



# ANSH LEGAL



مدينة دبي الطبية  
Dubai Healthcare City

DOING BUSINESS IN UAE  
FREE ZONES

# Procedures

## STEP 1 – SELECTING YOUR UNIT

Select a unit from any one of the following and sign a reservation agreement

1,000 - 1,500 sq.ft @ AED185 / sq.ft.

**Or**

➤ Business center with an executive desk: 50 sq. ft. @ AED 60,000 per annum

➤ 10% of the annual rent, refundable in case the initial application is rejected

## STEP 2 – SUBMITTING THE INITIAL APPLICATION FORM

▪ Application Review Fee: AED 3,120 (one-time);

▪ Administration Fee: AED3,500 (non refundable in case of rejection);

▪ 10% of the Annual Rent payable upfront (refundable in case of rejection)

## STEP 3 – GRANT OF COMMERCIAL LICENSE

⑩ License Fee: AED 15,020 (annual)

⑩ Registration Fee: AED 3,520 (one-time)

# Documentation: Branch Set Up

- 1. Business Plan**
- 2. Shareholders/Board of Directors resolution for establishing a branch**
- 3. Appointment of a manger**
  - copy of a valid passport
  - copy of a valid residence permit/tourist visa
  - copy of the Emirates Identity Card (if residing in UAE)
  - NOC for Manager from the Current UAE Sponsor (If applicable)
- 4. For Company Legal Representative: (optional)**
  - copy of a valid passport
  - copy of a valid residence permit/tourist visa.
  - copy of the Emirates Identity Card (if residing in UAE)
- 5. Parent Company Details if Foreign Company**
  - Copy of incorporation certificate
  - Memorandum of Association and Articles of Association
  - Certificate of Continuity or Existence or Good Standing.
- 6. Parent Company Details if UAE Company/Establishment**
  - copy of a valid trade license issued by Department of Economic Development.
  - Memorandum of Association and Articles of Association
  - copy of the Commercial Register issued by Department of Economic Development

# Documentation: For a limited liability company

- 1. Business Plan**
- 2. Resolution for incorporation for FZ-LLC**
- 3. Proof of Share Capital from Bank or Dubai HealthCare City Authority Trust Account**
- 4. Proposed Director**
  1. copy of a valid passport
  2. copy of a valid residence permit/tourist visa.
  3. copy of the Emirates Identity Card (if residing in UAE).
- 5. Manager**
  1. copy of a valid passport
  2. copy of a valid residence permit/tourist visa.
  3. copy of the Emirates Identity Card (if residing in UAE).
  4. NOC for Manager from the Current UAE Sponsor (If applicable).
- 6. Legal Representative**
  1. copy of a valid passport
  2. copy of a valid residence permit/tourist visa.
  3. copy of the Emirates Identity Card (if residing in UAE).

# Documentation: For a limited liability company (contd.)

## 7. Shareholder(s) Details if Natural Person :

- copy of a valid passport
- copy of a valid residence permit/tourist visa.
- copy of the Emirates Identity Card (if residing in UAE).

## 8. Shareholder(s) Details if Corporate Person (Foreign company):

- Company Incorporation Certificate.
- Memorandum of Association and Articles of Association of corporate shareholder.
- Certificate of Continuity or Existence or Good Standing.

## 9. Shareholder(s) Details if Corporate Person (UAE Company/Establishment):

- copy of a valid trade license issued by Department of Economic Development.
- Memorandum of Association and Articles of Association of the corporate shareholder.
- copy of the Commercial Register issued by Department of Economic Development

# Important Links

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- [Laws](#)
  - [Regulations](#)
  - [Rules](#)
  - [Policies and Procedure](#)
  - [Guidelines and Standards](#)
  - [Handbook and Technical References](#)
  - [Circulars](#)
  - [Forms](#)
  - [Service Fees](#)

# Visa

## **New Employment Visa Package (inside the country)**

**This service request allows you to apply for a new employee visa while the applicant is inside the UAE, the package includes (entry permit, medical, EIDA and visa stamping).**

### **Required Documents**

1. Copy of passport with more than 6 months validity
2. Passport photo
3. Copy of employment contract
4. Copy of valid establishment card
5. Copy of valid DHCR Professional License / LOA Copy. (In case of Healthcare Professionals)
6. Copy of valid driving license (in case of job type is related to driving)
7. Attested education certificates.
8. Copy of valid DHCA commercial license
9. Copy of valid medical insurance card or medical insurance letter form insurance company



# About ANSH

Ansh Legal through its offices in the UAE and UK has a large network of affiliated law firms, corporate services firms, management consultants, tax advisers and professionals in several jurisdictions where its clients operate or have their assets or business interests. We actively advise several multi-national conglomerates, funds, family offices and high net worth individuals. Our lawyers have been advising several banks, financial institutions, governmental authorities and bodies and multi-national conglomerates over the past several years.

Being a multi-service law firm registered with Abu Dhabi Global Market Authority in the UAE and the Companies House, UK, the firms together assist on UAE and Indian law matters and coordinate advise on other jurisdictions through local experts. Our key practice areas are:

## ❑Corporate

- Cross border investments
- Corporate mergers & acquisitions
- Funds
- Start-ups
- General Corporate & Commercial

## ❑Finance

- The full spectrum of debt financing – bank lending, secured financing, margin financing, structured financing, leveraged and acquisition financing, infrastructure finance
- Securities and capital market matters including start-up funding, private placements
- Crypto and block chain technology
- Secondary market matters
- Insolvency and restructuring

## ❑Financial regulatory

## ❑General

- Succession and estate planning
- Technology and media
- Healthcare
- Commercial contracts
- Employment matters
- Dispute resolution advisory and support



# Team



**Aditya Shroff**  
Director



**Nicole Shroff**  
Director



**Deepa Variava**  
Director  
Marketing and Business  
Development