

Client Handbook

Setting up a Fund in DIFC

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1. Introduction

This handbook provides guidance on the process to set up a Fund in DIFC. We strongly advise you

to have prior informal discussions with both Dubai Financial Services Authority (“DFSA”) and Dubai International Financial Centre Authority (“DIFCA”) before you proceed.

The notes in this handbook serve as practical guidance in establishing a Fund in DIFC and should not be construed as legal advice or guidance from a regulatory perspective, as to how to apply or interpret the relevant provisions of the DIFC Companies Law, the DIFC Investment Companies Regulations, the DIFC Collective Investment Law or the DFSA Rules.

2. Set up a Fund in DIFC

The process for setting up a Fund in DIFC requires 2 steps to be completed in the order below:

DFSA consent	Obtain consent from the DFSA to set up the Fund in DIFC.
Register with DIFC	After completing the requirements to register your Fund, subject to DIFC approval, you will receive your certificate and license to start operating.

2.1. DFSA Consent

To set up a Fund in DIFC, a consent from DFSA is required. You should send your new Fund notification to DFSA via email, to dfsafunds@dfsa.ae. You can also request access to the DIFC portal for your proposed Fund, prior to receiving DFSA consent, by sending an email to setup@difc.ae.

Your email must clearly specify the headline details of the Fund including its proposed name, the nature of the Fund (e.g. open-ended (“OEIC”) or closed-ended investment company (“CEIC”), Open Ended Protected Cell Company or a limited partnership (“LP”) and the details of the proposed Fund Manager.

You must ensure that the Fund’s proposed name is compliant with:

- Chapter 10 of the DFSA’s Regulatory Policy and Process Sourcebook (“RPP”) on permissible company and trading names for entities established in DIFC, especially RPP 10.7.3 and 10.7.4 relating to Funds.
- RoC [Entity Naming Policy](#).

2.1.1. DFSA Requirements

For your registration or notification requirements to DFSA, refer to:

- Article 27 of the DIFC Collective Investment Law, Law 2 of 2010 (“CIL”) dealing with the general requirements applicable to all Domestic Funds in the DIFC
- Articles 28 and 29 of CIL providing the detail for the documentation and information requirements of Public Funds
- Article 34 of CIL dealing with the notification requirements relating to Exempt Funds and Qualified Investor Funds and
- The table in Rule 1.4 of the DFSA’s Collective Investment Rules (“CIR”), which specifies which parts of the CIR applies to Public Funds, Exempt Funds and Qualified Investor Funds.
- The relevant registration/ notification form to the DFSA (AUT PFS/ AUT EFF/ AUT QIF).

If it involves an Exempt Fund or a Qualified Investor Fund and, provided that all submitted documents are in order, the DFSA undertakes to complete the process within 48 hours (in case of a Qualified Investor Fund), or 5 days (in case of an Exempt Fund), of receipt of the notification request filed with the DFSA. The DFSA simultaneously forwards the notification document directly to both DIFCA and the ROC. For Public Funds, DFSA will acknowledge receipt and inform the applicant of the approval process and timings concerned within a period of 48 hours.

Once DFSA Fund approval (for Public Funds) or acknowledgment (for Exempt Funds and Qualified Investor Funds) has been issued by DFSA, the Fund establishment process can be completed on the DIFC portal. The navigation process on the portal is self-explanatory.

2.2. Register with DIFC

To set up a Fund in DIFC, your proposed Fund may access the DIFC portal before or after obtaining DFSA consent. However, the application for incorporating the Fund will not be approved until DFSA consent is issued.

The requirements to incorporate or register the Fund will vary depending on the legal structure selected. Refer to the requirements listed for each relevant legal structure under section 4 of this handbook.

2.2.1 Name reservation (optional)

Reserving a name for your Fund is optional but advised in cases where

- a Fund’s name may be identical or similar to other funds established or registered in DIFC or
- there is a possibility that the name may be misleading or inappropriate for the type of activity the Fund will be undertaking.

Name reservations take place with the Registrar of Companies and form a part of the ‘Register with DIFC’ application form. Name reservation has no additional charges and is valid for 90 days.

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DIFC Initial Approval - SR-19118

Entity Name step 3

Select the proposed Entity name

Enter the Entity's name, preferably in Arabic, to check if it is available.

Make sure to: (1) omit the Entity's legal suffix (such as LLC, Corp, etc.), and (2) refer to the principal business activity that the Entity will practice in DIFC. For example, if the Entity's name is ABC Inc. and its principal business activity is Consultancy, then the name entered should be ABC Consultancy.

For more details, you may refer to the [DIFC Naming Policy](#). You may also reserve the English name for a period of 90 days at no additional cost.

Enter the Entity name in English and Arabic

Search and ensure your chosen Entity Name is available. It's simple - just enter the proposed Entity Name in the search bar. You can select up to 3 options. You may also reserve a name for 90 days by clicking on "Reserve" at no additional fee. Confirm that your entity's name is not similar to another registered company's name.

Search for a company name

Need Help

Hide Guide

2.2.1 Screenshot of Entity Name

3. Legal structures

Your Fund must be set up according to one of the following legal structures:

- Investment Company (open ended or closed ended)
- Protected Cell Company (open ended only)
- Incorporated Investment Cell Company (open ended or closed ended)
- Limited Partnership

The sub-sections below provide you with a summarised checklist for the requirements of the DIFC portal to set up Funds using one of the above legal structures.

3.1 Investment Company (open ended or closed ended) / Open ended Protected Cell Company

The sections and requirements below must be provided to establish a Fund as an Investment Company (closed ended or open ended) or an open-ended Protected Cell Company in DIFC.

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Steps	Description
Entity structure	<p>The first 2 fields of the form will be pre-filled. Define the remaining fields:</p> <ol style="list-style-type: none"> 1. Your Fund's legal structure. Select 'Company' 2. Your Fund's type of Company. Select 'Public' or 'Private' 3. Sub type of Company: Select one of the options below <ul style="list-style-type: none"> - open ended or closed ended Investment Company - open ended Protected Cell Company <p>Ensure that you select the correct legal structure as this will determine the rest of the steps and requirements.</p> <p>If you are not supported by a legal advisor, we highly recommend that you get in touch with our Business Development representative before choosing your legal structure. For more details on DIFC legal structures, please click here or contact us on setup@difc.ae.</p>
Business Activities	Type in 'Investment Fund' and add it as your business activity.
Entity name	<p>Choose the proposed Fund name. The portal will allow you to search for a name and select up to 3 options. You may also reserve a name for 90 days by clicking on 'reserve' at no additional cost.</p> <p>Confirm that your name is not similar to an existing entity.</p> <p>Document: Evidence of Consent <i>This document is required only if the name is identical to an existing entity.</i></p> <p>Upload evidence of relationship/consent if the proposed name is identical to the name of an existing entity in the UAE other than your affiliates or parent entity.</p>
Shareholders	<p>Identify the Shareholders of the Fund. A minimum of 1 Shareholder is needed. The Shareholder can be an individual or a body corporate.</p> <p>You will need to certify the passport of each individual Shareholder. This can be done through:</p> <ul style="list-style-type: none"> - our online certification option by selecting 'Online Certification of Passport' or - uploading a certified copy of each of the Shareholder's passports. Select 'Online Certification of Passport' if you prefer to avoid multiple uploads. <p>Document: Certified Passport Copy of each Shareholder <i>Passport copies of Shareholders are required only if they have not been certified online.</i></p>

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	<p>Upload a clear, valid and certified passport copy of each individual Shareholder. Ensure that the passport certification does not cover or hide the passport bio page.</p> <p>Passport certification can be done by DIFC Services, a corporate services provider, a law firm, or others as per the DIFC Certification Policy.</p> <p>Document: Certificate of Incorporation Each Body Corporate Shareholder <i>This document is required if the body corporate is NOT a DIFC registered entity.</i></p> <p>Upload a certificate of incorporation or a similar document for body corporate Shareholders that is certified by the issuing authority. If the certification is not electronic, it must not be older than 6 months.</p> <p>Document: Notarised PoA If the individual Shareholder has delegated the signing of the articles to another person, upload a notarised and valid Power of Attorney approving the delegation.</p>
Share Class	Define your Fund's share class and nominal value. Share Class could be Ordinary, Class A, Class B, etc.
Allocate shares	Allocate shares against each share class among Shareholders. All the issued shares must be allocated to the approved Shareholders as part of the submission.
Directors	Add at least 1 Director. The Director can be an individual or a body corporate. An individual Director must be over the age of 18.
	<p>Document: Certified Passport copy for each Director <i>Passport copies of Directors are required only if they have not been certified online.</i></p> <p>Upload a clear, valid and certified passport copy of each Director. Ensure that the passport certification does not cover or hide the passport bio page.</p> <p>Passport certification can be done by DIFC Services, a corporate services provider, a law firm, or others as per the DIFC Certification Policy.</p> <p>Document: Certificate of Incorporation <i>This document is required if the body corporate is NOT a DIFC registered entity.</i></p> <p>Upload a certificate of incorporation or a similar document for body corporate Directors that is certified by the issuing authority. If the certification is not electronic, it must not be older than 6 months.</p>

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Ultimate Beneficial Owners (UBOs)	<p>Confirm if you will be submitting your Fund's UBO data in hard copy or on the portal.</p> <p>If the submission is made via the portal, you must add:</p> <ul style="list-style-type: none"> - Any natural person that owns or controls 25% or more of the proposed Fund (directly or indirectly) and is identified as a UBO as per the DIFC UBO regulations. - Any beneficial owner that owns or controls 25% or more of the proposed Fund (directly or indirectly) and is identified as an exempt entity as per the DIFC UBO Regulations.
Fund Details	<p>Provide the following in detail:</p> <ul style="list-style-type: none"> - The reason for choosing DIFC - Details of the Fund Manager - Details of the Fund Administrator
Articles of Association	<p>Select your format of the Articles of Association and confirm if you would like to electronically sign your Articles.</p> <p>There are 2 formats of Articles of Association: 'Standard' and 'Modified'</p> <ul style="list-style-type: none"> - If you choose 'Standard', the Articles of Association will be pre-filled by the portal and will be automatically generated before submission. Download the template here. - Choose 'Modified' if you are making changes to any of the articles of the template, aside from the Fund name and share capital.
Registered Address	<p>Specify the location of records and registers.</p> <p>The registered address of the Fund will be the address of the Fund Manager or Administrator and the same must be indicated in the Fund details section.</p>
Company Secretary (optional)	<p>Identify the Secretary of the Company. The Company Secretary can be an individual over 18 years of age or a body corporate from a recognised jurisdiction.</p> <p>Document: Certified Passport Copy of the Individual Secretary <i>The passport copy of the Secretary is required only if it has not been certified online.</i></p> <p>Upload a clear, valid and certified passport copy of the individual Company Secretary. Ensure that the passport certification does not cover or hide the passport bio page.</p> <p>Passport certification can be done by DIFC Services, a corporate services provider, a law firm, or others as per the DIFC Certification Policy.</p> <p>Document: Certificate of Incorporation of the Body Corporate Secretary</p>

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	<p><i>This document is required if the body corporate is NOT a DIFC registered entity.</i></p> <p>Upload a certificate of incorporation or a similar document for body corporate Secretary that is certified by the issuing authority. If the certification is not electronic, it must not be older than 6 months.</p>
Authorised Signatory	<p>Identify the Authorised Signatory or Signatories of the Fund. You can add a minimum of 1 Signatory and a maximum of 10 Signatories. Authorised Signatories must be at least 18 years old.</p> <p>The names of listed Authorised Signatories will appear on the DIFC License.</p>
	<p>Document: Passport Copy of Each Signatory <i>The passport copy of each Signatory is required only if it has not been certified online.</i></p> <p>Upload the passport copy of each Authorised Signatory.</p>
Management Details	<p>Add the details of:</p> <ul style="list-style-type: none"> - The most senior person managing the Fund in DIFC - The general communications contact person - An emergency contact person
	<p>Document: Passport copy of the most senior person <i>The passport copy of the most senior person is required only if it has not been certified online.</i></p> <p>Upload the passport copy of the most senior person in the Fund.</p>
Data Protection	<p>Add the details of the company's representative for data protection.</p> <p>Indicate the following:</p> <ul style="list-style-type: none"> - If the company will process or transfer any personal and/or sensitive data outside of DIFC. Personal data is information that identifies a person. - If the company will process special category personal data. Special category personal data is information that carries specific, sensitive attributes like political or religious views, biometric data, health data, and so on. - If the company will engage in high-risk processing (for which a Data Protection Officer must be appointed as part of the same form). <p>Guidance on notifications is available on the DIFC DP website. If you still have questions about data protection and security in DIFCA, or about how DIFCA collects or processes your personal data, contact dpo@difc.ae.</p>
Review and submit	<p>Review your application before you submit it. Upon submission, you will not be able to update any information until the application is returned by your relationship manager.</p>

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Documents	
<p>Resolution of board of directors</p>	<p>This document is required for Body Corporate Shareholders only.</p> <p>Upload the resolution of the board of directors that states the following:</p> <ul style="list-style-type: none"> - It authorises the incorporation of the Fund in DIFC. - It states that the Articles of Association have been duly adopted by the Fund. - It appoints the person authorised to sign on behalf of the Fund in relation to the incorporation of the new Fund. - It appoints the Authorised Signatories to be listed on the license. - It appoints the person authorised to sign the Articles of Association on behalf of the Fund. <p>Click here for the template.</p>
<p>Articles of Association</p>	<p>If you opted for standard Articles, this document will be pre-filled and automatically uploaded by the system. If you have opted for Modified Articles then please upload the Articles of Association.</p> <p>Upload the proposed Fund's Articles of Association in a pdf format without signature. The document should not be signed at this stage.</p> <p>Following the review and approval by DIFC Services, Incorporators can sign the articles in the following ways:</p> <ul style="list-style-type: none"> - Electronically using DocuSign by indicating this as a preference on the DIFC portal. DIFC Services will initiate the signing using DocuSign. - At DIFC Services in the presence of a DIFC Services Official. - Outside the UAE with notarisation from the relevant authority and the UAE embassy. <p>Click here for the standard articles template.</p>
<p>Statement of Incorporators</p>	<p>This document is required for modified Articles of Association only.</p> <p>If the Articles of Association adopted by the proposed Fund is non standard, upload a Statement of the Incorporators signed by all of the incorporators. Click here for the template.</p>

3.2 Limited Partnership

3.2.1 Registration of a Limited Partnership

The establishment of a Limited Partnership in DIFC pursuant to the provisions of the DIFC Limited Partnership Law (the 'Partnership Law') requires the prior existence of a General Partner. If the Fund wishes to establish the General Partner of the Limited Partnership in DIFC, then the normal requirements of setting up a Private Company will be applicable with the addition of the waivers below.

Exceptions/ waivers will apply to General Partners established with the sole purpose to be a General Partner to a Limited Partnership:

- NOC for sharing space – this requirement will be waived on the basis that space will be shared with a regulated fund manager in DIFC.

For the full list of requirements to establish a Private Company to act as a GP for the Fund, refer to the Private Company Checklist.

An application to establish a General Partner can be filed in the DIFC portal, simultaneously with the Limited Partnership application but the former needs to be established before the latter can be finalised. Find below the sections and documents required to register an LP Fund:

Steps	Description
Entity Structure	<p>The first 2 fields of the form will be pre-filled. Define the remaining fields:</p> <ol style="list-style-type: none"> 1. Your Fund's legal structure. Select 'Partnership' 2. Your Fund's type of Partnership. Select 'Limited Partnership' <p>Ensure that you select the correct legal structure as this will determine the rest of the steps and requirements.</p> <p>If you are not supported by a legal advisor, we highly recommend that you get in touch with our Business Development representative before choosing your legal structure. For more details on DIFC legal structures, please click here or contact us on setup@difc.ae.</p>
Business Activities	Type in 'Investment Fund' and add it as your business activity.
Entity Name	<p>Choose the proposed Fund name. The portal will allow you to search for a name and select up to 3 options. You may also reserve a name for 90 days by clicking on 'reserve' at no additional cost.</p> <p>Confirm that your name is not similar to an existing entity.</p> <p>Document: Evidence of Consent <i>This document is required only if the name is identical to an existing entity.</i></p>

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	Upload evidence of relationship/consent if the proposed name is identical to the name of an existing entity in the UAE other than your affiliates or parent entity.
Partners	Identify the Partners of the Fund and the contribution of each. A minimum of 1 General Partner and 1 Limited Partner is required. The Partners can be individuals or body corporates.
	<p>Document(s): Certified Passport Copy of Each Individual Partner <i>Passport copies of Partners are required only if they have not been certified online.</i></p> <p>Upload a clear, valid and certified passport copy of each individual Partner. Ensure that the passport certification does not cover or hide the passport bio page.</p> <p>Passport certification can be done by DIFC Services, a corporate services provider, a law firm, or others as per the DIFC Certification Policy.</p>
	<p>Document: Certificate of Incorporation for Each Body Corporate Partner <i>This document is required if the body corporate is NOT a DIFC registered entity.</i></p> <p>Upload a certificate of incorporation or a similar document for body corporate Partners that is certified by the issuing authority. If the certification is not electronic, it must not be older than 6 months.</p>
	<p>Document: Notarised PoA If the individual Partner has delegated the signing of the partnership agreement to another person, upload a notarised and valid Power of Attorney approving the delegation.</p>
Ultimate Beneficial Owners (UBOs)	<p>Confirm if you will be submitting your Fund's UBO data in hard copy or on the portal.</p> <p>If the submission is made via the portal, you must add:</p> <ul style="list-style-type: none"> - Any natural person that has the legal right to exercise, or actually exercises, significant control or influence over the activities of the partnership as per the DIFC UBO Regulations.
Fund Details	<p>Provide the following in detail:</p> <ul style="list-style-type: none"> - The reason for choosing DIFC - Details of the Fund Manager - Details of the Fund Administrator
Partnership Agreement	Notify DIFC Services if you wish to sign the agreement electronically or in person. If you opt for signing electronically, DIFC Services will initiate DocuSign post reviewing the application.

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Registered Address	<p>Specify the location of records and registers.</p> <p>The registered address of the Fund will be the address of the Fund Manager or Administrator and the same must be indicated in the Fund details section.</p>
Authorised Signatory	<p>Identify the Authorised Signatory or Signatories of the Fund. You can add a minimum of 1 Signatory and a maximum of 10 Signatories. Authorised Signatories must be at least 18 years old.</p> <p>The names of listed Authorised Signatories will appear on the DIFC License.</p> <p>Document: Passport Copy of Each Signatory <i>The passport copy of each Signatory is required only if it has not been certified online.</i></p> <p>Upload the passport copy of each Authorised Signatory.</p>
Management details	<p>Add the details of:</p> <ul style="list-style-type: none"> - The most senior person managing the Fund in DIFC - A general communications contact person - An emergency contact person <p>Document: Passport copy of the most senior person <i>The passport copy of the most senior person is required only if it has not been certified online.</i></p> <p>Upload the passport copy of the most senior person in the Fund.</p>
Data Protection	<p>Add the details of the company's representative for data protection.</p> <p>Indicate the following:</p> <ul style="list-style-type: none"> - If the company will process or transfer any personal and/or sensitive data outside of DIFC. Personal data is information that identifies a person. - If the company will process special category personal data. Special category personal data is information that carries specific, sensitive attributes like political or religious views, biometric data, health data, and so on. - If the company will engage in high-risk processing (for which a Data Protection Officer must be appointed as part of the same form). <p>Guidance on notifications is available on the DIFC DP website. If you still have questions about data protection and security in DIFCA, or about how DIFCA collects or processes your personal data, contact dpo@difc.ae.</p>
Review and submit	<p>Review your application before you submit it. Upon submission, you will not be able to update any information until the application is returned by your relationship manager.</p>

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Documents	
<p>Resolution of board of directors</p>	<p>This document is required for Body Corporate Partners only.</p> <p>Upload the resolution of the board of directors that states the following:</p> <ul style="list-style-type: none"> - It authorises the incorporation of the Fund in DIFC. - It states that the Articles of Association have been duly adopted by the Fund. - It appoints the person authorised to sign on behalf of the Fund in relation to the incorporation of the new Fund. - It appoints the Authorised Signatories to be listed on the license. - It appoints the person authorised to sign the Articles of Association on behalf of the Fund. <p>Click here for the template.</p>
<p>Partnership Agreement</p>	<p>Upload the proposed Partnership Agreement in a pdf document format. The document should not be signed at this stage.</p> <p>Following the review by DIFC Services, the document can be signed:</p> <ul style="list-style-type: none"> - Electronically using DocuSign by indicating this as a preference on the DIFC portal. DIFC Services will initiate the signing using DocuSign. - At DIFC Services in the presence of a DIFC Services Official. - Signed outside UAE with notarisation by the relevant authority and the UAE embassy.
<p>Note: If any of the documents are not in the English Language, they must be accompanied by a legal translation certified to the satisfaction of the Registrar.</p>	

3.2.2 Transfer of a Foreign Limited Partnership

Subject to the Partnership Agreement, a Foreign Limited Partnership may, if authorised by the laws of the jurisdiction in which it was formed, apply to the Registrar for the continuation of the Foreign Limited Partnership as a Limited Partnership.

Below is the list of requirements to continue a Foreign Limited Partnership in DIFC.

Steps	Description
Entity Structure	<p>The first 2 fields of the form will be pre-filled. Define the remaining fields:</p> <ol style="list-style-type: none"> 1. The details of your Fund's establishment. Select 'Transfer' 2. Your Fund's legal structure. Select 'Partnership' 3. Your Fund's type of Partnership. Select 'Limited Partnership' <p>Ensure that you select the correct legal structure as this will determine the rest of the steps and requirements.</p> <p>If you are not supported by a legal advisor, we highly recommend that you get in touch with our Business Development representative before choosing your legal structure. For more details on DIFC legal structures, please click here or contact us on setup@difc.ae.</p>
Foreign Entity	<p>Provide details of the Foreign Entity to be transferred to DIFC.</p> <p>Document: Certificate of Incorporation Upload a certificate of incorporation or a similar document that is certified by the issuing authority. If the certification is not electronic, it must not be older than 6 months.</p>
Business Activities	<p>Type in 'Investment Fund' and add it as your business activity.</p>
Entity Name	<p>Choose a name for the proposed Fund. The selected name must be identical to the Foreign Limited Partnership name. You may also reserve a name for 90 days by clicking on 'Reserve' at no additional cost.</p> <p>Confirm whether your name is similar to an existing entity or not. If your name is similar to an existing entity, the upload below will be required.</p> <p>Document: Evidence of Relationship or Consent <i>This document is required only if the name is identical to an existing entity.</i></p> <p>Upload evidence of relationship/consent if the proposed name is identical to the name of an existing entity in the UAE other than your affiliates or parent entity.</p>

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Partners	Identify the Partners of the Foreign Limited Partnership and the contribution of each. A minimum of 1 General Partner and 1 Limited Partner is required. The Partners can be individuals or body corporates.
	<p>Document(s): Certified Passport Copy of Each Individual Partner <i>Passport copies of Partners are required only if they have not been certified online.</i></p> <p>Upload a clear, valid and certified passport copy of each individual Partner. Ensure that the passport certification does not cover or hide the passport bio page.</p> <p>Passport certification can be done by DIFC Services, a corporate services provider, a law firm, or others as per the DIFC Certification Policy.</p>
	<p>Document: Certificate of Incorporation for Each Body Corporate Partner <i>This document is required if the body corporate is NOT a DIFC registered entity.</i></p> <p>Upload a certificate of incorporation or a similar document for body corporate Partners that is certified by the issuing authority. If the certification is not electronic, it must not be older than 6 months.</p>
	<p>Document: Notarised PoA If the individual partner has delegated the signing of the amended partnership agreement to another person, upload a notarised and valid Power of Attorney approving the delegation.</p>
Identify ultimate beneficial owners (UBOs)	<p>Confirm if you will be submitting your Fund's UBO data in hard copy or on the portal.</p> <p>If the submission is made via the portal, you must add:</p> <ul style="list-style-type: none"> - Any natural person that has the legal right to exercise, or actually exercises, significant control or influence over the activities of the partnership as per the DIFC UBO Regulations.
Fund Details	<p>Provide the following in detail:</p> <ul style="list-style-type: none"> - The reason for choosing DIFC - Details of the Fund Manager - Details of the Fund Administrator
Registered address	<p>Specify the location of records and registers.</p> <p>The registered address of the Fund will be the address of the Fund Manager or Administrator and the same must be indicated in the Fund details section.</p>

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Authorised Signatory	Identify the Authorised Signatory(s) of the continued entity. You need to add a minimum of 1 and a maximum of 10. The Authorised Signatory must be an individual(s) only and must be 18 years of age or above.
	<p>Document: Passport Copy of Each Signatory <i>The passport copy of each Signatory is required only if it has not been certified online.</i></p> <p>Upload the passport copy of each Authorised Signatory.</p>
Management Details	Add the details of: <ul style="list-style-type: none"> - The most senior person managing the Fund in DIFC. - A general communications contact person - An emergency contact person
	<p>Document: Passport copy of the most senior person <i>The passport copy of the most senior person is required only if it has not been certified online.</i></p> <p>Upload the passport copy of the most senior person in DIFC entity.</p>
Data Protection	Add the details of the company's representative for data protection. <p>Indicate the following:</p> <ul style="list-style-type: none"> - If the company will process or transfer any personal and/or sensitive data outside of DIFC. Personal data is information that identifies a person. - If the company will process special category personal data. Special category personal data is information that carries specific, sensitive attributes like political or religious views, biometric data, health data, and so on. - If the company will engage in high-risk processing (for which a Data Protection Officer must be appointed as part of the same form). <p>Guidance on notifications is available on the DIFC DP website. If you still have questions about data protection and security in DIFCA, or about how DIFCA collects or processes your personal data, contact dpo@difc.ae.</p>
Review and submit	Review your application before you submit it. Upon submission, you will not be able to update any information until the application is returned by your relationship manager.

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Documents	
Approval of the General Partner	<p>Upload approval of the General Partner of the Foreign Limited Partnership that states the following:</p> <ul style="list-style-type: none"> - Authorising the continuation of the Foreign Limited Partnership in DIFC - Appointing the person/s authorised to sign documents on behalf of the body corporate in relation to the continuation of the Foreign Limited Partnership - Appointing the person authorised to sign documents on behalf of the body corporate following the continuation of the Foreign Limited Partnership. <p>Click here for the template.</p>
Partnership Agreement	<p>Upload the Partnership Agreement of the Foreign Limited Partnership which should be in compliance with Article 10 of the DIFC Limited Partnership Regulations. Click here to access the regulations.</p>
Consent from the original jurisdiction	<p>Upload a document providing satisfactory evidence to the DIFC Registrar of Companies that all necessary consents in the original jurisdiction have been obtained and certified by the relevant authorities. If the original jurisdiction does not provide this consent then please provide a legal opinion.</p>
Letter of confirmation issued by the entity	<p>Upload a confirmation letter issued by the entity to be transferred to DIFC. This must state that the entity is not prohibited in terms of its founding documents or under the laws of the jurisdiction under which it is organised to be continued under the Laws of another jurisdiction and that it has complied with all relevant requirements.</p>
Certificate of good standing or a similar document	<p>Upload a certificate of good standing or a similar document issued by the licensing authority in the jurisdiction where the Foreign entity is incorporated or established.</p>
Audited financial statements	<p>Upload a copy of the Foreign Limited Partnership's most recent accounts.</p>
General Partners Declaration	<p>Upload a declaration confirming that the Foreign Limited Partnership is, and the General Partners reasonably believe, that for the next 12 months after the declaration is made will be able to meet its debts as and when they fall due in the normal course of business; and there are no applications made to any court</p> <ol style="list-style-type: none"> a. to put the Foreign Limited Partnership into liquidation b. to wind up the Foreign Limited Partnership c. to have the Foreign Limited Partnership declared insolvent d. for the appointment of a receiver in relation to any property of the Foreign Limited Partnership.
<p>Note: If any of the documents are not in the English Language, they must be accompanied by a legal translation certified to the satisfaction of the Registrar.</p>	

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4. DIFC Portal

The DIFC portal is a website to facilitate the set up of entities in DIFC, which guides you through the process step-by-step. You can manage your entity, access DIFC information and services, and track and manage your transactions and service requests.

4.1 Top up your balance

To submit an application on the DIFC portal, you're required to have sufficient funds in your portal wallet. You can view your balance by clicking on the 'Balance' option in the left hand menu. Once you have clicked into the balance screen, you then have the option to top up your wallet if necessary.

You can top up your portal wallet using the following methods:

- **Bank Transfer:** Using the bank details below, you can directly transfer to your wallet. The transfer must be made in AED only.
- It will take 2 working days from the date the money is received to reflect the balance in your portal account. To help us identify your account, ensure that sufficient details are included in the swift note:

DIFC Investments LTD Collection Account
Emirates NBD- Deira Branch
Account No 101-1434147-605- AED
Swift Code: EBILAEAD
IBAN No - AE280260001011434147605

- **Cheque:** The cheque must be in AED only. Address the cheque to 'DIFC Investments LTD - Collection Account' and submit it to DIFC Services for processing. It takes 2 working days from the date the money is received to reflect the balance in your portal account.
- **Credit Card:** Add the amount you wish to top up in the summary section and select the 'proceed card payment' option. Once selected, you'll be redirected to a new page to record your credit card details and add your secure password to approve the transaction.
- **Cash:** Visit the cashier at DIFC Services to deposit cash directly into your portal balance. Our cashier is open from 9 AM to 3 PM Sunday through Thursday. Cash amounts must not exceed AED 20,000.

4.2 Returned submissions

The DIFC portal allows for the application to be returned for more information, and for re-uploading documents or editing sections of the application. If your application requires further clarification or documentation, you will receive an email notification to log in to the portal to address the outstanding items.

You will be able to click on the link provided on the email in order to submit any additional information or documentation. You will be able to log in to the DIFC portal and on the home page, go to the 'Pending Actions' table where you can view anything that is 'pending'.

4.3 Definition of Navigation

Below you will find the description of each area on DIFC portal:

- **Home:** Lists all actions to complete the application for setting up an entity in DIFC.
- **Pending Actions** – If you have any tasks which need your attention and action, they will be visible in this section. You can also view in progress and completed actions here.
- **Service Requests:** Lists all the services that the entity can apply for while under formation, such as application for approval, government services, employee service requests, etc. You can also view the status of submitted service requests.
- **Balance:** Lets you view your balance and top up your wallet.
- **Appointment:** Enables you to book an appointment with one of our representatives
- **Re-Schedule Medical Appointment:** Enables you to update your medical appointment
- **Portal Users:** Shows you who has access to your entity and allows you to add additional users.
- **Entity Profile:** Shows you all the information registered for the entity.
- **Saved Docs:** Any documents you have saved in the portal can be accessed here.
- **Quick Links:** Shows you a page with links to various sections of the portal, guidelines and handbooks.

The screenshot displays the DIFC portal homepage. On the left is a navigation sidebar with icons and labels for: Home, Pending Actions (0), Service Requests, Balance AED 4,039.75, Appointment with DIFC Services, Re-Schedule Medical Appointment, Portal Users, Entity Profile, Saved Docs, and Quick Links. At the bottom of the sidebar is the user profile for Khadija Ali, Relationship Manager, and a 'Need Help' button. The main content area features a 'Find a Service Request' section with a dropdown menu set to 'Company Services' and a search input field. Below this is a 'Complete Pending Actions' section with a search input field and a table with columns: Type, SR No., Summary, Comments, and Action. The table currently shows 'No records'. At the bottom of the main area is a 'Portal Overview' section with three cards: 'DIFC Services Updates' (with a document icon and a 'Company Services ESR Update' notice), 'DIFC Events' (with a document icon and a notice about upcoming events), and 'DIFC Academy' (with a document icon and a list of courses including IFRS Certificate Program, Cybersecurity Fundamentals, and Forensic Accounting).

4.3 Screenshot of the homepage of the portal showing the navigation.

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5. Fees

	Non-Retail	Retail
Registrar of Companies		
Name Reservation (optional)	Nil	Nil
Incorporation / Registration fees		
For an Open/Closed Ended Investment Company	\$1,000	NA
An Open ended Protected Cell Company	\$1,000	NA
A Limited Partnership registered as a Fund	\$1,000	NA
For a General Partner in an Investment Fund	\$100	NA
Transfer of Incorporation fees		
For a Foreign Limited Partnership to DIFC	\$ 4,000	
For a Foreign Limited Partnership from DIFC	\$ 4,000	
License fees upon incorporation and annually		
For an Open/Closed Ended Investment Company	Nil	NA
An Open ended Protected Cell Company	Nil	NA
A Limited Partnership Fund	Nil	NA
For a General Partner in an Investment Fund	\$1,000	NA
Data Protection		
To inform the DP Commissioner that the entity processes personal data	\$ 1,250 (Financial) \$ 750 (Non-Financial)	
To inform the DP Commissioner that the entity does not process personal data	Nil	

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