



## Process



## Timeline

- 4 hours\*

## Fees

### Business Licence

1 YEAR	AED 11,500
2 YEARS	AED 20,700
3 YEARS	AED 29,325
5 YEARS	AED 40,250

\* Additional Class - AED 2,000  
(Limit of 5 classes per group subscription)

### Facility

 Shared Desk - AED 3,675 per year

### Visa Allocation



AED 1,600 annually per visa allocation

### Immigration Card

AED 1,500

- \* 4 Hour timeline comes into effect after payment has been credited to the Shams account
- \* Cutoff time for submitting documents is 10 am
- \* Some applications may be subject to additional approvals, in which case the timeline shall be 2 working days

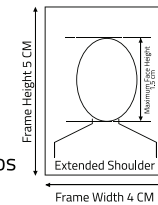
## Documents Required

- Onboarding Form
  - Authorized Signatory Form
  - Terms and Conditions
  - Shareholder(s)/Manager(s)/Director(s) Documents
-  Individual Documents
- Passport Copy
  - Entry Stamp Page or Residence Visa Page Copy
  - 2 passport size photos
-  Company Documents
- Board of Resolution
  - Memorandum of Association
  - Certificate of Incorporation
  - Certificate of Incumbency or good standing certificate

## Document Specifications

### Photo

- White background
- Teeth should not be visible
- Light coloured shirts not allowed
- Jewellery and eyeglasses not allowed
- No handwritten marks allowed on the photos
- High resolution



### Passport

- Coloured and clear full page passport copy
- Passport should be valid for a minimum of 7 months
- Amendment/modification page should be included (if applicable)
- Additional remarks for below nationalities:
  - ✓ India - First and last page copy
  - ✓ Pakistan - First and second page copy
  - ✓ Sri Lanka - First and fourth page copy
  - ✓ US - Special comment page copy
  - ✓ Nepal - First and last page copy