



Financial Checklist - Recognised Limited Liability Partnership (RLLP)

Guideline

Company Services

1. Recognised Limited Liability Partnership (RLLP)

To set up an entity as a Recognised Limited Liability Partnership, the following conditions must be fulfilled:

- The RLLP must be formed in a jurisdiction other than DIFC and must be registered with the registrar to carry on business in DIFC.
- The RLLP must appoint at least 1 approved person to accept service of documents or notices on behalf of the Recognised Partnership
- The name of the RLLP must be identical to its parent entity.

For more details about the legal structure of an RLLP, refer to [DIFC Companies Law, Law No. 5 of 2018](#) and [Companies 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 Branch. 6. Your entity's legal structure. Select Partnership. 7. Your entity's type of partnership. Select Recognised Limited Liability Partnership (RLLP). <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, click here or contact us on setup@difc.ae.</p>
Foreign Entity	Provide details of the foreign RLLP that will be transferred to DIFC.
	<p>Document: Certificate of Incorporation</p> <p>Upload a certificate of incorporation or a similar document that is certified by the issuing authority. It must not be older than 6 months.</p>
Business Activities	<p>Tell us about the RLLP's business activities that will be conducted from DIFC. Ensure that you provide adequate details. Keep in mind that certain activities require approval from other Government Authorities.</p>

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Entity Name	<p>Choose a name for the proposed RLLP. 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/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>
Foreign Entity Members	<p>Identify the Members of the RLLP. A minimum of 2 Members are required. A Member can be an individual or a body corporate.</p> <p>If the RLLP 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. Select 'Online Certification of Passport' if you prefer to avoid multiple uploads.
	<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 Members 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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<p>Ultimate Beneficial Owners (UBOs)</p>	<p>Confirm if you will be submitting your RLLP'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 who owns or controls 25% or more of the RLLP (directly or indirectly) and is identified as a UBO as per the DIFC UBO regulations. - Any beneficial owner who owns or controls 25% or more of the RLLP (directly or indirectly) and is identified as an exempt entity as per the DIFC UBO Regulations.
<p>Affiliated Entities</p>	<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, indicate it in this step.</p> <p>Document: Letter of Consent <i>Letter of Consent is required only if your RLLP is sharing office space with an affiliate entity in DIFC.</i></p> <p>If your RLLP 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>
<p>Background on Entity</p>	<p>Provide the following:</p> <ul style="list-style-type: none"> - An overview of the RLLP that is being established in DIFC - The relevant market sector of the RLLP - The reason for choosing DIFC - A brief history of the parent entity (if applicable) - The bios of the ultimate beneficial owner(s) - The estimated number of employees during the first year of operation <p>Document(s): Group Ownership Structure and Organisational Chart <i>These documents are required if your activity is NOT a DNFBP.</i></p> <p>Upload a group ownership structure diagram and the organisational chart. This is not applicable if your activity is a Designated Non-Financial Business or a Profession (DNFBP). For more information on a DNFBP, click here.</p>
<p>Registered Address</p>	<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>Leased/subleased properties can be viewed only if the lease agreement is registered with the DIFC Registrar of Real Property.</p>

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	<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> <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>
Authorised Signatory	<p>Identify the Authorised Signatory or Signatories of the RLLP. 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>
Approved Person	<p>Identify the approved person(s) of the RLLP. You need to add a minimum of 1 approved person and a maximum of 10. Approved persons must be at least 18 years old.</p>
	<p>Document: Certified Passport Copy of Each Approved Person <i>The passport copy of each approved person is required only if it has not been certified online.</i></p> <p>Upload a clear, valid and certified passport copy of each approved person. 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>
Management Details	<p>Add the details of:</p> <ul style="list-style-type: none"> - The most senior person who will manage the RLLP in the 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 RLLP.</p>

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<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> <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. 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>
<p>Establishment Card (Optional)</p>	<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>
<p>Bank Account</p>	<p>When you register with DIFC, you can opt in to share your information with our partner banks and open a business bank account. To avail this option, your business must have an annual turnover of AED 30 million or above.</p>

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Review and Submit	Review your application carefully before you submit it. You will not be able to update or edit any information on the application post submission.
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1.2. Additional Documents

Partnership Agreement	<p>Upload the proposed RLLP Agreement. This document must be signed by all Partners or a representative of the partners who provides a power of attorney.</p> <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>
Most recent financial statements	Upload the financial statements of the foreign entity transferred to DIFC.
Designated Non-Financial Business Providers (DNFBP) In Principle Approval	<p>This document is required only if the RLLP is conducting a DNFBP Activity.</p> <p>Upload a copy of the Dubai Financial Services Authority (DFSA) In Principle Approval for DNFBP registration.</p> <p>For more details on DNFBP activities, click here.</p>
Dubai Financial Services Authority (DFSA) Draft License Notice	Upload the draft license issued by the Dubai Financial Services Authority (DFSA).
Approval of Members	<p>Upload the approval of the RLLP's Members. The document must be signed in one of the following ways:</p> <ul style="list-style-type: none"> - Authorises registration of the partnership in DIFC - Appoints the person authorised to sign on behalf of the Partnership in relation to the registration of the new Partnership - Appoints the person authorised to sign in all matters following registration of the new Partnership. <p>Click here for the template.</p>

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<p>Approval or NoC from the relevant Government Authority</p>	<p>This document is required only if the RLLP is undertaking a business activity that requires an approval from another government authority.</p> <p>Upload the approval document or the No Objection letter issued by the relevant government authority. To view the list of activities that require third party approval, refer to the list of</p>
<p>Personnel Sponsorship Agreement</p>	<p>This document is required only if the RLLP 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 below 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	Non-Retail	Retail
Registrar of Companies		
Name Reservation	Nil	Nil
Registration Fees		
A Recognised Limited Liability Partnership	\$8,000	\$3,400
License fees upon incorporation and annually		
A Recognised Limited Liability Partnership	\$12,000	\$5,100
Government Services		
New Establishment Card Fees (if applicable)		
- Normal	\$618	\$618
- Express	\$656	\$656
Personnel Sponsorship Agreement Deposit	\$680	\$680
Data Protection		
To inform the DP Commissioner that the entity processes personal data	\$1,250 (Financial) \$750 (Non-Financial)	\$250
To inform the DP Commissioner that the entity does not process personal data	Nil	Nil

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