

Fujairah Creative City Free Zone – Company Setup Proposal (CCFZ)

CZ-SAL-LIC-05-17

1.1 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** – With our dedication to personalized and efficient customer service, as soon as you become a CREATIVE ZONE client, we will assign you an account manager who will be your single point of contact, will regularly update you on the status of all your applications, and who will 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.
- **Exclusive use of Prestigious Dubai Business Centre** – The Business Centre, located in the heart of Downtown Dubai overlooking the Burj Khalifa, has an exclusive arrangement with CREATIVE ZONE, allowing you to make use of the excellent services and facilities on offer. The centre is equipped with free Wi-Fi connectivity, impressive meeting rooms, and free cold and hot beverages in their onsite coworking space and lounge. You will be looked after by efficient support staff who will be answering your dedicated new phone number, assisting you with scanning and printing your documents and greeting your guests on arrival - giving you and your new business the prestige, credibility and helping hand it deserves.
- **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.

2.1 Why Fujairah Creative City Free Zone?

Fujairah Creative City Free Zone was established in 2005 under the chairmanship of His Highness Sheikh Rashid Bin Hamad Al Sharqi.

- **Free Zone Company setup options starting from AED 14,625 per year (inclusive of VAT)** – We have fully inclusive packages starting from as low as AED 14,625 per year (inclusive of VAT), as well as more comprehensive packages, which include an extensive range of business support services.
- **Physical presence in the UAE not required to incorporate your new company** – The company formation process can be completed from the comfort of your own home via the Free Zone's simple and quick application process. Furthermore, if you already hold a UAE residency visa, we don't require a No Objection Certificate (NOC) from your current sponsor in order to form your new company.
- **No paid-up share capital or annual audit** – Unlike many other Free Zone options, you aren't hampered by having to block a large share capital amount with your bank in order to form your new company, nor do you have to go through the time and expense of a cumbersome company audit every year to renew your trade license.
- **100% repatriation of Capital and Profits** – Unlike many other countries, you will have full freedom to repatriate all your invested capital and profits. Furthermore, in the UAE there are also no foreign exchange controls and currency restrictions.
- **All company documentation issued within days** – Thanks to our convenient and simple application process, all your new company documentation will be issued within days.
- **Allocation of 6 UAE residency visas** – With 6 visas available, you have the flexibility to staff your new company adequately from the outset, and unlike other Free Zone options, the full allocation of 6 visas is available without having to rent large and costly office space.

3.0 Available Business Activities

A wide selection of media and consulting related activities are available, ranging from but not limited to:

Advertising	Interior Design	Production
Architecture	IT Consultancy	Project Management Consultancy
Business Consultancy	Lifestyle Consultancy	Public Relations

Design Services	Management Consultancy	Publishing*
E-Commerce	Marketing Services	Recruitment Consultancy***
Event Management	Media Services	Software Development Management
Fashion Design Consultancy	Online Education**	Sports Management
General Trading	Photography Services	Training Services**
Human Resources Consultancy***	Tax Consultancy	Video Services
Food & Beverage Trading	Wholesale of Household Goods	Building Materials Trading

* Not permitted under the Company License only setup option – see Section 6 for more details– also please note that for National Media Council approval, all shareholders, as well as the person in charge, should hold UAE residency visas. In addition, NMC approval has to be renewed annually as mandated by National Media Council in Abu Dhabi.

** All Training activities are not permitted under Company License only setup option – see Section 6 for more details.

*** All Human Resources and Recruitment Consultancy related activities will need to sign a Statutory Declaration issued by Fujairah Creative City.

NOTE:

- 1 business activity is provided for free; If you would like to add additional activities, costs start from AED 2,100 per activity for the first year and will be free upon renewal. Please contact us for further details as well as for a full list of available business activities.
- If you select the business activities 'Legal Consultancy', 'Accounting & Auditing Consultancy' and 'Education Consultancy & Training', you will need to submit us your original and attested degree certificate for sighting.
- Legal Consultancy cannot be combined with any other business activity.

4.0 Company Setup Options

4.1 New Entity:

- Free Zone Establishment FZE: 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/or companies – see below for some further clarification with regard to the classification of an FZ LLC)

4.2 Branch:

- Local Branch: A branch of an existing firm in the UAE
- Foreign Branch: A branch of an existing firm outside the UAE

NOTE:

If your company is a branch or wholly owned subsidiary (i.e. 1 corporate/company shareholder) it will be classified as an FZ LLC.

Please note we will require the below in original and attested at the UAE Embassy from the country of origin and the Ministry of Foreign Affairs in the UAE for a Branch Office or when an overseas company is a shareholder - Furthermore if the company is older than 1 year, you will also need to submit a current attested certificate of incumbency and current attested certificate of good standing at the time of opening the company bank account, please contact us for further details on the same. Also, note that the Free Zone will NOT issue Articles of Incorporation for the newly incorporated branch company.

Furthermore, please note that in case you are opening a branch or a company is a shareholder, it is important that one can identify the individual named beneficial owners of the parent company – companies which have multiple layers and/or are nominee companies where one is unable to identify individual named beneficial owners will be unable to open a company bank account in the UAE.

- Company Documentation of parent company (Share Certificate, Memorandum etc.)
- Passport copies of owners and manager
- 2 Passport sized photos of Person in Charge
- Board Resolution indicating it has been resolved to open a branch office at Fujairah Creative City Free Zone, UAE – original required signed and stamped (contact us for a draft of the same)
- When company to be a shareholder Board Resolution should state the following as an example – “XYZ Company to take a 50% stake in new company ABC FZ LLC to be formed in Fujairah Creative City Free Zone, UAE” – original required signed and stamped (contact us for a draft of the same)
- The Board Resolution should also include who will be appointed the Manager/Person in Charge of the branch office or new entity

5.0 Support Services:

Suite 1702, Level 17, Boulevard Plaza Tower 1, Sheikh Mohammed Bin Rashid Boulevard, Downtown Dubai, Dubai, UAE

ITEM	PREMIER	BUSINESS STARTER	MAIL MANAGEMENT	BASIC
Dedicated telephone number ¹	✓	✗	✗	✗
250 free business cards ³	✓	✗	✗	✗
Free domain name registration with splash page and email account setup ⁴	✓	✗	✗	✗
Free company stamp	✓	✗	✗	✗
Dedicated account management team to manage your documents and update you on the status of your applications	✓	✗	✗	✗
Meeting room access (5 hrs per month) ¹	✓	✓	✗	✗
Coworking space (5 days per month) ¹	✓	✓	✗	✗
Prestigious address for your business cards and marketing material ¹	✓	✓	✓	✗
Mail and courier management ²	✓	✓	✓	✗
Access to exclusive list of banking contacts for setting up your company bank account	✓	✓	✓	✓
Lease agreement and physical office space at the Free Zone facility in Fujairah ⁵	✓	✓	✓	✓
Regular monthly client workshops, networking events and business development sessions with fellow CREATIVE ZONE clients and our network partners	✓	✓	✓	✓
Free document processing	✓	✓	✓	✓

1. Services/facilities provided by the business centre. You may choose one from either the Downtown Dubai, Business Bay or Dubai Marina Locations.

Certain business activities regulated by external government departments such as the Securities and Commodities Authority (SCA), Knowledge and Human Development Authority (KHDA), among others cannot use/feature a Dubai address on their business cards, email signatures, and website. In case of non-compliance, Dubai DED and the respective authorities regulating their activities can fine them heavily.

Includes unlimited internet access, cold and hot beverages. Printing, scanning & photocopying services are chargeable at AED 1 per black & white page, AED 1.25 per coloured page, and AED 2 per A3 page.

The package includes one phone number. Additional phone numbers are available at AED 2,000 for the second number and AED 1,500 for the third number payable upfront. For Downtown Dubai business centre, you may choose from a 04, 06, or 09 number.

- Additional AED 945 payable to Empost for dedicated virtual P.O. Box number. Mail Management is only provided on a subscription to a company P.O. Box with Empost through the business centre. New applications (new and renewal) will cost AED 756 per year. Should you subscribe to a P.O. Box with Empost for your company, please be informed that you will not be able to cancel the P.O. Box unless you also close down your company.
- 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.
- Not available on the Company License Only option and furthermore you will not receive a utility bill in your company name with this lease agreement.

Support Services promotion does not include domain name, splash page, and company stamp.

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 a mandatory requirement for all CREATIVE ZONE clients.



Meeting Room



Coworking Space



Lounge Area



Snack Bar

6.0 Pricing

6.1 License and Support Service Costs

COMPANY ONLY (1 individual shareholder* - No Visas or Labor Cards or Lease Agreement or Immigration Card)		
New License		Renewal
	1 Year Pricing	1 Year Pricing
Fujairah License Fee	AED 13,000	AED 12,000

CZ Fee	AED 2,625	AED 2,625
Total	AED 15,625	AED 14, 625

Please note that the below costs pertain solely to your company licensing and support service costs only, they do not include any other products or services i.e. visas etc.

COMPANY ONLY (More than 1 and up to 4 individual shareholders* - No Visas or Labor Cards or Lease Agreement or Immigration Card)		
New License		Renewal
	1 Year Pricing	1 Year Pricing
Fujairah License Fee	AED 16,000	AED 15,000
CZ Fee	AED 2,625	AED 2,625
Total	AED 18,625	AED 17,625

COMPANY PLUS (1 individual shareholder* - 1 to 2 Visa Allocation)		
New License		Renewal
	1 Year Pricing	1 Year Pricing
Fujairah License Fee	AED 18,000	AED 15,500
CZ Fee	AED 4,200	AED 4,200
Total	AED 22,200	AED 19,700

FREELANCER (1 to 4 Visa Allocation)		
New License		Renewal
	1 Year Pricing	1 Year Pricing
Fujairah License Fee	AED 22,000	AED 18,000
CZ Fee	AED 4,200	AED 4,200
Total	AED 26,200	AED 22,200

BABY BUSINESS (1 to 6 Visa Allocation)		
New License		Renewal
	1 Year Pricing	1 Year Pricing
Fujairah License Fee	AED 25,000	AED 21,000
CZ Fee	AED 4,200	AED 4,200
Total	AED 29,200	AED 25,200

GENIUS (1 to 15 Visa Allocation)		
New License		Renewal
	1 Year Pricing	1 Year Pricing
Fujairah License Fee	AED 53,550	AED 48,550
CZ Fee	AED 4,200	AED 4,200
Total	AED 57,750	AED 52,750

PREMIER PACKAGE

Upfront Plan			Installment Plan		
1 Year Pricing	2 Year Pricing up to 10% Discount	3 Year Pricing up to 15% Discount	Initial Payment	11 Monthly Installments each	Total on Installment
AED 3,675	AED 6,615	AED 9,371	AED 399	AED 399	AED 4,788

BUSINESS STARTER PACKAGE

Upfront Plan		
1 Year Pricing	2 Year Pricing up to 10% Discount	3 Year Pricing up to 15% Discount
AED 2,250	AED 4,050	AED 5,740

MAIL MANAGEMENT PACKAGE

Upfront Plan		
1 Year Pricing	2 Year Pricing up to 10% Discount	3 Year Pricing up to 15% Discount
AED 756	AED 1,450	AED 1,930

- If you would like to have more than 4 shareholders on a company only license you will need to pay AED 2,200 per additional shareholder. The maximum number of shareholders is 50.
- For a company plus license, the 2 visa allocation can be applied for a shareholder or an employee.
- For the SME license package, all visa holders must be working for the company.
- Furthermore, companies who are on a different license and wish to upgrade to the SME package will be required to submit a request letter indicating the reason for the upgrade.
- Shareholders on a company only license can be a corporate entity (maximum 1 corporate shareholder).
- Furthermore, under the company license option, you will NOT be able to opt for any "Publishing", "Education" or "Training" related business activities.
- Under this option, all shareholders need to be individuals.
- All shareholders under this option need to either hold a valid UAE residence visas OR be a national of any of the 56 countries who are granted visas on arrival OR be a national of a European country OR be a national of a South East Asian Country OR be a national of a South American Country (excluding Cuba) OR be a national of a country in the Indian Sub-Continent (excluding Pakistan) OR be a national of a Caribbean country – please contact us for further information and full lists, as the situation remains fluid in these cases. Nationals of any other country, not holding a valid UAE residence visa, will need to apply for a pre-approval.

6.2 Visa Related Costs

Please note that the below 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

E-Channel Registration:

- **Refundable Deposit (Refundable upon cancellation of Trade license/Establishment card)** - AED 5,025*
- **Registration & Other Fees** - AED 2,200
- **Total E-Channel Fees** - AED 7,225
- **Renewal fees** – AED 1,125

** Total refundable amount will be AED 4,809 after deductions of E-Channel Cancellation Typing AED 150, Deposit Refund Application Typing AED25 and Bank fees of AED 41.*

Visa

(Visas are valid for 3 years)

- **Residency Visa** – AED 6,000
- **Emirates ID Card** –AED 371.50 (payable directly to the ID Card Centre)
- **Medical Test**–AED 302.50** (payable directly to the Medical Centre – see below for more details)
- **Change of Status** – AED 903

*** Result is issued in 3 working days (Al Baraha Hospital)*

7.1 Documents and Timelines

7.1 Documents

Submit and complete the required documentation:

- Copies of relevant pages in passport
- Application forms
- Short Business Plan (1 to 2 paragraphs)
- 2 passport size photos for each Shareholder(s) and Person in Charge

Pay the necessary fee for the company license and registration, plus the Support Services fee, and if applicable submit postdated cheques and/or credit card authorization or other form of security. Only cheques from UAE bank accounts are accepted.

7.2 Timelines

Day 1	Submit application forms along with the signed Articles of Incorporation and Lease Agreement (if applicable) to CREATIVE ZONE and make payment. Pre-approval commences at this stage.
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When do I get my dedicated phone number?	
Day 2	Your dedicated phone number is activated and the details are provided to you by the business centre along with details of your address.
When do I get my Company Incorporation Documents?	
Day 2	Trade License released by the Free Zone and scanned copy of the original will be sent to you via email. You may start operating your company from this point.
Day 3	Original Trade License, Articles of Incorporation, Certificate of Incorporation, Share Certificate, Lease Agreement (if applicable) and Company Stamp are available for collection at CREATIVE ZONE.
When do I get my Visa?	
Day 7	Pre-approval is granted. Company immigration card application will be submitted to Immigration for processing.
Day 12	Company electronic immigration card is issued. Make payment to CREATIVE ZONE for E-Channel Registration.
Day 12	Trade License/Immigration Card is registered with the E-Channel system.
Day 13	Complete and submit visa application forms and supporting documents and passport photos to CREATIVE ZONE.
Day 17	Print your colored Electronic Entry Visa and carry out change of status (In/Out Stamp) either by exiting and re-entering the country i.e. by driving to the Hatta/Oman border (if applicable), or make a payment to CREATIVE ZONE to carry out the same without having to leave the country. <u>Note:</u> - If the change of status is completed within the 30-day grace period following the cancellation of your previous residency visa or prior to the expiry of your tourist visa or visit visa or visa on arrival, you will not incur any overstay fines. - Any overstay fines that you may be incurring will continue until you complete the change of status. - Should you be outside the country when the visa is issued, and are not from one of the 56 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. <u>Once you have carried out your change of status you will NOT be able to exit the country until your residency visa process has been completed.</u>
Day 20	Proceed to Al Baraha Hospital in Dubai for your Emirates ID Card process followed by your medical test – if this is your first visa and first Emirates ID, you will need to carry out your Emirates ID Card process.
Day 21	Collect medical test results from Al Baraha Hospital in Dubai 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 26	Passport is released by immigration stamped with your Residency Visa. A scanned copy of your Residency Visa will be emailed to you
Day 27	Your passport is delivered to you as per the courier instructions you have signed at the time of application
When can I open my Company Bank Account?	
Day 3	Organise meeting with banker armed with your original company documents, passport and company stamp.

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.
- In the event Fujairah Immigration requests for all shareholder's photographs for the immigration card application, you will experience delays for both your Immigration Card pre-approval and application.

- There will be instances where the Unified Number is requested during the company incorporation process. For GCC Nationals, you will need to personally visit the main or airport terminal 3 immigration offices to obtain your Unified Number report.
- The cut-off time for any application (except visa related applications and activities related to education) to be submitted/received and payments to be received/released is 1 PM, anything received after this time will be considered towards the following working day.
- Please note that we are legally obliged to keep the applicant notified of all steps and progress reports concerning their visa process and release the visa and passport directly to them unless they instruct us otherwise. We will not be able to release the passport or visa to anyone else, including the company owner/s, unless expressly directed to do so by the applicant.
- All visa-related applications have to be submitted to the Free Zone and immigration with the original forms signed by the applicant, hence all visa related applications and cleared payments submitted to/received by CREATIVE ZONE at any time (even before 1 PM) 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.
- If your application gets returned due to pending documents (i.e. cancelled UAE Residence Visa, etc.), immigration will grant you only 10 working days to complete and re-submit the application. Non-compliance of the same will result in the application being rejected and the full visa fees will need to be repaid to restart the application.
- 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 - at the time of paying the overstay fines, you will incur an admin fee of AED 260 plus typing fees. Once the fines are paid and the entry visa issued, you **MUST** do an in-country change of status and possible fines would have to be paid from the day the visa is issued until the change of status is completed. You will not be able to carry out the change of status by exiting and re-entering the country either by land or air as you will again pay the overstaying fines previously paid.
- 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 56 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 70 calendar days thereafter.
- For certain nationalities immigration have been known to request your birth certificate and/or an attested copy of your passport and/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 56 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 and possible rejection for both your Immigration Card and visa release.
- On occasion delays may be caused at the time of your Entry Visa release, due to 'un-cleared previous visit visas' this can occur when a national of one of the 56 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.
- Timeline for passport and Emirates ID issuance remains the same, even if assistance for the medical test and Emirates ID application is provided. This does not expedite the Emirates ID and passport stamping process.
- Please note that only an Electronic Immigration Card is issued and no physical card will be available.

- 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.
- You will NOT be able to open your company bank account in absentia – all relevant parties will need to be physically present in the UAE when meeting with the banker.
- Please note that your company immigration card cannot be renewed until the E-Channel registration is renewed.

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 Fujairah Creative City Free Zone, part of Fujairah Media, and visas are issued from Fujairah Immigration. Please note, the registered address for your new company will be Creative Tower, Fujairah as per what will appear on your Trade License and what will feature on your company stamp and furthermore, should be used on all official company correspondence i.e. contracts, invoices, etc.
- The approved address in the company stamp is "Creative Tower, Fujairah, UAE".
- All document clearing and document processing tasks pertaining to your applications (Trade License, visas, etc.) are carried out by our office in Fujairah.
- Any documents or applications handed into our Dubai office are a drop-off and pickup point only, no document clearing or document processing takes place in Dubai.
- Payments for all applications should be made to our office, 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 our office in Fujairah.
- Any payments received by CREATIVE ZONE towards any product or services 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.
- CREATIVE ZONE holds no responsibility for any additional documents requested by banks, immigration, Free Zone or any government authorities for your applications being processed.
- 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.
- Please note that quoted prices are subject to adjustments in compliance with any act of government or Free Zone authority and are stated in UAE Dirhams. All prices are subject to change without notice. CREATIVE ZONE reserves the right to add to the sales price of a Trade License and associated service fees, an amount equivalent to any new taxes or variations of same, as imposed by the government or Free Zone authorities. These additional taxes and/or fees will be clearly outlined at the initial point of payment or will be invoiced retrospectively.
- You may apply for your dependents visa sponsorship without going through CREATIVE ZONE (with the exception of your salary certificate). However, should you wish to avail of our services for your dependents visa application, kindly contact us for pricing and procedures.
- All information provided to CREATIVE ZONE, along with all documents, forms and signatures should be both accurate and authentic – anything found not accurate or authentic will result in fines and criminal prosecution.□
- All original documents (Trade License, Certificate of Incorporation, Share Certificate/s, Articles of Incorporation, Office Lease Agreement) must be collected within 90 calendar days otherwise, will be forwarded to the Free Zone as per their request.
- Should you not avail of any offer or promotion at the time it is offered it will not be available at a later date.
- In order to secure a utility bill in your personal name you will need to lease residential premises in the UAE, and in order to secure a utility bill in your company name, you will need to lease physical permanent office space in the Free Zone.
- Business Centre services are provided by the business centre under their Department of Economic Development (DED) license. These services aren't provided directly by CREATIVE ZONE.
- With regard to your dedicated phone number with the business centre, please note that a call forwarding charge is applicable

e.g. when they receive a call on your dedicated phone number and forward the call to your mobile.

- Printing and photocopying at the business centre are also chargeable.
- Furthermore, should you wish to use the 'honesty bar' at the business centre, you will need to lodge a credit card with them as security and settle your bill daily. Please note, only hot beverages are complimentary i.e. tea and coffee everything else is chargeable.
- With regard to meeting rooms hours and days at the coworking space, no partial bookings are accepted, i.e. a half hour meeting room booking will be viewed as 1 hour, and similarly, if you use the coworking space for 2 hours it will be viewed as 1 day. Furthermore, if for example 2 of you are using the coworking space on the same day and occupying 2 desks, that will count as 2 days usage. Furthermore, desk space cannot be shared, you can only have 1 person occupying 1 desk. If you would like additional meeting room hours and/or coworking space days you may approach the business centre and pay them the applicable rates directly. Also, please note that desk usage at the coworking space is on a first come first serve basis, and meeting rooms need to be booked in advance and are subject to availability. Unused meeting room hours or coworking space days cannot be rolled over to the following month.
- Unaccompanied children are NOT permitted within the business centres.
- The working hours of the business centre are Sundays through Thursdays from 8:30 AM to 5:30 PM, you will only be able to use it during these hours. Furthermore, please note that the business centre will be closed on UAE Public Holidays as well as Christmas day.
- Any regular mail received will be kept for 60 calendar days and will be discarded thereafter if not collected. Any parcels received will carry a handling fee of AED 105 per item in addition to any applicable customs fees; parcels will be discarded after 21 calendar days if not collected.
- The P.O. Box details that appear on your trade license (i.e. P.O. Box 4422, Fujairah, UAE) can NOT be used to receive any mail or packages in your name or in the name of any of your employees or in the name of your company; any mail or packages sent to this P.O. Box will be destroyed.
- Please note that you will not be able to secure an independent physical P.O. Box in Dubai with Empost for your company.
- Should you subscribe to a P.O. Box with Empost for your company, please be informed that you will not be able to cancel the P.O. Box unless you also close down your company.□
- 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.□
- If your company is a branch or a subsidiary of a non-UAE company, you will need to submit the Certificate of Good Standing of the parent company in order to form your new company and annually in order to renew your license. Furthermore, the certificate will need to be attested by the UAE Embassy in the country of origin as well as the Ministry of Foreign Affairs in the UAE.
- In case you are opening a branch or a company is a shareholder, it is important that one can identify the individual named beneficial owners of the parent company – companies which have multiple layers and/or are nominee companies where one is unable to identify individual named beneficial owners will be unable to open a company bank account in the UAE.
- Companies registered with Fujairah Creative City Free Zone, part of Fujairah Media; 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.
- Under your license issued from Fujairah Creative City Free Zone and visa issued from Fujairah Immigration, you will not be able to permanently work from any 3rd party offices or locations. However, if your company is engaged in a specific project/contract with a client that requires your regular presence at the clients' premises e.g. an audit – you will be able to visit and work from your clients' premises until the project/contract is complete. Please note that in this scenario when you visit your clients' premises you will need to sign the visitors' book, wear a visitor's badge, and work from a communal area.
- Companies registered with Fujairah Creative City Free Zone having activities conducted in the UAE via visual and print media, advertising and news websites, electronic publishing and on-demand printing, including activities promoted through social media are required to secure an E-Media license from the National Media Council. Initial registration fee is AED 2,887.50 and is renewable yearly for AED 2,467.50.
- 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 center 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 FZE company will be AED 100,000 and AED 150,000 for an FZ LLC company - 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 access to our banking contacts, CREATIVE ZONE will simply provide a list of banking contacts, after which the onus is on the client to contact the banking representative directly and organize a meeting at a time and venue of the client and banking representative's choosing. CREATIVE ZONE is not involved beyond providing the list of banking contacts.
- Furthermore, CREATIVE ZONE does not provide any assurances that the company bank account will be successfully opened or how long it will take for the bank account to be opened.
- The onus is on the client to liaise with the banking representative and satisfy the requirements and protocols of the bank in order to successfully open and maintain their company bank account. Please note that the client is not obliged to open their company bank account through our banking contacts, and is free to utilize their own banking accounts at any bank of their choosing.
- You will NOT be able to open your company bank account in absentia – all relevant parties will need to be physically present in the UAE when meeting with the banker.
- 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 words 'Dubai', 'Abu Dhabi', 'Sharjah', 'RAK', 'Ras Al Khaimah', 'Ajman', 'Fujairah', 'Umm Al-Quwain', 'UAE', 'Emirates', 'Limited', 'Ltd', 'Financial', 'Vehicles', 'Car', 'Transport', 'Hotel' and 'Elite' can NOT be used in company names, neither can the words 'Islam', 'Islamic' or 'Bomb' or any other words related to any religion. The words 'Import', 'Export' or 'Manufacturing' also cannot be used as well as any name referring to any kind of animal.
- In addition, these words are also not allowed to be used in company trade name: Shipping, Forwarding, Oil, Gas and Refinery, Building, Construction, Material and/or any names indicate of direct product such as food, beverages, Cars, Auto.
- 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.
- Under the Company License Only setup option, all shareholders need to be individuals.
- The maximum number of shareholders allowed under the Company Only license is 50, if you would like to have more than 50 shareholders, you will need to pay AED 2,100 per additional shareholder. Also, please note that all shareholders on the company only licenses must be individuals, corporate shareholders aren't permitted. Also, please note that all shareholders on the company only licenses must be individuals, corporate shareholders aren't permitted.
- Furthermore, under the company license only setup option all shareholders need to either hold a valid UAE residence visas OR be a national of any of the 56 countries who are granted visas on arrival OR be a national of a European country OR be a national of a South East Asian Country OR be a national of a South American Country (excluding Cuba) OR be a national of a country in the Indian Sub-Continent (excluding Pakistan) OR be a national of a Caribbean country – please contact us for further information and full lists as the situation remains fluid in these cases. Nationals of any other country, not holding a valid UAE residence visa, will need to apply for a pre-approval.
- You may not downgrade your licensing option i.e. from Baby Business to Freelancer or from Freelancer to Company license or any combination of the same.
- For Company Only licenses, the Free Zone will not issue a No Objection Certificate to register vehicles under the company name as they require an Immigration Card to do so.
- If you select the business activities '*Legal Consultancy*', '*Accounting & Auditing Consultancy*' and '*Education Consultancy & Training*', you will need to submit your original attested degree certificate in order to process the application for the company Trade License.
- With regard to the company setup via CREATIVE ZONE, the client is obliged to maintain CREATIVE ZONE as their agent for the lifetime the company remains in existence, and are not permitted to transact their company license renewal or any other process pertaining to their company individually or via another agent or via the Free Zone at any time unless otherwise agreed by CREATIVE ZONE.
- Should you fail to renew your trade license at least 45 days prior to its expiry, all services from the Free Zone will be suspended i.e. you will not be able to apply for any visas or NOC's etc. until you carry out the renewal.
- CREATIVE ZONE shall not be held liable for the non-compliance with any Federal Tax Authority laws, regulations, policies etc.

- Should payment for the renewal of the CREATIVE ZONE package (Support Services and Company Registration) not be made by the expiry date of the company Trade License, all services will be discontinued including any telephone number you have subscribed for. Any reconnection of the telephone number once it has been disconnected which will become subject to a charge of AED 378. Furthermore, you will be charged a penalty of AED 315 per day after the date of expiry until you either renew the CREATIVE ZONE package or complete the closing/cancellation procedure, you will also be liable to pay any applicable government fees (closing/cancelling fees and late fees for closing/cancelling after the expiry date of the license, or late fees for renewing your license after the expiry date of the license) for the same.
- You will be required to settle upfront in full any pending installments at the time of cancellation of your license. Furthermore, you will need to pay AED 5,250 to cancel the Trade license and up to AED 1,230 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 1,575 at the time of cancellation.
- A license should not be cancelled if it still holds corporate bank accounts in the UAE and abroad, as well as if the company has outstanding loans, creditors, and it holds assets in the UAE and abroad.
- You will not be able to simply let your Trade License or visas lapse, you will be required to cancel the company license and cancel the visas under the company as well as cancel any related dependent visas. The fees for the same are outlined above.
- In addition to the relevant late renewal penalties imposed by the Free Zone, the cancellation fees also apply to expired licenses.
- The company Immigration Card needs to also be renewed annually; should the company Immigration Card not be renewed, a penalty of AED 1,415 will be applicable for the first month after expiry and AED 100 per subsequent month.
- If you would like to amend your Trade License from 1 individual shareholder (FZE) to more than 1 individual shareholder or a corporate shareholder (FZ LLC) the amendment fee is AED 4,840.
- An updated business plan and/or CC Authorized Signatory Form must be submitted to the Free Zone in the event that the shareholder and/or Person in Charge who signed the original business plan is/are no longer affiliated with the company.
- The maximum number of shareholders permitted per company is 6.
- At the time of renewing your passport, please ensure that you will maintain the same name on the new passport as that on the original passport submitted for both the license incorporation and visa application.
- If your previous UAE residence visa carried your maiden name, and you now have a new passport with your married name, you will need to provide us with a certificate from your embassy/consulate stipulating the change of name. This certificate will need to be attested by the Ministry of Foreign Affairs in the UAE and legally translated into Arabic. If your embassy/consulate doesn't issue a change of name certificate, you will need to obtain written confirmation from the embassy/consulate stating that they do not provide such a document which will also need to be legally translated into Arabic.
- In order to apply for your company immigration card, you will need to either submit latest entry stamps, cancelled residence visa (within a grace period), or valid residency visa copies of all shareholders and the 'person in charge'.
- You may apply for all visas on the company simultaneously as long as one of the visa applications is also for the 'person in charge'.
- Any overstay fines will have to be paid prior to your entry visa being issued - at the time of paying your overstay fines, you will incur an admin fee of AED 260. Once the fines are paid and the entry visa issued, you will have to do an in-country change of status, you will not be able to carry out the change of status by exiting and re-entering the country either by road or air.
- Please note that we are legally obliged to keep the applicant notified of all steps and progress reports concerning their visa process and release the visa and passport directly to them unless they instruct us otherwise. We will not be able to release the passport or visa to anyone else, including the company owner/s, unless expressly directed to do so by the applicant.
- Please note if the person named as the 'person in charge' on the Trade License holds a current UAE residency visa in a Managerial/Director or Investor position (NB: if you are currently on a dependent visa sponsored by your spouse or parent or hold a student visa, you will NOT qualify for this option); an exemption to the above is likely to be granted and you will be able to proceed with submitting all visa applications for the company as soon as the company Immigration Card is released. Please contact us for further clarification and updates as the situation remains fluid in these cases.
- The other company shareholders (i.e. excluding the shareholder who took up the position of 'person in charge') or company employees or company officers wishing to take up UAE residency and to be employed in a Managerial position (i.e. Marketing Manager, Operations Manager, Sales Manager etc.) will need to submit their original degree certificate attested from the country of origin as well as from the Ministry of Foreign Affairs in the UAE and legally translated into Arabic. Furthermore, please note in order to obtain 'visa on arrival' to GCC countries it is necessary to hold a Managerial Position on your visa.
- GCC nationals are required to obtain their Unified Number from Immigration upon company incorporation. The fee for this service is AED 250 for each shareholder and processing timeline is 3 working days.

- The maximum number of Managerial Designations per company is 3.
- The other company shareholders (i.e. excluding the shareholder who took up the position of 'person in charge') who don't hold attested degree certificates, may still apply for a visa on the company, but will only be able to apply for administrative related positions or that of a Sales or Marketing Representative.
- 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. □
- If the application for your entry visa is rejected as a result of not clearing 'security approval', you will be ineligible to apply for and secure a tourist visa in the future. This does not apply to nationals of the 56 countries who are granted visas on arrival.
- In case of visa rejections due to failed security approval, a refund can be provided less an administrative fee of AED 2,400. The refund does not apply to rejections due to individuals being marked as banned, absconded or blacklisted by the current/previous employer, immigration or UAE courts/police.
- 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.
- For the 'person in charge', the only available designation, which will be reflected both on the trade license and residency visa, is General Manager.
- Directors under the company need to be appointed via a Board/Shareholder Resolution, please contact us for a draft of the same.
- No two employees of one company can hold the same position on their Residence Visa i.e. you can't have two Sales Representatives or two Marketing Representatives.
- If you or any of the shareholders or the person in charge have previously been marked as banned or absconded by your 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 5,250 by the Free Zone Authority. □
- The Ministry of Finance will not issue Tax Residency Certificates to Offshore Companies and Branches of Foreign Companies.
- Please note that a Work Permit/Labor Card can only be applied for in conjunction with a residency visa, it cannot be applied for independently
- The Free Zone only allows a maximum of two Labor Card attestation applications per company for both Freelance and Baby Business Packages.
- If you have sponsored your dependents and subsequently cancelled their visas, you will not be able to exit the country unless your dependents accompany you or they have secured their new residency visas.
- If you currently are the sole individual shareholder on your company trade license and decide to amend the license to add a shareholder or change from an individual shareholder to a corporate shareholder the suffix on your license will go from FZE to FZ LLC – similarly if you are more than one shareholder or a corporate shareholder on the trade license and decide to amend the license to become one individual shareholder the suffix on the company will go from FZ LLC to FZE.
- Fujairah Immigration will only process 'housemaid' visas for applicants from Sri Lanka, Indonesia, Philippines, and Nepal.
- If you and your spouse are of different nationalities and got married in a country which was of neither of your nationalities, you will face issues during sponsoring your spouse.
- Neither stepchildren nor adopted children nor children out of wedlock can be sponsored by the respective stepparent/adoptive/biological parent.
- When sponsoring dependents, you will need to provide Fujairah Immigration with 1 to 3 months personal bank statements. Please contact us for further information.
- When applying for a Salary Certificate from the Free Zone, you will need to either submit personal bank statements for the last 3 months illustrating salary transfers having been effected to your personal bank account or pay slips for the last 3 months signed by yourself and the person in charge on the license. Please contact us for further information.
- Shareholders who are up to 69 years old are eligible to apply for an employment visa on the company. All non-shareholders applying for a visa under the company should not be older than 59 years old.
- No employment 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 of the license.
- Visit visas and/or Mission visas cannot be issued under your company.
- 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. Citizenship Certificate from Ministry of Interior in lieu of 'Jinsiya' and Emirates ID will not be accepted.

- Visa applicants holding Ethiopian, 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. Please contact us for more information.
- Sri Lankan, Filipino, Indonesian and Nepalese 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.
- Should you fail your medical exam, you will not be able to apply for another residency visa in the UAE in the future.
- Unmarried female visa applicants suspecting pregnancy must not take their medical test as it is deemed illegal as per UAE law. If found pregnant, the applicant may face legal charges, detention or repatriation to the home country.
- CREATIVE ZONE will not provide any legal advice.
- The medical results at Al Baraha Hospital will be released to the respective e-mail of the clients in 3 working days after you have completed your medical test. Once you received the result, you need a printout of the report and sent it back to Baraha Medical center in order to get the three necessary stamps.
- Emirates ID application must be done either in Al Baraha or Fujairah regardless of where the medical test was done.
- 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. □
- If your normal passport which holds your valid UAE residence visa has run out of pages and/or expired, you will not be permitted to enter UAE on a temporary passport. You will need to wait until your new normal passport has been issued and then travel carrying both your new passport as well as your previous passport which holds your valid UAE residence visa.
- 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 have recently visited Kish or Iran or any other territory of Iran, you will only be able to apply or renew for UAE residency visa 6 months from the date you left Kish or Iran. Moreover, if you have any valid visa to Iran (used or not) you will also NOT be able to apply or renew your UAE residence visa.
- Should you be outside the country when the visa is issued, and are not from one of the 56 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 biometric procedure.
- If your previous UAE residence visa and Emirates ID card bears a misspelled or wrong Arabic translation or an incomplete name, upon correction of your new residence visa, you will need to wait for the residence visa or Emirates ID to be completed and only apply for amendment/correction thereafter for a fee of AED 2,100.
- The timeframe as to the issuance of your Emirates ID Card is not something we have control over and cannot be expedited by us – it is at the discretion of the Emirates ID Authority. The current timeframe for the issuance of Emirates ID Cards is 10 to 15 working days after your residency visa has been issued.
- Please note that if you have never held a previous driving license in the UAE, you will need to visit Fujairah to either transfer your overseas driving license (if applicable) or take your driving lessons and test.
- Furthermore, please note that for those who are eligible to apply for driving license transfers in the UAE, the Fujairah Traffic Department requires you to surrender your original driving license from your home country before handing over the UAE driving license. This is applicable for the following countries: Netherlands, Poland, Austria, Romania, Portugal, Luxembourg and Slovakia. The Fujairah Traffic Department will send this to the issuing authority in your home country for you to retrieve.
- Handwritten 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.
- You will need to use the same passport for your visa application as used for your company license application - if you are holding 2 passports be it from the same country or from different countries, you will not be able to use one passport for one application and the other passport for the other, the same passport will need to be used for all applications.
- If you have been issued a passport which is valid for less than 3 years, then you will only be issued a visa for the same length of time i.e. if your passport carries a validity of 2 years, then your visa will also only be for 2 years.
- Any amendments to the passport's appearance i.e. design, format or validity, has to be updated in the Immigration system. This process will take longer than the usual timeline and will require additional documentation such as an attested letter of

confirmation from their respective embassy or consulate.

- If your passport validity is less than what is normally given by your country's passport issuing authority, Fujairah Immigration may need to coordinate with the Ministry of Foreign Affairs and your country's embassy/consulate for passport certification which may increase the processing timeline of up to 3 months.
- Visa transfers aren't permitted, even if it's from another Free Zone.
- In very rare cases when Immigration cancels the residence visa at the airport post 180 days of being outside the country, visa cancellation still needs to be submitted to the Free Zone, following the normal visa cancellation requirements and fees.
- 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 12 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.
- Should you submit a new or different passport at the time of residency visa stamping (different from the one whose details you submitted at the time of applying for your entry visa) there will be an additional fee of AED 1,050.
- If a visa applicant has several previous UAE residency visas where their profession is mentioned as 'housemaid' they will not be able to obtain an employment visa under the company. Please contact us for further clarification and updates as the situation remains fluid in these cases, and on occasion, exceptions have been granted if the housemaid holds an attested degree certificate.
- With the exception of Commercial License, in order for the Trade License to be issued, company Immigration Card to be applied for and visas to be issued on the company, we will require the residency visa copy and/or recent visit visa entry stamp and/or residency visa cancellation papers of all the shareholders and the person in charge.
- Any time any application needs to be re-submitted i.e. Trade License application, Immigration Card application, entry visa application, residency stamping application; the timelines for completing said process will be as if it were a new application.
- If the person in charge wants to cancel their visa on the company, but not close the company simultaneously, they will need to amend the company trade license and appoint someone else as the person in charge in place of them OR they can make a deposit of AED 3,000 which is refundable upon cancellation of the company, and provide a letter from their new sponsor/employer confirming that they will sponsor their new residence visa.
- All outstanding traffic fines have to be settled prior to applying for your visa as well as cancelling your visa.
- At the time of applying for the 6th visa on the company, Fujairah Immigration will request your company bank statements going back at least 1 year, along with at least 5 forms of documentary proof in the form of a contract or order, illustrating that the company is operational and conducting active business. Immigration may even request this information earlier if they suspect the company may be engaging in the activity of selling visas on their company. Please note that visas issued on the company are exclusively for person/s working for that company. If a company is found to be selling visas and/or a visa holder is engaging in work for another company, the person/s in question are likely to face legal prosecution and deportation.
- At the time of your residency visa renewal, you will need to either submit personal bank statements for the last 6 months illustrating salary transfers having been effected to your personal bank account or pay slips for the last 6 months signed by yourself and the person in charge on the license. This is applicable even for shareholders of the company, you will, however, be exempt from this requirement if you are a sole shareholder and the person in charge of the license. The visa renewal fee costs the same as a new visa application. Please contact us for further information.
- If your current residence visa has expired, you will not be able to leave or enter UAE until the visa has either been renewed or cancelled.
- Applicant in any designation can now sponsor his dependent(s) as long as his monthly salary is 4,000 AED and above. For sponsoring a maid, the monthly salary of the sponsor should not be less than 10,000 AED.
- Philippine Passport extension (expiry validity) will no longer be accepted for all visa applications in Fujairah as the authority will only issue an employment visa with 1 year validity instead of the normal 3 years. For such case, the client needs to submit the renewed passport during the Residence Visa Stamping application.
- For outside-the-country - Entry Visa Application, only Visa Details will be issued to the following nationalities: Indian, Nigerian, Sri Lankan, Egyptian, Kenyan, Ethiopian, Indonesian instead of an Entry Permit. The applicants need to take a printed copy of this visa details along with their original passport to the UAE Embassy in their home country. They need to get a stamp on the temporary visa to allow them to enter the UAE. Note that Ethiopian, Sri Lankan and Indonesian need to carry out their medical test in their home country and have the result attested at the UAE Consulate in their home country prior to applying for their visa.
- Certain restrictions potentially exist for passport holders from the following countries to obtain Immigration Card or visas on the company (they can however still obtain visas as dependents without issue): Afghanistan (if there is no eye scan report), Algeria, Ethiopia (can apply an employment visa or dependent visa); Iran, Iraq and Israel (cannot act as a shareholder or apply a visa); Kenya, Lebanon, Liberia, Libya, Morocco (women), Palestine, Sierra Leone, South Somalia, Sudan, Syria, Tunisia, Turkey and Yemen.

- Bangladeshi nationals can act as a company shareholder provided they already hold a valid UAE residence visa. However, in order to apply for a UAE residence visa under the company (for both shareholder & employee (Male), they will need to be inside the UAE on a cancelled residence visa (not inside the UAE on a tourist visa). Moreover, female Shareholder & Employee will be able to apply for an employment visa whether they are inside or outside of the UAE
- Persons born in any of the other countries mentioned in the above, 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 without pre-approval. Furthermore, if any of the above is company shareholders and/or manager/director of the company, Immigration 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 Immigration Card and visa release. Recently on a case by case basis Fujairah Immigration have agreed to carry out a visa pre-approval process for a fee of AED 2,100, 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. Pre-approval for those who are planning to apply for visas that are granted approvals from Immigration must immediately apply for the Employment Visa within 30 calendar days. Failure to apply within the stipulated timeline would mean that the pre-approval process would have to be done all over again; with the same timeline, process, and cost. For license upgrade or amendment which will include shareholders from the above-mentioned countries, and Undertaking Letter must be signed stating that approval is not always guaranteed and pre-approval would have to be done all over again; with the same timeline, process and cost. Kindly note that approval is not guaranteed on reapplication. Please contact us for up to date information as the list and procedures can become subject to change without prior notice.

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