

December 2017

d3 (Dubai Design District) – Company Setup Proposal (DTMFZA)

1.0 Why CREATIVE ZONE?

- **Looked after by our team of experts** –at CREATIVE ZONE you will be looked after by our team of 105 multilingual experts, who have been part of the UAE setup industry for over a decade, and have successfully setup over 12,000 companies since our inception in 2010.
- **Dedicated Account Manager and efficient PRO Services** - with our dedication to personalized and efficient customer service, we will assign you an account manager as soon as you become a CREATIVE ZONE client, who will be your single point of contact and will regularly update you on the status of all your applications, and always be on hand to answer your queries. Together with our efficient team of PROs constantly striving to complete your applications in a timely fashion, we remove the stress and hassle usually associated with setting up a new company and obtaining your UAE residency visa.
- **Business Support Services of the highest caliber** - at CREATIVE ZONE, we have thought of everything to help you launch and grow your new business and make it a success from the very beginning. We provide you with business cards sporting your new contact details, a domain name accompanied with a splash page and email accounts. Furthermore we hold regular networking events providing you with access to fellow CREATIVE ZONE clients and our network partners, where you will be able to explore mutual business opportunities and forge new alliances that will give your new business a valuable head start.
- **Convenient and flexible Bank Account opening** - as a result of our excellent banking relationships, your new company bank account will be opened within 3 weeks of you receiving all your original company documents. Furthermore you will even be able to open up your new bank account and receive a cheque book prior to your residency visa being issued.

2.0 Why d3 (Dubai Design District)?

Dubai Design District caters to the needs of budding entrepreneurs from the retail, fashion, design, luxury and hospitality industries. Announced by His Highness Sheikh Mohammed Bin Rashid Al Maktoum, and backed by the establishment of the Dubai Design and Fashion Council by official decree.

- **100% Business Ownership**– an expat can fully own the business without a requirement of a local partner and full repatriation of profits and capital.
- **Strategic Location** – d3 is adjacent to the Business Bay area of Dubai. Easily accessible from Business Bay, Al Khail, Dubai-AI Ain and Dubai-Hatta roads.
- **World Class Business Hub** – Dubai is perfectly situated to access the world’s developing economies, which makes it the ideal location to set up and grow the business in this region.
- **A Full Range of Business Activity Options** - d3 mirrors majority of Dubai Department of Economic Development activities from retail, design to hospitality.

3.0 Available Business Activities

A wide range of design related activities are available ranging from but not limited to:

- | | | |
|------------------------|----------------------------------|-----------------------------------|
| • Sales and Marketing | • Modeling Agency | • Art Gallery |
| • Design Consultancy | • Photography | • Direct Marketing |
| • Manufacturing | • Studio Space | • Performing Arts Management |
| • Tailoring | • Image Consultancy | • Fashion/Fair Exhibition |
| • Assembling | • Visual Merchandising | • Stage Fashion Show |
| • Concept Design | • Fashion Design Consultancy | • Public Relations Agency |
| • Architectural Design | • Advertising | • Sales Promotion |
| • Industrial Design | • Beauty Advisors | • Branding and Corporate Identity |
| • E-Commerce | • Nutrition and Fitness Advisors | • Graphic Design |

4.0 Company Setup options

4.1 d3 Free Zone License:

- Free Zone Company(FZ LLC): A new business entity with 1 individual shareholder
- Free Zone Company (FZ LLC): A new business entity, with 2 or more shareholders (can be individuals and and/or companies)
- Free Zone Company FZ LLC (Branch): A new business entity, with company as a shareholder (foreign or local)

5.0 Support Services

| ITEM |
|---|
| 250 free business cards * |
| Free domain name registration with splash page and email account setup ** |
| Introduction to bank representative for setting up company bank account |
| Dedicated account manager to manage your documents and update you on the status of your applications |
| Free Company Stamp |
| Regular networking and business development sessions with fellow CREATIVE ZONE clients and our network partners |
| Free document processing, delivery and PRO services |

*Choose from one of six templates. Business cards are not custom-designed.

**The splash page is a single landing page and is not a full website, the client will choose 1 design from a choice of 3 templates, CREATIVE ZONE will not custom design a splash page for the client.

NOTE: CREATIVE ZONE'S support services are independent services provided by CREATIVE ZONE to their clients. These services are not provided by or affiliated with any particular Free Zone or type of company license; however they are mandatory requirement for all CREATIVE ZONE clients and will be renewed annually.

6.0 Pricing

6.1 License and Support Service Costs

| d3 Free Zone License | Year 1 | Year 2 |
|---|-------------------------|-------------------------|
| *License Fee | AED15,010 | AED15,010 |
| One Time Registration Fee | AED3,510 | 0 |
| PRO Fee | AED12,500 | AED10,000 |
| **Commercial Office Space Rental | | |
| | per square feet / annum | per square feet / annum |
| Courtyard View | AED110 | AED110 |
| Standard View | AED130 | AED130 |
| Burj Khalifa View | AED165 | AED165 |

There is a minimum share capital requirement of AED 50,000. This does not apply to Branch Offices.

*License Fee may vary depending on the segment and activity chosen

**Includes the service charge but excludes DEWA and Chiller (A/C charges) and offices delivered as shell and core. Quota is 1 Visa per 80 sq.ft.

6.2 Immigration and Visa related costs

Please note that the below immigration and visa related costs are in addition to the costs outlined above in 6.1 - they are not included in the pricing outlined in 6.1

Immigration

- **Company Establishment card** – AED 1,000 (*renewed annually*)

Visa

- **Residency Visa** – AED 5,780
- **Bank Guarantee Deposit** – AED 2,500
- **Work Permit/Labor Card** – AED 2,460
- **Emirates ID Card** – AED 370 (*payable directly to the ID Card Center*)
- **Medical Test** – AED 310 (*payable directly to the Medical Center*)
- **Change of status** – AED 1,150**
- **Labor Card**– AED 2,460
- **Dependent Sponsorship** – AED 4,690
- **Local Amendment**– AED 1,000
- **Housemaid Visa**– AED 9,940

***Optional - should you not wish to exit the country and re-enter after the entry visa has been issued – please note this option is only available to those applicants on their 30 day grace period following the cancellation of their previous residency visa OR if you are in the country on a visit visa (NOT Tourist Visa) OR if you received a visa on arrival into the UAE - granted to nationals of 48 countries who don't need to apply for a visa prior to entering the UAE – please contact us for a full list of the same*

7.0 Documents and Timelines

7.1 Free Zone License

1. Submit application for provisional approval. Contact the Business Development Team at Creative Zone and submit the application for provisional approval. At this point, Creative Zone reviews your application and you will be informed of External Regulatory Body approvals that may be required.

Required Documents:

- Application for license
- Business plan
- Passport copies (Shareholders, Managers, Directors, legal representative of the proposed companies)
- Original NOC for the company name (if the proposed name is already registered in Dubai)
- Copy of the certificate of incorporation/copy of the trade license of the corporate share**

2. Submission of legal documents for company registration. You also have to select the suitable premises for your operation. CZ Representative checks the legal documents and issues a Customer Confirmation Letter pertaining to the leasing of the premises in the zone.

Required Documents:

- Application for company registration
- Board Resolution
- Registry Identification Code Form (RIC Form, Corporate /Natural)
- NOC from the current sponsor for the Manager-in-charge (if applicable)
- Memorandums and Articles of Association (original or notarized)**
- Certification of incorporation (Original or notarized copy)**
- Post Dated Checks (for submission to d3)

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Email: setup@creativezone.ae, Website: www.creativezone.ae

3. Signing of lease, personnel sponsorship, and collection of license.

**FZ-LLC with corporate person as shareholder

**FZ-LLC with natural and corporate person as shareholder

4. Customer confirmation letter and settlement of payments. At this point, commercial license will be prepared from DTMFZA Registration and Licensing Department. You will be notified when license is ready.

7.1.1 Timelines

| | |
|--|---|
| Day 1 | Submit application forms along with the required documents for Provisional Approval to CREATIVE ZONE and make payment |
| When do I get my Company Incorporation Documents? | |
| Day 5 | Client is informed of any external regulatory body approvals that may be required. |
| Day 10 | Name Reservation Certificate is provided and d3 issues the Provisional Approval Letter |
| Day 11 | Client selects the suitable premise for operation and submits legal documents for company registration. CZ representative checks the legal documents and issues a Customer Confirmation Letter pertaining to the leasing of the premises in the free zone. |
| Day 19 | Client signs and return "customer confirmation letter" and make required payments for registration and license fee to DTMFZA (25% of the annual rent to be transferred to d3 account) and provides the PDCs. |
| Day 23 | Deposit share capital to TECOM Trust Account or any local bank and submit proof of capital letter to CZ Sales Representative. DTMFZA Registration and Licensing Department prepares the commercial license. Client will be notified when the license is ready. |
| Day 25 | Client collects the original Commercial License and signs the Lease Agreement and Personnel Sponsorship Agreement (PSA). |
| When do I get my Visa? | |
| Day 25 | Make payment for Company Establishment Card |
| Day 31 | Company Establishment card issued by Immigration. You may apply for your visa at this point |
| Day 31 | Complete and submit visa application forms and supporting documents and passport photos to CREATIVE ZONE and make payment |
| Day 34 | Entry Visa is issued |
| Day 34 | Proceed with Change of Status / Local Amendment |
| Day 36 | Proceed for Medical and Emirates ID Card application |
| Day 37 | Collect Medical Results and deliver the same to CREATIVE ZONE offices along with your passport, completed signed and stamped original employment contract, Emirates ID Card receipt, entry visa (with change of status stamp) along with 8 alternate passport size photos on white background, all of which will be submitted to Immigration for residency stamping |
| Day 40 | Passport is released by Immigration stamped with your Residency Visa. |

Please Note:

- The above timelines correlate to working days not calendar days.
- The above timelines are collated based on the average processing times over the previous 3 months and hence are not exact and in reality may be shorter or longer.
- Applications are submitted for processing and indicated timelines commence upon realization of payment.
- The cut-off time for documents to be submitted/received, and payments to be received/released is 1pm, anything received after this time will be considered towards the following working day.
- As all visa applications have to be submitted to the Free Zone and Immigration with the original forms signed by the applicant, hence all visa applications submitted to CREATIVE ZONE at any time will always be considered towards the following working day.
- Should you choose to cancel or abort your visa process at any stage, or let your entry visa expire or lapse you will not be eligible for any refund - the whole visa process will need to be restarted and a fresh payment made.
- During periods in and around Ramadan, days of mourning, Eid and other National and Religious Holidays the indicated timelines are likely to become subject to delays.
- Any overstay fines will have to be paid prior to your entry visa being issued. Furthermore at the time of paying your overstay fines, you will incur an admin fee of AED 250.
- If you are out of the country when your entry visa is issued, you will need to enter the country on your new entry visa, you will NOT be allowed to enter the country on a tourist visa or visit visa or visa on arrival
- In order to maintain your UAE residency, you will need to enter the country at least once every 180 calendar days
- Change of status (in/out stamp) would need to be carried out prior to proceeding for your Emirates ID Card.
- Should you be outside the country when the visa is issued, and are not from one of the 48 countries that are granted a visa on arrival (please contact us for a full list of the same) and are entering the UAE on your new entry visa, which will constitute your change of status, please be sure to contact your airline prior to travelling, as many airlines will need to see a copy of your entry visa prior to travel in order to verify the same and then upload a copy of the visa onto their system, and provide you with an 'OK to Board'. The same would apply if you are inside the country when the visa is issued, and plan to exit the country with your visa in hand, and then re-enter the UAE by air.

- *Furthermore when you are entering the country on your new entry visa, please ensure you carry out your eye scan at the airport on arrival, and ensure the immigration official stamps the entry visa as well as your passport. Do **NOT** enter on your e-gate card.*
- *Once you complete your change of status you will **NOT** be able to travel outside of the UAE until your passport has been stamped with your residency visa.*
- *The Visa process for certain nationalities may be longer than the timelines indicated above.*
- *The labor card is often **NOT** released at the same time as the passport after residency stamping. If it isn't released at the same time as the passport after residency stamping, it will be released within 60 days thereafter*
- *For certain nationalities Immigration have been known to request either an attested copy of the passport or the original passport for sighting prior to approving the issuance of the entry visa*
- *Should you have a visa application under process and wish to travel in and out of the UAE, and are a national of one of the 48 countries who are granted visit visas on arrival, please contact us before re-entering the UAE, as if your visa application has cleared security approval, you may have to wait until your new employment visa has been issued and to re-enter the UAE using the same.*
- *Even if your place of birth and nationality isn't from one of the restricted countries but your name is deemed to have originated from one of those countries, you will experience delays in both your establishment card and visa release.*
- *On occasion delays may be caused at Residency Visa stamping stage, due to 'un-cleared previous visit visas' this can occur when a national of one of the 48 countries granted a visit visa on arrival may have previously entered the UAE at one entry point i.e. Abu Dhabi airport and exited from another i.e. Dubai Airport etc and the exit hadn't been updated in the Immigration system.*
- *When this occurs we will alert the applicant of the details that we have received from Immigration and return his passport to him, and he will be required to visit the point where he exited from i.e. Dubai Airport and present Immigration there with his passport and alert them of the un-cleared exit date and request them to clear the same in their system, after which he will return his passport to us, and we will resubmit it for residency stamping, which will take the standard 16 business days to complete.*
- *If you have lost/surrendered your Emirates ID and don't have a copy of both sides, kindly submit a copy of your passport with the previous visa and 1 passport sized photo to an authorized Emirates ID Authority Typing Centre. They will then forward the same to the Emirates ID Authority with a request to obtain your previous Emirates ID Card number which will be required in order to type the Emirates ID Card renewal application. The response time for obtaining the previous Emirates ID Card number from the Emirates ID Authority normally takes less than 1 business day.*
- *Your Trade License start date will be day 1 of the timeline.*
- *If any of the Shareholders and/or General Manager cannot personally be present in the UAE to open the company Bank Account, an attested Board Resolution and/or Power of Attorney from all of the absent Shareholders and/or General Manager will need to be submitted in order to complete the bank account opening procedure. Please contact us for drafts and further details on the same.*

Important Additional Information

- All procedures, timelines and costs are valid at the time of going to print, however may become subject to change without notice.
- Company documentation (Trade Licenses etc.) are issued from Dubai Design District (d3), and Visas are issued from Dubai Immigration.
- The documents, when applying to register a new company with Dubai Design District (d3), (i.e. application forms and passport copies), need to be submitted directly to the Creative Zone in person or via courier or online.
- All document clearing and document processing tasks pertaining to your applications (Trade License, visas etc) are carried out by our office in Dubai.
- Payments for all applications should be made to our office in Dubai or via bank transfer, or bank deposit (cheque or cash).
- Any payments handed over at our Dubai office are a drop off point only, all receipts and invoices will be issued from D3.
- Any payments received by CREATIVE ZONE towards any product or service are non-refundable unless agreed otherwise. This condition is valid even if the payment received isn't for the full amount of the service or product subscribed for and/or the customer has yet to provide CREATIVE ZONE with all the correct documentary requirements for said product or service and/or their application is rejected by the licensing authority for any reason.
- Please note the prices quoted in this proposal are specific to the products and services mentioned, they do not include any ancillary services i.e. driving license transfers, liquor license, dependents visas etc – please contact us if you would like pricing and procedures for the same.
- If the company you are setting up is a branch of a company or partially or fully owned by another company, at the time of opening the company bank account you will be required to submit a current attested Certificate of Incumbency and a current attested Certificate of Good Standing.
- Companies registered with Dubai Design District (d3), are permitted to carry out business activities with companies within the Free Zone or with companies within other Free Zones in the UAE or with companies outside the UAE. Should the company wish to conduct business with Government entities or local companies within the UAE they should either establish a local branch office or transact through a local commercial agent.
- The CREATIVE ZONE package (Support Services and company registration) is valid for one year starting from the commencement date on the Trade License and both must be renewed annually.

- The contact details provided at the time of the application (phone number, email address etc) will be the contact details used by CREATIVE ZONE and the business centre to contact you – if at any time you would like to change, add, amend your contact details you will need to submit the new details to us in writing in original, an email or phone call won't suffice.
- The default share capital amount for an FZ LLC company will be AED 50,000 and AED 100,000 - these amounts cannot be changed to a higher or lower amount.
- The Memorandum and Articles for your company cannot be edited, amended or expanded upon
- Your residency visa and those of your employees and dependents are valid for 3 years, please note that you will not be sent any reminder from CREATIVE ZONE prior to the expiry of the residency visas, you will need to contact CREATIVE ZONE yourselves at least 30 working days before the residency visas expire to commence the renewal process.
- If you will be applying for visas under the company, you will need to open a company bank account and make monthly salary payments from your company bank account. All employees under the company will need to open personal bank accounts as well.
- With regard to the introduction to the bank representative by CREATIVE ZONE, this is an introductory service only and CREATIVE ZONE aren't involved in the process beyond the introduction. After the introduction it is for the client to liaise with the bank representative directly and satisfy the requirements of the bank in order to successfully have their account opened.
- If any of the Shareholders and/or General Manager cannot personally be present in the UAE to open the company Bank Account, an attested Board Resolution and/or Power of Attorney from all of the absent Shareholders and/or General Manager will need to be submitted in order to complete the bank account opening procedure. Please contact us for drafts and further details on the same.
- In order to keep your company bank account active, you will need to visit your bank annually with your original renewed trade License and present it to the bank for sighting, this must be carried out on or before the expiry date of your current Trade License.
- Please note the word 'Dubai', 'Abu Dhabi', 'Sharjah', 'RAK', 'Ras Al Khaimah', 'Ajman', 'Fujairah', 'Umm Al-Quwain', 'UAE', and 'Emirates' can NOT be used in Company Names, neither can the words 'Islam' or 'Islamic' or words related to any religion. The words 'Import' or 'Export' also cannot be used.
- If you are planning to open a branch or subsidiary of another Free Zone or Offshore company registered in the UAE you will require a NOC from the relevant licensed authority.
- You will be required to settle upfront in full any pending instalments at the time of cancellation of your license. Furthermore you will need to pay AED 5,000 to cancel the Trade license and up to AED 2,000 to cancel each employment visa and related dependent visas under the company. Please note the above is applicable providing all cancellations take place during the Trade License validity period - should any of the above take place after the Trade License has expired, late fees will also be incurred. You will also need to return to CREATIVE ZONE all your original company formation documents even if they are expired, so please don't destroy or misplace any of these documents as otherwise you will need to submit a police report and pay an additional AED 2,000 at the time of cancellation.
- If you have opted to take an additional activity on your company license, you will be charged the same amount for the additional activity in subsequent years as you paid in Year 1.
- In order to setup your company, you will need to submit entry stamps OR residency visa copies OR cancelled visa copies for all shareholders and the 'person in charge'.
- If you are out of the country when your entry visa is issued, you will need to enter the country on your new entry visa, you will NOT be allowed to enter the country on a tourist visa or visit visa or visa on arrival
- Should you choose to cancel or abort your visa process at any stage, or let your entry visa expire or lapse you will not be eligible for any refund - the whole visa process will need to be restarted and a fresh payment made.
- Directors under the company need to be appointed via a Board/Shareholder Resolution, please contact us for a draft of the same
- If you or any of the shareholders or the person in charge have previously been marked as banned or absconded by current/previous employer OR have a previous or ongoing court case, OR have a previous or ongoing police matter, OR have a previous or ongoing bank matter OR can outline any other reason why a government application may not be successfully granted please outline the same in writing to a CREATIVE ZONE representative at the time of this application. Failure to do so will result in the applicant being fined a sum of AED 5,000 by the Free Zone Authority.
- Dubai Immigration will only process 'housemaid' visas for applicants from Sri Lanka, Indonesia or the Philippines.
- No employments visas under the company can be issued for applicants under the age of 18. Persons under the age of 18 also cannot be a shareholder nor the person in charge on the license.
- If any of the shareholders or the person in charge is an Emirati National, we will need a copy of their 'Jinsiya' and their Emirates ID Card.
- Visa applicants holding Sri Lankan and Indonesian passports will need to carry out a medical test in their home country and have the results of said medical attested at the UAE Consulate in their home country prior to applying for their visa, unless they are currently in the country on a cancelled residency visa.
- Sri Lankan, Filipino, and Indonesian nationals looking to apply for visas whilst still in their home country have to secure and submit additional documents and fulfill additional procedures in their home country in order to apply for their visa. Please contact us for further information on the same.
- If you are carrying more than 1 passport, please ensure you inform a CREATIVE ZONE representative of the same. Furthermore please note that you will be unable to travel on your 2nd passport (the one not submitted towards your visa process) whilst your visa application is in process.

- Once you completed your change of status you will NOT be able to travel outside of the UAE until your passport has been stamped with your residency visa.
- If you are currently in the country on a tourist visa, your employment visa won't be issued in-country, you will have to exit the country and wait for your employment visa to be issued and then re-enter the country on that visa to complete your change of status.
- Should you be outside the country when the visa is issued, and are not from one of the 48 countries that are granted a visa on arrival (please contact us for a full list of the same) and are entering the UAE on your new entry visa, which will constitute your change of status, please be sure to contact your airline prior to travelling, as many airlines will need to see a copy of your entry visa prior to travel in order to verify the same and then upload a copy of the visa onto their system, and provide you with an 'OK to Board'. The same would apply if you are inside the country when the visa is issued, and plan to exit the country with your visa in hand, and then re-enter the UAE by air.
- We hold no responsibility for the issuance or delivery or delays related to Emirates ID Cards, or if the applicant is requested by the Emirates ID Card Authority to return to the ID Card center to redo the bio data procedure.
- Hand written passports are no longer accepted, all passport copies submitted should be electronic/typed passports.
- Passports bearing only your first name and no surname won't be accepted.
- In order to maintain your UAE residency, you will need to enter the country at least once every 180 calendar days.
- In order to be a shareholder or person in charge of a company or apply for visas (both at the time of the entry visa application and later on when the passport is submitted for residency stamping) your passport should be valid for a minimum of 6 months, you should also have 2 empty pages in your passport as well. Furthermore you should hold a standard/normal passport, travel documents are not permitted.
- Certain restrictions potentially exist for passport holders from the following countries to obtain visas on the company (they can however still obtain visas as dependents without issue): Iran (also to act as company shareholder), Israel (also to act as a company shareholder), Turkey (also to act as a company shareholder), Bangladesh (also to act as a company shareholder), Afghanistan (also to act as a company shareholder) Kenya, Algeria, Tunisia, Morocco, Uzbekistan, Tajikistan, Belarus, Iraq, Cuba, Palestine, Lebanon, Libya, Syria, Sudan, Ethiopia (won't be granted a visa even as a dependent), Egypt, Somalia, and Yemen.
- Persons born in Iran and Israel but holding a passport from another country potentially may not be able to act as company shareholder or person in charge on the Trade License. Persons born in any of the other countries mentioned in the above bullet point, but currently carry a passport from another country will be able to act as company shareholder, but potentially may not be able to apply for employment visas on the company. Furthermore if any of the above are company shareholders and/or the person in charge the company establishment card potentially may not be issued by Immigration, which would mean no visas would be able to be applied for under the company. Also please note that even if your place of birth and nationality isn't from one of the restricted countries but your name is deemed to have originated from one of those countries, you may experience delays in both your establishment card and visa release. Recently on a case by case basis, Immigration have agreed to carry out a visa pre-approval process, for many who are either nationals of, or were born in, the countries mentioned in the above bullet – please note visa pre-approvals will not be possible for those born in or nationals of Iran or Israel. Please contact us for up to date information as the list and procedures can become subject to change without prior notice.
- The nationalities from the following countries should be inside the UAE on a visit or tourist visa to apply for Security Approval: Libya, Tunisia, Afghanistan, Egypt, Lebanon, Syria, Sudan, St. Kitts and Nevis, and Morocco.
- The nationalities from the following countries should be inside the UAE on a residency visa to apply for Security Approval – Palestine, Iraq, Iran, Somali, Yemen.

We thank you for your interest in CREATIVE ZONE and look forward to seeing you soon.
CREATIVE ZONE.