

FORMATION – NEW



Definition

A company's Formation documents serve as the proof of existence of a company. It verifies the company's type (LLC or Branch) as well as its date of inception. The documents received at the end of this process include the Certificate of Formation, Share Register and Memorandum (if applicable).



Process



Contact Shams to form company

1.



Submit required documents

2.



Settle payment

3.



Receive timeline

4.



Receive notification to collect Certificate of Formation, Share Register and Memorandum (if applicable)

5.



Timeline

- 1 to 3 business days



Fees

- AED 0 (Included in Business License Fees)



Documents Required

- Onboarding Form
- Passport Copy
- Visa Copy or latest Visa Stamp

Document Specifications

Passport

- Colored 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