

## LOOK BOOK : FREE ZONE

The Dubai Airport Free Zone Authority (DAFZA )





## THE DUBAI AIRPORT FREE ZONE AUTHORITY (DAFZA )

Offering a wide range of business activities predominantly focused on the logistics services within the airport, but also offering an array of other activities too.

A DAFZA licensed office would be located within Dubai Airport Free Zone where all relevant government departments and private organizations can be accessed on a day-to-day basis to run your business smoothly. Dedicated Government Service Centers and private organizations such as Banks and Telecommunications companies allow you enjoy the ease of access and seamless processes.

## FACILITIES

### **Desks, Offices or Units to Rent**

The Dubai Airport Freezone offers a wide range of premium office spaces and light industrial units, including fitted office spaces, co-working spaces, serviced offices, packages, and executive suites to accommodate ventures from start-ups to large corporations. The premises are located within the Dubai Airport Freezone, available for rent on an annual basis.



## SMART DESK PACKAGE

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PERFECT FOR STARTUP OR NEW BUSINESSES WISHING TO EXPLORE THE MARKET:

### SPECIFICATIONS:

- FZ LICENSE
- EXCLUSIVE DESK SPACE
- ONE EMPLOYEE VISA (INCLUDED IN THE PACKAGE, CAN APPLY FOR ANOTHER VISA AT A SEPARATE COST)
- WiF

### General features:

- Comprehensive facility management, housekeeping, and general maintenance
- Central cooling systems
- 24-hour security with CCTV surveillance
- Comprehensive safety systems: fire alarms, smoke and heat detectors, and automatic sprinklers
- Electrical fittings
- Common pantry in each floor
- Parking facilities for visitors
- 2 employment visas
- PO Box



\*The Smart Desk Package is valid for two years, renewable annually. An upgrade to a standard package/office is required after two years.

## Business Desk Office Package

Small start up solutions that can minimize operating expenses, DAFZA has a Business Desk Office Package as a cost-effective solution that provides an enclosed and comfortable atmosphere for your day-to-day business, along with amenities and business support:

### Specifications:

- 15 sqm enclosed desk space with one desk and executive chair
- FZ license
- New PO Box
- One employee visa
- One Telephone set with installation
- Shared Laptop, Printer, Photocopy, and fax services

### General features:

- Comprehensive facility management, housekeeping, and general maintenance
- Central cooling systems
- 24-hour security with CCTV surveillance
- Comprehensive safety systems: fire alarms, smoke and heat detectors, and automatic sprinklers
- Electrical fittings
- Common pantry in each floor
- Parking facilities for visitors





## Business Desk Office Package

To establish your business presence in Dubai and start operations swiftly, DAFZA offers Business Enabled Office packages, which includes all the necessary facilities and services required for a business to enter the region at a faster pace:

### Specifications:

- Approximate area of 25 sqm
- FZ license
- Standard fitted office with:
  - Wallpaper, Flooring, False Ceiling, Lighting, Blinds
  - Air-conditioning, Standard Floor Boxes, office signage
  - Usage of Electricity
- Provide Telephone Equipment – 2 sets
- 2 desks, 2 executive chairs, 2 visitor's chairs & cabinet
- 2 employment visas
- PO Box
- Housekeeping Services

### General features:

- Comprehensive facility management, housekeeping, and general maintenance
- Central cooling systems
- 24-hour security with CCTV surveillance
- Comprehensive safety systems: fire alarms, smoke and heat detectors, and automatic sprinklers
  - Electrical fittings
  - Common pantry in each floor
  - Parking facilities for visitors

### Specifications:

**Area:** Minimum space of 25 sqm is necessary to obtain a FZ license  
**Visa Entitlement :** 2



## LICENSE TYPE

### Trade License:

A trade license allows the holder to carry out trading activities including import, export, re-export, distribution, and storage of specific products.

### Service License:

A service license is geared towards service-oriented businesses and enables an entity to provide services specified in the license.

### Industrial License:

An industrial license entitles the holder to carry out light manufacturing industrial activities, packaging and assembling.

### General Trading License:

A General Trading license allows the holder to trade in general activities including import, export.





## COMPANY OWNERSHIP TYPE

### **FZCO (Single owner):**

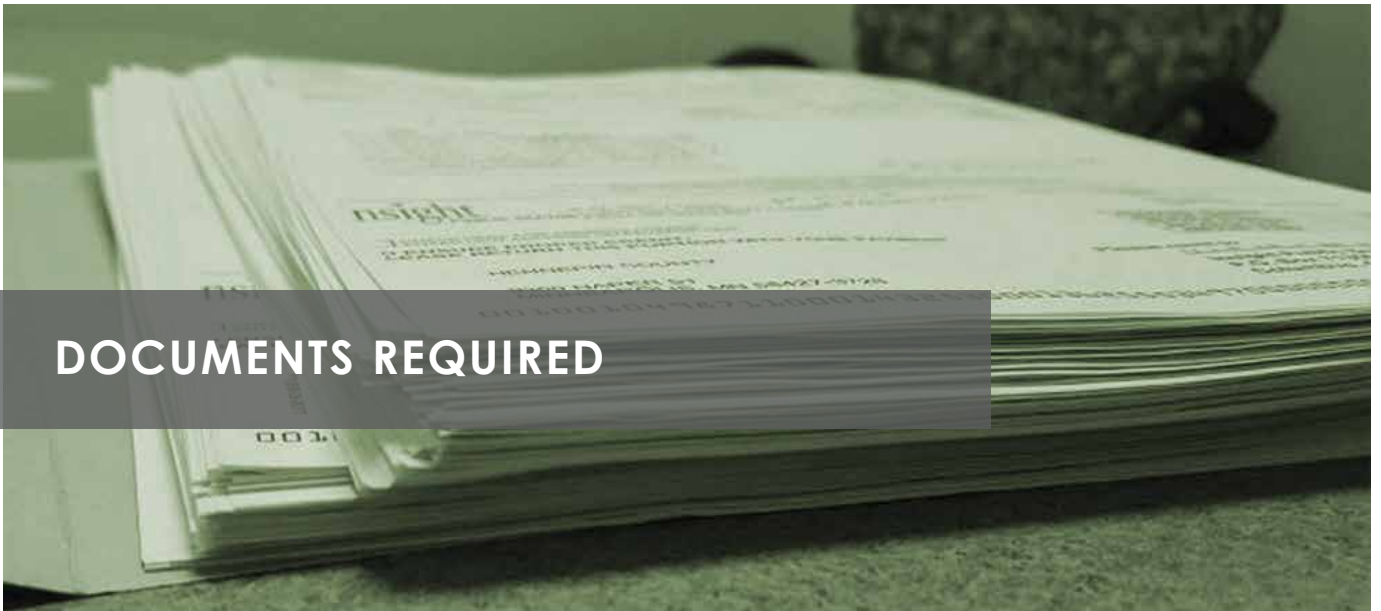
The FZCO company type is similar to a limited liability company that can operate within the Free Zone. Shareholders may be individuals, corporate entities or a combination of the two.

### **FZCO (Multiple ownership):**

- Can be from 1-50 shareholders (individual, corporate or both)
- Minimum share capital: AED 1,000 (USD 272) per shareholder
- Value of each share: AED 1000 (USD 272).

### **Branch (Connected To An Existing Company):**

- Existing companies can establish a Branch of their parent company.
- No share capital is required.
- Branch Features
  - 100% owned by parent company
  - Same business name as parent company
  - Same business activities as parent company.



## DOCUMENTS REQUIRED

### FOR AN INDIVIDUAL:

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- Passport Copy
- Residence Visa Page (For Uae Residents)
- Emirates Id (For Uae Residents)
- No Objection Letter To Establish A Company Issued By The Sponsor ( For Uae Residents )
- \* educational Degree (Required For Professional Or Consultancy License)

### FOR A CORPORATE ENTITY:

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- Passport Copy
- Residence Visa Page (For Uae Residents)
- Emirates Id (For Uae Residents)
- Uae Entry Page
- Original Latest 3 Months Company Bank Statement
- Trade License / Certificate Of Incorporation\*
- Memorandum And Articles Of Association\*
- Board Resolution\*
- Power Of Attorney\*
- Educational Degree Of The Appointed Manager\*
- No Objection Letter To Establish A Company Issued By The Sponsor

### TIME SCALE:

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10 working days once payment has been made and all original documents were submitted to the registrar.



## **VISAS:**

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- Visas (employment, visit, dependent, etc.)
- Family sponsorship
- Visa Transfer
- Employment contracts

## **COST FOR INCORPORATION:**

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**Starting From:**

**AED 16,995.00** (excluding the visa package).

## **SERVICE FEES:**

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**Starting From:**

**AED 3,000.00**

