

Guide for setup in Dubai

This guide is for you that is setting up in Dubai/UAE. If any of the steps is not relevant for you, just skip them (Eg. Visa steps, if Visas is not chosen). Remember full payment must be done before process starts, from order approval and until payment is received the maximum number of working days is 3 working days.

When you have finished reading and understanding, print - and then send it signed to setup@growu.ae - if this guide/these steps are not followed it can interfere with your process, which can cause extra costs, prolonged time/process and/or cancellations (without refund). Mark that steps, processes and procedures can change from the authorities side. So if you receive any other standards, orders, procedures or tasks from the authorities or our team during the process, these are the ones that you must follow. It is at any given time, your own responsibility that documents and processes you sign, apply and comply during the process is aligned with your wishes and rules/regulations.

Before start, sign company setup agreement and send to your consultant or setup@growu.ae

After that, continue these (relevant) steps, within 2 days:

CHECK LIST ON COMPANY FORMATION UAESingle Privat owner, freezone company(for corporate ownership and mixed ownership more info is required)

The following must be send upon registration to setup@growu.ae:

1. 3 name suggestions for company name (prioritized order)
2. Copy of passport for owner and all visa applicants (Guideline for passport [Passport Copy Requirements Guideline](https://www.growu.ae/wp-content/uploads/2021/03/Passport-Copy-Requirements-Guideline.pdf) - <https://www.growu.ae/wp-content/uploads/2021/03/Passport-Copy-Requirements-Guideline.pdf>) AND digital passport photo ([see requirements here](https://beta.smartservices.icp.gov.ae/echannels/web/client/manual/icao/icao_english.pdf) https://beta.smartservices.icp.gov.ae/echannels/web/client/manual/icao/icao_english.pdf)
3. Copy/Scan of last entry and exit visa stamp in UAE (if any) for all visa applicants
4. Educational documents (if applicable) for visa applicants (for executive and investor positions)
5. Full name, address and contact info (email and mobile - both local +971 and home country) on owner/s and visa applicants
6. Mothers & Fathers full name on owner/s and visa applicants
7. Religion (if any) on visa applicants & marital status (single, married, divorced)
8. Phone number (if none, then your local +971) and email address for company info
9. Short (quarter page) description of the company activity.
10. [Local UAE health insurance](#) for visa applicants (if VISA and Emirates ID is applied) DHA approved - can wait until eVisa has been granted.

Fill out this form:

Suppliers & Customers:

Top 4 Key Suppliers – Complete Name:	Address & Country:	Website Add:	Line of Business
Top 4 Key customers – Complete Name	Address & Country:	Website Add:	Line of Business

NOTE: If any documents/files does not apply to regulations and guidelines or timelines/deadlines is not met, there will be a fee on up to AED 350,- per document/file/incident in administration fee. Furthermore, if any cancellation, decline or rejection from authorities due to lack/missing information or files/documents not aligned with guidelines, further costs may apply – including the risk of decline of the total process, which will result in a new application and registration process – and new fee/cost.

If any documents, info etc. is missing or with errors, the registration process can be declined, and to start again – without any refund.

When this form has been signed and send, the process starts (must be done within timeline).

The process is from here (Changes from authorities in changes of procedures and regulations can apply)

You will over the first 5 working days receive emails and notifications for approval, KYC and ID verification. You will use a dedicated client email address, and create a unique password for the login. This step must be done within 24hours. In this process you eg approve company name, lines of business / activity codes etc. Read carefully and approve. The same goes for verification/approval on eVisa once that has been applied for.

You will after registration receive company documents, and if VISA is chosen, we will now apply for your Immigration card, and after that eVisa. If you are to leave UAE before we start this process, then email scan of your exit stamp from the airport when your leave, so we can start the process. If Visa application is in-country extra fees and time applies, due to visa change.

When eVisa has been issued, then you have 60 days to enter UAE and finalise your visa process, which includes:

When entering UAE, get your eVisa stamped at immigrations. Send scan of stamped document to setup@growu.ae

If VIP/Concierge service has been chosen, wait for a call (only on +971 numbers) - and answer to get information regarding booking for health check and Emirates ID application steps / biometrics. The driver will pick you up on the booked timings. If VIP/Concierge is not chosen, then you now book appointment for Medical/Health check (at a *Medical Fitness Center*), and after that you go for Emirates ID application (at a *Government Typing Center*) and Biometrics (eg at *Al Yaris Customer Happiness Center* or one of the others) .

MARK: before Emirates ID application / Biometrics, you must have made Local Medical/Health Insurance (<https://growu.insured.ae>), send the document of paid and activated insurance policy to setup@growu.ae, and bring documents as well to Emirates ID application / Biometrics.

Now you just wait for your physical Emirates ID - REMEMBER upon application to ensure delivery address. This process can take up to 10 days. Physical VISA stamping is not used at the moment (can change).

Once you have received Emirates ID (physical or digital) you can apply for company bank account - eg. WIO, and also personal bank account. A business bank account at WIO typically takes 24h if you have the documentation ready (single owner companies), personal bank accounts can typically be setup same day, just go to a branch or choose an online bank. Physical bank accounts to your company will typically take 3-4 weeks and above.

I hereby sign that this form has been filled out correctly and i understand the wording and process mentioned in it, as well as my responsibilities.

Name:

Email address:

Phone:

Date:

Signature: