



Dubai International
Financial Centre

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:

- 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.

For more details about this legal structure, please refer to [DIFC Limited Liability Partnership Law, Law No. 5 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: financial, 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.
Foreign Entity (In case of branch)	In this section please provide details of the foreign entity Document : Upload a 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: <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 3 option. You may also reserve a name by clicking on "submit and reserve".• Confirm if your name is similar to an existing entity.

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	<p>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.</p>
Identify Foreign Entity Member	<p>This section requires you to identify the shareholders of the Company. A minimum of (2) Members is needed. The shareholder can be an individual or a body corporate</p>
	<p>Document: Upload a certified passport copy of individual members. 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.</p>
	<p>Document: Upload a certificate of incorporation or a similar document for body corporate members that are certified by the issuing authority.</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 the 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>

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Describe your source of income	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 .
	Document: Upload the most recent financial statements.
Tell us more about your Compliance Procedures	This section requires you to provide information relating to your business credit rating, compliance procedures, etc. This section is only applicable for certain activities.
	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 .
	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 .
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.

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2. Register with DIFC

Section Name	Description
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: <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. Document: Upload a passport copy of individual authorised signatory.
Identify approved persons	This section requires you to: <ul style="list-style-type: none">Identify the approved persons of the Company. You need to add a minimum of one (1). The approved can be an individual only.The individual must be 18 years of age or above. 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: <ul style="list-style-type: none">Add the details of entity's data protection officerIndicate 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 .

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Open a bank account	This section requires you to have an option to: <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	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 of the foreign partnership certified as a true copy by one of the members.
Approval of members	Upload approval of members of the foreign entity that: <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 Please click here to view template.
Designated Non-Financial Business Providers (DNFBP) in-principle approval (if applicable)	Required only if the entity is conducting a DNFBP Activity, Upload a copy of Dubai Financial Services Authority (DFSA) in principle approval for DNFBP registration. For more detail on DNFBP activities, 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 signed personnel sponsorship agreement signed by an authorised signatory. This document is mandatory if you have completed the establishment card section.
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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3. Fees

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	\$ 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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