

REGISTRATION FORM

**To,**  
**Deepak Lawale**  
***Secretary General***  
**ORGANIZATION OF PLASTICS PROCESSORS OF INDIA**  
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We are desirous of establishing an Office in DAFZA.

We would like to meet the Representative of Dubai Airport Free Zone (DAFZA) on Wednesday 15<sup>th</sup> April 2015. Our details are as given below :-

Name : \_\_\_\_\_

Designation: \_\_\_\_\_

Name of the Organization \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

E-mail ID \_\_\_\_\_

Company details in brief \_\_\_\_\_

Objective of Meeting \_\_\_\_\_

Date: .....

Signature & Stamp

## **Dubai Airport Free Zone (DAFZA)**

### **DAFZA Benefits and Incentives**

As the leading free zone services provider in the Middle East, Dubai Airport Free Zone offers integrated business solutions to the global business community. DAFZA's strategic location, comprehensive services, world-class facilities and above all the excellent investment incentives and tax exemptions are just some of the exclusivities enjoyed by the companies within the free zone enabling them to achieve greater functional efficiency at a lower operational cost.

### **DAFZA Benefits**

- DAFZA has a strategic location in the heart of Dubai next to the airport
- State-of-the-art infrastructure
- World-class facilities
- Single window convenience for administrative services
- Investor-oriented management
- 24/7 customs services and rapid cargo clearance
- A dedicated logistics center
- 24/7 security

### **Tax Incentives**

- DAFZA offers 100 per cent corporate tax exemption
- 100 per cent personal income tax exemption
- 100 per cent import and export tax exemption

### **Investment Incentives**

- DAFZA ensures 100 per cent foreign company ownership
- 100 per cent repatriation of capital and profits
- No currency restrictions

Dubai Airport Free Zone (DAFZA) is inviting Indian Companies to establish their Offices.

The details of services offered, business set up, photographs of DUBAI AIRPORT FREE ZONE AUTHORITY (DAFZA) are available on their website [www.dafz.ae](http://www.dafz.ae).

DAFZA was established in 1996 within the boundaries of Dubai International Airport, and is considered as one of the fastest growing Free Zones in the region. DAFZA is a strategic gateway for developing Dubai as a successful Centre for business, trade and investment. The Free Zone provides all facilities required by multinational companies worldwide to establish their regional offices, capture business opportunities available in the neighboring markets.

Location	Dubai (adjacent to Dubai Airport)	<ul style="list-style-type: none"> <li>• Facilities are available in different sizes</li> <li>• No General Trading License is issued</li> <li>• Companies can opt renewing the license for a period of one or three years subject to payment made full in advance</li> <li>• Application for Land is considered on case – to-case basis and the terms and conditions are subject to the approval of the Management</li> <li>• Up to 60% of the allotted land can be used for construction</li> <li>• The Establishments, Companies, Persons and Workers shall be exempt from all taxes, including income tax, in relation to their operations within the Free Zone. Such exemption shall apply for a period of fifty (50) years from the date on which such Establishment. Companies, Persons or Workers commence work in the Free Zone. The exemption period may be extended for similar periods</li> </ul>
Operation since	1996	
Legislation	Law No. 25 of 2009 (amended)	
Managed by	Investment Corporation of Dubai	
Segments	Trading, Light Industry, Assembling, Services, Logistic	
Type of Legal Entities	Free Zone Establishment (FZE)  Free Zone Company (FZCO)  Branch of Local Company  Branch of Foreign Company	
Minimum Capital (Physical)	AED: AED 1,000,000  FZCO:AED 500,000  Branch: N/A	
No. of Shareholders	FZE: One  FZCo: Minimum 2 and Maximum 5	
Shareholding Structure	Natural Person(s) and/or Corporate (s)	
Facilities Offered	Office, Warehouse, Light Industrial Unit, Land	
Size of Facilities	Offices-50 sq. meters and above  Warehouse :350 sq. Meters with mezzanine facility	
Lease Period	Office & Warehouse: One Year; renewable Land: Fifteen Years; renewable	
Rental (per sq. meter)	Office : AED 1,950+12.5% service charge	

	Warehouse: AED 1,000 + 10% service charge	
Fees :	FZE:AED 10,000	
Formation [One time]	FZCO: AED 15,000  Branch: N/A	
Fees:	AED 10,000-{for 3 related activities } 2 more activities can be added by paying AED 3,000 per activity	
Licence ( Annual)		
No. of Visas	Depends on facility leased	

## Strategic Plan

Dubai Airport Freezone continuously reviews its Strategic Plan and updates it comprehensively every 3 years.

Being the region's ultimate freezone destination and in line with the Dubai government's strategic direction, DAFZA's strategic plan 2014-2016 pledges to continue attracting Foreign Direct Investment and to make a significant contribution to the welfare and betterment of the community. DAFZA hopes to achieve this by observing world class standards, increasing Emiratization, providing service excellence, protecting the environment, safeguarding employees' health and safety, and sustaining social responsibility. To view the updated Strategic Plan 2014-2016, follow the hyperlink below.

## Company Types

- **First Step**
- **Second Step**
- **Third Step**
- **Fourth Step**

Dubai Airport Freezone offers you two different types of companies that can be set up at our premises. Each offers you different options and benefits matching your specific business requirements. You can choose either

1. **Freezone Establishment (FZE)**

Formed with a minimum of one shareholder and a maximum of 50, either individual (a person) or non-individual (a company). A minimum share capital of AED 1000/- is required. Each share should be in the denomination of AED 1000/-

2. **Branch Office of an existing company**

A foreign company can set up a branch of its existing company in Dubai Airport Freezone. No share capital is required.

Please note that the share capital is not a fixed deposit.

## **Offices for Rent in Dubai and Light Industrial Units**

### *Offices for Rent in Dubai*

We offer a choice of premium offices for rent in Dubai for you to set up your business operation, located in our state-of-the-art Business Park. Dubai Airport Freezone offers a wide range of high quality, free-sized offices, available for rent on an annual basis. Our offices can be individually tailored to create an environment that reflects your company's identity and branding.

Each office comes ready-equipped with

- **Carpeting**
- **Wallpaper**
- **Window shades**

In addition to using only the finest materials used throughout, we have a fit out service where you may choose to benefit from having the office completed by us at extra charge, saving you the effort of furnishing your own office. Please [contact us for details](#).

A minimum office space of 25 square metres is required to obtain a license and 4 employee visas are granted with every 50 square metres of rented office space.

### *Light Industrial Units*

High quality, thermally insulated, purpose-built light industrial units are available to rent on an annual basis.

Tenants can use their LIU as warehousing for storage and distribution or as a factory for assembly and light production. If required, multiple units can be rented to suit individual requirements.

Each LIU of approximately 350 square metres has ground and mezzanine floor offices and is conveniently located close to the apron of Dubai Airport

## *License Types*

- **First Step**
- **Second Step**
- **Third Step**
- **Fourth Step**

## **Dubai Freezone Licenses and Business Registration in Dubai**

Investors planning to conduct their business activities within any Dubai free zone are required to establish a legal presence and obtain a Dubai business license appropriate for the activities they propose to undertake.

Companies intending to incorporate their services at Dubai Airport Freezone and obtain a Dubai freezone license can choose from three types of licenses, selected according to the requirements:

### *Trade License*

For import, export, distribution, and storage of specific products.

### *Service License*

Obtaining a service license requires consultation with a sales executive. Contact us [here](#).

### *Industrial License*

For light manufacturing, processing, assembling and packaging. Please note that there are regulations that govern manufacturing and processing; anything hazardous will not be approved due to proximity of the Freezone to the airport.

## **Setting up a Business in the UAE with DAFZA**

### *The Benefits of Setting up Business in Dubai Airport Freezone*

Setting up a business in Dubai with DAFZA will give you access to all the benefits of doing business from one of the world's major business hubs, because DAFZA is set up with ease of business in mind.

### *Sheer Logistical Convenience*

Among the main benefits to moving your business to Dubai are the wealth of opportunities the location offers, and sheer logistical convenience. Dubai is not only a hub for the Middle East—a major emerging market- it is also a strategic central international location. Falling at the

crossroads of Asia, Africa and Europe, Dubai also provides easy access to Central Asia, the Middle East, Africa, the Asian Subcontinent and the Eastern Mediterranean, and the rest of the world. It's perfect for international or regional trade.

### ***Become Part of a Tiger Economy***

Dubai is a perfect example of a tiger economy, which is characterized by rapid economic growth, and from your business location in DAFZA you are perfectly poised to take advantage of that.

DAFZA is increasingly becoming synonymous with success. From the prestigious address to the long list of ways we ease your transition to Dubai, we are working to make DAFZA the go-to freezone destination in the Middle East. With our comprehensive, state-of-the-art facilities including abundant executive office space, warehousing and even facilities, you can literally walk in and start trading as soon as your business is licensed, if you wish. We also have on-site customs control, with expedited processing, and health and security facilities inside the freezone.

Look how easy it is:

#### ***Step 1***

Choose the [license](#) most appropriate to your business operation.

#### ***Step 2***

Decide which category your business fits:

##### ***Freezone Company***

- 1 – 50 Shareholders
- Minimum share capital of AED 1,000 \*

##### ***Branch Office***

Branch office of an existing company

- No share capital is required
- Each share should be in the denomination of AED 1,000

Documents	Branch	FZE	FZE
		(Individual)	(Non-individual)
1. Application form	✓	✓	✓
2. Letter of Intent	✓	✓	✓
3. Company of Intent Brochure/Profile	✓		✓
4. Business Plan		✓	
5. Audited Financial Report	✓		✓
6. Six Months Personal Bank Statement		✓	
7. Original Bank Reference Letter		✓	
8. CV and Passport Copy of Shareholder(s)		✓	
9. CV and Passport Copy of Manager	✓	✓	✓
10. No Objection Letter from Sponsor (for UAE-based company only)	✓	✓	✓

Documents	Branch	FZE	FZE	Requirement
		(Individual)	(Non-Individual)	
Certificate of Registration (or) Certificate of Incorporation of the	✓		✓	Notarized and Attested



Shareholder/Mother Company				
Memorandum & Articles of Association of the Shareholder/Mother Company	✓		✓	Notarized and Attested
Board of Resolution calling for the establishment of a branch in Dubai Airport Freezone and guarantee of full financial commitment.	✓			Notarized and Attested
Board of Resolution calling for the establishment of FZE in Dubai Airport Freezone		✓	✓	Notarized and Attested
Appointment of Negotiator of Legal Representative (optional), Power of Attorney, Specimin of his/her signature and valid passport copy (optional)		✓	✓	Notarized and Attested
Attachment of the following: manager & specimen signature + power of attorney + passport copy	✓	✓	✓	Notarized and Attested
Director and specimen signature + power of attorney + passport copy		✓	✓	Notarized and Attested

Secretary and specimen signature + power of attorney + passport copy		✓	✓	Notarized and Attested
Bank share capital letter (upon request)		✓	✓	

**Above legal documents must be submitted only after initial approval by DAFZA**

- Documents requiring attestation have to be notarized by notary public and attested by the UAE Embassy in the country of origin and the Ministry of Foreign Affairs in the UAE.
- All documents should have a valid signature and stamp of the body concerned. As for the notarization, a public notary or equivalent authority must notarize all documents, which must be submitted either in Arabic or English only. Each legal document has to be sealed if more than one page.
- Documents must be submitted with the original notarization and attestation.
- Share capital letter must be issued from a local bank.
- Passport copies do not require notarization

## **Special Company Setup Packages**

**DAFZA has recently launched a new company structure and added 2 types of office packages to help you with your company registration in UAE.**

**Continuing their efforts to support SMEs, DAFZA has created the following:**

The new company classification will be Free Zone Establishment (FZE)

The permitted number of shareholders will now be from 1 to 50

The shareholders can be individuals or non-individuals (entities)

FZEs must have at least one shareholder: this is the minimum requirement

The minimum share capital for an FZE is AED 1000 per shareholder

Shares must be in the denomination of AED 1000

DAFZA also provides two [office solutions](#), the Executive Suite and Business Desk to enable you start and run your business easily.

### ***Executive Suites Office Package***

The perfect setting for businesses to expand their operation. Our Executive Suite is a comprehensive and cost effective package that includes a 50 sq. m. fully-furnished and operational office.

It covers all start-up expenses, such as licensing, registration, PO box, insurance, car parking facility and 6 employment visas.

The Executive Suites office package also includes:

- 1 desk for manager
- 4 workstations
- 1 meeting table
- 1 executive chair
- 10 staff chairs and meeting room chair
- 1 IT - ADSL Router without installation
- 5 telephone sets and installation
- 2 visitor chairs
- 4 cabinets
- Fixture and fitting works
- 1 remote control
- 10 visitor stickers
- 5 car pass stickers

The inclusive monthly rent for this package is AED 12,000

### ***Business Desk Office Package***

In a challenging market, the advice is to start small and reduce operating expenses to a minimum in order to optimize performance, enabling you to grow at a faster rate. The DAFZA Business

Desk office package is a cost-effective office setup solution that provides you with a comfortable atmosphere to conduct business, providing adequate amenities and business support.

**The package includes:**

- 1 employment visa
- 1 telephone set with installation
- 1 desk, 1 executive chair and 1 visitor chair
- 1 cabinet

For a monthly rent starting from AED 4,000. The package will be priced at AED 45,000 per annum for clients that agree to make one payment.