



Setting Up in Ajman Free Zone Facts Sheet

1. Submit all documents that are mentioned in the *Business Guide*, attached with the application form to the *Marketing Department*

Required Documents	
1.1) Establishing a New Company	
<p>a) Free Zone Entity (FZE) (One Owner):</p> <ul style="list-style-type: none"> - Owner's passport copy - One Color photograph - Bank statement of US\$ 50,000/ (185,000 AED) in the company account in any UAE Bank. (To be submitted within one month from issuing the license) 	<p>b) Free Zone Company (FZC) (up to 4 partners):</p> <ul style="list-style-type: none"> - Passport copies of the partners - One color photograph for the partners - Bank statement of US\$ 50,000/- (185,000 AED) in the company account in any UAE Bank. (To be submitted within one month from issuing the license) - Partnership agreement (you can collect a copy from the <i>Marketing Department</i>) - Authorization letter for the manager (It should be signed by all the partners)
<p><i>*** Feasibility study of the project in case of industrial activity for both types FZE & FZC.</i></p>	
1.2) Establishing a Local or Foreign Branch (BLC/BFC)	
<p>a) Incorporation or registration certificate from the competent authority in the country where the company is registered.</p> <p>b) The Memorandum and/or Articles of Association of the company</p> <p>c) Decision or resolution of the competent authority of the company authorizing it to invest or carry out the specific activity in the Free Zone and appointing a representative or manager with power of attorney duly notarized and legalized to act on behalf of the company</p>	<p>d) Passport copy of the representative or manager of the company.</p> <p>e) Documents a, b and c should be certified by the Chamber of Commerce and the UAE Embassy in the country where the company is registered then certified by ministry of foreign affairs in UAE .</p>
<p><i>*** Feasibility study of the project in case of industrial activity.</i></p> <p><i>*** All the listed documents should be attached to the application form, which is available in our Marketing Department and on our web site: www.ajmanfreezone.gov.ae</i></p>	

2. Wait for approval which will be given within one day for trading and services activities and within 3 days for the industrial activities.

3. Choose the suitable location of the real estate.

Locations

3.1) Offices			
<ul style="list-style-type: none"> Block A – B – C – D – E (16 sq. m) Rent is AED 27,500/- (Annual) including the water, electricity and air-conditioning. 		<ul style="list-style-type: none"> Block A1 – B1 	
		Size (Sq. m.)	Rate (AED/sq. m.)
		From 26 to 29	AED 1,300/US\$ 354
		From 30 to 35	AED 1,250/US\$ 341
		From 36 to 40	AED 1,200/US\$ 327
Additional Fees:			
Office Maintenance	AED 200/US\$ 54 (Annual)		
General Services	AED 250/US\$ 68 (Annual)		
Sign board	AED 200/US\$ 54 (One Time)		
Refundable Guarantee	AED 5,000/US\$ 1,362 (One Time)		
		<ul style="list-style-type: none"> New Bldg. Block C1 from 5th to 10th Floor 	
		Size (Sq. m.)	Rate (AED/sq. m.)
		From 26 to 29	AED 1,300/US\$ 354
		From 30 to 35	AED 1,250/US\$ 341
		From 36 to 40	AED 1,200/US\$ 327
		<ul style="list-style-type: none"> New Bldg. Block C1 from 11th to 14th Flr. 	
		Size (Sq. m.)	Rate (AED/sq. m.)
		From 26 to 29	AED 1,300/US\$ 354
		From 30 to 35	AED 1,250/US\$ 341
		From 36 to 40	AED 1,200/US\$ 327
*** The rent includes water, electricity and air-conditioning.			
Additional fees for the office			
Office Maintenance	AED 200/US\$ 54 (Annual)		
General Services	AED 250/US\$ 68 (Annual)		
Sign board	AED 200/US\$ 54 (One Time)		
Refundable Guarantee	AED 3,000/US\$ 817 (One Time)		
*** Payment for all offices will be in one installment & for Block C1 the rent will start when the offices are finished.			
*** (5) Employment Visa (including the owner) will be allowed for all types of offices.			

3.2) Electronic Office Center – EOC	
Rent	AED 15,000/US\$ 4,087 (Annual)
Office Maintenance	AED 200/US\$ 54 (Annual)
General Services	AED 250/US\$ 68 (Annual)
*** (1) Employment Visa (including the owner) will be allowed for all types of EOC Licenses.	

3.3) Warehouses			
a) Block A – B – D		b) Block C – E – F	
Sizes	Rent/sq. m.	Total Area	Rent/sq. m.
225 m ²	AED 200/US\$ 54	257 m ²	AED 250/US\$ 68
280 m ²	AED 200/US\$ 54	330 m ²	AED 250/US\$ 68
360 m ²	AED 200/US\$ 54	300 m ²	AED 250/US\$ 68
540 m ²	AED 200/US\$ 54	250 m ²	AED 250/US\$ 68
560 m ²	AED 200/US\$ 54		

Additional Fees	
Warehouse Maintenance	AED 1,000/US\$ 272 (Annual)
Refundable Guarantee	AED 5,000/US\$ 1,362 (Non-Industrial Licenses)
Sign board	AED 750/US\$ 204 (One Time)
General Services	AED 500/US\$136 (Annual)
*** Number of employment visa is linked to the company activity.	

3.4) Land	
Minimum Plot Size	Rent/sq. m. per Year
2,000 sq. m	AED 10/US\$ 3

4. Pay the license fees and the rent of the allocated real estate.

Licenses		
AFZA Four Types of License (issued within 48~72 hours)	Fees	
Trading Licenses	One Activity:	AED 3,000/US\$817 (Annual)
	Two Activities:	AED 4,000/US\$ 1,090 (Annual)
	Three Activities:	AED 5,000/US\$ 1,362 (Annual)
	General Trading License:	AED 7,000/US\$ 1,907 (Annual)
Professional/Services License	AED 5,000/US\$ 1,362 (Annual)	
Industrial License	AED 7,000/US\$ 1,907 (Annual)	
National Industrial License	AED 7,000/US\$ 1,907 (Annual)	
*** Chamber of Commerce Certificate & Commercial Registration can be obtained from the customer service department after 3~4 working days of issuing the license (Counter No. 1).		

5. Collect the License (Customer Service Department, Counter No. 1).

6. Collect the Rental Agreement (Customer Service Department, Counter No. 1).

7. Collect the key for the Real Estate (Customer Service Department, Counter No. 1).

8. Apply for the owner/partners employment entry permit (Customer Service Department, Counter 2~6 from 8 am~1 pm).

Employment Entry Permit (Owner/Partners)																																		
<ul style="list-style-type: none"> Request letter from the company signed by authorized with English & Arabic information original passport. The letter should include the following information: 																																		
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<ul style="list-style-type: none"> Clear passport copy validity (6 months). One color photograph License copy Payment AED 400/US\$ 109 																																		

- Wait for the entry permit to be issued which will take around 5~7 working days & can be obtained from the Customer Service Department, Counter No. 1.

9. Apply for the resident visa (visa stamping on the passport) (Customer Service Department, Counter 2~6 from 8 am ~ 1 pm).

Resident Visa (Visa Stamping on the Passport)																																		
<ul style="list-style-type: none"> • Request letter from the company signed by authorized with English & Arabic information as per as the passport. The letter should include the following information: 																																		
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<ul style="list-style-type: none"> • Original employment entry permits. • Original passport. • Original medical certificate (can be done at Ajman hospital or GMC hospital in Ajman as the following:*) <ol style="list-style-type: none"> 1. Typing the application form at the hospital. 2. Submit the application with a copy of the employment visa, passport copy & 4 colored photographs with the fees AED 530/US\$ 144. 3. The result will be received within 2~3 days. 4. Paying extra AED 50/US\$14 urgent fees the result can be received in the same day. 																																		
* Procedures & fees may be changed according to the hospital rules.																																		
<ul style="list-style-type: none"> • 8 photographs • Finger prints report, should be done at mushrif police station (Ajman – opposite of Ajman city center) as the following: <ol style="list-style-type: none"> 1. Submit original passport, original employment entry permits and the fees AED 25/US\$ 7 2. The result will be received within 15 minutes. 																																		
* Procedure & fees may be changed according to the MOI rules.																																		
<ul style="list-style-type: none"> • Payment AED 710/US\$ 193 Normal (15~20 working days) AED 800/US\$ 218 Urgent (3~4 working days). 																																		

10. Apply for the employees visas (Customer Services Department, Counter 2~6 from 8 am~1 pm).

10. 1) Employment Entry Permit (Employees)																																		
<ul style="list-style-type: none"> • Request letter from the company signed by authorized with English & Arabic information as per as the passport. The letter should include the following information: 																																		
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• Clear passport copy validity (6 month).
• 3 copy of employment contract signed by the authorized and sealed by the company, a copy can be collected from the customer service department (Counter No. 1)
• Payment AED 400/US\$ 109.
• Guarantee (one month salary + return ticket) to be paid in AFZA either cash or bank draft.
• One color photograph

10.2) Visit Visa																																		
*** All companies (except EOC companies) is eligible for two visit visa at a time applying will be as the below requirements at the Customer Services Department, Counter 2~6 from 8 am~1 pm.																																		
• Request letter from the company signed by authorized with English & Arabic information as per as the passport. The letter should include the following information:																																		
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• Clear passport copy validity (6 month).																																		
• Payment AED 1,000/US\$ 272																																		
• Guarantee (AED 1,000/US\$ 272) to be paid in AFZA in cash and will refunded back when the visitor leaves the country.																																		
• One color photograph.																																		

11. Apply for No Objection Letters

NOC letters
*** (NOC letters) for (banks, traffic police, Etisalat, electricity, Ministry of Commerce, consulates, etc.) apply as the below requirements at the Customer Services Department, Counter 2~6 from 8 am~1 pm.
• Request letter from the company signed by authorized & stamped by the company seal.
• License copy.
• Clear passport copy validity (6 month).
• Fees

12) Opening the Bank Account
*** Most of the banks require the following document but the approval depend on the bank policy.
• NOC letter from AFZA. (Can be obtained from the Customer Service Department after submitting request letter from the company signed by authorized plus the fees).
• Original passport for the owner/partners with the resident visa.
• Original license.
• Original Chamber of Commerce Certificate & Commercial Registration.
• Rental Agreement.

13. Information for Visitors & Residents

13.1) Entry Requirements	
Visa requirements are classified as following:	
- Some nations doesn't need visa: * GCC Nations KSA KWT BHR QAT OMN	- Some nations get visa on their arrival: * GCC Residents but for high level professions e.g. Managers Doctors Engineers Pharmacists * 34 other countries (http://www.dnrd.gov.ae/dnrd/default.htm)
* Other nations need visa through sponsors:	
Hotels & Tourist Companies (http://www.dubaitourism.co.ae)	
*** These sponsors can prepare the following visa types:	
Visa	Validity Period
Tourist Visa	Valid for 30 days
Service Visa	Valid for 14 days
Visit Visa	Valid for 60 days (can be extended for other 30 days)
Airlines & Airlines Handlers Crew (http://www.emirates.com)	
*** These sponsors can prepare 96 hours only for Transit Passengers	
Organizations	
*** These sponsors can prepare Visit Visa & Service Visa only	
Individuals (Relatives or Friends)	
*** These sponsors can prepare Visit Visa only	

13.2) Transport	
Abu Dhabi	www.dcaauh.gov.ae/english/abudhabi/introduction.htm
Ajman	www.ajmanport.gov.ae/frz/ajmnhome.html
Al Ain	www.alain-airport.gov.ae
Dubai	www.dubaiairport.com/dia/english/home
Fujairah	www.fujairah-airport.com
Ras Al Khaimah	www.rakairport.com
Sharjah	www.shj-airport.gov.ae
<ul style="list-style-type: none"> • Have international airports. Certain shipping lines provide passenger services to the U.A.E. • Taxis may be metered or un-metered. It is advisable to negotiate the fare for an un-metered taxi in advance. Car rental companies will accept most foreign drivers' licenses. Drivers who are U.A.E. residents require a U.A.E. driving license. 	

13.3) Accommodation	
Hotels	Five-star and four-star hotels provide excellent service and facilities. It is advisable to make hotel bookings well in advance. www.ajmanhotel.com http://www.dubaiworldtradecentrehotels.com
Housing	Ajman offer a wide choice of rented & owned housing. www.ajmanproperty.com

13.4) Living in U.A.E.	
Education	Some 85 private schools offer curricula of the US, the UK and other European

	and Asian countries. Educational standards are high, with annual fees comparable with those in the West. Most tertiary students study abroad, but several foreign universities offer degree courses in the UAE. www.moe.gov.ae
Medical Care	Subsidized medical care is available for UAE citizens. Resident expatriates may register for a health card to obtain treatment at government hospitals and clinics. Doctors in private practice charge between AED 75/US\$ 20 and AED 200/US\$ 54 for a consultation. Emergency treatment is available free to citizens, residents and visitors. www.gmchospital.com

13.5) Food and Drink

*** A wide selection of foods is available in hotels and restaurants. Water is safe to drink but bottled mineral water and filtered water is also available.

Utilities	Bottled gas and electricity are used for cooking. Electricity is 220/240 volts, 50 cycles. www.uae.gov.ae/moew
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Leisure	A range of tours is available in the UAE offering dinner excursions, desert safaris and other adventurous activities. Arrangements can be made for safaris to see wildlife, rural villages, desert landscapes or the ancient archaeological sites in the Hajar Mountains. www.yellowpages.ae
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*** Recreational facilities are available in hotels and private clubs. Most hotels allow their swimming pools and other facilities to be used on a membership or day-use basis.

*** Cultural activities, such as traditional dancing and camel racing, may be observed during festivals and other public events.

*** Most Western and Asian consumer goods can be bought in the shopping malls, supermarkets and hypermarkets, or for a traditional approach, experience the lively atmosphere of the old souks (markets).

13.6) Business Hours

Government Offices	Saturday to Wednesday	7:30 ~ 14:30
Banks	Saturday to Wednesday	8:00 ~ 1300
	Thursday	8:00 ~ 12:00; 14:00 ~ 17:30
Private Offices	Sunday To Thursday	8:00 ~ 13:00; 15:00 ~ 19:00

OFFICIAL APPLICATION FORM

APPLICANT DETAILS

Name of applicant:	_____
Nationality:	_____
Street Address:	_____
City:	_____
Zip/Postal Code:	_____
Country:	_____
E-mail:	_____
Phone:	_____
Fax:	_____
Telex:	_____

PROJECT DETAILS

Name of Project/Company:	_____				
Legal Status:	_____				
F.Z.E.	<input type="checkbox"/>	F.Z.C.	<input type="checkbox"/>	BR	<input type="checkbox"/>
Purpose of Project:	_____				
Capital Investment (AED):	_____				
Investment Costs:	_____				

Finance Resources:	_____
Please provide us with 2 Bank References:	_____
Bank # 1:	_____
Bank # 2:	_____
Duration of the Project:	_____
Anticipated Date for Commencement of Construction:	_____
Anticipated Date for Completion of Construction:	_____
Commencement Date/Performance of Activity:	_____

PROJECT REQUIREMENTS (ANNUAL)

Total Area Required (m ²):	_____
Warehouse:	_____
Offices:	_____
Land:	_____
Others:	_____
Required Energy (Annual):	_____
Natural Gas (m ³):	_____
Electricity:	_____
Others:	_____
Required Water (m ³):	_____
Required Labor (No.):	_____
Unskilled:	_____
Requirements for Imported Materials:	_____
Other Requirements:	_____
Raw Material (tons):	_____
Machinery & Equipment (quantity):	_____

PRODUCTION CAPACITY (FOR INDUSTRIAL PRODUCTS ONLY)

Annual Production Capacity:	_____
Ratio of Local Manufacturing:	_____
Parts Manufactured Locally:	_____
Parts manufactured Locally:	_____
Details of Products:	_____

PROJECT ANTICIPATED EXPANSIONS

Details of Expansions (if any):	_____

ENVIRONMENTAL EFFECTS OF THE PROPOSED PROJECT

Details of hazardous/poisonous (if any):	_____

Quantity:	_____
Unit:	_____
Type:	_____
Storage Method:	_____

Transportation means:	_____
Gas, Liquid or solid waste (if any):	_____
Quantity:	_____
Unit:	_____
Type:	_____
Proposed methods to treat the waste:	_____

Project plan to re-cycle the waste: _____

FURTHER DETAILS
Other details (if any): _____

DECLARATION

I/we hereby declare that all details given above are true and accurate, and that I/we agree to abide by the Laws and Regulations and other conditions in force in the Free Zone and as issued from time to time by the Free Zone Authority.

Name of Applicant: _____

Title: _____

Signature: _____

Date: _____