



Documents Required

FZE/FZC

Item	Documents	Remarks
1.	Application Form	To Be filled (can be downloaded from our www.spcfz.com/download)
2.	Passport Copy of Shareholders, Directors and Managers	Clear copy
3.	Visa & Emirates ID copy of Shareholders, Directors and Manager (if applicable)	Clear copy
4.	Proof of Address of Shareholders	Any address proof (Recent utility bill/Bank statement etc. with address)
5.	Passport size photograph of the shareholders	Color
6.	Memorandum & Articles of Association	Specimen (can be downloaded from our website www.spcfz.com/download)
7.	Specimen signature of the proposed Manager	Form can be downloaded from our website www.spcfz.com/download)

Branch/Subsidiary

Item	Documents	Remarks
1.	Application Form	To Be filled (can be downloaded from our www.spcf.com/download)
2.	Ultimate Beneficial Owner Declaration	To Be filled (can be downloaded from our www.spcf.com/download)
3.	Passport copy of Manager	Clear copy
4.	Proof of Address of Manager	Any address proof (Recent utility bill/Bank statement etc. with address)
5.	Passport size photograph of the Manager	Color
6.	Memorandum & Articles of Association	Of the parent company - Legalized
7.	Certificate of Incorporation	Of the parent company - Legalized
8.	Board Resolution & Power of Attorney	Of the parent company - Legalized
9.	Licence (if applicable)	Of the parent company - Legalized

Note:

1. The branch documents should be Legalized & Attested by UAE Embassy or Consulate where the parent company exist. Further, from the Ministry of Foreign Affairs in UAE.
2. Corporate Shareholders should submit the same documents as required by the branch (see above)
3. Each Legal document has to be sealed/initialed, if more than one page.
4. SPC Free Zone reserves the rights for acquiring additional documents.