



Non-Financial and Retail Checklist

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:

- 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 [Limited Liability Partnership Law, Law No. 5 of 2004](#) and [Limited Liability Partnership Regulations](#).

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 or Retail. 2. The business sector of your principal activity. 3. The details of your entity’s establishment. Select Branch. 4. Your entity’s legal structure. Select Partnership. 5. The type of partnership. Select Recognised Limited Liability Partnership (RLLP). <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>Foreign Entity</p>	<p>Provide details of the foreign LLP that will be registered in 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</p>

NOTICE and DISCLAIMER – This document and any attachment are to be used only for their intended purpose and may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.



	certification is not electronic, it must not be older than 6 months.
Business Activities	<p>Tell us about the RLLP'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 and retail activities for more details.</p>
Entity Name	<p>Enter the name of the foreign LLP to be registered in DIFC. 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>
Identify Members	<p>Identify the members of the foreign LLP. The LLP must have at least 2 Members. A Member can be an individual or a body corporate.</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- by uploading each of their certified passports. Select 'Online Certification of Passport' if you prefer to avoid multiple uploads.
	<p>Document(s): Certified Passport Copy of Each Individual 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>

NOTICE and DISCLAIMER – This document and any attachment are to be used only for their intended purpose and may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.



	<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: CV <i>This document is required for individual members only that do not have a LinkedIn profile</i></p> <p>Upload the CV or bio of the individual member providing details on work experience and achievements.</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>
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 foreign 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 foreign 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 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 the foreign LLP will be sharing office space with an affiliate entity in DIFC.</i></p> <p>If the foreign LLP will be sharing office space with another affiliated entity in DIFC, 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>

NOTICE and DISCLAIMER – This document and any attachment are to be used only for their intended purpose and may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.



Background on Entity	<p>Provide the following in detail:</p> <ul style="list-style-type: none">- An overview of the foreign LLP that is being registered in DIFC- The relevant market sector of the foreign LLP- The reason for choosing DIFC- A brief history of the parent entity (if applicable)- The bios of the ultimate beneficial owner(s)- Expected number of employees in the first year of operation.
	<p>Document(s): Group Ownership Structure and Organisational Chart <i>These documents are required if you are part of a group structure.</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>
Sources of Income	<p>Tell us in detail about the sources of income and wealth of the individuals or body corporates who are funding the foreign LLP.</p> <p>In addition to telling us how these funds were acquired, provide information on the volume of wealth under which the foreign LLP has been 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(s): Bank statements / Financial statements</p> <p>Upload a 3-month bank statement of the individual(s) or a 2 year financial statements of the body corporate(s) who are funding the foreign LLP.</p>
Fit and Proper Questionnaire	<p>Complete the standard fit and proper questionnaire. Your answers will help determine whether or not the foreign LLP meets the requirements to operate in DIFC.</p>

NOTICE and DISCLAIMER – This document and any attachment are to be used only for their intended purpose and may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.



Review and Submit	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 your relationship manager.
--------------------------	---

1.2 Register with DIFC

Section Name	Description
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 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>

NOTICE and DISCLAIMER – This document and any attachment are to be used only for their intended purpose and may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.



Approved Person	<p>Identify the approved person(s) of the RLLP. You need to add a minimum of 1 approved person. 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.</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>
Management Details	<p>Add the details of:</p> <ul style="list-style-type: none">- The most senior person who will manage the RLLP in DIFC- A general communications contact person- An emergency contact person- A compliance contact <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	<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</p>

NOTICE and DISCLAIMER – This document and any attachment are to be used only for their intended purpose and may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.



	<p>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>
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>
Documents	

NOTICE and DISCLAIMER – This document and any attachment are to be used only for their intended purpose and may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.



Partnership Agreement	Upload the partnership agreement of the foreign LLP, certified as a true copy by any one of the Members.
Approval of Members	Upload the approval of the members of the foreign LLP: <ul style="list-style-type: none">- Authorising the registration of the RLLP in DIFC- Appointing the approved person who is also authorised to sign documents on behalf of the foreign LLP in relation to registering the RLLP in DIFC- Appointing the authorised signatories to be listed on the license. Please ensure the names are matching the names listed on the portal. Click here for useful templates.
Designated Non-Financial Business Providers (DNFBP) In Principle Approval	This document is required only if the RLLP is conducting a DNFBP Activity. Upload a copy of the Dubai Financial Services Authority (DFSA) In Principle Approval for DNFBP registration. For more details on DNFBP activities, click here .
Approval or NoC from the relevant Government Authority	This document is required only if the RLLP is undertaking a business activity that requires an approval from another government authority. 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.
Personnel Sponsorship Agreement	This document is required only if the RLLP applied for an Establishment Card and is automatically uploaded by the system. This document will be sent to you through Docusign by the DIFC Services team upon submission of the application.
Note: <i>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.</i>	

NOTICE and DISCLAIMER – This document and any attachment are to be used only for their intended purpose and may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.



1.3 Fees

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 (An additional fee of AED 20 is applicable for Knowledge and innovation fees)		
A Recognised Limited Liability 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-Financial)	\$250
To inform the DP Commissioner that the entity does not process personal data	Nil	Nil

NOTICE and DISCLAIMER – This document and any attachment are to be used only for their intended purpose and may not be altered or modified in any way without prior written permission. All content in this document and any attachment is provided for informational purposes only and should not be considered complete, up to date or a substitute for specific professional advice.