



Financial Checklist

Limited Liability Partnership (LLP)

Guideline

Company Services

1. Limited Liability Partnership (LLP)

To set up an entity as a Limited Liability Partnership (LLP), a minimum of 2 Members must be appointed.

For more details about the legal structure of an LLP, refer [to DIFC Limited Partnership Law, Law No. 5 of 2004](#) and [Limited Liability Partnership Regulations](#).

1.1. Register with DIFC

Section Name	Description
Entity Structure	<p>Define the following:</p> <ol style="list-style-type: none"> 1. Your entity type. Select Financial. 2. The business sector of your principal activity. 3. The sub-sector of your principal activity. 4. The DFSA category that you have applied for. 5. The details of your entity's establishment. Select New. 6. Your entity's legal structure. Select Partnership. 7. Your entity's type of partnership. Select Limited Liability Partnership (LLP). <p>Ensure that your selections are accurate as they 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.</p> <p>For more details on DIFC legal structures, click here or contact us on setup@difc.ae</p>
Business Activities	Add the business activities as per the in-principle approval of the Dubai Financial Services Authority (DFSA).
Entity Name	<p>Choose a name for the proposed LLP. 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 at no additional cost by clicking on 'reserve.' 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 or consent if the proposed name is identical to the name of an existing entity in the UAE other than</p>

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	your affiliates or parent entity.
Members	<p>Identify the Members of the LLP. A minimum of 2 Members are needed. A Member can be an individual who is 18 years old or above or a body corporate.</p> <p>If the LLP has more than 20 Members, you can use an import option. Click the 'Import from CSV' link where you will be able to download a template. Update the template with your Member details to add your 20+ Members and then upload that file, making sure that it is not more than 10MB in size.</p> <p>You will need to certify the passport of each individual Member. 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 Member's passports. <p>Select 'Online Certification of Passport' if you prefer to avoid multiple uploads.</p>
	<p>Document: Certified Passport Copy of Each Member <i>Passport copies of Members are required only if they have not been certified online.</i></p> <p>Upload a clear, valid and certified passport copy of each individual member. 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 Member <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>

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Ultimate Beneficial Owners (UBOs)	<p>You must add:</p> <ul style="list-style-type: none"> - Any natural person who has the legal right to exercise, or actually exercises, significant control or influence over the activities of the LLP and is identified as a UBO as per the DIFC UBO regulations. - Any body corporate beneficial owner that has the legal right to exercise significant control or influence over the activities of the LLP and is identified as an exempt entity as per the DIFC UBO Regulations.
Affiliated Entities	<p>Tell us about your affiliates registered in DIFC and/or other free zones in the UAE. In case you have an affiliate or affiliates established in DIFC that you would like to share office space with, please indicate the same in this step.</p> <p>Document: Letter of Consent <i>Letter of Consent is required only if your LLP is sharing office space with an affiliate entity in DIFC.</i></p> <p>If your LLP is sharing office space with another affiliated entity, upload a letter of consent for sharing office space issued by the affiliated entity in DIFC. The entity issuing the letter must be the leaseholder or the owner of the property.</p>
Background on Entity	<p>Provide an overview of the entity that is being established in DIFC and its parent (if applicable)</p>
Partnership Agreement	<p>Specify if you would like to electronically sign the Partnership Agreement.</p>
Registered Address	<p>Specify the location of records and registers. You are also required to add your operating location(s).</p> <p>If you are sharing office space with an affiliate, the registered address of the affiliated entity will appear.</p> <p>In case you will be operating from more than 1 unit, you may select 1 or more to be your registered address, provided that these units are located in the same building.</p> <p>Leased/subleased properties can be viewed only if the lease agreement is registered with the DIFC Registrar of Real Property.</p> <p>If your lease agreement is signed with DIFC Investments Ltd including the co-working space, the lease agreement will be registered automatically by the landlord.</p>
Authorised Signatory	<p>Identify the Authorised Signatory or Signatories of the LLP. You can add a minimum of 1 Signatory and a maximum of 10 Signatories. Authorised Signatories must be at least 18 years old.</p>

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	<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>
<p>Management Details</p>	<p>Add the details of:</p> <ul style="list-style-type: none"> - The most senior person who will manage the entity 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 LLP.</p>
<p>Data Protection</p>	<p>In this section, you need to select the type of Data Protection notification which can be either:</p> <ul style="list-style-type: none"> - To inform the Commissioner of Data Protection that you do process personal data - To inform the Commissioner of Data Protection that you do not process personal data <p>Please note that processing personal data includes personal data and information related to your employees, suppliers, customers, etc. If the entity is planning to hire employees or provide services to customers, then it will process personal data.</p> <p>If as a newly licensed entity you select the first option and confirm that the entity does currently or will process personal data, you will be required to submit a Data Protection Notification service request (A draft will be created for your ease of reference under pending actions on the portal home page) within a maximum of 6 months from the date of issuance of the DIFC license.</p> <p>If you select the second option and inform the Commissioner that the entity will not process personal data, the same will be reviewed post issuance of the DIFC license. The Commissioner’s Office may reject or request further information about your submission to clarify why you think the entity does not process personal data. If rejected, you will have 6 months from license issuance to submit the Data Protection Notification service request.</p> <p>As part of this section, you will also be required to provide details of a contact person for Data Protection related matters.</p>

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	<p>Guidance on notifications are available on the DIFC DP website.</p> <p>If you have questions about the portal or the notification process, please email portal@difc.ae.</p> <p>If your query is about how DIFC Authority collects or processes your personal data, please contact dpo@difc.ae. If you have questions about interpretation of DIFC data protection law and regulations, please contact commissioner@dp.difc.ae.</p>
Establishment Card (Optional)	<p>Tell us if you wish to apply for an establishment card. An establishment card is a card issued by the General Directorate of Residency and Foreigners Affairs in Dubai to allow an entity to submit employment visa applications. For any queries related to the establishment card, contact gs.helpdesk@difc.ae.</p>
Review and Submit	<p>Review your application carefully before you submit it. You will not be able to update or edit any information on the application post submission.</p>

1.2. Additional Documents

Resolution of the Body Corporate Members	<p>This document is required for Body Corporate Members only.</p> <p>Upload the resolution of the body corporate Member that does the following:</p> <ul style="list-style-type: none"> - It authorises the incorporation of the Partnership in DIFC. - It appoints the person authorised to sign on behalf of the Partnership in relation to the incorporation of the Partnership in DIFC. - It appoints the Authorised Signatories to be listed on the license - It appoints the person authorised to sign documents of all matters following the registration of the new Partnership. <p>Please ensure the names of the authorised signatories and individuals appointed to sign the articles of association on the resolution are identical to the names added on the portal.</p> <p>Click here for the template.</p>
Partnership Agreement	<p>Upload the Partnership Agreement of the LLP, which must be signed by all Partners or the appointed PoA of the Partners.</p>

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	<p>The document must be signed in one of the following ways:</p> <ul style="list-style-type: none"> - Electronically using DocuSign. 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 template.</p>
Dubai Financial Services Authority (DFSA) Draft License Notice	Upload the draft license issued by the Dubai Financial Services Authority (DFSA).
Dubai Financial Services Authority (DFSA) In Principle Approval	Upload a copy of the Dubai Financial Services Authority (DFSA) In Principle Approval.
Personnel Sponsorship Agreement	<p>This document is required only if the LLP applied for an Establishment Card and is automatically uploaded by the system.</p> <p>This document will be sent to you through DocuSign by the DIFC Services team upon submission of the application</p>
<p>Note: <i>If any documents above are not in the English Language, they must be accompanied by a legal translation certified to the satisfaction of the Registrar.</i></p>	

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1.3. Fees

The application fee will vary according to the Financial Services to be provided and ranges from \$15,000 to \$70,000. Comprehensive details of fees can be found in the [Fees Module \(FER\)](#) of the DFSA Rulebook.

Service	Financial entity
Registrar of Companies	
Name Reservation	Nil
Incorporation fees	
A Limited Liability Partnership	\$8,000
License fees upon incorporation and annually	
A Limited Liability Partnership	\$12,000
Government Services	
New Establishment Card Fees (if applicable)	
- Normal	\$618
- Express	\$656
Personnel Sponsorship Agreement Deposit	\$680
Data Protection	
To inform the DP Commissioner that the entity processes personal data	\$1,250 (Financial)
To inform the DP Commissioner that the entity does not process personal data	Nil

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