



Non-Financial Checklist General Partnership (GP)

Company Services

1. General Partnership (GP)

To set up an entity as a General Partnership, there must be a minimum of 2 General Partners.

For more details about the legal structure of a General Partnership, refer to [DIFC General Partnership Law, DIFC Law No. 11 of 2004](#), and [The General Partnership Regulations 2018](#).

1.1. Initial Approval

Section Name	Description
<p>Entity Structure</p>	<p>Define the following:</p> <ol style="list-style-type: none"> 1. Your entity type. Select Non-Financial. 2. The business sector of your principal activity. 3. The details of your entity's establishment. Select New. 4. Your entity's legal structure. Select Partnership. 5. The type of partnership. Select General Partnership. <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>
<p>Business Activities</p>	<p>Tell us about the GP's business activities that will be conducted from DIFC. Ensure that you provide adequate details.</p> <p>Keep in mind that certain activities require approval from other Government Authorities. Refer to the list of non-financial activities for more details.</p>
<p>Entity Name</p>	<p>Choose a name for the proposed GP. 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.'</p> <p>Confirm that your name is not similar to an existing entity.</p>

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	<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>
<p>General Partners</p>	<p>Identify the Partners of the GP. A minimum of 2 General Partners is required. The General Partner can be an individual or a body corporate.</p> <p>You will need to certify the passport of each individual General Partner. This can be done through our online certification process or by uploading each of their certified passports. Select 'Online Certification' if you prefer to avoid multiple uploads.</p>
	<p>Document: Certified Passport Copy of Each General Partner <i>Passport copies of General 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.</p> <p>Ensure that the passport certification does not cover or hide the passport bio page. 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: CV <i>This document is required for individual partners only that do not have a LinkedIn profile</i></p> <p>Upload the CV or bio of the individual partner providing details on work experience and achievements</p>
	<p>Document: Certificate of Incorporation for Each Body Corporate Partner <i>This document is required if the body corporate is NOT a</i></p>

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	<p><i>DIFC registered entity.</i></p> <p>Upload a certificate of incorporation or a similar document for body corporate general partners that is certified by the issuing authority. If the certification is not electronic, it must not be older than 6 months.</p> <hr/> <p>Document: Notarised PoA</p> <p>If the individual General Partner has delegated the signing of the partnership agreement to another person, upload a notarised and valid Power of Attorney approving the delegation.</p>
<p>Ultimate Beneficial Owners (UBOs)</p>	<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 GP 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 GP 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(s) established in DIFC that you would like to share office space with, indicate it in this step.</p> <hr/> <p>Document: Letter of Consent</p> <p><i>Letter of Consent is required only if your GP is sharing office space with an affiliate entity in DIFC.</i></p> <p>If your GP 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 in detail:</p>

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	<ul style="list-style-type: none"> - An overview of the GP that is being established in DIFC. - 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</p> <p><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>Sources of Income</p>	<p>Tell us in detail about the sources of income and wealth of the individuals or body corporates who will be funding the General Partnership.</p> <p>In addition to telling us how these funds were acquired, provide information on the volume of wealth under which your company will be established.</p> <p>This step is not applicable if your activity is a Designated Non-Financial Business or a Profession (DNFBP). For more information on DNFBP, click here.</p>
	<p>Document: Bank Statements</p> <p>Upload a 3-month bank statement of the individual(s) who are funding the proposed GP.</p>
	<p>Document: Financial Statements</p> <p>Upload a 2-year financial statement if a body corporate(s) is funding the proposed GP.</p>
<p>Fit and Proper Questionnaire</p>	<p>Complete the standard fit and proper questionnaire. Your answers will help determine whether or not your GP meets the requirements to operate in DIFC.</p>
<p>Review and Submit</p>	<p>Review the Initial Approval application prior to your submission. Upon submission, you will not be able to update any information until the application is returned by</p>

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	your relationship manager.
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1.2. Register with DIFC

Section Name	Description
<p>Partnership Agreement</p>	<p>Specify if you would like to sign the partnership agreement electronically or in person at DIFC Services office.</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>In case you will be operating from more than 1 unit, you may select 1 or more to be your registered address that will appear on the public register, 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. For more details on lease registration, please click here.</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>

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<p>Authorised Signatory</p>	<p>Identify the authorised signatory or signatories of the GP. 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>Management Details</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>Add the details of:</p> <ul style="list-style-type: none"> - The most senior person who will manage the Private Company in DIFC - A general communications contact person - An emergency contact person - A compliance 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>
<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</p>

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	<p>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.</p> <p>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>Review and Submit</p>	<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>
<p>Documents</p>	

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<p>General Partnership Agreement</p>	<p>Upload the General Partnership Agreement in a PDF format without signature. 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>Resolution of Body Corporate Partners</p>	<p>This document is required for Body Corporate Partners only.</p> <p>Upload the resolution of body corporate partners which:</p> <ul style="list-style-type: none"> - authorises the 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 in DIFC. - appoints the authorised signatories to be listed on the license. Please ensure the names are matching the names listed on the portal. <p>Click here for useful templates.</p>
<p>Designated Non-Financial Business Providers (DNFBP) In Principle Approval</p>	<p>This document is required only if the GP is conducting a DNFBP Activity.</p> <p>Upload a copy of the Dubai Financial Services Authority (DFSA) In Principle Approval for DNFBP registration. For more details on DNFBP activities, click here.</p>
<p>Approval or NoC from the relevant Government Authority</p>	<p>This document is required only if the GP 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 non-financial activities and retail activities for more details.</p>
<p>Personnel Sponsorship Agreement</p>	<p>This document is required only if the GP 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</p>

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	DIFC Services team upon submission of the application.
<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>	

1.3. Fees

Service	Non-Retail	Retail
Registrar of Companies		
Name Reservation	Nil	Nil
Registration fees		
A General Partnership	\$4,000	\$1,700
License fees upon incorporation and annually (An additional fee of AED 20 is applicable for Knowledge and innovation fees)		
A General Partnership	\$12,000	\$5,100
Government Services (An additional fee of AED 20 is applicable for Knowledge and innovation fees)		
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-	\$250

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	Financial)	
To inform the DP Commissioner that the entity does not process personal data	Nil	Nil

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