



Dubai International
Financial Centre

Non-Financial Checklist

General Partnership (GP)



1. General Partnership (GP)

To set up an entity as a General Partners, the following conditions must be fulfilled:

- A minimum of two General Partners

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

1.1. Initial Approval

Section Name	Description
Define entity structure	This section requires you to define: <ul style="list-style-type: none">• Your entity type : non-financial or retail 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.
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: <ul style="list-style-type: none">• Select the proposed entity name. The portal will allow you to search for a name and select up to three (3) options. You may also reserve a name by clicking on "submit and reserve" and paying the fee of USD200.• Confirm if your name is similar to an existing entity. <p>Document (optional): Upload an 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.</p>
Identify general partners	This section requires you to identify the general partners of the Company. A minimum of (2) general partners is needed. The general partners can be an individual or a body corporate
	Document: Upload a certified passport copy of individual general partners. The certification can be done by a corporate

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	<p>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.</p> <p>Document: Upload a certificate of incorporation or a similar document for body corporate general partners that are certified by the issuing authority.</p> <p>Document: If the individual general partner has delegated the signing of the articles to another person, upload a notarised Power of Attorney approving the delegation.</p>
Identify ultimate beneficial owners	<p>This sections requires you to:</p> <ul style="list-style-type: none"> • Confirm if you will be submitting your entity’s UBO data in hard copy or on the portal. <p>If submission made via the portal you must add:</p> <ul style="list-style-type: none"> • 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 DIFC UBO Regulations.
Provide background on entity	<p>This section requires you to provide:</p> <ul style="list-style-type: none"> • 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) <p>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</p>
Identify Affiliated Entities	<p>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.</p> <p>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.</p>
Describe your source of income	<p>This section requires you to provide information relating to your sources of income and wealth. This section is not applicable if your activity is Designated Non-Financial Business or Profession (DNFBP). For more information on DNFBP, please click here.</p>

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	Document: Upload bank statements of individual(s) or financial statements of body corporate(s) funding the entity that shall be providing funds to the proposed entity in DIFC.
Tell us more about your Compliance Procedures	<p>This section requires you to provide information relating to your business credit rating, compliance procedures, etc. This section is only applicable for certain activities.</p> <p>Document (optional): Upload your anti money laundering policy and procedure depicting your guidelines, role of AML Officer, etc. This is not applicable if your activity is a Designated Non-Financial Business or Profession (DNFBP). For more information on DNFBP, please click here.</p> <p>Document (optional): Upload a corporate governance structure depicting the board and operational committees and their respective roles. This is not applicable if your activity is a Designated Non-Financial Business or Profession (DNFBP). For more information on DNFBP, please click here.</p>
Fit and proper questionnaire	This section requires you to complete the standard fit and proper questionnaire.
Review and Submit	This section requires you to review the initial approval application prior to your submission. Upon submission, you shall not be able to update any information until the application is returned by your relationship manager.

1.2. Register with DIFC

Section Name	Description
Partnership Agreement	This section requires you to specify if you would like to sign the partnership agreement electronically.
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.

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Identify authorised signatory	<p>This section requires you to:</p> <ul style="list-style-type: none"> 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. <p>Document: Upload a passport copy of individual authorised signatory.</p>
Define management details(optional)	<p>This section requires you to add the details of the most senior person in the DIFC entity and a general communications contact person.</p> <p>Document: Upload a passport copy of the senior management contact.</p>
Data Protection	<p>This section requires you to:</p> <ul style="list-style-type: none"> 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)	<p>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</p>
Open a bank account	<p>This section requires you to have an option to:</p> <ul style="list-style-type: none"> 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	<p>This section requires you to review the initial approval application prior to your submission. Upon submission, you shall not be able to update any information until the application is returned by your relationship manager.</p>
Documents	
General Partnership Agreement	<p>The General Partnership proposed Agreement, can be sign using the following methods:</p> <ul style="list-style-type: none"> Electronically using Docu sign 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.

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Resolution of body corporate partner	Required for Body Corporate Partner only <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 For template please click here .
Designated Non-Financial Business Providers (DNFBP) in-principle approval	Upload the DNFBP in-principle approval letter issued by the Dubai Financial Services Authority (DFSA). This document is mandatory if your activity is DNFBP. For more information on DNFBP, please click here
Approval or NoC from the relevant Government Authority	Required only if the entity 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, please refer to the non-financial business activity guide, please click here .
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.

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1.3. Fees

Fees		
Service	Non-Retail	Retail
Registrar of Companies		
Name Reservation	\$ 200	\$ 200
Registration fees		
A General Partnership	\$ 4,000	\$ 1,700
License fees upon incorporation and annually		
A General 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 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

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