

TYPES OF LICENSE IN ABU DHABI

❖ NATIONAL PROPRIETORSHIP (100% NATIONAL):

1. Selection and approval of trade name (Chamber approval).
2. Lease contract involving the headquarters through which the activity is intended to be practiced.
3. Passport photocopy plus personal photograph of the national owner.
4. Definition of activity (Commercial: professional or vocational).
5. Acquiring competent authority approval whenever required for certain activities.
6. Completed application forms prepared for the purpose by the Municipality; Commercial Register and Chamber Membership Department.

❖ COMMERCIAL COMPANIES (51% MINIMUM NATIONAL SHARE):

1. Getting the selected trade name approved in accordance with the requirements provided in the commercial Company Law(Chamber approval).
2. Partnership agreement duly authenticated by the Notary public. (National(s) share should not be less than 51%). This will be without any prejudice to other provisions and requirements provided in the Commercial Company Law, in respect of the Company type or legal status.
3. Lease contract involving the headquarters through which the activity is intended to be practiced
4. Passport photocopy plus personal photograph of each partner.
5. Definition of required activity. Getting it approved by respective competent authority, whenever required for certain types of activities.
6. Bank certificate, certifying that the company capital has been already paid-up at one of the banks operating in the Emirate, along with a statement showing the cash shares of partners.



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7. Completed application forms prepared for the purpose by the Municipality; commercial Register and Chamber Membership Department.
8. Registration of the partnership agreement at the Ministry of Economy & Commerce.

❖ **FOREIGN COMPANY BRANCHES:**

1. Adopting the same mother Company's name for the branch in Abu Dhabi (Chamber approval).
2. Detailed statement on the activity required to be practiced by the branch. Getting it approved by respective competent authority whenever required for certain activities, with consideration to that the branch activity must be among those practiced by the mother foreign company.
3. Contract agreement with a services agent holding the UAE nationality. The agreement must be duly authenticated by the Notary Public.
4. Submission of a duly attested "Undertaking" issued by the mother country pledging to bear any financial liabilities on behalf of its branches in the UAE.
5. Duly attested decision taken by the concerned administrative body at the mother Company confirming willingness to open a branch in Abu Dhabi.
6. Duly attested official certificate issued by the competent authority at the country in which the foreign company is registered. The certificate must state for the company registration; legal status; capital; names; capacities and powers of its representatives.
7. Duly attested facsimiles of the mother company's letter of incorporation and articles of association.
8. Latest duly attested couple of balance sheets accredited by the mother company, along with auditor report: profit/loss accounts and other balance sheet-related explanations.
9. Statement, showing main operations and activities practiced by the foreign company outside the UAE, and accounting for its previously accumulated experiences.
10. Duly attested power of attorney in favor of the Company's representative in Abu Dhabi, along with his passport photocopy and personal photocopy.



11. Passport photocopy and personal photograph of the national services agent if he is a natural person. In case he is a legal entity, an official certificate confirming that all partners are UAE nationality holders should be attached along with copies of issued licenses.
12. Statement showing the number of employees expected to be recruited in the company branch in Abu Dhabi.
13. The branch capital amount that was mentioned in the national services agent agreement must not be less than Dhs 250,000
14. All documents should be translated into Arabic by an authorized legal translator and duly attested by the UAE Ministry of Justice.

❖ **APPOINTMENT OF COMMERCIAL AGENT (EXCLUSIVE DISTRIBUTOR):**

Foreign companies unwilling to come to Abu Dhabi to acquire License, yet interested in finding access to the UAE markets or seeking to offer their services, may appoint a commercial agent in accordance with the provisions of Federal Law No.18 of 1981 concerning the organization of commercial agencies and amending Law No. 14 of 1988. Such agent may promote the foreign company product and services by means of exclusive sale or distribution within the specified territory of the agency. This can be done by virtue of a relevant agreement which should be duly registered at the Ministry of Economy & Commerce. However, foreign companies may have one agent to cover the whole UAE territories or one agent in each emirate.

GENERAL PROCEDURES FOR ACQUIRING LICENSE

1. Applicant may approach the Planning and Economic Department once the required trade name is duly approved by Abu Dhabi Chamber of Commerce & Industry. A special application form should be completed, then attached to other documents.
2. The Planning and Economic Department, thereafter reviews application and supporting documents and determines whether a submitted application requires approval of competent authority. In such a case, the application is referred to the respective competent authority for approval. Applicant should approach the involved competent authority to see whether further documents or certain explanations are still required.
3. Once being approved by respective competent authority and the Department, the application is referred by the Municipality which addresses the Chamber for approval and issuance of membership certificate.
4. According to the Department letter addressed to the Chamber, the applicant in question should visit the Chamber office in order to sign a membership application form to which copies of all documents submitted to the Department should be attached.
5. Once the Chamber Membership Certificate is issued, the applicant should go back to the Department requesting registration in the commercial Registration and Planning and Economic Department License which is not finally acquired unless upon fields visit to the applicant premises and fulfillment of all terms and conditions relating to advertising; safety and health requirements in accordance with the rules and regulations applied by the Department.
6. In case the applicant is a commercial company, the Planning and Economic Department shall refer the application to the Ministry of Economy & Commerce after acquired the Chamber Membership Certificate. At the Ministry, relevant procedures required for registration of the company's incorporation are to be completed.



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7. In case the applicant is a foreign company branch, he shall have to submit an application, attached to all documents mentioned under "TYPES OF LICENSES" (foreign companies branch) hereinbefore, to the Planning and Economic Department of Economy & Commerce. The Ministry in cooperation with the Planning and Economic Department and the Chamber, presents the application before the esteemed Executive Council in Abu Dhabi seeking required approval.
8. Planning and Economic Department License should be annually renewed.
9. Once the Municipality License is issued, applicant should approach the Ministry of Labor to open a special "Company Card" and apply for required Labour force. The Department of Naturalization & Residence to get required permits.

ACTIVITIES REQUIRING APPROVAL

There are some activities which require approval from competent authorities such as: Executive Council, Ministry of Interior,.....etc

For more information, please contact services@adcci.gov.ae

Membership Department:

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