholder shall be liable only to the extent of his share in the capital of the company

- 3.7. Private Shareholding Company - Is a company where the number of the shareholders is at least two shareholders, but not exceeding two hundred shareholders. The capital of the company shall be divided into shares of the same nominal value, to be paid in full without offering any shares for public subscription, by the execution of the Memorandum of Association and compliance with the provisions of this Law in connection with registration and incorporation. A shareholder shall be liable only to the extent of his share in the capital of the company
- 3.8. External approval - Approval required from external entity to practice some type of activities.
- 3.9. Arabized Name - Trade Name includes foreign words that cannot be translated to Arabic (e.g. Platinum))
- 3.10. Foreign Name - Trade Name includes foreign words
- 3.11. Includes Region - Name contains country names (e.g. America, united kingdom, china))
- 3.12. Includes firm coverage - Trade Name which covers wide region (East, West, North, West, international, global)
- 3.13. Includes abbreviation - The Trade Name includes an abbreviation (e.g. A.L. Trading)
- 3.14. Includes Number - Trade Name includes numerical digits (e.g. China 2000 Trading). Writing numbers in letters is excluded (e.g. China one)
- 3.15. Includes Trade Mark - Part of the Trade Name is a Trade Mark
- 3.16. Amer - Amer Business Centre located in Dragon Mart 2.

4. Procedure

4.1 Trade Name Reservation

4.1.1 Client should approach Amer requesting for trade name reservation for a federal law license and should be sending the below required digital documents by the common Email: dm2amerded@gmail.com:

- If manager/owner is local or GCC required copy of the passport.
- If manager/owner is non-local required copy of passport with visa page.
- In case of Branch need to attach the license copy and NOC for the main company.

4.1.2 Client should consider while suggesting the trade name the below guidelines:

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- Trade Name to be related to the license type
- The name should not have obscene or indecent words, and should not be offending to the general public even if it is a personal name.
- The name should not include Allaah's name nor "God" or His divine attributes, for example (al wader, al alee, al razzes, etc.).
- If the business includes the name of a person, that person must be a partner/owner in the license. (For example, a license issued for Mohammed Al Ghamdi, cannot include the name Mohammed Al Zaheri).
- Family names should not be used as a trade name unless it includes the first name. (For example, Ahmed al Ghandi cannot have "Al Ghandi Contracting", he must change it to "Ahmed al Ghandi Contracting").
- Names should be written literally and not translated. (For example, if the Arabic name is (الصقر للمقاولات) it must be written as "al Saqer contracting".
- The name should not include the name of a country or government.
- The business name must strictly reflect the business activity.
- The name cannot include any restricted names such as global political organisations, religious sectarian organisation etc. (For example, FBI, Mafia.).
- The name should not include any of the punctuation marks, such as (, !?/).

4.1.3 Amer staff will check the availability of the required documents and accordingly:

4.1.3.1 Accept the request and proceed with trade name reservation process.

4.1.3.2 Reject the request in case missing of any of the required documents. Customer service should explain to customer the reason for rejecting the application.

4.1.4 Amer staff then will review the suggested name, and once the name is complying with the guideline and is available to be reserved, Amer staff will reserve the name, sending by email to client.

4.1.5 Client should settle the payment in Affaq (in Amer Offices) and collect the Trade Name Certificate.

4.1.6 Affaq Cashier will collect the required amount, close the payment, print and attest the Trade name certification and hand over the attested certificate to the client along with payment receipt.

4.2 Initial approval:

4.2.1 Client should approach Amer Offices requesting for initial approval for a federal law license and should be sending the below required digital documents by the common Email: dm2amerded@gmail.com:

4.2.1.1 CLS-F05a Registration Licensing Application form

4.2.1.2 If Owner/partners are local &GCC required copy of the passport.

4.2.1.3 If owner/partners are non-local required copy of the passport with visa page and NOC letter from the sponsor/visit visa.

4.2.1.4 In case a company is one of the shareholder, need the company license, MOU and NOC from authorizing entity for free zone companies.

4.2.1.5 If the request is to open a branch, need official letter from the company, copy of the company license and MOU.

4.2.2 Client should consider the conditions stated in Federal Law No. 2 of 2015 (and any updates) for Commercial Companies to choose the company legal type.

4.2.3 Amer will check the availability of the required documents and legal type conditions and accordingly:

4.2.2.1. Accept the request and proceed with initial approval process.

4.2.2.2. Reject the request in case missing of any of the required documents. Reason of rejection should be explained to customer.

4.2.4 Amer then will initiate the request for initial approval, in case external approvals are required, Amer staff will sending a follow up receipt by email to customer, customer should bring the required approvals and submit to Amer.

4.2.5 Once all approval are done, Amer staff will sending the payment advice by email to customer.

4.2.6 Client should settle the payment in Affaq (in Amer Offices) and collect the Initial approval certificate.

Note: Client has the choice to apply for initial approval before the trade name reservation.

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4.3 License issuance

4.3.1 Once the customer completes the processes of trade name reservation and initial approval, customer should approach Amer offices requesting to issue the license for a federal law license and should be sending the below required digital documents by the common Email: dm2amerded@gmail.com:

4.3.1.1 Lease contract as below:

- Attested by Ejari
- Lease contract form P&O.
- Lease contract from Dubai Custom.
- Lease contract from DP World

4.3.1.2 All documents requested and issued in the trade name and initial approval steps.

4.3.1.3 Ejari and DIWA bill (if available) for all owners, partners and manager (if non-local).

4.3.1.4 Copies of the below documents attested by notary public depending on the legal type of the company:

	Company Legal Type	MOA	service agent Agreement
1.	Sole Establishment	x	√ : for Expact x: for Locals
2.	Civil Company	√	√: if all partners are Expact X: if one of the partners is local.
3.	Limited Liability Company	√	x
4.	Limited Liability Company for one person	√	x
5.	Partnership Company	√	x
6.	Public Shareholding Company	√	x
7.	Private Shareholding Company	√	x

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√: Document is required.

x: Document is not required.

4.3.2 Amer will check the availability of the required documents and accordingly:

4.3.2.1 Accept the request and proceed with license issuing process.

4.2..2.1.4.3.2.2 Reject the request in case missing of any of the required documents. Reason of rejection should be explained to customer.

4.3.3 Amer then will complete the request of licensing issuance, and sending the payment advice to client by email

4.3.4 Client should settle the payment in Affaq (in Amer Offices) and collect the license .

Exception

Customer may apply the online services in Amer Offices as required.

5. Service Completion Time

	Service	Completion Time
5.1	Time Taken to review trade name submission till reject/more information/ availability of payment advice.	On spot
5.2	Availability of Trade name certificate (from the date of payment settlement)	On spot
5.3	Initial approval request initiation	On spot
5.4	Finish the initial approval process and print initial approval payment advice	Within 10 working days or Upon submitting the external approval (if required)
5.5	Issuance of initial approval certificate	Upon payment settlement
5.6	Issuance of license	Upon payment settlement

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6.3.5	Fees for Administration service	50
6.3.6	Market fees	<ul style="list-style-type: none"> calculated as 5% of the shop lease amount Calculated as 5 % of the School and calculated (10,000 AED for each class, 5,000 AED for each office and 2 AED for each Sqf of playground. calculated as 15 % of the bank lease amount
6.3.4	Accommodation Fees:	
	- For people live inside Dubai and submit DEWA bill	0.0
	- For all other cases	1,000
6.3.5	Other fees from External parties	Depend on the activity and external party fees

*The above fees might be subjected to 5% VAT.

* 10 AED Innovation fees and 10 AED for knowledge fees are to be added for each service.

7. Related Forms

7.2 CLS-F05a Registration Licensing Application form

8. References

8.1 Federal Law No. 2 of 2015, for Commercial Companies.

9. Workflow

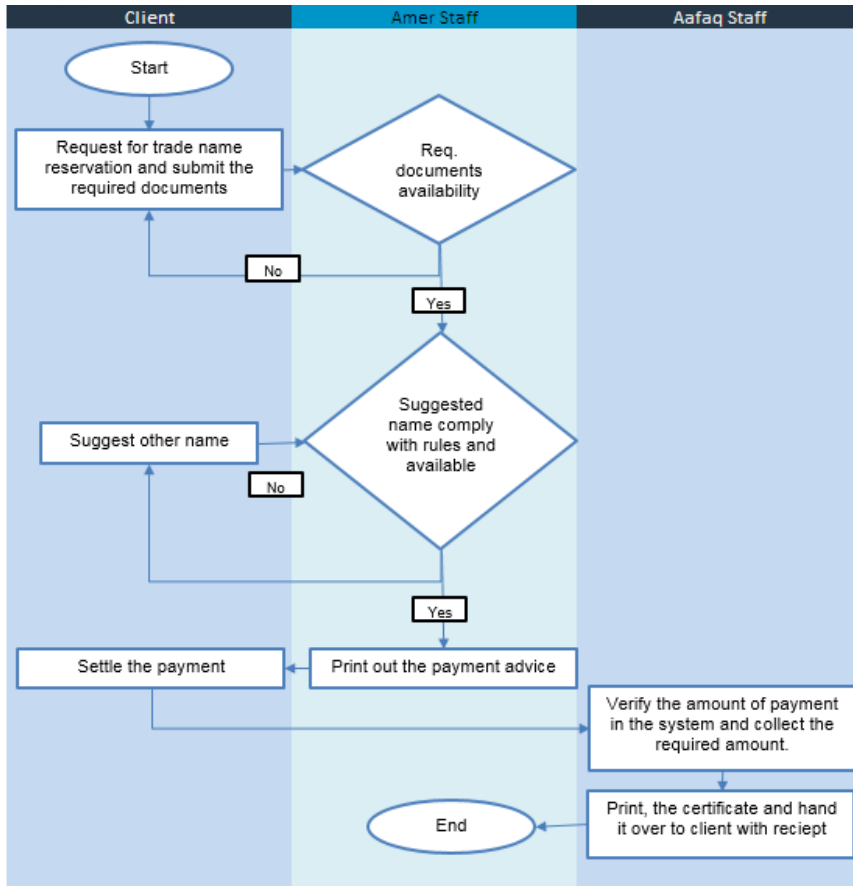
9.1 Trade Name Reservation Workflow

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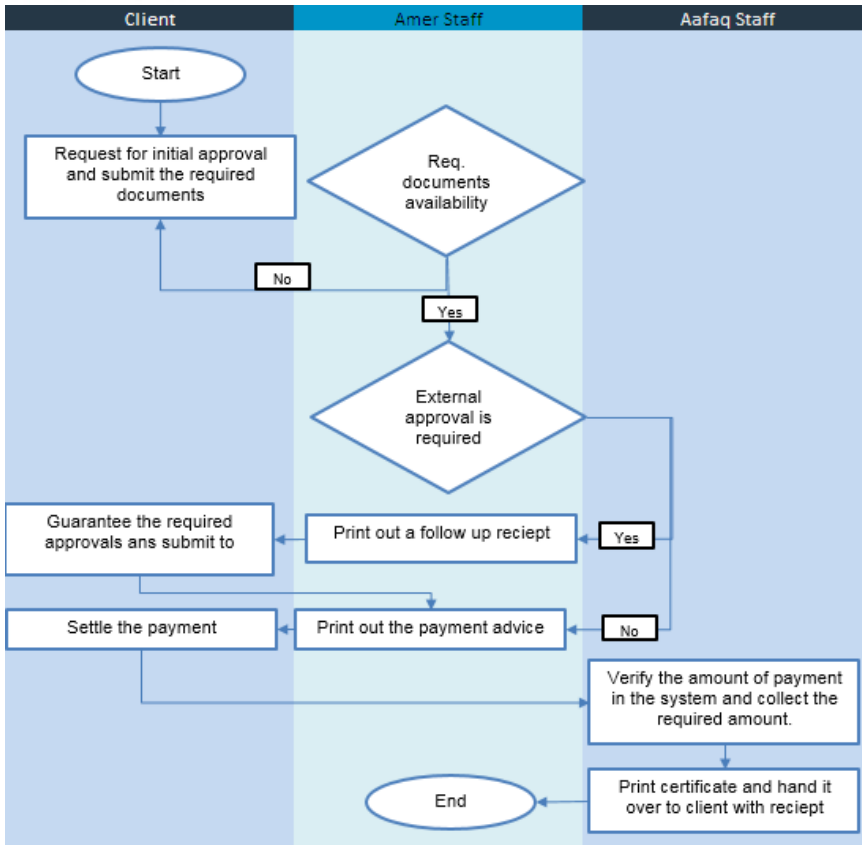
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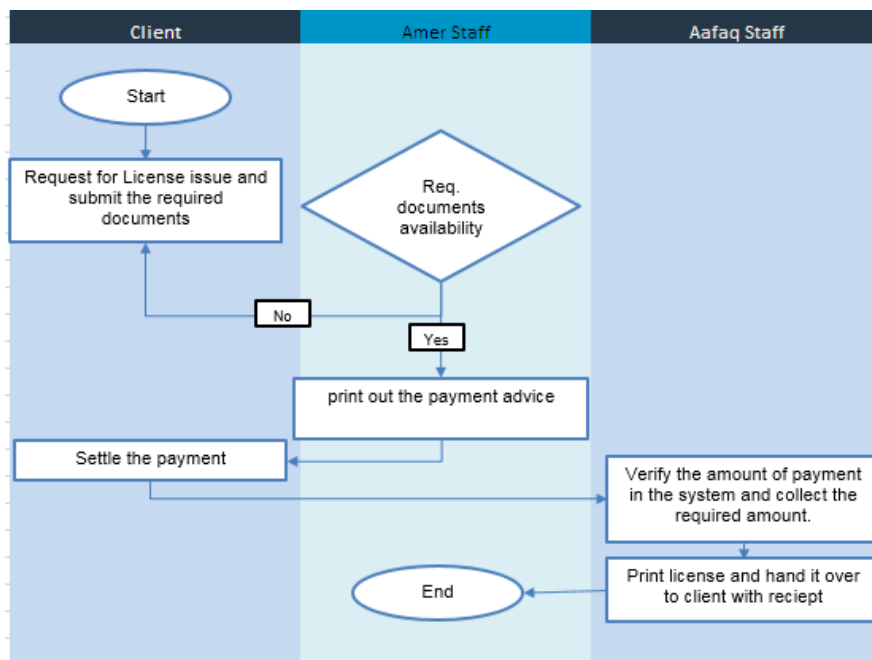
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9.2 Initial Approval Workflow



9.3 License Issuance Workflow



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