

DTEC INITIAL APPLICATION FORM

SECTION 1 - PERSONAL INFORMATION

*Red fields are mandatory

<p>Name *</p> <hr/>	<p>Landline number</p> <hr/>
<p>Current Address *</p> <hr/>	<p>Mobile number *</p> <hr/>
<p>Date of Birth *</p> <hr/>	<p>Email Address *</p> <hr/>
<p>Nationality *</p> <hr/>	<p>Date *</p> <hr/>

Briefly describe your business activity:

*

SECTION 2 - TRADE LICENSE REQUIREMENTS

Do you have existing Trade License? *

Yes (continue to Section 2.1)

No (continue to Section 2.2)

SECTION 2.1 | You have a Trade License and: *

- Licensed under DED
- Licensed under Free Zone

Existing Company Name

*

Location / Address

*

License/Reg No

*

SECTION 2.2 | You do NOT have a Trade License and : *

- You need to incorporate a FZE (Free Zone Establishment)
- You need to incorporate a FZCO (Free Zone Company)

Please Choose Company Activity and Description Below *

1

2

3

4

5

(Continue to Section 3)



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Section 2.2 (continued)

Please CLEARLY state all shareholders, and the names, address and contact numbers of the Manager, Directors and Company Secretary in the boxes below and include their passport copy and visa (if applicable).

Name	Title <i>Manager/Director/Co Sec/Shareholder</i>	Complete home address, Contact number, Email address. Please provide an annexure with complete information if the space is not enough	Shares
*		*	*

SECTION 3 - WORK SPACE REQUIREMENTS

Please indicate the type of space you are looking for: *(Refer to brochure for pricing)

Flexi-desk(s)
 Fixed-desk(s)
 Private Office(s)
 Number of Employees* _____
Notes: Private Offices contain 2-4 desks depending on the office size
Telephone installations are for Fixed-Desks and Offices only

Telephone
 Securable Locker

SECTION 4 - REQUIRED DOCUMENTS

1. Copy of Passport, Visa Page and Emirates ID (if applicable)
(for applicant and all Shareholders)

2. Copy of Degree/Qualifications
(for the assigned Manager)

3. Business Plan Summary
(to not exceed 10 pages; refer to Business Plan template under Helpful Information on the website)

4. Copy of Trade License
(if applicable)

5. Copy of Curriculum Vitae (CV)
(for all applicants including Manager, Director, Company Secretary and all Shareholders)

6. Attested Birth Certificate
*For Arab applicants born in Foreign Country holding a Foreign passport: attested certificate with Arabic translation is required;
For Arab applicants born in their mother country holding a foreign passport would need the copy of previous passport along with the birth certificate*

NOTE: For Lebanese and Syrian nationals, additional documents required are 1) 3-months bank statement and 2) Trade License copy within and outside UAE

SECTION 5 – ARABIC TRANSLATION Declaration

The Arabic details (here above or hereafter) are not mandatory and if left blank it shall be construed as authorizing for DSOA to translate English name or English details into Arabic (wherever required) and if DSOA translated the name or details no claim shall be made by the company/ Shareholders/Managers/Directors should there be any error and cost for rectification shall be borne by the FZCO/FZE being registered.

Trade Name:		
Required Company Name	In English	In Arabic / بالعربي
1. *	*	
2.		
3.		

Manager Details:		
Manager's Name	In English	In Arabic / بالعربي
*	*	
Signature of the Manager	*	

SECTION 6 – ADDITIONAL INFORMATION

Where did you hear about us? *

Forum/ Exhibition

Word of Mouth

Advertisement/ Where

Other

Does your company support any of the 7 pillars of Islamic Economy? *Yes

No

If yes, please select which pillar is supported by your company:

Islamic Finance

Islamic Design & Innovation

Islamic e-commerce or digital economy

Islamic standards and certification

Halal Food industry

Islamic studies

Islamic family tourism

For Official Use

Received by

Date Received

EI

EV