

Consumer Checklist:

- Appointment made online via registration form
- Print email confirmation with appointment details
- Bring appropriate documents to appointment:
 - o Original Passport
 - o Three passport photocopies
 - o Method of payment

Company Checklist:

1) Local Companies:

A- Establishment/Sole Property Shot (owned by one person)

- Appointment made online via registration form
- Print email confirmation with appointment details
- Bring appropriate documents to appointment:
 - o Copy of trade license
 - o Copy of valid certification of membership of chamber of commerce & industry
 - o Passport copy

B- Companies

- Appointment made online via registration form
- Print email confirmation with appointment details
- Bring appropriate documents to appointment:
 - o Copy of memorandum & article of association attested properly by the Notary Public
 - o Copy of valid trade license plus annexure of trade license showing whom the partnerships/ or shareholders of the company are (this is only if the trade license is issued from Dubai)
 - o Copy of valid certificate of entry in commercial register
 - o Copy of valid certificate of membership of chamber of commerce & industry
 - o Copy of updated board resolution signed by all partnerships/ or shareholders of the company related to who is/are the authorized person/s "manager/s" to act in the name & on behalf of the company however, the said resolution should clearly mention that the authorized person/s is/are empowered to purchase and sell the properties in the name & on behalf of the company. In addition, the above resolution should be including the company's stamp
 - o Copy of the authorization letter showing the signature of the authorized signatory/s "the manager"

2) Overseas Companies:

- Appointment made online via registration form
- Print email confirmation with appointment details
- Bring appropriate documents to appointment:
 - o Copy of valid certificate of incorporation
 - o Copy of memorandum & article of association
 - o Certificate of Incumbency
 - o Recently dated Good Standing Certificate (required in the case of companies which are more the one year old)

- o Copy of updated board resolution signed by shareholders of the company related to who is/are the authorized person/s appointed by the shareholders

- o Copy of power of attorney related to that the authorized person/s is/are clearly authorized to act in the name & on behalf of the company for purchase & sell the properties

- o Valid copy of passports of all authorized person/s

3) Free Zone Companies (including offshore companies who established in FZ - UAE)

- Appointment made online via registration form

- Print email confirmation with appointment details

- Bring appropriate documents to appointment:

- o Copy of valid trade license issued by the FZ Authority

- o Copy of valid certificate of incorporation issued by the FZ Authority

- o Copy of certificate of shares of shareholders issued by the FZ Authority

- o Copy of memorandum & article of association

- o Copy of updated board resolution signed by all shareholders of the company related to who is/are authorized person/s appointed by the shareholders

- o Copy of power of attorney related to that the authorized person/s is/are clearly authorized to purchase & sell the properties in the name & on behalf of the company

- o Valid passport copy of the authorized person/s

For more information or to make an appointment, please visit the registration and contact us pages.