Check List

Registration of a Recognised Limited Liability Partnership

(RLLP)

1. Recognised Limited Liability Partnership (RLLP)

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

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

1.1. Register with DIFC

Section Name	Description
Define entity structure	This section requires you to define: • Your entity type which is financial, and the business sector of your principal activity • Your entity's legal structure. Please ensure you select the correct legal structure as this will define the remaining sections and requirements. We highly recommend that you meet with our Business Development representative if you are not supported by a legal advisor before choosing your legal structure. For more details on DIFC legal structures, please click here or contact us on setup@difc.ae.
Foreign entity details	This section requires you to provide details of your foreign entity. **Documents** : Certificate of Incorporation or a document of similar effect
Define business activities	This section requires you to: Define the entity's business activities and elaborate further on the activities to be conducted from the DIFC. Please ensure adequate details are provided in relation to the activities to be conducted from the DIFC.
Choose entity name	This sections requires you to: • Select the proposed entity name. The portal will allow you to search for a name and select up to 3 option. You may also reserve a name by clicking on "submit and reserve" and paying the fee of USD 200. • Confirm if your name is similar to an existing entity. **Document (optional)**: Upload evidence of relationship/consent if the proposed name is identical to the

	name of an existing entity in the U.A.E. other than your affiliates or parent entity.
Identify foreign entity members	The section require you to: • Identify the foreign entity members of the partnership. • A minimum of (2) members is needed. The general partnership can be an individual or a body corporate
	Document: Upload a certified passport copy of individual. The certification can be done by a corporate services provider, a law firm, DIFC Services or others as per the DIFC certification policy. For more details on the DIFC Certification Policy, please click here.
	Document: Upload a certificate of incorporation or a similar document for body corporate shareholders that are certified by the issuing authority.
Identify ultimate beneficial owners	This sections requires you to: • Confirm if you will be submitting your entity's UBO data in hard copy or on the portal. If submission made via the portal you must add: • Any natural person that owns or controls 25% or more of the proposed DIFC entity (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 DIFC entity (directly or indirectly) and is identified as an exempt entity as per the DIFC UBO Regulations.
Provide background on entity	This section requires you to provide: • An overview of the entity being established in DIFC, including market sector and reasons for choosing DIFC. • A brief history of the parent entity (if applicable) and information about the ultimate beneficial owner(s)
	Document (optional): Upload a group ownership structure diagram and the organisational chart. This is not applicable if your activity is a Designated Non-Financial Business or Profession (DNFBP). For more information on DNFBP, please click here
Identify affiliated entities	This section requires you to provide information relating to your affiliates registered in DIFC and/or other free zones in the U.A.E. In case you have an affiliate established in DIFC that you would like to share office space with, please indicate the same in this section. If you are Fintech entity, you may select the option of Co – Working in this section as well.
	Document: If the proposed entity is sharing office space with another affiliated entity, please upload letter of consent for sharing office space issued by the affiliated entity in DIFC.

Registered address	This section requires you to specify the location of records and registers. You are also required to add your operating location(s). In case you will be operating from more than one unit, you may select one or more to be your registered address, provided that these units are located in the same building. Leased/subleased properties can be viewed only if the lease agreement is registered with the DIFC Registrar of Real Property. If your lease agreement is signed with DIFC investments Ltd, the lease agreement will be registered automatically by the landlord.
Identify authorised signatory	This section requires you to: • Identify the authorised signatory(s) of the Company. You need to add a minimum of (1) and a maximum of ten (10). The authorised signatory can be an individual only. • The individual must be 18 years of age or above. **Document:** Upload a passport copy of individual authorised signatory
Identify approved persons	This section requires you to: • Identify the approved persons of the partnership. You need to add a minimum of one (1). The approved can be an individual only. • The individual must be 18 years of age **Document:** Upload a passport copy of individual approved person.
Define management details(optional)	This section requires you to add the details of the most senior person in the DIFC entity and a general communications contact person. **Document:** Upload a passport copy of the senior management contact
Data protection	This section requires you to: • Add the details of entity's data protection officer • Indicate if the entity will process any personal and/or sensitive data and if the entity will transfer any personal data. Should you wish to apply for a permit contact commissioner@dp.difc.ae
Apply for establishment card (optional)	This section requires you to indicate if you wish to apply for an establishment card. The 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, please contact gs.helpdesk@difc.ae.
Open a bank account	This section requires you to have an option to: • Open a bank account by leveraging information shared with DIFC to benefit from one journey, one experience, one ecosystem.

	• Requires an annual turnover of AED 30 million or above.
Review and submit	This section requires you to review the application prior to your submission. Upon submission, you shall not be able to make any further amendments.
Documents	
Partnership agreement	Partnership agreement to be signed by all partners or a representative of the partners who provides a power of attorney. A signature is considered valid only if it is: • Electronically using Docusign by indicating the same on the DIFC Portal. DIFC Services will initiate the signing using Docu Sign. • At DIFC Services in the presence of a DIFC Services Official. • Signed outside UAE with notarisation by the relevant authority and the UAE embassy.
Most recent financial statements	Please upload the Financial statements of the Foreign entity transferred to DIFC
Dubai Financial Services Authority (DFSA) in-principle approval	Upload a copy of Dubai Financial Services Authority (DFSA) in principle approval for DNFBP registration. For more detail on DNFBP activities, please click here.
Dubai Financial Services Authority (DFSA) draft license notice	Upload the draft license issued by the Dubai Financial Services Authority (DFSA).
Approval of members	Upload approval of members of the foreign entity that: • 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 Please click here to view guiding template.
Personnel Sponsorship Agreement	**Required only if the entity applied for Establishment Card.** • Upload Personnel Sponsorship Agreement signed by an authorised signatory
Note: 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.	

1.2. 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.

Fees		
Service	**Non-Retail**	**Retail**
Registrar of Companies		
Name Reservation	$ 200	$ 200
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
       Express
	
	$ 618
	$ 656
		
		$ 618
		$ 656

Personnel Sponsorship Agreement Deposit	$ 680	$680
Data Protection		
To inform the DP Commissioner that the entity do process personal data	$ 1,250 (Financial) $ 750 (Non-Financial)	$ 250
To inform the DP Commissioner that the entity do not process personal data	Nil	Nil